

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

**Tuesday, December 10, 2013
3:00 P.M.**

County Commission Chambers
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL

COUNTY COMMISSIONERS

Kristin Dozier, Chairman
District 5

Bill Proctor
District 1

Jane Sauls
District 2

John Dailey
District 3



Mary Ann Lindley, Vice Chair
At-Large

Bryan Desloge
District 4

Nick Maddox
At-Large

Vincent S. Long
County Administrator

Herbert W. A. Thiele
County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. The meetings are televised on Comcast Channel 16. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Selected agenda items are available on the Leon County Home Page at: www.leoncountyfl.gov. Minutes of County Commission meetings are the responsibility of the Clerk of Courts and may be found on the Clerk's Home Page at www.clerk.leon.fl.us

Please be advised that if a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at this meeting or hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The County does not provide or prepare such record (Sec. 286.0105, F.S.).

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Community & Media Relations, 606-5300, or Facilities Management, 606-5000, by written or oral request at least 48 hours prior to the proceeding. 7-1-1 (TDD and Voice), via Florida Relay Service.

Board of County Commissioners
Leon County, Florida
Agenda
Regular Public Meeting
Tuesday, December 10, 2013, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Bryan Desloge

AWARDS AND PRESENTATIONS

- None.

CONSENT

1. Approval of Minutes: October 29, 2013 Workshop on Consideration of Future Uses for the One-Cent of Tourist Development Tax Currently Dedicated to a Downtown Performing Arts Center(s) and October 29, 2013 Regular Meeting
(Clerk of the Court/Finance/Board Secretary)
2. Adoption of Proposed Public Notice 2014 Tentative Schedule and the 2014 Board Travel Schedule
(County Administrator/County Administration/Agenda Coordinator)
3. Ratification of Commissioners Appointments to the Human Services Grant Review Committee and Library Advisory Board
(County Administrator/County Administration/Agenda Coordinator)
4. Acceptance of the Economic Development Council Annual Report and Approval of the FY 2014 Agreement in the Amount of \$199,500
(County Administrator/Economic Development & Business Partnerships)
5. Approval of Payment of Bills and Vouchers Submitted for December 10, 2013, and Pre-Approval of Payment of Bills and Vouchers for the Period of December 11, 2013 through January 20, 2014
(County Administrator/Financial Stewardship/Office of Management & Budget)
6. Acceptance of the Fiscal Year 2013 Annual Performance and Financial Report
(County Administrator/Financial Stewardship/Office of Management & Budget)
7. Acceptance of a Conservation Easement from June C. Diehl
(County Administrator/Public Works & Community Development/DSEM/Environmental Services)
8. Ratification of Board Actions Taken at the November 19, 2013 Workshop to Develop Solutions to Promote Sustainable Growth Inside Lake Protection Zone
(County Administrator/Public Works & Community Development/PLACE/Planning)

9. Approval of the Proposed Local Agency Program Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane
(County Administrator/Public Works & Community Development/Public Works/Engineering Services)
10. Approval of the Proposed Local Amendment to the Contract Agreement with Sandco, Inc. for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane
(County Administrator/Public Works & Community Development/Public Works/Engineering Services)
11. Approval of the Plat of Kingsmill Subdivision for Recording in the Public Records and Approval and Acceptance of Performance Agreement and Surety Device
(County Administrator/Public Works & Community Development/Public Works/Engineering Services)
12. Approval of the Aerial Larviciding Agreement with the Sheriff of Leon County
(County Administrator/Public Works & Community Development/Public Works/Operations/Mosquito Control)
13. Approval of a Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of a Section of Highway 27 (Apalachee Parkway)
(County Administrator/Public Works & Community Development/Public Works/Parks & Recreation)

Status Reports: *(These items are included under Consent.)*

14. Acceptance of the Final FY 12/13 County Grant Program Leveraging Status Report
(County Administrator/Financial Stewardship/Office of Management & Budget)
15. Acceptance of Affordable Housing Advisory Committee's 2014 Report of Recommendations
(County Administrator/Human Services & Community Partnerships/Housing Services)
16. Acceptance of a Status Report on the Update of the 100-year Floodplain Data in GIS
(County Administrator/Public Works & Community Development/DSEM/Environmental Services)
17. Acceptance of a Status Report and Approval to Rename the South Segment of Bennett St. to Preston Court
(County Administrator/Public Works & Community Development/DSEM/Development Services)
18. Acceptance of a Status Report and Approval to Rename One Block of DeSoto Street to Officer Dale Green Way
(County Administrator/Public Works & Community Development/DSEM/Development Services)

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

3-minute limit per speaker; there will not be any discussion by the Commission

GENERAL BUSINESS

19. Acceptance of Status Report on the Leon County Research and Development Authority
(County Administrator/Economic Development & Business Partnerships)
20. Acceptance of Status Report on Curbside Waste Collection Services
(County Administrator/Resource Stewardship/Solid Waste)
21. Consideration of Tourism Signature Event Grant Program
(County Administrator/Economic Development & Business Partnerships/Tourism Development)
22. Consideration of Funding Request from the Disabled American Veterans in the Amount of \$10,962 Toward the Purchase of a Twelve-Passenger Van
(County Administrator/Financial Stewardship/Office of Management & Budget)
23. Approval of FY13/14 Insurance Coverages
(County Administrator/Financial Stewardship/Office of Management & Budget)
24. Approval of Agreement Awarding Bid to Capital Asphalt in the Estimated Amount of \$7,147,326 for the Asphaltic Concrete Materials and Services, Continuing Supply Contract
(County Administrator/Public Works & Community Development/Public Works/Engineering Services)
25. Consideration of a Full Board Appointment to the Tourist Development Council
(County Administrator/County Administration/Agenda Coordinator)
26. Consideration of Full Board Appointments of Commissioners to Authorities, Boards, Committees, and/or Councils
(County Administrator/County Administration/Agenda Coordinator)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

27. First and Only Public Hearing on Cycle 2013-1 Comp Plan Amendment on the Woodville Rural Community Expansion
(County Administrator/Public Works & Community Development/PLACE/Planning)
28. First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community AKA DISC Village Planned Unit Development (PUD) Zoning District.
(County Administrator/Public Works & Community Development/PLACE/Planning)
29. First and Only Public Hearing on Amendments to an Ordinance Requiring Property Registration for Abandoned Real Property
(County Attorney)

30. First of Two Public Hearings on a Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC
(County Attorney)
31. First and Only Public Hearing Regarding a Proposed Resolution on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Fire Rescue Services
(County Attorney)
32. First and Only Public Hearing to Adopt a Resolution Affirming the Reissuance of the Bay County Industrial Revenue Bonds for Goodwill Industries
(County Attorney/County Administrator/Financial Stewardship/Office of Management & Budget)
33. First and Only Public Hearing on a Proposed Ordinance to Establish Low-Impact Development Standards and Incentives
(County Administrator/Public Works & Community Development/DSEM/Environmental Services)
34. First and Only Public Hearing to Adopt an Ordinance to Reauthorize the Levy of the Existing Six Cent Local Option Fuel Tax
(County Administrator/Financial Stewardship/Office of Management & Budget)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

None.

ADJOURN

*The next Regular Board of County Commissioners Meeting is scheduled for
Tuesday, January 21, 2014 at 300 p.m.*

All lobbyists appearing before the Board must pay a \$25 annual registration fee. For registration forms and/or additional information, please see the Board Secretary or visit the County website at www.leoncountyfl.gov

2013

JANUARY

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JANUARY

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JULY

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OCTOBER

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PUBLIC NOTICE
2013 Tentative Schedule

All Workshops, Meetings, and Public Hearings are subject to change
 All sessions are held in the Commission Chambers, 5th Floor, Leon County Courthouse unless otherwise indicated. Workshops are scheduled as needed on Tuesdays from 12:00 to 3:00 p.m.

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
December 2013	Monday 9	9:00 a.m. – 4:00 p.m.	Board Retreat
	<u>Tuesday 10</u>	<u>12:00 – 1:30 p.m.</u>	<u>Workshop on Consideration of Leon County Funding Participation in Construction of the Comprehensive Emergency Services Center</u>
		1:30 – 3:00 p.m.	Workshop on 2014 State and Federal Legislative Priorities
		3:00 p.m.	Regular Meeting
		<u>6:00 p.m.</u>	First and Only Public Hearing on Cycle 2013-1 Comprehensive Plan Amendment on the Woodville Rural Community Expansion
			<u>First and Only Quasi-Judicial Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community AKA DISC Village Planned Unit Development (PUD) Zoning District.</u>
			<u>First of Two Public Hearings on a Development Agreement Between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC</u>
			<u>First and Only Public Hearing on a Proposed Ordinance Amending the Commercial Overlay Districts and the Commercial Center Future Development Concept Map of the Bradfordville Sector Plan and Amendments to the Official Zoning Map of Leon County, and Corresponding Updates to the Applicable Provisions of Chapter 10 of the Leon County Code of Laws</u>
			First and Only Public Hearing on a Proposed Ordinance to Establish Low-Impact Development Standards and Incentives
			First and Only Public Hearing on an Ordinance to Relevy the Existing Six Cent Local Option Fuel Tax
			<u>First and Only Public Hearing to Adopt a Proposed Resolution on Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Fire Rescue Services</u>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
December 2013 <i>(Continued)</i>	Wednesday 11	2:30 p.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	<u>Thursday 12</u>	<u>2:00 p.m.</u>	<u>Capital Region Transportation Planning Agency</u> <u>City Commission Chambers</u>
	Tuesday 24	No Meeting	BOARD RECESS
	Wednesday 25	Offices Closed	CHRISTMAS DAY

PUBLIC NOTICE
2014 Tentative Schedule

All Workshops, Meetings, and Public Hearings are subject to change

All sessions are held in the Commission Chambers, 5th Floor, Leon County Courthouse unless otherwise indicated. Workshops are scheduled as needed on Tuesdays from 12:00 to 3:00 p.m.

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
January 2014	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	Monday 13	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 14	No Meeting	BOARD RECESS
	<i>Thursday 16 – Friday 17</i>	<i>FAC Advanced County Commissioner Workshop</i>	<i>Seminar 2 of 3 UF Hilton, Gainesville; Alachua County</i>
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 21	3:00 p.m.	Regular Meeting
		6:00 p.m.	<u>Second and final public hearing on a proposed Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC.</u>
	Thursday 23	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
February 2014	Tuesday 11	1:30 p.m.	Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Monday 24	3:00 – 5:00 p.m.	Intergovernmental Agency (IA) City Commission Chambers
	Tuesday 25	1:30 p.m.	Joint City/County Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Thursday 27	9:30 a.m.	CRA Meeting; City Commission Chambers
March 2014	<i>Saturday 1 – Wednesday 5</i>	<i>NACO Legislative Conference</i>	<i>Washington Hilton Washington, D.C.</i>
	Monday 10	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 11	3:00 p.m.	Regular Meeting
	Tuesday 25	No Meeting	NO MEETING
	Thursday 27	9:30 a.m.	CRA Meeting; City Commission Chambers
		<i>FAC Legislative Day</i>	FSU Turnbull Conference Center Tallahassee

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
April 2014	Tuesday 8	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Transmittal Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat
	<i>Thursday 17 – Friday 18</i>	<i>FAC Advanced County Commissioner Workshop</i>	<i>Seminar 3 of 3: UF Hilton, Gainesville; Alachua County</i>
	Tuesday 22	3:00 p.m.	Regular Meeting
	Thursday 24	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
May 2014			
	Tuesday 13	3:00 p.m.	Regular Meeting
	Monday 19	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Monday 26	Offices Closed	MEMORIAL DAY
	Tuesday 27	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Adoption Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Thursday 29	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
June 2014			
	Tuesday 10	3:00 p.m.	Regular Meeting
	Monday 16	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
		3:00 – 5:00 p.m.	Intergovernmental Agency (IA) City Commission Chambers
	<i>Tuesday 17- Friday 20</i>	<i>FAC Annual Conference</i>	<i>Hilton Bonnet Creek Orange County</i>
	Tuesday 24	3:00 p.m.	Regular Meeting
	Thursday 26	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
July 2014	Friday 4	Offices Closed	JULY 4TH HOLIDAY
	Monday 7	9:00 a.m. – 5:00 p.m.	FY 2014/15 Budget Workshop
	Tuesday 8	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, <i>if necessary</i>
		3:00 p.m.	Regular Meeting
	Wednesday 9	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, <i>if necessary</i>
	Thursday 10	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	<i>Friday 11– Monday 14</i>	<i>NACo Annual Conference</i>	<i>Morial Convention Center Orleans Parish/New Orleans, Louisiana</i>
	Tuesday 22	No Meeting	BOARD RECESS
	<i>TBD</i>	<i>National Urban League Annual Conference</i>	<i>Cincinnati, Ohio</i>
August 2014			
	<i>Friday 8 – Sunday 10</i>	<i>Chamber of Commerce Annual Conference</i>	<i>Omni Amelia Island Plantation</i>
	Tuesday 12	No Meeting	BOARD RECESS
	Tuesday 26	3:00 p.m.	Regular Meeting
September 2014			
	Monday 1	Offices Closed	LABOR DAY HOLIDAY
	<i>Sunday 14– Wednesday 17</i>	<i>ICMA Annual Conference</i>	<i>Charlotte/Mecklenburg North Carolina</i>
	Monday 15	1:00 p.m.	CRTPA Meeting; City Commission Chambers
		3:00 – 5:00 p.m. 5:30 p.m.	Intergovernmental Agency (IA) Meeting FY 2015 Budget Public Hearing City Commission Chambers
	Tuesday 16	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2014/2015 *
	<i>Wednesday 17– Friday 19</i>	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Sandestin Beach Resort Walton County</i>
	<i>Wednesday 17– Saturday 20</i>	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Thursday 18	4:00 p.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting
		6:00 p.m.	Second Public Hearing on Adoption of Millage Rates and Budgets for FY 2014/2015*

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
October 2014	<i>TBD</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Part 1 of 3 UF Hilton, Gainesville; Alachua County</i>
	Tuesday 14	3:00 p.m.	Regular Meeting
	Monday 20	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat
	Thursday 23	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 28	3:00 p.m.	Regular Meeting
November 2014	Monday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Monday 17	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 18	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	Thursday 20	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2014	<i>Wednesday – 3 Friday 5</i>	<i>FAC Legislative Conference</i>	<i>Sawgrass Marriot St. John's County</i>
	<i>Wednesday 3</i>	<i>New Commissioner Workshop</i>	<i>Sawgrass Marriot St. John's County</i>
	<i>Friday 5</i>	<i>FAC Workshop</i>	<i>Sawgrass Marriot St. John's County</i>
	Monday 8	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 9	3:00 p.m.	Regular Meeting
	Thursday 11	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 23	No Meeting	BOARD RECESS
	Thursday 25	Offices Closed	CHRISTMAS DAY
	Friday 26	Offices Closed	FRIDAY AFTER CHRISTMAS DAY
January 2015	Thursday 1	Offices Closed	NEW YEAR'S DAY

Citizen Committees, Boards, and Authorities 2013 Expirations and Vacancies

www.leoncountyfl.gov/committees/expire.asp

VACANCIES

Affordable Housing Advisory Committee

Board of County Commissioners (3 appointments)

A member who represents employers within the jurisdiction.

A member who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.

A member who represents essential services personnel, as defined in the local housing assistance plan

Tourist Development Council

Board of County Commissioners (1 appointment)

EXPIRATIONS

Adjustment and Appeals Board

Tallahassee City Commission (3 appointments)

Architectural Review Board

Tallahassee City Commission (2 appointments)

Canopy Roads Citizens Committee

Tallahassee City Commission (2 appointments)

Council on Culture & Arts

Board of County Commissioners (1 appointment)

Enterprise Zone Agency Development (EZDA) Board of Commissioners

Tallahassee City Commission (1 appointment)

Science Advisory Committee

Tallahassee City Commission (1 appointment)

DECEMBER 31, 2013

Human Services Grants Review Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District I: Proctor, Bill (1 appointment)

Commissioner - District II: Sauls, Jane G. (1 appointment)

Commissioner - District III: Dailey, John (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

Commissioner - District V: Dozier, Kristin (1 appointment)

Library Advisory Board

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - District II: Sauls, Jane G. (1 appointment)

Commissioner - District III: Dailey, John (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

Citizen Committees, Boards, and Authorities 2014 Expirations and Vacancies

www.leoncountyfl.gov/committees/expire.asp

VACANCIES

Affordable Housing Advisory Committee

Board of County Commissioners (4 appointments)

A member who represents employers within the jurisdiction.

A member who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.

A member who represents essential services personnel, as defined in the local housing assistance plan

Council on Culture & Arts

Board of County Commissioners (1 appointment)

EXPIRATIONS

JANUARY 31, 2014

Joint City/County/School Board Coordinating Committee

Board of County Commissioners (1 appointment)

FEBRUARY 28, 2014

Value Adjustment Board

Board of County Commissioners (2 Commissioner appointments)

MARCH 31, 2013

Contractors Licensing and Examination Board

Commissioner - District IV: Desloge, Bryan (1 appointment)

Commissioner - District V: Dozier, Kristin (1 appointment)

Science Advisory Committee

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District II: Sauls, Jane (1 appointment)

Commissioner - District III: Dailey, John (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

APRIL 30, 2014

Commission on the Status of Women and Girls

Board of County Commissioners (4 appointments)

Commissioner - District I: Proctor, Bill (1 appointments)

Commissioner - District III: Dailey, John (1 appointments)

Commissioner - District V: Dozier, Kristin (1 appointments)

Tallahassee City Commission (3 appointments)

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

MAY 31, 2014

Minority, Women & Small Business Enterprise (M/WSBE) Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

JUNE 30, 2014

Adjustment and Appeals Board

Board of County Commissioners (2 appointments)

Tallahassee City Commission (1 appointment)

Planning Commission

Board of County Commissioners (1 appointment)

Tallahassee City Commission (1 appointment)

Leon County School Board (1 appointment)

Workforce Plus

Board of County Commissioners (4 appointments)

JULY 31, 2014

Big Bend Health Council, Inc.

Board of County Commissioners (4 appointments)

Educational Facilities Authority

Board of County Commissioners (2 appointments)

Enterprise Zone Agency Development (EZDA) Board of Commissioners

Board of County Commissioners (3 appointments)

Water Resources Committee

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

Commissioner - District V: Dozier, Kristin (1 appointment)

AUGUST 31, 2014

Code Enforcement Board

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District II: Sauls, Jane (1 appointment)

SEPTEMBER 30, 2014

Health Coordinating Committee

Board of County Commissioners (5 appointments)

Council on Culture & Arts

Board of County Commissioners (1 appointment)

Research and Development Authority at Innovation Park

Board of County Commissioners (2 appointments)

OCTOBER 31, 2014

Audit Advisory Committee

Board of County Commissioners (2 appointments)

Clerk of the Courts (3 appointments)

Tourist Development Council

Board of County Commissioners (3 appointments)

Tallahassee City Commission (2 appointments)

DECEMBER 31, 2014

Human Services Grants Review Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District I: Proctor, Bill (1 appointment)

Commissioner - District II: Sauls, Jane G. (1 appointment)

Commissioner - District III: Dailey, John (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

Commissioner - District V: Dozier, Kristin (1 appointment)

Joint City/County Bicycle Working Group

Board of County Commissioners (2 appointments)

Tallahassee City Commission (4 appointments)

Library Advisory Board

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District I: Bill Proctor. (1 appointment)

Commissioner - District V: Kristin Dozier (1 appointment)

**Leon County
Board of County Commissioners**


Notes for Agenda Item #1

Leon County Board of County Commissioners

Cover Sheet for Agenda #1

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Minutes: October 29, 2013 Workshop on Consideration of Future Uses for the One-Cent of Tourist Development Tax Currently Dedicated to a Downtown Performing Arts Center(s) and October 29, 2013 Regular Meeting

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Betsy Coxen, Finance Director, Clerk of the Court
Lead Staff/ Project Team:	Rebecca Vause, Board Secretary

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the minutes of the October 29, 2013 Workshop on Consideration of Future Uses for the One-Cent of Tourist Development Tax Currently Dedicated to a Downtown Performing Arts Center(s) (Attachment #1), and October 29, 2013 Regular Meeting (Attachment #2).

Attachments:

1. October 29, 2013 Workshop on Consideration of Future Uses for the One-Cent of Tourist Development Tax Currently Dedicated to a Downtown Performing Arts Center(s)
2. October 29, 2013 Regular Meeting

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
Consideration of Future Uses for the
One-Cent of Tourist Development Tax Currently
Dedicated to a Downtown Performing Arts Center(s)**

The Leon County Board of County Commissioners met for a Workshop to consider future uses for the one-cent of Tourist Development Tax currently dedicated to a downtown performing arts center (PAC) on Tuesday, October 29, 2013 at 1:00 p.m.

Present were Chairman Nick Maddox, Vice Chairman Kristen Dozier and Commissioners Mary Ann Lindley, Jane Sauls, Bryan Desloge, John Dailey and Bill Proctor. Also present were County Attorney Herb Thiele and Board Secretary Rebecca Vause.

Chairman Maddox called the workshop to order at 1:00 p.m.

Facilitator(s): Vincent Long, County Administrator
Alan Rosenzweig, Deputy County Administrator
Ken Morris, Economic Development & Business Partnerships
Lee Daniel, Division of Tourism Development

County Administrator Long introduced the workshop, which was requested by the Board during the July Budget Workshop. The workshop was held to discuss the future of the one-cent bed tax currently dedicated to the performing arts center and the ongoing needs of the cultural needs of the community. He remarked that the agenda item provides a detailed summary of the efforts to build a performing arts center (PAC) and the project's current status. Mr. Long conveyed that the agenda material also seeks Board direction to further consider working with FSU on meeting space associated with the planned new development of the Civic Center district and additional funding allocations to support cultural organizations.

Mr. Morris provided a history of the Tourist Development Tax (TDT) and the PAC. He referenced an interlocal agreement between the County, City and CRA entered into in 2004 to increase the TDT to four-centt and dedicate one-cent to a performing arts center in the downtown CRA. The agreement was amended in 2007 to state that, "any portion of the TDT not needed for the payment of debt service, construction and/or operational costs for a PAC shall be returned to the Leon County Tourist Development Trust Fund..." Additionally, in 2008 a separate interlocal agreement was executed between the City and County to use a little more than \$500,000 in TDT funds for the demolition of the Johns Building (the site for the proposed PAC), with a provision that specifies repayment of TDT funds if the PAC is not constructed on the site. Mr. Morris's discussed the efforts to secure funding for the PAC and noted that the recommendation of the Leon County Sales Tax Committee to place the PAC as a Tier 3 project, essentially eliminated the project from being recommended to receive funding through the sales tax extension, which is a fundamental component of the business and construction plan developed by the PAC.

Mr. Morris then provided a series of recommendations with regard to the existing \$3.86 million of unencumbered funds dedicated to a performing arts center in the downtown CRA, the reimbursement of \$508,425 for the demolition of the Johns Building site, and the utilization of future revenues from the existing one-cent dedicated to the PAC to support local cultural and arts organizations. He discussed in more detail one of the recommendations which is to explore leveraging the unencumbered TDT funds with FSU's interest in securing a full service hotel with conference/convention space.

County Administrator Long emphasized that the Board has a broad range of options available and while staff spent a good deal of time on the FSU option, it should not be deemed exhaustive in any way. He suggested that should the Board choose to pursue the FSU option, FSU President Barron be invited to attend the Board Retreat to discuss this issue further.

Board Discussion:

Commissioner Dailey opined that it was premature to make any decision at this time as there has been no formal proposal received from FSU. He also spoke on the need to receive input from the community regarding other options. He noted that he had voted, as part of the CRA, against moving forward with a convention center. He stated that he wanted to hear from the Cultural Review Committee, TDC and COCA.

Commissioner Dailey moved to accept the report, table any action until recommendations from the Cultural Review Committee are received and input is sought from TDC and COCA. In addition, schedule a half-day retreat with the City to discuss the idea received from the community. The motion died for lack of a second.

Commissioner Lindley stated that while she could support tabling the issue to receive additional information from President Barron, she favored the County's participation in a convention center at some level.

Commissioner Dozier conveyed that she would like to hear more from FSU as there are a lot of unanswered questions, i.e., is there an expectancy for operational dollars; what is FSU's commitment to allowing other organizations to utilize the space; would FSU have first right of refusal, how would scheduling be done, etc. She voiced her support for the cultural capital grant program and mentioned that there are a number of unmet needs within the culture and arts community. As such, she suggested that capital improvement grant funds be "bumped up" with a larger infusion of cash to address some of those needs, and then reduced to a portion of one-cent going forward.

(Commissioner Proctor entered chambers at 1:40 p.m.)

Commissioner Dozier moved Options 1, 3 and 4, as amended:

- 1) *Authorize the County Administrator to take steps necessary to return the \$3.86 million unencumbered balance set aside for the downtown performing arts center back into the Tourist Development Tax Trust Fund including: a. Issue a notification letter to the City of the Tallahassee, the Community Redevelopment Agency, and the Tourist Development Council summarizing the Board's direction and request the City and Community Redevelopment Agency to formally acknowledge and concur with this action as it relates to the Interlocal Agreement. b. Request that the Board's actions taken at this workshop be placed on the January 23, 2014 Community Redevelopment Agency agenda for discussion to include the \$508,425 reimbursement to the County for the demolition and clearing of the Johns Building site. c. Schedule a Public Hearing to modify the Tourist Development Plan in accordance with the Board's direction.*
3. *Authorize the County Administrator to extend an invitation to Florida State University President Barron for the Board's Annual Retreat scheduled for December 9, 2013 to provide additional information on the revitalization plans for the Civic Center and the development of an adjacent Florida State University-branded conference hotel.*
4. *Direct the Leon County Tourist Development Council to bring back recommendations to the Board on the utilization of a full cent dedicated to arts and culture in conjunction with the Cultural Review Planning Committee's final report to include:*

- a. *The current funding levels for the Council on Cultural Arts.*
- b. *The creation of a capital grant program for cultural institutions, with the associated application process and guidelines, allowable under section 125.0104, Florida Statutes.*
- c. *Additional arts and culture investment opportunities available with Tourist Development Tax funds to enhance visitation.*
- d. *Requested more information about the Northwood Center or other culture and arts needs, when the item comes back before the Board.*

The motion died for lack of a second.

County Administrator Long suggested that he be directed to discuss with the City Manager, prior to the date of the next CRA meeting, issues contained in Option 1.

Commissioner Desloge offered that he was “ok generally with the direction outlined by staff” and was willing to start the discussion. He viewed FSU’s involvement in the building of a convention center a positive and deemed it beneficial for all parties (FSU, City, County, and CRA) to sit down and assess the idea.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, approval of Options 1, 2, 3, & 4:

- 1) *Authorize the County Administrator to take steps necessary to return the \$3.86 million unencumbered balance set aside for the downtown performing arts center back into the Tourist Development Tax Trust Fund including: a. Issue a notification letter to the City of the Tallahassee, the Community Redevelopment Agency, and the Tourist Development Council summarizing the Board’s direction and request the City and Community Redevelopment Agency to formally acknowledge and concur with this action as it relates to the Interlocal Agreement. b. Request that the Board’s actions taken at this workshop be placed on the January 23, 2014 Community Redevelopment Agency agenda for discussion to include the \$508,425 reimbursement to the County for the demolition and clearing of the Johns Building site. C. Schedule a Public Hearing to modify the Tourist Development Plan in accordance with the Board’s direction.*
2. *Authorize the County Administrator to explore leveraging the unencumbered Tourist Development Tax funds to ensure the desired amount of meeting space is sought through Florida State University’s Request for Proposals process for a conference hotel that will enhance visitation and economic development.*
3. *Authorize the County Administrator to extend an invitation to Florida State University President Barron for the Board’s Annual Retreat scheduled for December 9, 2013 to provide additional information on the revitalization plans for the Civic Center and the development of an adjacent Florida State University-branded conference hotel.*
4. *Direct the Leon County Tourist Development Council to bring back recommendations to the Board on the utilization of a full cent dedicated to arts and culture in conjunction with the Cultural Review Planning Committee’s final report to include:*
 - a. *The current funding levels for the Council on Cultural Arts.*
 - b. *The creation of a capital grant program for cultural institutions, with the associated application process and guidelines, allowable under section 125.0104, Florida Statutes.*
 - c. *Additional arts and culture investment opportunities available with Tourist Development Tax funds to enhance visitation.*

Commissioner Dailey stated that he could not support the motion on the table as he had concerns about Option 2.

Concerns regarding Option 2 were also expressed by Chairman Maddox and Commissioner Dozier. County Administrator Long responded that Option 2 was presented as more of a timing issue as FSU is currently actively engaged in its master planning of the site. He stated however, that should the Board desire, he could bring the issue back if the timing becomes critical.

Commissioner Desloge amended his motion, to omit Option 2 from the motion and direct the County Administrator to bring back Option 2 for further discussion if, in the County Administrator's opinion, the timing of the issue becomes critical. (The amended motion was agreed to by Commissioner Lindley.)

Commissioner Dailey asserted that if the master plan of the site was important, it should be a standalone issue on the Board's agenda and not tied to any performing arts money. It was noted by the County Administrator that the project is the number one project on the Imagine Tallahassee list. Commissioner Dailey stated that he could support the endeavor as a sales tax extension project, but it should not be funded at the expense of the arts community.

Commissioner Proctor opined that Option 2 should remain as part of the motion. He submitted that FSU's involvement in the project was a great benefit and the proposed conference center would enhance economic development and increase "heads in beds"; thus increasing funds for local arts organizations.

*A friendly amendment was offered by Commissioner Proctor, to include Option 2, as amended: Authorize the County Administrator to explore/negotiate the desired amount of meeting space sought through Florida State University's Request for Proposals process for a conference hotel that will enhance visitation and economic development. **The amendment was not accepted by Commissioner Desloge.***

County Administrator Long clarified that he would not engage in formal discussions with FSU until after the Board's Retreat.

The motion, as amended, carried 6-1 (Commissioner Dailey in opposition).

There being no further business to come before the Board, the workshop was adjourned at 2:13 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nicholas Maddox, Chairman
Board of County Commissioners

BY: _____
Bob Inzer
Clerk of the Circuit Court & Comptroller

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
October 8, 2013**

The Board of County Commissioners of Leon County, Florida, met in regular session at 3:00 p.m. with Chairman Nick Maddox presiding. Present were Commissioners Kristin Dozier, Bill Proctor, Mary Ann Lindley, John Dailey, Bryan Desloge, and Jane Sauls. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Board Secretary Rebecca Vause.

Chairman Maddox called the meeting to order at 3:02 p.m.

The Invocation was provided by Commissioner Jane Sauls who then led the Pledge of Allegiance.

Awards and Presentations

- Chairman Nick Maddox presented a Proclamation recognizing Beta Lambda Chapter of Phi Beta Sigma Fraternity, Inc. as "International Model Alumni Chapter of the Year". Rickie Williams, Fraternity Chapter President, accepted the honor and thanked the Board for the recognition.
- Commissioner Mary Ann Lindley presented a Proclamation in honor and recognition of Dr. Charles Evans' accomplishments on Civil Rights in the community and throughout the south. The Proclamation was accepted by Dr. Connie Evans, his widow, on behalf of the Evans family.
- Robin Hassler Thompson, Chair, Tallahassee-Leon County Commission on the Status of Women and Girls, made presentation on the upcoming Women and the Workplace Summit to be held at the Turnbull Center on October 17, 2013.

1. Acceptance of Donation from Grant and Raymond Capelouto and the Capelouto Family to the LeRoy Collins Leon County Public Library in the Amount of \$10,000 for the Acquisition of Holocaust Education Materials

Cay Hohmeister, Library Services director, expressed thanks for the donation and introduced Grant and Raymond Capelouto.

Grant Capelouto stated that the Capelouto family wishes to commemorate the 75th anniversary of Kristallnacht (a series of coordinated attacks against Jews throughout Nazi Germany and parts of Austria in 1938). Materials purchased with the donation will enhance and enrich the library's materials about the Holocaust.

The Board approved Options 1 & 2: 1) Accept the \$10,000 donation to the Leon County LeRoy Collins Public Library from Grant and Raymond Capelouto and the Capelouto Family for the acquisition of Holocaust Education materials, and 2) Approve the Resolution and associated Budget Amendment Request.

Consent:

Commissioner Desloge moved, duly seconded by Commissioner Lindley approval of the Consent Agenda with the exception of Item 7, which was pulled for further discussion. The motion carried 7-0.

2. Authorization to Support the Sheriff's Mounted Posse and Livestock Impoundment Facility Remaining at the Fairgrounds

The Board approved Option 1: Authorize the County Administrator to send a letter of support to the North Florida Fair Association requesting the Sheriff's facilities, related to livestock impoundment and mounted posse, remain at the Fairgrounds.

3. Authorization to Support the United States Special Operations Command Conducting Military Training within Leon County

The Board approved Option 1: Authorize the County Administrator to send a letter of support inviting the United States Operations Command to conduct military training within Leon County.

4. Approval of Payment of Bills and Vouchers Submitted for October 8, 2013, and Pre-Approval of Payment of Bills and Vouchers for the Period of October 9, 2013 through October 28, 2013

The Board approved Option 1: Approve the payment of bills and vouchers submitted for October 8, 2013, and Pre-Approval of Payment of Bills and Vouchers for the Period of October 9, 2013 through October 28, 2013.

5. Approval of Modification Number 7 to the Community Development Block Grant Disaster Recovery Agreement with the Florida Department of Economic Opportunity

The Board approved Options 1 & 2: 1) Approve Modification Number 7 to the Community Development Block Grant Disaster Recovery Agreement with the Florida Department of Economic Opportunity regarding the 2008 Disaster Recovery Grant, and authorize the County Administrator to execute, and 2) Approve the Resolution and associated Budget Amendment Request.

6. Approval to Renew the Contract Between Leon County and the State of Florida Department of Health for the Provision of Public Health Services for FY 2013/2014

The Board approved Option 1: Approve the Contract between Leon County and the State of Florida Department of Health for the provision of public health services in an amount not to exceed \$237,345, and authorize the County Administrator to execute.

7. Approval to Renew the Agreement Between Leon County and the Apalachee Center, Inc. for Provision of State-Mandated Baker Act and Marchman Act Services for FY 2013/14

The item was pulled from Consent by Commissioner Dailey.

County Administrator Long introduced the item.

Commissioner Dailey stated for transparency purposes, he is a voluntary member of the Apalachee Center Board of Directors. He confirmed with County Attorney Thiele that he had no conflict of interest in voting on this issue.

Commissioner Dailey moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the renewal of the Agreement with Apalachee Center, Inc. for State-mandated Baker Act and Marchman Act services for FY 2013/14 in the amount of \$638,156, and authorize the County Administrator to execute. The motion carried 7-0.

8. Acceptance of a Conservation Easement from the Alban Stewart, Sr. Estate for the Florida Department of Transportation Regional Stormwater Management Facility Tree Protection

The Board approved Option 1: Approve and accept for recording a Conservation Easement from the Alban Stewart, Sr. Estate for the Florida Department of Transportation Regional Stormwater Management Facility Tree Protection.

9. Acceptance of a Conservation Easement from BLRD13, LLC for the Preserve at Buck Lake Type A Subdivision

The Board approved Option 1: Approve and accept for recording a Conservation Easement from the BLRD13, LLC for the Preserve at Buck Lake Type A subdivision.

10. Approval to Award Bid to Jimmie Crowder Excavating & Land Clearing, Inc. in the Amount of \$3,075 to Demolish and Remove Dilapidated Structure and Miscellaneous Debris in Accordance with Public Nuisance and Abatement Ordinance

The Board approved Option 1: Approve the award of bid to Jimmie Crowder Excavating & Land Clearing, Inc. in the amount of \$3,075 to demolish and remove dilapidated structure and miscellaneous debris in accordance with Public Nuisance and Abatement Ordinance.

11. Adoption of Solid Waste Rate Resolution

The Board approved Options 1 & 2: 1) Approve the proposed Solid Waste Rate Resolution reducing the current tipping fee and increasing the disposal fees for electronics and tires, and 2) Authorize the County provide the cost savings of \$2.65 per ton associated with the hauling and disposal contract to the City of Tallahassee for tonnage processed at the Transfer Station between May 1, 2013 and September 30, 2013.

12. Approval of Agreements with DISC Village and the Domestic Violence Coordinating Council and Approval of Allocation of Funds for the Public Safety Coordinating Council's FY 2014 Initiatives

The Board approved Options 1, 2, & 3: 1) Approve the amended Agreement with DISC Village to extend vocational services at the Leon County Jail through fiscal year 2013/14, and authorize the County Administrator to execute, in a form approved by the County Attorney; 2) Approve the Agreement with the Domestic Violence Coordinating Council to provide public awareness and education events in fiscal year 2013/14, and authorize the County Administrator to execute, in a form approved by the County Attorney, and 3) approve the Resolution and associated Budget Amendment Request in the amount of \$25,000 to provide funding for the Domestic Violence Coordinating Council.

13. Approval of the Plat of Velda Oaks Subdivision for Recording in the Public Records and Approval and Acceptance of the Performance Agreement and Performance Bond

The Board approved Option 1: Approve the plat of Velda Oaks subdivision for recording in the Public Records contingent upon staff's final review and approval, and approve and accept the Performance Agreement and Performance Bond.

14. Approval of Access Easement for Douglas Jones and Stephani P. Jones

The Board approved Option 1: Approve the Access Easement for Douglas Jones and Stephani P. Jones, and authorize the Chairman to execute same.

15. Request to Schedule a First and Only Public Hearing on a Proposed Ordinance Amending Chapter 11, Establishing a New Article XXIV, Entitled "Refueling Assistance for Persons with Disabilities" for Tuesday, October 29, 2013 at 6:00 p.m.

The record reflects receipt of an e-mail from Ryan Lerch indicating his support for the proposed ordinance.

The Board approved Options 1 & 2: 1) Schedule the first and only public hearing on a proposed Ordinance amending Chapter 11, establishing a new Article XXIV, entitled "Refueling Assistance for Persons with Disabilities" for Tuesday, October 29, 2013 at 6:00 p.m., and 2) Direct staff to provide the Board of County Commissioner's with a status report on the code compliance staffing impacts associated with the implementation and enforcement of the Ordinance within six months of the effective date of the Ordinance.

Citizens to be Heard on Non-Agendaed Items (3-minute limit per speaker; there will not be any discussion by the Commission)

- Chairman Maddox confirmed that there were no speakers on Non-Agendaed Items.

General Business

16. Acceptance of the 2013 Leon County Annual Report

County Administrator Long, in accordance with Florida Statutes, presented the County's 2013 Annual Report to the Board and citizens. He stated that along with the print copy, the report would be presented to multiple community groups and a summary of the report would run in the Tallahassee Democrat this upcoming Sunday. On behalf of all County employees, he thanked the Board for its consistent leadership, for providing clear policy direction and for balancing all public policy issues with "rigor and reason that characterizes the Board".

The report provided results of staff's implementation of Leon LEADS and the strategic priorities and initiatives associated with the Strategic Plan. He conveyed that of the 109 strategic initiatives, 80 have been completed; with 23 slated for completion by December 31, 2013. County Administrator Long emphasized that the report conveys and demonstrates why, what and how the County does what it does. Highlights of the report included, but were not limited to, the following:

- Financial Stewardship:
 - Reduced budget \$674,000; \$62.3 million since FY 2008;
 - Eliminated an additional 8.2 positions, 83 positions since FY 2008;
 - Reduced property tax collections by \$1.0 million, and
 - Continue to rank among the most efficient Florida counties.
- Strategic Priorities
 - Economy: *"To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts talent, to grow and diversify our local economy, and to realize our full economic competitiveness in a global economy."*
 - Tapped into thriving tourism economy and realizing significant results such as:
 - Increased return on investment to \$201 from \$187;
 - 2.6 million visitors to the community through advertising efforts;
 - Realized \$629 million in economic impact;
 - Supported more than 13,788 jobs;
 - Hosted nine cross country events at the Apalachee Regional Park, which generated \$1.8 million in direct spending, and
 - Launched Trailahassee.com.
 - Spurred millions in private investment (College Town, Bass Pro).
 - Invested in capital projects which helped create 833 construction related jobs.
 - Initiated after hours and weekend inspections and suspended fees for permit extensions.

- Environment: *“To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community’s health, economic strength and social offerings.”*
 - Hosted Sustainable Community Summit;
 - First County to implement Commercial PACE program;
 - Reduced curbside collection for all unincorporated residents, and
 - Surpassed statewide recycling goal with a 42% rate.
- Quality of Life: *“To be a provider of essential services in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.”*
 - EMS responded to 33,498 calls;
 - Opened the Public Safety Complex;
 - Served 18,628 veterans, and
 - Opened new community center and expanded “park like” library.
- Governance: *“To be a model local government which our citizens trust and to which other local governments aspire.”*
 - Over 300 participants in Citizen Engagement Series;
 - Initiated and presented seven immersive hands on sessions, and
 - Created Domestic Partnership Registry.

County Administrator Long’s presentation concluded with the presentation of a video summarizing the 2013 Annual Report.

Commissioner Desloge moved, duly seconded by Commissioner Dailey, approval of Option 1: Accept the 2013 Leon County Annual Report. The motion carried 7-0.

17. Acceptance of the Viva Florida Time Capsule Committee’s Final Report and Approval of Recommendations

County Administrator introduced the item. He recognized the leadership of Bob Bullard, Chairman of the Time Capsule Committee, and then invited Shington Lamy, Assistant to the County Administrator, to make report to the Board.

Mr. Lamy provided a summary of the Committee’s report. He conveyed that the Department of State had provided all 67 counties a time capsule to collect items that uniquely represent each community. He shared that the committee held a total of 10 community meetings to promote the time capsule and to gather citizen input, which resulted in 126 items being recommended for inclusion in the time capsule. (A complete list of items was included in the Board’s agenda packet.) Additionally, he noted that the Committee recommends that the capsule be sealed on Friday, October 25, 2013 at 11:00 a.m. in the Courthouse Rotunda and opened Monday, October 25, 2123.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Options 1, 2, 3, & 4: 1) Accept the Viva Florida Time Capsule Committee’s Final Report; 2) Schedule the Time Capsule Sealing Ceremony for Friday, October 25, 2013 at 11:00 at the Leon County Courthouse; 3) Approve the opening date of the Time Capsule for Monday, October 25, 2123, and 4) Approve the materials and items recommended by the Viva Florida Time Capsule Committee for the Leon County Viva Florida Time Capsule. The motion carried 7-0.

18. Approval of Agreement Awarding Bid to Advon in the Amount of \$309,940 for the Construction of Phase II of the Miccosukee Greenway Trail

County Administrator Long introduced the item. He stated that Advon was the lowest responsive bidder.

Commissioner Desloge moved, duly seconded by Commissioner Sauls, approval of Option 1: Approve the Agreement awarding bid to Advon in the amount of \$309,940 for the construction of Phase II of the Miccosukee Greenway Trail, and authorize the County Administrator to execute. The motion carried 7-0.

19. Approval of Agreement Awarding Bid for the Construction of the Lauder Pond Improvements to Allen's Excavation, Inc. in the Amount of \$609,270

County Administrator Long introduced the item. He conveyed that Allen's Excavation was the second lowest bidder; however, the lowest bidder (Olympus Painting Contractors) is not a local vendor thus, in accordance with Leon County Local Preference Policy, Allen's Excavation (a local vendor) exercised the option to meet the lowest bid amount.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, approval of Option 1: Approve the Agreement awarding bid to Allen's Excavation Inc. in the amount of \$609,270 for the construction of the Lauder Pond Improvements, and authorize the County Administrator to execute. The motion carried 7-0.

20. Acceptance of Status Report on Cascades Park Amphitheater Sound Testing

County Administrator Long introduced the item. He recalled that the Board had directed, at its September 24, 2013 meeting, that staff provide a status report on the sound study for Cascades Park. He mentioned that that Blueprint staff and its consultant, Scott Carswell Presents, offered a summary of their analysis and findings related to the live sound test at the September 16, 2013 Intergovernmental Agency (IA) meeting. Additionally, the Board has been provided a copy of the sound study conducted by Siebein Associates, Inc. (sound consultant hired by the Myers Park and Woodland Drives neighborhoods).

Speaker:

- Mia Shargel, 1515 Seminole Drive, appeared and spoke on behalf of the concerned citizens of the Woodland Drives and Myers Park neighborhoods. She read a statement into the record that offered an array of recommendations and requests. (A copy of Ms. Shargel's statement is attached.)
- E-mails were received from the following individuals and will be included as part of the official record:
 - Jim Brown, 1039 Myers Park Drive, expressed support for the recommendations and requests made by the Woodland Drives and Myers Park neighborhoods
 - William Stone, 2047 Country Club Drive, stated his concerns regarding the sound impacts of the amphitheater on the neighborhoods.
 - Gregory Youchock and Martha Weinstein, 1121 Sarasota Drive, shared concerns about the project.

Wayne Tedder, PLACE Director, provided a status of staff's progress to implement the direction received from the last IA meeting. He noted that direction had included for Blueprint to fund the neighborhood's consultant (Siebein Associates). He shared that a scope of service and fee has been requested from the consultant; however, to date no feedback has been received. This information is needed prior to payment. Mr. Tedder conveyed that there are issues to be worked through and staff will continue to work with the Cascades Committee and the sound consultant to establish sound volumes that are acceptable and will produce a good quality show. He also announced that a tentative date of October 27 has been set for the second sound test, contingent upon acceptance by the neighborhood.

Commissioner Dozier expressed appreciation for the update and was pleased with the establishment of the Cascades Committee. She submitted however, that the update was premature, as there were no decisions to be made at the County Commission level at this point. She considered the second sound test most important and encouraged the neighborhood to support the October 27 date for testing. Commissioner Dozier also mentioned that she could support the scheduling of a special IA meeting.

Regarding the timing of the results of the second sound test, Mr. Tedder suggested that the findings be reported to the Cascades Committee for review and discussion and then be brought back to the IA and Board.

Chairman Maddox asked if Commissioner Dozier (as Chairperson of the IA) had the authority to call a special meeting of the IA. Mr. Tedder was of the opinion that she did have that authority; however would confirm this information.

Commissioner Proctor referenced the conclusions from the Siebein Associates and expressed concerns regarding the bass sound component and wanted to ensure that there was not an attempt to exclude certain music genres.

Chairman Maddox while understanding Commissioner Proctor's concerns established with Ms. Shargel that the neighborhood was not attempting to prohibit any music genres from performing, but to find a proper sound level so as not to disturb residents in their homes.

Commissioner Lindley stated that a special IA meeting was premature until the results of the second sound test are received. She initiated discussion on reimbursement of the \$6,000 to the neighborhood for Siebein Associates and questioned if this would constitute a conflict if they would then be considered a Blueprint sound consultant.

Commissioner Dozier articulated that if Siebein was employed by Blueprint there were a number areas that would have to be abided by and encouraged Siebein to respond to Blueprint's request for a scope of service as soon as possible so as to be included in the second sound test.

There was continued discussion between the Board and Ms. Shargel regarding the lawful payment of the \$6,000. Chairman Maddox remarked that reimbursement would come from IA funds.

Commissioner Dailey reiterated that the County could not simply reimburse Siebein with only an invoice; a scope of service was needed. He added that it was the intent upon conclusion of the last IA meeting to do what was in the best interest of the community and to work together (that was the reason for the creation of the Cascades Committee).

The Board continued to engage in discussion on this issue.

Commissioner Dozier moved, duly seconded by Commissioner Dailey, approval of Option 1: Accept the status report on the Cascades Park Sound Study. The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

Vice Chairman Dozier reconvened the Board and opened the Public Hearings at 6:05 p.m.

21. Joint City-County Public Hearing on Adoption of a Proposed Comprehensive Plan Amendment to Expand the Woodville Rural Community

County Administrator Long announced the public hearing. He stated that staff recommends the public hearing be continued to allow the applicant additional time to prepare the implementing Planned Unit Development.

Speaker:

- Curtis Baynes, 1323 E. Tennessee St., remarked that given concerns about the primary springs protection zone, he was unsure that the County should even consider the proposal. He submitted that the developer was trying to change the land use designation to conform to a non-conforming use.

(6:08 Chairman Maddox entered the Chambers and assumed the Chair.)

Commissioner Proctor opined that the proposed project underscores the significant need for sewer in the Woodville area. He asked staff to address how the County might contemplate greater flexibility to develop the area. County Administrator Long responded that staff would continue to meet with DEP and other regulatory entities to ensure that the type of development contemplated treats the water as it ought to be treated. He offered additional options for the Board to consider, such as expanding the area further to create greater density to offer more opportunity for development and revisiting of the rural land use designation.

Commissioner Proctor expressed displeasure over provisions within the Comp Plan that restricts development of those land owners with 10 or more acres. He recommended that a Town Hall meeting be held to consider ways that would promote development in the Woodville area.

Commissioner Sauls asked if there have been any community meetings regarding this property. Wayne Tedder, PLACE Director, responded that the developer convened two meetings; however staff has not held any meetings other than those held during the comp plan process. Mr. Tedder added that this item would come back to the Board at its December 10th meeting.

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Option 1: Continue the Joint City/County public hearing on adoption of a proposed Comprehensive Plan Amendment to expand the Woodville Rural Community to allow the applicant additional time to prepare the implementing Planned Unit Development.

Commissioner Dozier commented that alternatives to central sewer have been offered at the Sales Tax Committee meetings. She opined that central sewer would not serve all the existing and future homes in the Woodville area and alternatives have to be considered.

Commissioner Proctor reiterated that flexibility on zoning is needed for the area.

The motion carried 7-0.

22. First and Only Public Hearing on Adoption of the Comprehensive Plan Capital Improvements Schedule Annual Update

County Administrator introduced the public hearing.

Commissioner Lindley moved, duly seconded by Commissioner Dozer, approval of Option 1: Conduct the first and only public hearing and adopt the proposed Ordinance updating the Capital Improvements Schedule in the 2030 Tallahassee-Leon County Comprehensive Plan and update Capital Improvements Element Policy 1.2.8 to adopt, by reference, Leon County Schools' 2013-2014 five-year District Facilities Work Program into the five-year Schedule of Capital Improvements.

Commissioner Proctor raised questions regarding the project list and voiced a need for dollars to go to Old Bainbridge Road (Tharpe Street to Brevard), a section of Orange Avenue and Adams Street, and a section of Orange Avenue at Monroe Street. Kathy Burke, Director of Engineering Services, responded that Old Bainbridge Road is scheduled to be resurfaced as

soon as the City finishes its water line improvements, which is due to be completed by the end of the month. She is hopeful that resurfacing of Old Bainbridge south of Tharpe would commence in November. Additionally, she stated that the section of Orange Avenue and Adams Street is a state road and would be resurfaced once the bridge is replaced. Commissioner Proctor asked that a letter be forwarded to the Department of Transportation asking that the road repairs be expedited. Commissioner Proctor asked about the \$835,000 for Killearn Lakes Flood Mitigation; whereby, Ms. Burke responded that most of the Killearn Acres projects are complete; the flood map projects are ongoing. Commissioner Proctor stated that he wants to make sure the money the County is investing works together with the City projects.

Commissioner Proctor requested and received a timeline and details of the Capital Circle NW widening project. He expressed frustration about the delay in construction of this portion of capital circle.

The motion carried 7-0.

23. First and Only Public Hearing to Consider Adoption of an Ordinance Amending Chapter 12, Article II, Entitled “Noise Control” to Extend the Hours of Operation for Outdoor Events on Property Designated “Activity Center” and to Allow Construction-Related Noise on Sundays

County Attorney Thiele announced the public hearing and provided a summary of the two modifications to the Noise Control Ordinance.

Commissioner Dozier thanked staff for the proposed amendments and believes builders are pleased with the extended hours. She stated that she was concerned about the complaints received from the previous concert at the Car Museum and suggested that the hours of operation for outdoor events be amended from 11:30 p.m. to 11:00 p.m. She commented that this coincides with the ending time for events for the Cascades Park amphitheater.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Option 1, as amended: Adopt the proposed Ordinance amending Chapter 12, Article II, entitled “Noise Control” to extend the hours of operation for outdoor events on property designed “Activity Center” to 11:00 p.m. on Friday and Saturday nights, and to allow construction-related noise on Sundays.

Commissioner Proctor expressed opposition to the amended time and opined that 11:30 for adult entertainment was appropriate. He did not view the site as comparable to the Cascades Park venue as one is rural and one is urban. He strongly urged fellow commissioners to support the 11:30 ending time.

The motion as amended carried 6-1 (Commissioner Proctor in opposition).

Citizens to be Heard on Non-Agendaed Items (3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

- Chairman Maddox confirmed that there were no speakers on Non-Agendaed Items.

Comments/Discussion Items

County Attorney Thiele:

- Announced that the County had closed, and now owns, the northeast park property located on Thomasville and Proctor Roads.

County Administrator Long:

- Addressed the transition from Waste Management to Waste Pro for solid waste collection services. He mentioned that the two specific issues currently being addressed relate to Waste Management carts not being picked up or Waste Pro missing a scheduled trash pick-up. With regard to missed cart pick-ups, Waste Management is still picking up carts through October 11. Residents should call 574-3000 if a cart needs to be picked up. Regarding missed trash pickups from Waste Pro, residents can call 606-1899 or go to www.LeonCountyFL.gov/Curbside to report a missed pickup. Additionally, there was a problem with the Waste Pro website directing customers to a corporate page, this has been remedied.
- Shared that rural waste centers “go live” Friday, November 1st.
- Shared that hard copies of the 2013 Annual Report would be distributed to each Commissioner’s Office.
- Announced that Shington Lamy, Assistant to the County Administrator, attended the Hollywood Black Film Writers Festival and won the storytelling competition. This is a great accomplishment.

Commissioner Discussion Items

Commissioner Desloge:

- Requested Board consideration to include Knight Creative Communities Institute (KCCI), along with Village Square, in the citizen engagement/outreach discussion at the Board’s Retreat.
 - Commissioner Dailey asked that the two organizations be prepared to present informal proposals, to include costs, at the Retreat.
 - In response to inquiry from Commissioner Proctor, County Administrator Long explained that the Board had approved, as part of the Retreat agenda, a facilitated discussion with Commissioners and Village Square regarding an expanded partnership focused on the next version of citizens’ engagement.
 - Commissioner Proctor expressed a concern that the Board was not creating a monolithic thought about the future of the community.
 - Approved without Objection.

Commissioner Proctor:

- *Commissioner Proctor moved to direct staff to bring back an agenda item to discuss future uses for the County owned property on Railroad Avenue (in the All Saints neighborhood). The motion died for a lack of a second.*
- *Commissioner Proctor moved to request staff conduct a Town Hall meeting in Woodville to hear from residents regarding rural community land use zoning requiring one house on ten acres. The motion died for lack of a second.*
- *Commissioner Proctor moved that the Board review the number of holding ponds surrounding Lake Jackson and how they might affect Lake Jackson.*
 - Chairman Maddox recalled that the Board had recently held a workshop which looked at the effects of holding ponds on Lake Jackson and learned that holding ponds effectuated more flow into the lakes due to the increase of impervious area.
 - The motion died for lack of a second.
- Invited everyone to the upcoming Capital City Showdown between the Rickards and Godby High School football teams. He announced that he would host a pre-game tailgate from 4:30 to 6:45 p.m.
- *Commissioner Proctor moved to direct staff to bring back an agenda item to consider a study to look at a sewer treatment plant in the northern portion of the County. The motion died for lack of a second.*

Commissioner Dailey:

- Regarding the Lake Jackson water issue, noted that the Department of Environmental Protection has formed a working group, which the County and the Lake Jackson Alliance are involved in, to look at stormwater issues. He commented that a report would be produced in the near future.
- Referenced Consent Agenda Item #2. *Commissioner Dailey moved, duly seconded by Commissioner Sauls, to direct staff to provide a status report on the contractual relationship with the North Florida Fairgrounds Authority.*
 - *In light of discussions to invest monies to renovate the Fairgrounds as a “sense of place”, Chairman Maddox requested that the agenda item include information on the legal ramifications to renegotiate the contract.*
 - *Commissioner Proctor commented on the rights of the Fairgrounds Authority as the “lessee” of the property and asked that the agenda item also include clarification on the rights of the lessee (Fairgrounds Authority) to lease/sublet portions of the fairgrounds without Board agreement.*
 - *Commissioner Dailey asked that the agenda item include the Board’s authority to regulate major infrastructure changes.*
 - *The motion carried 7-0.*

Commissioner Sauls:

- No issues.

Commissioner Lindley:

- Commented that she would speak to the Kiwanis Club on Thursday at 7:00 a.m. and thanked County Administrator Long for the timely presentation of the Annual Report.
- Announced that she was one the 10 members of the “Florida Walks” team.

Commissioner Dozier:

- Congratulated Mr. Lamy on his award.
- Noted that with everything the County has gone through with Rural Waste Center transition, there have been many positive comments.

Chairman Maddox:

- On behalf of Chairman Maddox: *Commissioner Dozier moved, duly seconded by Commissioner Dozier, to present a Proclamation for Leon County Volunteer Firefighter Day on October 19, 2013. The motion carried 7-0.*
- On behalf of Chairman Maddox: *Commissioner Proctor moved, duly seconded by Commissioner Desloge, to authorize the Chairman to write a letter of support for Bond Community Health Center in reapproval of their HRSA grant. The motion carried 7-0.*
- Mentioned that he has spoken with Congressman Southerland regarding funding for other WIC and Head Start programs and provided a brief update.

Chairman Maddox recessed the Board at 5:10 p.m. for its dinner break and announced that it would reconvene at 6:00 to conduct the schedule public hearings.

Receipt and File:

None.

Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 6:43 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nicholas Maddox, Chairman
Board of County Commissioners

BY: _____
Bob Inzer
Clerk of the Circuit Court & Comptroller

DRAFT

**Leon County
Board of County Commissioners**


Notes for Agenda Item #2

Leon County Board of County Commissioners

Cover Sheet for Agenda #2

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Adoption of the Proposed Public Notice 2014 Tentative Schedule and the 2014 Board Travel Schedule

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Adopt the proposed Leon County Board of County Commissioners' Public Notice 2014 Tentative Schedule (Attachment #1).
- Option #2: Approve the proposed 2014 Board of County Commissioners' Travel Schedule, and authorize Commissioners' travel to the scheduled events (Attachment #2).
- Option #3: Schedule the Board's Installation of Newly-Elected Officials and Board Reorganization on Tuesday, November 18, 2014.
- Option #4: Schedule the Board Retreat for Monday, December 8, 2014.

Report and Discussion

Background:

Each year, the Board makes available a tentative schedule of all workshops, meetings, and public hearings for the entire calendar year. The schedule is updated as part of the Agenda for each regularly scheduled Board meeting.

In recent years, the Board has approved an annual travel schedule to authorize travel made by members of the Board to each of the listed events. In accordance with the Board's "Travel" Policy No. 09-1, the purpose of this action is to expedite the approval of routine Commissioner travel requests for events that are normally attended by Commissioners each year, based upon the Commissioner's available travel budget.

Elected Officials

Travel of individual County Commissioners and their aides shall be approved in advance, whenever possible, by the Board of County Commissioners via an agenda item at a regularly scheduled Board meeting where the Board adopts the Commissioners' "Travel Schedule."

The proposed Public Notice 2014 Tentative Schedule includes, in its outline, a list of conferences, education and training sessions, and events.

Analysis:

Board Policy No. 03-9, "Meeting Dates for Board of County Commissioners" states that the Board meets every 2nd and 4th Tuesday of each month for the regular meeting (Attachment #3). However, the Board may cancel or continue meetings to observe holidays or other events, as the Board deems appropriate. In drafting the proposed 2014 Tentative Schedule, staff reviewed the Leon County Schools' 2013-2014 calendar (Attachment #4); 2014 generally observed religious holidays (Attachment #5); and, County Policy 98-7, regarding the Board installation of newly-elected officials and Board reorganization (Attachment #6).

In January 2014, the Board would hold its first meeting on the third Tuesday of the month - January 21. In March 2014, the Board would normally hold meetings on the 11th and 25th. However, Leon County schools will be on Spring Break the week of March 17-21, 2014. Since the agenda for the March 25th meeting would be distributed on March 17th (first day of Spring Break), it is recommended that the March 25th meeting be cancelled.

There are no Board meetings that conflict with generally observed religious holidays.

Prior to the Board's summer recess, staff schedules budget workshops for the following fiscal year's budget cycle, FY 2014/2015, prior to the Board's July meeting. The July 8th meeting would be the Board's last regularly scheduled meeting before the summer recess. Staff recommends the following Budget Workshop schedule:

Monday, July 7	9:00 a.m. – 5:00 p.m.
Tuesday, July 8	9:00 a.m. – 3:00 p.m. (<i>if necessary</i>)
Wednesday, July 9	9:00 a.m. – 2:00 p.m. (<i>if necessary</i>)

Additional budget workshops will be scheduled as part of the budget process.

State statutes guide regular Board meeting dates for the County's budget adoption public hearings. The County Commission cannot schedule its hearings on days the School Board schedules its budget adoption public hearing. Typically, the Board's proposed budget hearing dates would be Tuesday, September 9 and September 23, 2014. However, the School Board has scheduled their budget adoption hearing for September 9; therefore, staff recommends scheduling its budget hearings for September 16 and September 23.

Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" states:

"Reorganization of the Board of County Commissioners shall be conducted during the last regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman. However, during years when newly elected commissioners are installed, the reorganization of the Board shall occur on the second Tuesday following the general election."

The November 2014 regular meetings would normally be scheduled for November 11 (Veterans Day Holiday) and 25, with Board reorganization and installation of newly elected commissioners scheduled for November 25, 2014. The Thanksgiving holiday falls on November 27th; therefore, it is recommended that the November meeting, installation of newly elected commissioners, and Board reorganization be scheduled for November 18th.

The Board of County Commissioners annually holds a retreat for the following year (2015). Traditionally, the Board's retreat is scheduled for the Monday prior to the first and only regular Board meeting in December, before the Board's recess, from 9:00 a.m. - 4:00 p.m. The Board's regular meeting date in December will be December 9; therefore, the 2015 Board Retreat would be scheduled for December 8, 2014.

As reflected in the proposed Travel Schedule (Table 1), the Florida Association of Counties (FAC) 2014 Annual Conference and the 2014 FAC Legislative Conference will not present a conflict with the Board's regular scheduled meetings for June 25 and November 18, 2014 (Attachment #7). No other conferences/events present significant conflicts with 2014 Board meetings. Additionally, all Florida Association of Counties (FAC)-related events and National Association of Counties (NACo)-related events that Commissioners may want to attend, not listed on the Schedule, would be considered pre-approved for travel.

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Table 1.

Conference	Date	Location
Advanced County Commissioner Certification Workshop (Seminar 2 of 3)	Thursday, January 16 - Friday, January 17	University of Florida Hilton Gainesville, FL
NACo Legislative Conference	Saturday, March 1 – Wednesday, March 5	Washington Hilton Washington DC
Advanced County Commissioner Certification Workshop (Seminar 3 of 3)	Thursday, April 17 – Friday, April 18	University of Florida Hilton Gainesville, FL
FAC Annual Conference and Educational Exposition	Tuesday, June 17 – Friday, June 20	Hilton Bonnet Creek Orange County
NACo Annual Conference	Friday, July 11 – Monday, July 14	Morial Convention Center New Orleans, LA
National Urban League Annual Conference	July 2014 (TBA)	Cincinnati, Ohio
Greater Tallahassee Chamber of Commerce Annual Conference (Attachment #8)	Friday, August 8 – Sunday, August 10	Omni Amelia Island Plantation
ICMA Annual Conference (Attachment #9)	Sunday, September 14 – Wednesday, September 17	Charlotte, North Carolina
FAC Policy Committee Conference	Wednesday, September 17 – Friday, September 19	Sandestin Beach Resort Walton County
Congressional Black Caucus Annual Legislative Conference	Wednesday, September 17 – Saturday, September 20	Washington, D.C.
FAC Legislative Conference	Wednesday, December 3 - Friday, December 5	Sawgrass Marriot St. Johns County

Also included in the 2014 Tentative Schedule is:

- County’s 2014 Holiday Schedule (Attachment #10)
- a listing of the tentative dates, time, and location for the 2014 Intergovernmental Agency (IA) meetings (Attachment #11)
- a listing of tentative dates, time, and location for the 2014 Comprehensive Plan Amendments workshops and hearings (Attachment #12)
- a listing of the 2014 Community Redevelopment Agency (CRA) meetings (Attachment #13) *[Note: All meetings are at 9:30 a.m. except the September 18th meeting will be held at 4:00 p.m.]*
- a listing of the dates of the 2014 Capital Region Transportation Planning Agency (CRTPA) meetings (Attachment #14)

In order to have available dates on which Board workshops may be scheduled for the upcoming calendar year, approval of the Public Notice 2014 Tentative Schedule is recommended.

Options:

1. Adopt the Leon County Board of County Commissioners' Public Notice 2014 Tentative Schedule.
2. Approve the 2014 Board of County Commissioners' Travel Schedule, and authorize Commissioners' travel to the scheduled events.
3. Schedule the Board's Installation of Newly-elected Commissioners and Reorganization on Tuesday, November 19, 2014.
4. Schedule the Board Retreat for Monday, December 8, 2014.
5. Board direction.

Recommendation:

Options #1, #2, #3, and #4.

Attachments:

1. Public Notice 2014 Tentative Schedule
2. Board of County Commissioners' 2014 Travel Schedule
3. Policy No. 03-9, Meeting Dates for Board of County Commissioners
4. Leon County Schools Calendar
5. List of religious holidays
6. Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners"
7. FAC/NACo 2014 Calendar of Events
8. Chamber Retreat
9. ICMA 2014 Annual Conference
10. 2014 Board Holiday Schedule
11. Blueprint 2000/Intergovernmental Agency Proposed 2014 Schedule of Meetings
12. Comprehensive Plan Schedule for Cycle 2014-1
13. Proposed Community Redevelopment Agency 2014 Meeting Schedule
14. Capital Region Transportation Planning Agency Proposed 2014 Schedule of Meetings

PUBLIC NOTICE 2014 Tentative Schedule

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
January 2014	<u>Wednesday 1</u>	Offices Closed	NEW YEAR'S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 13	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 14	No Meeting	BOARD RECESS
	<i>Thursday 16 – Friday 17</i>	<i>FAC Advanced County Commissioner Workshop</i>	<i>Seminar 2 of 3 UF Hilton, Gainesville; Alachua County</i>
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 21	3:00 p.m.	Regular Meeting
	Thursday 23	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
February 2014	Tuesday 11	1:30 p.m.	Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Monday 24	3:00 – 5:00 p.m.	Intergovernmental Agency (IA) City Commission Chambers
	Tuesday 25	1:30 p.m.	Joint City/County Workshop on Cycle 2014-1 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Thursday 27	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
March 2014	<i>Saturday 1 – Wednesday 5</i>	<i>NACO Legislative Conference</i>	<i>Washington Hilton Washington, D.C.</i>
	Monday 10	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 11	3:00 p.m.	Regular Meeting
	Tuesday 25	No Meeting	NO MEETING
	<i>Wednesday 26 – Friday 28</i>	<i>FAC County Commissioner Certification Workshops</i>	<i>FSU Turnbull Conference Center Tallahassee</i>
	Thursday 27	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
		<i>FAC Legislative Day</i>	<i>FSU Turnbull Conference Center Tallahassee</i>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
April 2014	Tuesday 8	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Transmittal Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat
	<i>Thursday 17 – Friday 18</i>	<i>FAC Advanced County Commissioner Workshop</i>	<i>Seminar 3 of 3: UF Hilton, Gainesville; Alachua County</i>
	Tuesday 22	3:00 p.m.	Regular Meeting
	Thursday 24	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
May 2014			
	Tuesday 13	3:00 p.m.	Regular Meeting
	Monday 19	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Monday 26	Offices Closed	MEMORIAL DAY
	Tuesday 27	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Adoption Public Hearing on Cycle 2014-1 Comprehensive Plan Amendments
	Thursday 29	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
June 2014			
	Tuesday 10	3:00 p.m.	Regular Meeting
	Monday 16	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
		3:00 – 5:00 p.m.	Intergovernmental Agency (IA) City Commission Chambers
	<i>Tuesday 17- Friday 20</i>	<i>FAC Annual Conference</i>	<i>Hilton Bonnet Creek Orange County</i>
	Tuesday 24	3:00 p.m.	Regular Meeting
	Thursday 26	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
July 2014	Friday 4	Offices Closed	JULY 4TH HOLIDAY
	Monday 7	9:00 a.m. – 5:00 p.m.	FY 2014/15 Budget Workshop
	Tuesday 8	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, <i>if necessary</i>
		3:00 p.m.	Regular Meeting
	Wednesday 9	9:00 a.m. – 3:00 p.m.	FY 2014/15 Budget Workshop, <i>if necessary</i>
	Thursday 10	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	<i>Friday 11– Monday 14</i>	<i>NACo Annual Conference</i>	<i>Morial Convention Center Orleans Parish/New Orleans, Louisiana</i>
	Tuesday 22	No Meeting	BOARD RECESS
	<i>TBD</i>	<i>National Urban League Annual Conference</i>	<i>Cincinnati, Ohio</i>
August 2014	<i>Friday 8 – Sunday 10</i>	<i>Chamber of Commerce Annual Conference</i>	<i>Omni Amelia Island Plantation</i>
	Tuesday 12	No Meeting	BOARD RECESS
	Tuesday 26	3:00 p.m.	Regular Meeting
September 2014	Monday 1	Offices Closed	LABOR DAY HOLIDAY
	Tuesday 9	3:00 p.m.	Regular Meeting
	<i>Sunday 14– Wednesday 17</i>	<i>ICMA Annual Conference</i>	<i>Charlotte/Mecklenburg North Carolina</i>
	Monday 15	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
		5:00 – 8:00 p.m. 5:30 p.m.	Intergovernmental Agency (IA) FY 2015 Budget Public Hearing City Commission Chambers
	Tuesday 16	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2014/2015
	<i>Wednesday 17 - Friday 19</i>	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Sandestin Beach Resort Walton County</i>
	<i>Wednesday 17– Saturday 20</i>	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Thursday 18	4:00 p.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting
		6:00 p.m.	Second Public Hearing on Adoption of Millage Rates and Budgets for FY 2014/2015

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
October 2014	<i>TBD</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Part 1 of 3 UF Hilton, Gainesville; Alachua County</i>
	Tuesday 14	3:00 p.m.	Regular Meeting
	Monday 20	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat
	Thursday 23	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 28	3:00 p.m.	Regular Meeting
November 2014	Tuesday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Monday 17	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA); City Commission Chambers
	Tuesday 18	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	Thursday 20	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2014	<i>Wednesday 3 – Friday 5</i>	<i>FAC Legislative Conference and Commissioner Workshops</i>	<i>Sawgrass Marriot St. John's County</i>
	Monday 8	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 9	3:00 p.m.	Regular Meeting
	Thursday 11	9:30 a.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	Tuesday 23	No Meeting	BOARD RECESS
	Thursday 25	Offices Closed	CHRISTMAS DAY
	Friday 26	Offices Closed	FRIDAY AFTER CHRISTMAS DAY
January 2015	Thursday 1	Offices Closed	NEW YEAR'S DAY

2014 Board of County Commissioners Travel Schedule

Conference	Date	Location
Advanced County Commissioner Certification Workshop (Seminar 2 of 3)	Thursday, January 16 - Friday, January 17	University of Florida Hilton Gainesville, FL
NACo Legislative Conference	Saturday, March 1 – Wednesday, March 5	Washington Hilton Washington DC
Advanced County Commissioner Certification Workshop (Seminar 3 of 3)	Thursday, April 17 – Friday, April 18	University of Florida Hilton Gainesville, FL
FAC Annual Conference & Educational Exposition	Tuesday, June 17 – Friday, June 20	Hilton Bonnet Creek Orange County
NACo Annual Conference	Friday, July 11 – Monday, July 14	Morial Convention Center New Orleans, LA
National Urban League Annual Conference	TBD	Cincinnati, Ohio
Greater Tallahassee Chamber of Commerce Annual Conference	Friday, August 8 – Sunday, August 10	Omni Amelia Island Plantation
ICMA Annual Conference	Sunday, September 14 – Wednesday, September 17	Charlotte/Mecklenburg, North Carolina
FAC Policy Committee Conference and Certified County Commissioner Workshops	Wednesday, September 17 – Friday, September 19	Sandestin Beach Resort Walton County
Congressional Black Caucus Annual Legislative Conference	Wednesday, September 17 – Saturday, September 20	Washington, D.C.
FAC Legislative Conference; New Commissioner Workshop	Wednesday, December 3 – Friday, December 5	Sawgrass Marriot St. Johns County

**Board of County Commissioners
Leon County, Florida**

Policy No. 03-9

Title: Meeting Dates for Board of County Commissioners

Date Adopted March 26, 2009

Effective Date April 21, 2009

Reference N/A

Policy Superseded: Policy No. 69-2, "Meeting Dates for Board of County Commissioners," adopted 3/11/69; Policy No. 93-12, "Meeting Dates for Board of County Commissioners," adopted 1/12/93; Policy No. 03-09, "Meeting Dates for Board of County Commissioners," adopted May 27, 2003, revised January 25, 2005; revised November 18, 2008

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 03-09, adopted by the Board of County Commissioners on November 18, 2008, is hereby revised, to wit:

The Board of County Commissioners of Leon County, Florida shall meet every 2nd and 4th Tuesday of each month at 3:00 p.m. for the regular meeting, break for dinner from 5 p.m. to 6 p.m., and conduct public hearings at 6 p.m. However, the Board may cancel or continue meetings to observe holidays or other events as the Board deems appropriate.

Certain other meetings of the Board of County Commissioners may occur from time to time, which shall be noticed in advance pursuant to Section 286.011, Florida Statutes.

**LEON COUNTY SCHOOLS -2013-2014
REGULAR SCHOOL CALENDAR-SCHOOL BOARD ADOPTED 2/12/13**

2013		
August	9	Last Four Day Workweek
	12	Teachers Report
	12-16	Teacher Planning/Inservice Days
	19	Students Report
September	2	Labor Day Holiday (Districtwide)
October		FCAT Retakes
	17	End of First Nine Weeks (43 day nine weeks)
	18	Teacher Planning/Inservice Day (Students Out)
November	11	Veterans Day Holiday (Districtwide)
	27	Thanksgiving Holiday (Students & Teachers Out)
	28-29	Thanksgiving Holidays (Districtwide)
December	18-20	Middle and High School Exam Days/Elementary, Middle and High Early Release
	20	End of Second Nine Weeks (41 day nine weeks/84 day first semester)
	23-31	Winter Holidays (Districtwide)
2014		
January	1-3	Winter Holidays (Districtwide)
	6	Teacher Planning/Inservice Days (Students Out)
	6	District Staff and Teachers Return
	7	Students Return
	20	Martin Luther King Holiday (Districtwide)
February		FCAT Writing (Grades 4, 8 and 10)
March		FCAT Writing (Grades 4, 8 and 10)
	14	End of Third Nine Weeks (48 day nine weeks)
	17-21	Spring Break (Students & Teachers Out)
	24	Teacher Planning/Inservice Day (Students Out)
April		FCAT SSS Reading & Math Retakes (Grades 11-Adult)
		FCAT SSS Reading & Math (Grades 3-10)
		FCAT SSS Science (Grades 5, 8, and 11)
May	26	Memorial Day Holiday (Districtwide)
	28-30	Middle and High School Exams Days/Elementary, Middle and High Early Release
		End of Fourth Nine Weeks (48 day nine weeks/96 day semester)
	30	Last Day of School
June	2&3	Teacher Planning/Inservice Days/End of Regular Term
	4-5	Teacher Inservice ESE/Reading Summer Academy
	9	Four Day Workweek Begins
	9-19	ESE Summer Services
	9-26	Reading Summer Services
July	3	Fourth of July Holiday (Districtwide)
	7-17	Reading Summer Services
	7-24	ESE Summer Services
August	8	Last Four Day Workweek
Tentative:	11	Teachers Report/Teacher Planning/Inservice Day
	18	Students Report

2014 Generally Observed Religious Holidays

Holiday Name	Date
Epithany	Monday, January 6
Tu B'Shevat	Thursday, January 16
Ash Wednesday	Wednesday, March 5
Purim	Sunday, March 16
Palm Sunday	Sunday, April 13
First Day of Passover	Tuesday, April 15
Good Friday	Friday, April 18
Easter	Sunday, April 20
Last Day of Passover	Tuesday, April 22
Ramadan begins	Sunday, June 29
Laylat-al-Qadr	Thursday, July 24
Rosh Hashanah	Thursday, September 25
Yom Kippur	Saturday, October 4
First Day of Sukkot	Thursday, October 9
Last Day of Sukkot	Wednesday October 15
Muharram/Islamic New Year	Saturday, October 25
First Day of Hanukkah	Wednesday, December 17
Last Day of Hanukkah	Wednesday, December 24
Christmas Day	Thursday, December 25
Kwanzaa	Friday, December 26

Board of County Commissioners Leon County, Florida

Policy No. 98-7

Title: Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners

Date Adopted: October 29, 2013

Effective Date: October 29, 2013

Reference: Ch. 100.041, F.S.; Article II, Sec. 5, Florida Constitution

Policy Superseded: Policy 96-10, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted 6/11/96; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 13, 1998; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 10, 2006; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 27, 2009

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-7, "Reorganization of the Board of County Commissioners," adopted by the Board of County Commissioners on October 27, 2009, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

Reorganization of the Board of County Commissioners

Reorganization of the Board of County Commissioners shall be conducted during the last regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman. However, during years when newly elected commissioners are installed, the reorganization of the board shall occur on the second Tuesday following the general election.

The reorganization shall be coordinated by the outgoing chairman and/or his or her designee. The outgoing chairman shall give a state-of-the-county address prior to turning the gavel over to the Chief Judge, Clerk of Court for the Second Judicial Circuit, or other official selected by the outgoing chairman, to preside over the election of the chairman and vice chairman. Following the election, the presiding official shall administer the following oath to the incoming chairman:

I, (name), do solemnly swear (or affirm) that I will well and faithfully execute the duties of the office of Chairman of the Leon County Board of County Commissioners to the best of my ability, so help me God."

Acceptance remarks by the newly sworn chairman, and recognitions, may be made prior to proceeding with the conduct of the regularly scheduled business of the Board.

**Reorganization of the Board of County Commissioners
and Installation of Newly Elected Commissioners
Policy No. 98-7**

Installation of Newly Elected Commissioners

In accordance with Ch. 100.041, F.S., newly elected County Commissioners shall be installed the second Tuesday following the general election. Such installation shall take place during a specially called meeting of the Board for the sole purpose of swearing in the newly elected commissioners.

The installation of newly elected County Commissioners, and the coordination of a swearing-in ceremony, shall be the responsibility of the Chairman of the Board and/or his or her designee. The Chief Judge and/or the Clerk of Court for the Second Judicial Circuit may be invited to preside over the ceremony and to administer the oath of office as prescribed in the Constitution of the State of Florida, Article II, Section 5, "Public Officers." The oath prescribed is as follows:

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of the office of County Commissioner on which I am now about to enter, so help me God.

Community and Media Relations

The Director of Community and Media Relations shall maintain suggested procedures for such ceremonies and provide counsel to the Chairman/designee in coordinating the inaugural and reorganization ceremonies. In addition, the Director of Community and Media Relations will ensure required and appropriate protocols and public notice of these ceremonies.



2014 Calendar of Events

Contact: Kelli Williams, Events Manager
Email: kwilliams@fl-counties.com

2013

JANUARY

16-17

Advanced County Commissioner Program (2013-14) – Part 2 of 3
Hilton University of Florida – Alachua County (*registration closed*)

MARCH

1-5

NACo Legislative Conference
Washington Hilton – Washington, DC

26

Workshop – Financial Management (6 Core CCC Credits)**

26

FAC Legislative Reception

27

FAC Legislative Day (1.5 Continuing CCC Credits)

27

Workshop – Ethics, Public Records & Sunshine Laws (6 Core CCC Credits)**

28

Workshop – Growth Management & Land Use Decisions (6 Core CCC Credits)**
FSU Conference Center – Leon County

APRIL

17-18

Advanced County Commissioner Program (2013-14) – Part 3 of 3
Hilton University of Florida – Alachua County (*registration closed*)

MAY

Date TBD

Regional Webinar – Topic TBD (3 Elective CCC Credits)
UF/IFAS Extension Offices – locations TBD

JUNE

17-20 **FAC Annual Conference & Educational Exposition** (3 Continuing CCC Credits)
17 **Workshop: Ethics, Public Records & Sunshine Laws** (6 Core CCC Credits)**
18 **Workshop: Topic TBD** (3 Elective CCC Credits)
19 **Workshop: Topic TBD** (3 Elective CCC Credits)
Hilton Bonnet Creek – Orange County

JULY

11-14 **NACo Annual Conference & Exposition**
New Orleans, LA – Orleans Parish

AUGUST

TBD **FAC Board of Directors Retreat**
Event Details TBD

SEPTEMBER

17-19 **FAC Policy Committee Conference** (1.5 Continuing CCC Credits)
17 **Workshop – County Government Structure & Authority** (6 Core CCC Credits)
18 **Workshop – County Government Roles & Responsibility** (6 Core CCC Credits)
Sandestin Beach Resort – Walton County

OCTOBER

TBD **Advanced County Commissioner Program (2014-15) – Part 1 of 3**
Applications due in August 2014

DECEMBER

3-5 **FAC Legislative Conference** (2 Continuing CCC Credits)
3 **New Commissioner Orientation** (1.5 Continuing CCC Credits)
5 **Workshop: Ethics, Public Records & Sunshine Laws** (6 Core CCC Credits)**
Sawgrass Marriott – St. Johns County

**** These workshops will require an additional registration fee.**

Annual Chamber Conference

Date: August 8-10, 2014

Location: Omni Amelia Island Plantation

The Annual Chamber Community Conference brings together all elements of the business community, from home-based entrepreneurs to key business and political leaders, to discuss real issues affecting our region's future. With breakout sessions, networking opportunities and plenty of fun, this conference allows attendees to make connections that will last a lifetime. Always held out of town, the weekend is a mix of business and pleasure for the whole family.



CONFERENCE

2014 - 100th ICMA Annual Conference

WHEN September 14-17, 2014
WHERE Charlotte/Mecklenburg, North Carolina

The ICMA Annual Conference is the largest annual event in the world for local government managers and staff.

Each year, through its highly praised Annual Conference, ICMA offers an abundance of educational, information-sharing, and networking tools to help you manage your community in today's complex environment. Especially in challenging times such as these, the tools, tips, information, and resources you pick up at the conference -- in addition to the opportunities for professional and personal renewal and networking -- are more important than ever.

<http://www.charlottesgotalot.com/>

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
MEMORANDUM

DATE: August 1, 2013
TO: All Leon County Government Employees
FROM: Vincent S. Long, County Administrator
SUBJECT: 2014 Holiday Schedule

The schedule below reflects the holiday schedule for 2014, and will be observed by all County Government employees. Thank you in advance for your continued hard work and dedication in the upcoming 2014 calendar year.

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day 2014	Wednesday, January 1, 2014
Martin Luther King Jr. Day	Monday, January 20, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Veteran's Day	Tuesday, November 11, 2014
Thanksgiving Day	Thursday, November 27, 2014
Friday after Thanksgiving	Friday, November 28, 2014
Christmas Day	Thursday, December 25, 2014
Friday after Christmas Day	Friday, December 26, 2014
New Year's Day 2015	Thursday, January 1, 2015
Friday after New Year's Day 2015	Friday, January 2, 2015

In addition, Leon County Government employees will accrue three (3) Personal Days annually. Thank you for your continued efforts in making Leon County Government the standard for excellence and service to our community. Enjoy your holidays.

For more information on County holidays, please refer to Policy No. 03-16, "Holidays."

VSL/lwb

cc: Board of County Commissioners
Constitutional Officers



Agenda Item

SUBJECT/TITLE: Proposed 2014 IA, TCC, and CAC Meeting Schedules	
Date: September 16, 2013	Requested By: Blueprint 2000 Staff
Contact Person: Shelonda Meeks	Type of Item: Consent

STATEMENT OF ISSUE:

This Agenda Item lists the proposed 2014 meeting dates for the Intergovernmental Agency, Blueprint 2000 Technical Coordinating Committee, and the Blueprint 2000 Citizens Advisory Committee. These proposed dates are “effectively the same dates” as for meetings which were held during 2013.

Intergovernmental Agency (Tallahassee City Commission Chambers)

- Monday, February 24, 2014, from 3:00-5:00 pm
- Monday, June 16, 2014, from 3:00-5:00 pm
- Monday, September 15, 2013, from 5:00-8:00 pm (FY 2014 Budget Public Hearing at 5:30 pm)

Technical Coordinating Committee (Blueprint 2000 Conference Room, from 1:00 to 3:00 pm)

- Thursday, February 6, 2014
- Thursday, April 10, 2014
- Thursday, May 29, 2014
- Thursday, August 28, 2014
- Thursday, October 23, 2014
- Thursday, December 11, 2014

Citizens Advisory Committee (Blueprint 2000 Conference Room, from 4:30 to 6:30 pm)

- Thursday, February 6, 2014
- Thursday, April 10, 2014
- Thursday, May 29, 2014 (FY 2014 Budget Public Hearing at 5:30 pm)
- Thursday, August 28, 2014
- Thursday, October 23, 2014
- Thursday, December 11, 2014

BLUEPRINT 2000 PROJECT DEFINITIONS REPORT CONSISTENCY:

Not applicable.

Blueprint 2000 Intergovernmental Agency Agenda Item
Item Title: Proposed 2014 IA, TCC, and CAC Meeting Schedule
Meeting Date: September 16, 2013
Page 2

OPTIONS:

Option 1: Approve the dates as presented.

Option 2: Board Guidance

ACTION BY THE CAC: The CAC voted 10-0 in favor of option 1.

RECOMMENDED ACTION:

Option 1: Approve the dates as presented.

Attachments:

None.

The Planning Department Comp Plan meetings are as follows:

2/11/2014	1:30 p.m.	County Commission Comp Plan Workshop	(Courthouse)
2/19/2014	1:00 p.m.	City Comp Plan Workshop	(City Hall)
2/25/2014	1:30 p.m.	Joint City/County Comp Plan Workshop	(Courthouse)
4/8/2014	6:00 p.m.	Joint City/County Comp Plan Transmittal Public Hearing	(Courthouse)
5/27/2014	6:00 p.m.	Joint City/County Comp Plan Adoption Public Hearing	(Courthouse)

Thank you,

Brian Wiebler, AICP
Principal Planner, Comprehensive Planning Team
Tallahassee-Leon County Planning Department

From: "Peter, Stacey" <Stacey.Peter@talgov.com>
To: "Coble, Christine" <CobleC@leoncountyfl.gov>
Date: 11/13/13 9:17 AM
Subject: 2014 CRA Board Meeting Schedule

Listed below is the approved 2014 CRA Board Meeting Schedule, approved by the CRA Board on September 16, 2013.

2014 CRA Board Meetings

January 23, 2014 at 9:30 am
February 27, 2014 at 9:30 am
March 27, 2014 at 9:30 am
April 24, 2014 at 9:30 am
May 29, 2014 at 9:30 am
June 26, 2014 at 9:30 am
July 10, 2014 at 9:30 am
September 18, 2014 at 4:00 pm
October 23, 2014 at 9:30 am
November 20, 2014 at 9:30 am
December 11, 2014 at 9:30 am



AGENDA ITEM 2 C

2014 CRTPA MEETINGS CALENDAR

REQUESTED BY: CRTPA Staff

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Annually, the CRTPA approves a calendar of meetings for the upcoming year. The CRTPA 2014 calendar has been developed for CRTPA approval.

RECOMMENDED ACTION

Option 1: Approve the CRTPA 2014 Calendar and meeting location.

HISTORY AND ANALYSIS

Historically, the CRTPA holds six (6) board meetings per year. The following dates (along with anticipated agenda items) have been identified for the 2014 CRTPA calendar*:

- **January 13** Draft Work Program
- **March 10** Draft Unified Planning Work Program (UPWP), Draft Transportation Improvement Program (TIP)
- **April 14** (*CRTPA Retreat* 9 a.m. – 1 p.m.)
- **May 19** Final UPWP
- **June 16** Final TIP
- **September 15** Priority Project Lists Adoption
- **October 20** (*CRTPA Retreat* 9 a.m. - 1 p.m.)
- **November 17** Election of Chair/Vice Chair

* *CRTPA Board meetings are scheduled to begin at 1 pm unless otherwise indicated.*

Meetings have typically been held in the City of Tallahassee Commission Chambers due to the size of the CRTPA Board membership and the ability of the chambers to adequately meet the meeting space size requirements.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #3

Leon County Board of County Commissioners

Cover Sheet for Agenda #3

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Commissioners' Appointments to the Human Services Grant Review Committee and Library Advisory Board

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Ratify Commissioners' appointments to the Human Services Grant Review Committee as follows:
- a. Commissioner Dailey reappoints Kent Safreit.
 - b. Commissioner Desloge appoints Jaime Garner.
 - c. Commissioner Dozier appoints Greg Cowan.
 - d. Commissioner Lindley reappoints Jim McShane.
 - e. Commissioner Maddox reappoints Gerard LaMothe, Jr.
 - f. Commissioner Proctor reappoints Cynthia Gardner.
 - g. Commissioner Sauls reappoints Janis Weisz Piotrowski.
- Option #2: Ratify Commissioners' appointments to the Library Advisory Board as follows:
- a. Commissioner Dailey reappoints Bill Summers.
 - b. Commissioner Desloge reappoints Christopher Timmons.
 - c. Commissioner Lindley reappoints Pamala Doffek.
 - d. Commissioner Sauls reappoints Julie Lovelace.

Report and Discussion

Background:

At its August 23, 2011 meeting, the Board approved the revised process for Advisory Committee appointments, which requires having a Consent item prepared for individual Commissioner appointments.

Analysis:

Human Services Grant Review Committee (HSGRC)

Purpose: This Committee evaluates human service funding requests during the regular budget cycle and makes recommendations to the Board (Attachment #1).

Composition: Members serve two-year terms, expiring December 31, with each Commissioner having two staggered appointments.

Vacancies: The terms of Kent Safreit (Commissioner Dailey), Mary Wakeman (Commissioner Desloge), Beverlee DeMello (Commissioner Dozier), Jim McShane (Commissioner Lindley), Gerard LaMothe, Jr. (Commissioner Maddox), Cynthia Gardner (Commissioner Proctor), and Janis Weisz Piotrowski (Commissioner Sauls) will expire December 31, 2013.

Additional Information: According to Policy No. 03-15, "Board-appointed Committees," regarding term limits, Ms. DeMello and Ms. Wakeman are not eligible for reappointment. Mr. Greg Cowan and Ms. Jaime Garner have submitted applications, expressing an interest in appointment to the HSGRC (Attachments #2 and #3).

Table 1. Human Services Grant Review Committee

Vacancy/Criteria	Eligible Applicant	Recommended Action
Kent Safreit	Kent Safreit	Commissioner Dailey makes reappointment.
Jim McShane	Jim McShane	Commissioner Lindley makes reappointment.
Gerard LaMothe, Jr.	Gerard LaMothe, Jr.	Commissioner Maddox makes reappointment.
Cynthia Gardner	Cynthia Gardner	Commissioner Proctor makes reappointment.
Janis Weisz Piotrowski	Janis Weisz Piotrowski	Commissioner Sauls makes reappointment.
Beverlee DeMello (<i>ineligible</i>)	Greg Cowan	Commissioner Dozier makes new appointment.
Mary Wakeman (<i>ineligible</i>)	Jaime Garner	Commissioner Desloge makes new appointment.

Library Advisory Board

Purpose: This Committee serves as a forum for community input concerning library programs and activities and as a liaison and advocate for the library (Attachment #4).

Composition: Members serve two-year terms, expiring December 31, with each Commissioner having one appointment.

Vacancies: The terms of Bill Summers (Commissioner Dailey), Christopher Timmons (Commissioner Desloge), Pamala Doffek (Commissioner Lindley), and Julie Lovelace (Commissioner Sauls) will expire December 31, 2013. Library Services Director, Cay Hohmeister, stated that all four of these members are active and she recommends their reappointment (Attachment #5).

Table 2. Library Advisory Board

Vacancy/Criteria	Eligible Applicant	Recommended Action
Reappointment	Bill Summers	Commissioner Dailey makes reappointment.
Reappointment	Christopher Timmons	Commissioner Desloge makes reappointment.
Reappointment	Pamala Doffek	Commissioner Lindley makes reappointment.
Reappointment	Julie Lovelace	Commissioner Sauls makes reappointment.

Options:

1. Ratify Commissioners' appointments to the Human Services Grant Review Committee as follows:
 - a. Commissioner Dailey reappoints Kent Safreit.
 - b. Commissioner Desloge appoints Jaime Garner.
 - c. Commissioner Dozier appoints Greg Cowan.
 - d. Commissioner Lindley reappoints Jim McShane.
 - e. Commissioner Maddox reappoints Gerard LaMothe, Jr.
 - f. Commissioner Proctor reappoints Cynthia Gardner.
 - g. Commissioner Sauls reappoints Janis Weisz Piotrowski.
2. Ratify Commissioners' appointments to the Library Advisory Board as follows:
 - a. Commissioner Dailey reappoints Bill Summers.
 - b. Commissioner Desloge reappoints Christopher Timmons.
 - c. Commissioner Lindley reappoints Pamela Doffek.
 - d. Commissioner Sauls reappoints Julie Lovelace.
3. Board direction.

Recommendation:

Options #1 a-g and #2 a-d.

Title Ratification of Commissioners Appointments to the Human Services Grant Review
Committee and Library Advisory Board

December 10, 2013

Page 4

Attachments:

1. Eligibility and Criteria – Human Services Grants Review Committee
2. Application – Greg Cowan
3. Application – Jaime Garner
4. Eligibility and Criteria – Library Advisory Board
5. Email from Cay Hohmeister, Library Services Director

Human Services Grants Review Committee

Responsibility:

Evaluates human service funding requests during the regular budget cycle and makes recommendations to the Board. Committee will be available to perform program evaluations at the BCC's request to determine the merit of a mid-year funding request and the extent to which it meets the Committee's priority guidelines and assessment criteria.

The purpose of the Community Human Services Partnership (CHSP) is to "foster an ongoing community-wide dialog with funders and providers to improve human services delivery in Leon County. The CHSP is comprised of the City, County and United Way. The Florida Department of Children and Families is a collaborating partner. Two representatives from each of these funding sources are appointed to a joint planning board.

Created By:

BCC Policy 81-3, adopted March 24, 1981

Currently operates Under Policy No. 01-04, adopted November 30, 2004

Appointments:

14 - BCC; Each Commissioner has 2 appointments.

Joint Planning Board -

2 Representatives from City of Tallahassee

2 Representatives from United Way of the Big Bend

2 Representatives from the County - 1 Chairman appointment and 1 staff

Terms:

2 years. Terms expire December 31. According to Policy No. 03-15, the number of terms allowed is limited to three. Vacancies filled for remainder of unexpired term

Eligibility Criteria:

Not specified in the policy.

Schedule:

Annually - Considers requests for funding a in conformity with County budgetary cycle. Training sessions are conducted prior to the beginning of the process.

Type of Report:

Funding recommendations.

Contact Person/Staff:

Shanea Wilks

Financial Compliance Officer

606-1900

email: wilkss@leoncountyfl.gov

Members:

Wakeman, Mary L. INELIGIBLE	Begin Term: 12/10/2011 End Term: 12/31/2013 Type: two years	Original Date: 1/31/2007 <hr/> Appointed by: Bryan Desloge District 4	Email: mwakeman@mcconnaughhay.com
DeMello, Beverlee INELIGIBLE	Begin Term: 12/10/2011 End Term: 12/31/2013 Type: two years	Original Date: 6/20/1995 <hr/> Appointed by: Kristin Dozier District 5	Email: bdemello@psc.state.fl.us
LaMothe, Gerard	Begin Term: 1/24/2012 End Term: 12/31/2013 Type: two years	Original Date: 1/24/2012 <hr/> Appointed by: Nick Maddox At-large II	Email: office@superiorpainting.net
McShane, Jim Workforce Plus	Begin Term: 06/01/2013 End Term: 12/31/2013 Type: two years	Original Date: 1/13/2004 <hr/> Appointed by: Mary Ann Lindley At-large I	Email: Jim.McShane@wfplus.org
Gardner, Cynthia	Begin Term: 12/10/2011 End Term: 12/31/2013 Type: two years	Original Date: 3/25/2008 <hr/> Appointed by: Bill Proctor District 1	Email: gardc@aol.com
Piotrowski, Janis Weisz	Begin Term: 12/10/2011 End Term: 12/31/2013 Type: two years	Original Date: 9/14/2010 <hr/> Appointed by: Jane G. Sauls District 2	Email: janpio@comcast.net
DeMeo, Ralph	Begin Term: 12/11/2012 End Term: 12/31/2014 Type: two years	Original Date: 2/14/2012 <hr/> Appointed by: John Dailey District 3	Email: ralphd@hgslaw.com
Naddy, Tim	Begin Term: 12/11/2012 End Term: 12/31/2014 Type: two years	Original Date: 12/14/2010 <hr/> Appointed by: Nick Maddox At-large II	Email: naddyt@homesandland.com

Assidon, Aviram (Avi) Begin Term: 9/10/2012
End Term: 12/31/2014
Type: two years

Original Date: 9/10/2012
Appointed by: Bryan Desloge
District 4

Email: suzanneqphillips@yahoo.com

Nicholsen, Linda Begin Term: 12/11/2012
End Term: 12/31/2014
Type: two years

Original Date: 9/14/2010
Appointed by: Jane G. Sauls
District 2

Email: lnicholsen@gmail.com

Weeks, Debra Begin Term: 12/11/2012
End Term: 12/31/2014
Type: two years

Original Date: 12/14/2010
Appointed by: Bill Proctor
District 1

Email: dweeks@bondchc.com

Ruggles, Connie Begin Term: 2/26/2013
End Term: 12/31/2014
Type: two years


Original Date: 2/26/2013
Appointed by: Mary Ann Lindley
At-Large

Email: conrug@aol.com

Hooper, Gwen Begin Term: 9/14/2013
End Term: 12/31/2014
Type: two years

Original Date: 9/14/2013
Appointed by: Kristin Dozier
District 5

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov</p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>	
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Name: Gregory Cowan	Date: 22-Mar-2013	
Home Phone: (850) 509-7036	Work Phone: (850)386-2223X	Email: gcowan@flccoc.org
Occupation: SENIOR BUDGET MANAGER	Employer: STATE OF FLORIDA - CLERKS OF COURT OPERATION:	
Preferred mailing location: Home Address		
Work Address: 2560-102 BARRINGTON CIRCLE		
City/State/Zip: TALLAHASSEE FL 32308		
Home Address 1415 ALSHIRE COURT SOUTH		
City/State/Zip: TALLAHASSEE FL 32317		
Do you live in Leon County? Yes If yes, do you live within the City limits? No		
Do you own property in Leon County? Yes If yes, is it located within the City limits? No		
For how many years have you lived in and/or owned property in Leon County? 17.00years		
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: Housing Finance Authority 2nd Choice: Affordable Housing Advisory Committee		
What cultural arts organization do you represent, if any?		
NONE.		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:		
THE COMMITTEE PREFERENCES I HAVE LISTED ABOVE ARE BASED ON CURRENTLY VACANT POSITIONS. HOW		
<u>If you are appointed to a Committee, you are expected to attend regular meetings.</u>		
How many days permonth would you be willing to commit for Committee work? 4 or more		
And for how many months would you be willing to commit that amount of time? 6 or more		
What time of day would be best for you to attend Committee meetings? Day, Night		
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.		
Race: Caucasian Sex: Male Age: 47		
Disabled? No District: District 5		

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I HAVE ATTACHED MY DETAILED CURRICULUM VITAE. FOR A FULL LIST OF MY EXPERIENCE, BACKGROUND, AND COMMUNITY INVOLVEMENT, PLEASE SEE MY CURRICULUM VITAE.

References (you must provide at least one personal reference who is not a family member):

Name: BOB INZER Telephone: 850-577-4005
Address: 301 S. MONROE STREET, TALLAHASSEE, FL 32301

Name: Telephone:
Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No

If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No


If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Gregory J. Cowan

This application was electronically sent: 3/22/2013 2:02:50PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov</p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>	
--	---

Name: Jaime Garner	Date: 21-Nov-2013	
Home Phone: (727) 687-2264	Work Phone: (850)717-5170X	Email: garner.jaime@gmail.com
Occupation: LEGISLATIVE ANALYST	Employer: FLORIDA HOUSE OF REPRESENTATIVES	
Preferred mailing location: Home Address		
Work Address: 402 SOUTH MONROE STREET		
City/State/Zip: TALLAHASSEE	FL	32399
Home Address 257 STARMOUNT DRIVE		
City/State/Zip: TALLAHASSEE	FL	32303
Do you live in Leon County? Yes	If yes, do you live within the City limits? No	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County? 6.00 years		
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: Human Services Grants Review Committee 2nd Choice: Community Development Block Grant Citizen's Adv		
What cultural arts organization do you represent, if any?		
I AM INVOLVED LOCALLY BUT DO NOT REPRESENT A SPECIFIC ORGANIZATION.		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:		
I AM INTERESTED IN THE HUMAN SERVICES GRANTS REVIEW COMMITTEE SINCE I HAVE EXPERIENCE IN OPER		
<u>If you are appointed to a Committee, you are expected to attend regular meetings.</u>		
How many days permonth would you be willing to commit for Committee work? 2 to 3		
And for how many months would you be willing to commit that amount of time? 6 or more		
What time of day would be best for you to attend Committee meetings? Night		
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.		
Race: Caucasian	Sex: Female	Age: 28
Disabled? No	District: District 3	

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

I MOVED TO TALLAHASSEE AFTER GRADUATING FROM THE UNIVERSITY OF FLORIDA WITH A BACHELOR OF ARTS DEGREE. I PURSUED MY MASTER OF PUBLIC ADMINISTRATION DEGREE AT FLORIDA STATE UNIVERSITY SPECIALIZING IN PUBLIC BUDGETING AND LOCAL GOVERNMENT ADMINISTRATION WHILE WORKING FOR THE FLORIDA SENATE AND THE DEPARTMENT OF EDUCATION IN THE BUDGET AND APPROPRIATIONS OFFICES. I GRADUATED WITH MY MASTERS AND HAVE BEEN EMPLOYED AT THE FLORIDA HOUSE OF REPRESENTATIVES FOR THREE YEARS WORKING ON HIGHER EDUCATION BUDGET ISSUES.

I HAVE VOLUNTEERED MY TIME WITH HABITAT FOR HUMANITY, THE LEMOYNE CENTER FOR THE ARTS, AND THE UNITED WAY. I AM LOOKING FOR MORE INTENSIVE COMMUNITY PROGRAMS TO GET INVOLVED IN AND THOUGHT I COULD CONTRIBUTE TO THE HUMAN SERVICES GRANTS REVIEW COMMITTEE WITH MY WORK AND VOLUNTEER EXPERIENCES.

References (you must provide at least one personal reference who is not a family member):

Name: MARK O'BRYANT Telephone: (850) 431-5380
Address: 1300 MICCOSUKEE ROAD , TALLAHASSEE, FL 32308

Name: MAC LANGSTON Telephone: (850) 574-4444
Address: 3256 CAPITAL CIR SW, TALLAHASSEE, FL 32310

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No

If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No

If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Jaime Garner

This application was electronically sent: 11/21/2013 1:41:41PM

Library Advisory Board

Responsibility:

Serves as a forum for community input concerning library programs and activities and as a liaison and advocate for the library.

Created By:

Created by the BCC in 1955.
Revised, By-laws written in 1988

Appointments:

7 – Each Commissioner has one appointment

Terms:

2 years. Terms expire December 31. Number of terms allowed is three consecutive terms. Vacancies fill remainder of unexpired term.

Eligibility Criteria:

Not specified.

Schedule:

Meetings are held the first Tuesday of each month, at 10:00 am in the Library Board Room.

Contact Person/Staff:

Cay Hohmeister, Director
Library Services
606-2665
email: hohmeisterc@leoncountyfl.gov

Members:

Timmons, Christopher	Begin Term: 1/29/2013 End Term: 12/31/2014 Type: two years	Original Date: 1/29/2013 <hr/> Appointed by: Bryan Desloge District 4	Email: chris@floridanetwork.org
Doffek, Pamala	Begin Term: 2/28/2012 End Term: 12/31/2013 Type: two years	Original Date: 2/28/2012 <hr/> Appointed by: Mary Ann Lindley, At-large I	Email: pamdoffek@cci.fsu.edu
<hr/>			

Lovelace, Julie	Begin Term: 2/28/2012 End Term: 12/31/2013 Type: two years	Original Date: 2/28/2012 <hr/> Appointed by: Jane G. Sauls District 2	Email: julielovelace@comcast.net
Summers, Bill	Begin Term: 4/9/2013 End Term: 12/31/2013 Type: two years	Original Date: 4/9/2013 <hr/> Appointed by: John Dailey District 3	Email: summersbill@comcast.net
Labat, Marcia	Begin Term: 12/11/2012 End Term: 12/31/2014 Type: two years	Original Date: 12/11/2012 <hr/> Appointed by: Nick Maddox At-large II	Email: marcialabat@comcast.net
Fiore, Carole	Begin Term: 4/9/2013 End Term: 12/31/2014 Type: two years	Original Date: 4/9/2013 <hr/> Appointed by: Kristin Dozier District 5	Email: carole@fiore-tic.biz
Jackson, Eddie	Begin Term: 12/11/2012 End Term: 12/31/2014 Type: two years	Original Date: 12/11/2012 <hr/> Appointed by: Bill Proctor District 1	Email: ejack1152@aol.com

From: Cay Hohmeister
To: Coble, Christine
Date: 11/23/13 5:18 PM
Subject: Re: LAB appts

Christine, all four of the LAB members up for reappointment are active and I recommend reappointment.

thank you!

Cay

Cay Hohmeister
Director
LeRoy Collins Leon County Public Library System
200 W. Park Avenue
Tallahassee, FL 32301
850) 606-2665
"People Focused, Performance Driven"

All you need to use your online library is your library card.
<http://www.leoncountyfl.gov/library/>

**Leon County
Board of County Commissioners**


Notes for Agenda Item #4

Leon County Board of County Commissioners

Cover Sheet for Agenda #4

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the Economic Development Council's FY 2013 Annual Report and Approval of the FY 2014 Agreement in the Amount of \$199,500

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Economic Development and Business Partnerships Director
Lead Staff/Project Team:	Josh Pascua, Management Analyst

Fiscal Impact:

This item has been budgeted and adequate funding is available in the FY 2014 budget (\$199,500 appropriation for the Economic Development Council). The proposed Agreement includes new services to be provided by the Economic Development Council at no additional cost to the County.

Staff Recommendation:

Option #1: Accept the Economic Development Council's FY 2013 Annual Report (Attachment #1).

Option #2: Approve the FY 2014 Agreement between Leon County and the Economic Development Council in the amount of \$199,500, and authorize the Chairman to execute (Attachment #2).

Report and Discussion

Background:

The Board has long maintained a strong focus on expanding economic development and job growth in Leon County. Economic development has consistently been identified as a priority of Leon County for over a decade. Since 1995, the Board has contracted annually with the Economic Development Council (EDC) to promote job growth and comprehensive economic development in Leon County. On September 24, 2013, the Board approved the FY 2014 budget, which included a \$199,500 appropriation to the EDC. The funding amount includes \$25,000 dedicated to the County's Qualified Target Industry (QTI) account that is maintained by the EDC.

Analysis:

Leon County and the EDC regularly work in tandem to establish an environment for job creation and capital investment. The efforts of the partnership have resulted in attracting and expanding local businesses. Per its most recent contract with the County, the EDC has submitted its Annual Report, which details the activities of the previous fiscal year (FY 2013) (Attachment #1). Additionally, staff has prepared an Agreement with the EDC for FY 2014 for the Board's consideration (Attachment #2).

The mission of the EDC is to market, on a national basis, the community's strengths to create high-wage jobs, with benefits, as well as assisting local employers to expand their businesses. The EDC is governed by a 55-member Board of Directors, which includes three County representatives (two Commissioners and the County Administrator) and three City representatives (two Commissioners and the Mayor) on the EDC Board.

EDC Annual Report

The County's Agreement with the EDC requires the organization to submit an annual report by November 15, 2013. The annual report is to include, at minimum, data on the number of jobs created, the job creation potential of projects in Leon County and follow-up information on businesses receiving assistance from the County in previous years.

For FY 2013, the EDC assisted in the creation of 252 jobs and capital investment of \$1.9 million. In its annual report, the EDC states that it currently has 12 active projects that reflect a total potential capital investment of \$19.1 million and the potential creation of 868 jobs. The majority of the projects focus on the targeted industries of manufacturing and information technologies. Additionally, the report outlines the EDC's efforts to assist local businesses and entrepreneurs through several of its programs and partnerships. Some of the EDC's notable accomplishments and efforts over the past year include:

- Recruiting the Kaye Scholer law firm, bringing 140 new, high-paying jobs to the community. The EDC worked with the County's Tourism Development Division to set-up 'welcome weekend visits' for Kaye Scholer employees considering relocation to Leon County.

- Joining the County Administrator on a three-day/five-city business incubator tour in August to further explore incubator models around the state. This tour was part of a larger effort to develop a business incubator at the County's 918 Railroad Avenue property.
- Taking over the County-initiated expansion of Entrepreneur Month including the logistics and marketing campaign leading up to the November 2013 eMonth.
- Continuing to build upon the success of its federally funded Entrepreneurial Excellence Program with 35 new participants in 2013.

Upon the approval of the Board, the County and the EDC are required to submit their annual reports to the Legislature by January 15. Additionally, upon the Board's approval, the annual report will be posted on the County's website.

EDC Contract

The proposed FY 2014 Agreement between the County and EDC is similar to the previous contract. It continues to reflect the Board's emphasis on growing small businesses and enhancing entrepreneurship, innovation, and manufacturing opportunities. The proposed Agreement establishes a specific deadline for the EDC to submit its annual report to the County to provide enough time to place it on the Board's December 2014 agenda and tasks the EDC with submitting the report to the state upon approval by the Board. Under the proposed Agreement, the EDC will continue as the Enterprise Zone Administrator and the QTI Administrator for the County's QTI funds.

The proposed Agreement includes a provision designating the EDC as the lead entity to build upon the success of Entrepreneur Month held in November 2013. Other new provisions direct the EDC to partner with Domi Education Inc., to foster start-up activity at the new business incubator at the County's Railroad Ave. property. These provisions are consistent with the terms of the lease between Domi and the County, approved on October 29, 2013. Specifically, the contract calls for the EDC to:

- Coordinate with local economic development partners to facilitate and build upon the success of Entrepreneur Month;
- Partner with the County and Domi Education to host two "open house" events each year at the Domi incubator featuring Domi Business Incubator program members, their startup businesses, and the Domi incubator partners;
- Partner with Domi Education to host and coordinate two private social activities at the Domi incubator each year to help immerse the incubator members with local business leaders;
- Partner with Domi Education to offer, at minimum, quarterly training opportunities for local entrepreneurs that are not affiliated with the Domi Business Incubator program.

These additional services are in the proposed Agreement at no additional cost to the County. If the Board approves the proposed Agreement, the County will disburse \$199,500 to the EDC in two installments. The funding amount includes \$25,000 dedicated to the County's QTI account that is maintained by the EDC. These installments will be paid, subject to the County receiving and reviewing a mid-year performance report and the EDC meeting its contractual requirements and objectives. If the goals have not been met by the end of FY 2014, the County may require repayment of a proportional share of the contract amount.

Options:

1. Accept the Economic Development Council's FY 2013 Annual Report (Attachment #1).
2. Approve the FY 2014 Agreement between Leon County and the Economic Development Council in the amount of \$199,500, and authorize the Chairman to execute (Attachment #2).
3. Do not accept the Economic Development Council's FY 2013 Annual Report
4. Do not approve the FY 2014 Agreement between Leon County and the Economic Development Council in the amount of \$199,500.
5. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Economic Development Council's FY 2013 Annual Report
2. Proposed FY 2014 Agreement between Leon County and the Economic Development Council



ECONOMIC DEVELOPMENT COUNCIL
OF TALLAHASSEE/LEON COUNTY, INC.

November 15, 2013

Vince Long, County Administrator
Leon County Government
301 S. Monroe Street
Tallahassee, FL 32301

Dear Vince,

Attached please find the FY 2012/2013 Annual Report for the Economic Development Council of Tallahassee/Leon County, Inc. We appreciate Leon County's continued commitment to economic development.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sue Dick'.

Sue Dick
President/CEO

Cc: Alan Rosenzweig, Deputy County Administrator
Ken Morris, Director of Economic Development and Business Partnerships



**ECONOMIC DEVELOPMENT COUNCIL
OF TALLAHASSEE/LEON COUNTY, INC.**

Annual Report
FY 2012-2013
October 1, 2012 – September 30, 2013

**1. The name of the Economic Development Agency, Entity or Organization (EDO)
and their contact information:**

Economic Development Council of Tallahassee/Leon County, Inc.
Sue Dick, President/CEO
PO Box 1639
Tallahassee, FL 32302
(850) 521-3100
sdick@taledc.com

- 2. The name of the local government the EDO has a contract with: Leon County**
- 3. The amount of funds received from the local government. \$174,500**
- 4. The amount of funds received from private investors. \$601,039**
- 5. Administrative costs of the EDO: \$99,197**

I. The number of businesses assisted by the EDO (EDC) and the type of assistance provided

A. Customized Assistance

1. Site Selection

The EDC currently has a total of 12 active projects and 3 on hold. The EDC is the recognized economic development organization and works directly with Enterprise Florida and Florida's Great Northwest. Leads are generated by the EDC Website and marketing efforts, as well as community partner interviews. The total potential capital investment reflected by the current active projects is \$19.1 million and the jobs potential is 868 jobs.

FY 2012-2013 Total Projects: 24
Projects on Hold: 3
Active Projects: 12
Capital Investment Potential: \$19.1 million
Job Creation Potential: 868

Projects by Targeted Industry Sector:

- Aviation & Aerospace: 2
- Manufacturing: 4
- Transportation & Logistics: 1
- Research & Engineering Services: 1
- Health Sciences & Human Performance Enhancement: 1
- Renewable Energy & the Environment: 2
- Information Technology: 1

❖ **Project Announcement:** Kaye Scholer, LLP
Sector: IT/Professional Services
Job Creation: 140
Capital Investment: \$1.9 million
Press Announcement Date: April 1, 2013

Community Site Visits Conducted

- Hosted Project Magic Box on November 2
- Hosted Project Sensor/Aspen on December 10
- Hosted Project Hunt (Kaye Scholer) on February 28 through March 3 and March 7 through 10 for weekend visits by Kaye Scholer employees and their partners - included a welcome reception, tour day, and realtor day. In addition, Tallahassee team went to New York City on February 14th for an informational session with the Kaye Scholer employees
- Hosted Project Big Bird on July 8

Consultant Missions

Through Florida's Great Northwest and Enterprise Florida, the EDC participates in face to face meetings with site selection consultants and trade shows. The following missions/trade shows were executed during FY 2012-13:

- Dallas EFI Consultant Trip
- New Orleans Site Selectors Guild
- New York EFI Consultants Trip
- International Economic Development Council in Orlando

EDC E-Newsletter

Monthly E-News newsletter reaching a database of 2323 individuals, primarily site selection consultants, with economic development news in Florida's Capital Region. EDC E-Newsletter publication dates:

- 10-12-12
- 02-20-12
- 03-21-13
- 04-18-13
- 05-16-13
- 06-21-13
- 07-18-13
- 08-23-13
- 09-27-13

EDC Investor Insider E-Newsletter

A monthly newsletter sent exclusively to existing companies located in the Tallahassee region, university stakeholders and public sector partners (EDC investor partners), as a complement to the EDC E-News. Publication dates:

- 10-19-12
- 11-30-12
- 02-20-13
- 03-29-13
- 04-25-13
- 05-22-13
- 06-27-13
- 07-29-13
- 09-04-13

2. Regulatory Assistance

One-on-one navigation is provided through state and local regulatory, permitting and incentives application processes, providing an advocate to keep projects on schedule from start to finish, and allowing businesses to accomplish goals within required time frames.

3. Job Training

The EDC has worked in partnership and coordination with WORKFORCE plus, The Jim Moran Institute and the FAMU Small Business Development Center, conducting one-on-one sessions

and workshops in the EDC offices. In addition, through a partnership with WORKFORCE plus, the EDC markets all available training grants and opportunities:

Incumbent Worker Training Program- funded by the Federal Workforce Investment Act (WIA) and administered by Workforce Florida, Inc.

Through this program, Florida is able to provide training to currently employed workers to keep Florida's workforce competitive in a global economy and to retain existing businesses.

# of grants	Applicant	County	Reg	IWT Grant Awarded	Employer Contribution (w/wages)	Number of Approved Jobs
1	The Hour Glass	Leon	5	\$ 50,000.00	\$157,161.00	35
1	James A. Stephens & Associates	Leon	5	\$ 50,000.00	\$281,377.00	59
1	KaserKane, Inc.	Leon	5	\$ 7,388.00	\$8,129.00	4
1	Partners in Association Management	Leon	1	\$5,396.00	\$7,564.00	19

Quick Response Training Program

This customer-driven program was designed as an inducement to secure new value-added businesses to Florida as well as provide existing businesses the necessary training for expansion.

- None as of this date

Employed Worker Training Program

Provides financial assistance to employers that recognize the importance of investing in their employees. Workforce research shows that employees value the opportunity to acquire new skills, which will lead to increased productivity and impact your bottom line. Administered through WORKFORCE plus.

- \$7,018.23

4. Incentives Education and Referral

The EDC provides incentives education and referrals through monthly Board of Directors meetings, the Enterprise Zone Development Agency workshops, face to face company visits and a structured communications and marketing plan.

Economic Development Council Board of Directors Meetings

- October 25, 2012: Mark Wilson, President of the FL Chamber was the guest speaker, and expressed FL Chamber's intent for business growth for Florida in regards to where Florida is headed in the next 20 years; long term ahead of the short term (providing a voice for the long term). Wilson provided examples of how long term goals of the State

affect the EDC and some of the goals that the Chamber and the EDC have, sharing a common interest.

- November 15, 2012: The targeted industry sector was Aviation and Aerospace. Speakers were Sunil Harman, Director of Aviation, Tallahassee Regional Airport and Neal Wade, Chairman, Aerospace Alliance.
- January 24, 2013: Education Industry Sector: Higher Education Updates were provided by Dr. Jim Murdaugh, President, Tallahassee Community College; Dr. Caryn Beck-Dudley, Dean, FSU College of Business; and Dr. Larry Robinson, Interim President, Florida A&M University.
- March 28, 2013: The regional economic landscape was presented, noting the low unemployment rate and the majority of businesses being small businesses with fewer than 10 employees. The Imagine Tallahassee visioning initiative was highlighted by guest speakers JT Burnette and Kim Rivers.
- April 25, 2013: Chris Hart, President and CEO of Workforce Florida provided information about Workforce Florida's priorities and economic development support. In addition, Jim Murdaugh, President of Tallahassee Community College gave an update on the Higher Education Partnership
- May 23, 2013: Senator Bill Montford, Representative Michelle Rehwinkel Vasilinda, Representative Alan Williams, and Benjamin Murphy and Vicki Summerhill from Representative Halsey Beshears' Office gave presentations on the 2013 Economic Development Legislative Session, highlighting the state employee pay raise, teacher salaries, water issues and Restore funding.
- August 8, 2013: A joint board meeting with the Greater Tallahassee Chamber of Commerce featured Florida State University President Eric Barron who presented the University's strategic priorities and partnership opportunities through Commercialization and research.
- September 25, 2013: Annual Meeting featured the Year in Review and an Entrepreneurial Panel featuring local entrepreneurs - Gabe Grass, Grassland Brewery; Laura Johnson, Coton Colors; and Michael Kramer, Desolge Oxygen

Economic Development Council Winter Forum

- February 28, 2013

Economic Development Council Executive Committee Meetings

- December 5, 2012
- March 6, 2013
- July 23, 2013

Enterprise Zone Development Agency Board of Commissioners Meetings

- February 6, 2013: The Board discussed revising the annual goals with a letter to the Florida Department of Economic Opportunity to be drafted for consideration by the board.
- May 1, 2013: Dr. Jeffrey Sharkey with Capitol Alliance Group provided an update on the Economic Development and Enterprise Zone Legislative Issues from the 2013 Session.
- July 10, 2013: EZDA directed staff to ask the City to review whether it would be appropriate to add the economic development incentive for electrical utility. In addition, the EZDA provided input on the draft Enterprise Zone brochure.

Enterprise Zone Development Agency Workshop

- August 28, 2013 - Local business leaders, entrepreneurs and agency officials joined Enterprise Zone Development Agency Chairman Nick Maddox (also Leon County Commission Chairman) and EDC leadership, including Vice President Ben Pingree, at a workshop that highlighted the significant benefits of Leon County's Enterprise Zone (EZ). Presented in partnership with, WORKFORCE plus (WFP), the FAMU Small Business Development Center (SBDC), the workshop provided information on EZ incentives and other services available for business owners. The workshop featured presenters from the partnership organizations and the Florida Department of Economic Opportunity.

Byline Topics

October 2012	Community Remains Ready for Economic Development Opportunities
November 2012	EDC Part of Statewide Integration of Economic Development and Workforce Efforts
February 2013	Helping Businesses Create Jobs is a Big Job
March 2013	Entrepreneurism Takes Spotlight In Tallahassee
July 2013	Community is Poised for Economic Prosperity

Tax Incentives

Management of a portfolio of local and state tax refund programs to encourage quality job retention and growth in targeted, high value-added businesses. The EDC also manages geographic zoning incentives to encourage business development in economically distressed urban and rural areas.

5. Technical Assistance

The EDC provides technical assistance through programs and comprehensive scope of work including the International Business Development Program, the Entrepreneurial Excellence Program, Industry Sector Roundtables and the Enterprise Zone Development Agency.

International Business Development (IBD)

The IBD's mission is to provide education, information and advocacy to regional business executives and organizations in the following areas:

- Attracting, growing and diversifying international business opportunities
- Providing leadership, counseling and advocacy on international business issues through strategic partnerships
- Delivering valuable resources and services to interested community businesses

Activities

- IBD Advisory Council meetings held: 4
- On October 10 attended the Link Up International event in West Palm Beach

Seminars

December 13, 2012

General Session

Topic: The Euro Crisis: What it Means for Florida Companies

Presented by: Andrea Moore, Enterprise Florida, Hosted by the EDC

Mike Higgins, U.S. Department of Commerce

International Business Clinics

The EDC offers International Business Clinics to companies interested in expanding into foreign markets, increasing exported and imported goods and services for business growth, and developing international business relationships. The informative clinics are led by International business experts who have successfully launched in international markets of interest. The service was launched on October 1, 2010. 13 local businesses are taking advantage of the opportunity to gain insight into expanding into foreign markets, increasing exported and imported goods services for business growth and developing international business relationships.

Companies

- Arkon
- Altura Marketing
- Sicamu

Capital Region Ambassador Initiative

The capital region ambassador initiative was launched in September of 2012. The purpose of the program is to identify and train local volunteers who serve as economic development ambassadors, promoting the region as the premier destination for international trade and investment opportunities.

On September 18, ten community leaders and volunteers completed the Capital Region Ambassador training program. On March 26, thirty students and professionals completed the Capital Region Ambassador training program. Training topics included: History of Tallahassee MSA, Key Assets, Business Opportunities, Competitive Advantages, Research Capabilities, Strategic Location, Diplomatic Relationships/Sister Cities and International Etiquette. Each of the volunteers received a certification of completion along with an informational binder. There are now a total of 40 trained ambassadors.

General Statistics

- International-related Community Visits: 15 (Israel, Russia, Colombia, China, Italy, Trinidad & Tobago, Canada, Barbados, Ecuador, Spain, France, Brazil, Germany, Guyana)
- Requests for Information: 7

Entrepreneurial Excellence Program (EEP)

EEP, a tuition-based course is designed to arm existing early stage start-up businesses, as well as entrepreneurs with well-developed ideas, with the resources and knowledge needed to enhance their chance of success. The course explores the realities of planning and starting a company, and helps individuals plan for the successful development and launch of a business or a new product line. This is not an academic exercise but rather a series of practical lessons on what it takes to convert a good business idea into a good business.

The Entrepreneurial Excellence Program presented Class 5 in February 2013. Sixteen participants completed Class 5. Class 6 was presented in August/September 2013 with 19 participants. Topics include:

Developing Successful Business Ideas:

Is your business concept an idea or truly an opportunity? Learn how to tell the difference. Learn how to analyze the opportunity to develop an effective business model.

Building a Strong Business Team:

The product or service you will offer is important. Even more important is the team you build management, employees, board, investors and service providers. Learn how to build the best team possible to drive the success of your new venture.

Marketing Strategies and Effective Sales:

No matter how beneficial your product or service is, if you don't know who the customer is and communicate your message in an effective way to get their attention, you won't have sales.

Proper Legal and Ethical Foundations:

Many decisions are involved in establishing a new venture. Learn what the legal options are and explore how to establish high standards of business ethics.

Funding and Financing:

You've analyzed the opportunity and have begun to build a team to drive success. You've written a great business plan. How do you secure the financial resources to make it all happen?

Entrepreneurial Insights:

A panel of experienced entrepreneurs will share their insights “from the trenches.” What have they learned? What would they do differently? What is their advice to you?

Local Support for Entrepreneurs:

A gathering of industry representatives in Tallahassee and its surrounding counties that actively support the work and development of local entrepreneurs.

Business Presentations:

You will have the opportunity to make a presentation to a group of experienced entrepreneurs and get feedback about your business, market and financial opportunities.

GrowFL

The EDC was selected by University of Central Florida Tech Transfer Office to serve as one of six EDO partners in the state for the new Economic Gardening Institute established by the Governor’s Office of Tourism, Trade and Economic Development for FY 2009-2010 and again for FY 2010-2011. The program focused on technical assistance for 2nd stage companies. The EDC managed the GrowFL program for the 16 county northwest region of Florida. Twenty-two of the companies accepted into the program came from our region and a total of ten Tallahassee MSA businesses qualified for and received technical assistance. This program provides businesses access to high-end, quick-response technical assistance and business resources typically available only to larger companies.

Because the state funding for GrowFL was not renewed for 2011-12, we reached out to the city to continue both the marketing and administration of the program. On March 14, 2012 the City commission voted in favor of \$35,000 funding to provide technical assistance for five companies during this fiscal year.

State funding was not renewed for GrowFL again for FY 2012-13. The EDC continued the scope of program through the Entrepreneurial Support Organization (ESO), comprised of local economic development support organizations. The EDC is currently reviewing GrowFL’s viability in the face of the elimination of the state funding source.

CEO Forum held on November 14, 2012. The speaker was Karen Moore with Moore Communications Group and over 40 people attended at First Commerce Credit Union.

CEO Forum held on March 13, 2013. The speaker was Doug Dunlap with Syn-Tech Systems and over 40 people attended at Northwood Centre.

In October of 2012, Tallahassee became the first Level I certificated economic development community in the state of Florida. Level I communities have a general interest in the local entrepreneurial movement and have publicly stated support for the “growth from within” rationale for economic development. These programs support entrepreneurship activity primarily at the start up and early stage levels. They share values and objectives with programs like Main Street, sustainability, and local foods. Level 1 programs support the movement and philosophy of Economic Gardening but do not practice the core techniques or pursue the targeted objectives of a full fidelity level III program. To be considered for level I certification, programs must have a

local representative certified as an Economic Gardening Program Director by the National Center for Economic Gardening (NCEG); for the EDC, Kara Palmer Smith received this certification in March of 2012.

Enterprise Zone Development Agency

Numbers and Types of Businesses Assisted by the EZDA:

Type of Assistance:

- 73 Phone Calls
- 469 Mail outs
- 82 Emails sent

Technical Assistance

- 10 Consultants
- 6 Retail
- 3 Contractor
- 19 Total Assisted

B. General Assistance

1. Demographics and Market Research

The EDC provides demographic information and market research about the Tallahassee MSA, which is comprised of four counties includes: Gadsden, Jefferson, Leon, and Wakulla counties.

- Statistical Information requests: 18 – i.e. Major employers, Fortune 1000 companies
- Property Information requests: 15
- General Information requests: 27– i.e. Community Demographics, Regional Demographics

1. Workforce Assistance

Access to customized training solutions, including state and federal training grants, to quickly meet the needs of new or expanding businesses creating high-quality jobs.

WORKFORCE plus

The EDC partners with Region 5 Workforce Board – WORKFORCE plus (WFP) by promoting EmployFlorida.com to employers and job seekers, by sponsoring the annual regional job fair and targeted business retention and expansion activities. Information about WORKFORCE plus services and capabilities is included in all projects requiring labor force information and data.

Tallahassee Community College Center for Workforce Development

The EDC partners with the TCC Center for Workforce Development in several ways.

- Location Host for the upcoming Entrepreneurial Excellence Program class
- Serves as the co-administrators for the Capital Region Manufacturers Roundtables

3. Workshops and Forums

Industry Sector Roundtables

An additional and effective approach to working with existing companies is the industry sector roundtables. First Focus manages active roundtables in all six of the EDC's targeted sectors. Each Roundtable is led by a volunteer chair from private industry. Roundtables provide a forum for business leaders from both public and private sectors to design and implement specific initiatives, and continue to connect local employers in these sectors to local and state associations working on their behalf, such as Manufacturers Association of Florida, BioFlorida, TalTech Alliance, Leon County Research & Development Authority and Sustainable Tallahassee. For FY 12/13 each sector's activity is as follows:

Advanced Manufacturing: (Capital Region Manufacturers) or CRM

Chair: Chris Eldred, President & CEO, Teligent EMS

- On October 5, 2012 hosted National Manufacturing Day open house at various facilities
- October 30, 2012 - Capital Regional Manufacturers (CRM) Roundtable at TCC's Advanced Manufacturing Training Center. Topic: Training Grants
- On February 4 and 5, participated in MAF Days at the Capitol
- On April 17, 2013, CRM Roundtable at TCC's Advanced Manufacturing Training

Information Technology: (TalTech Alliance)

Chair: John McFarlain, President, Tal Search Group, Inc.

- On April 25, 2013, TalTech Luncheon at Capital City Country Club
- On May 5, 2013, TalTech and the EDC hosted the TechExpo "The Road Ahead"

Health Sciences & Human Performance Enhancement (Healthcare)

Chair: (Ret.) Col. Mike Smith, Program Director, Center for Strategic Public Health Preparedness, Florida

State University College of Medicine

- On October 7-9, 2012 attended the BioFlorida Conference
- October 15, 2012 - Health Care and Life Sciences Roundtable at Tallahassee Memorial Hospital featuring panelists discussing the Health Care Reform
- On February 19, 2013 - Health Care and Life Sciences Roundtable at ITT Technical Institute featuring discussion on "The Grey Dollar and its economic impact"

Aviation & Aerospace:

Chair: Domenick Eanniello, General Manager, Million Air Tallahassee

- November 15, 2012 - Aviation & Aerospace Roundtable meeting at the new Aero-Propulsion, Mechatronics and Energy Building (AME), home of FCAAP featuring Neal Wade with the Aerospace Alliance discussing the Airbus expansion in Mobile

- On July 30, 2013, Aviation and Aerospace Roundtable was held at Flightline Group's Compass Point Conference Room

Renewable Energy & Environment:

Chair: Nancy Paul, General Manager, Marpan Recycling

- On February 14, 2013 – Renewable Energy & the Environment Roundtable meeting at the TCC Wakulla Center featuring the Wakulla Environmental Institute
- On September, 10, 2013, Renewable Energy & the Environment Roundtable meeting at ITT Technical Institute featuring Star Metro's All Electric buses

Transportation & Logistics:

Chair: Mark T. Llewellyn, President, Genesis Group

- August 22, 2013 – Transportation and Logistics Roundtable was held at Itt Technical Institute

Research and Engineering Services:

Chair: Ron Miller, Interim Administrator, Leon County Research & Development Authority

- On March 28, 2013 – Research & Engineering Services Roundtable meeting at the Center for Advanced Power Systems featuring Dr. Ostrander, VP for FSU Research and Dr. Yeboah, Dean, FAMU-FSU College of Engineering
- On August 21, 2013, The Research and Engineering Services Roundtable “Fostering Entrepreneurship in Tallahassee: War Stories from FSU Affiliated Entrepreneurs” was held at the Materials Research Building in Innovation Park

Communications and Marketing

Print Media

Through a partnership with the *Tallahassee Democrat*, we promote timely resources and programs through digital and print media. The monthly Executive Director byline provides an outlet to educate our community on economic development resources available.

October 2012	Program of Work
November 2012	GrowFL CEO Forum
December 2012	International Business Development Series
January 2013	Entrepreneurial Excellence Program
February 2013	Winter Forum

Through a partnership with Rowland Publishing, the 2013 Business Outlook provides a marketing tool for the EDC and community leaders to promote our region's targeted sectors and community assets. This publication was distributed in the 850 Magazine (December 2012).

The June 2013 edition of Florida Trend featured a community profile on Tallahassee. This comprehensive recap of the growth and success of the region highlighted key EDC members, businesses, programs and initiatives, including industry sectors and recent company recruitment successes like Kaye Scholer. It was a comprehensive summary of Tallahassee and the surrounding region and more than 250 copies were distributed to key partners and interested parties.

A new brochure was developed for the Entrepreneurial Excellence Program in summer 2013, generating 16 participants for Class 6 of the EEP.

In addition, the Enterprise Zone brochure is being revamped with updated information. This brochure includes the zone map and will be used to promote the incentives available. Targeted to be finalized in December 2013.

Digital Media

- Website: www.taledc.com
 - 13,983 visitors
 - 35,729 page views
 - 2.60 pages per visitor
 - 69.47% are new visitors
- Tallahassee Global Marketing Video
A video was produced to market Tallahassee and is currently being used online on the EDC website.
- Business Retention and Recruitment Marketing Video
A community lifestyle video was developed to illustrate the sense of diversity, culture and community that our region offers. This video was shown to Kaye Scholer employees looking to move to our community, and will be made available to community partners to post on their websites and use in presentations.
- Global e-News and Investor Insider
The Investor Insider is an email newsletter providing exclusive updates to our growing list of investors on projects, programs and economic development news. The monthly Global e-News has a vast global audience providing updates on industry growth, education advancement, and community strengths. The e-News is a useful conversation starter between the EDC and site selectors, community leaders and more.
- Facebook – www.facebook.com/TalEDC 188 likes
- Twitter – @TalEDC 1,305 followers

C. Financial Assistance

Grants and Matching Funds Assistance

Trade Show Matching Grant

- BioFlorida-Eric Graban

Trade Adjustment Assistance Community College and Career Training Grant

- Tallahassee Community College, WORKFORCE plus, Big Bend RHIO, Early Learning Coalition and EDC

Florida Main Street Program

- Tallahassee Downtown Improvement Authority

II. Number of new direct jobs as a result of a business being moved into the area or expanding in the area due to the assistance of the EDC:

Kaye Scholer, LLP operations center: #jobs **140**

Red Hills Surgical Center: #jobs **31**

Number of Full-time jobs created in the Enterprise Zone: **81**

*From October 2012 to August 2013, **3,576** new private sector jobs reported by U.S. Bureau of Labor Statistics – M.S.A.

*From October 2012 to August 2013, government sector jobs cut from 62,000 to 57,500.

III. Capital investment of businesses who have been assisted by the EDC

Enterprise Zone applicant capital investment dollars:

Building Materials Purchased: \$1,255,787.41

Targeted business program applicant capital investment dollars: \$8,509,666 (Red Hills Surgical Center - These investments were made in 2009 and 2010.

Approved for the reimbursement of \$88,155.60 in development fees on February 25, 2013)

IV. The foreign investment of businesses who have been assisted by the EDO.

The EDC International Business Development program evaluated and responded to the following foreign investment inquiries for a total potential capital investment of \$2.45 million and job creation potential of 162.

Active Foreign Direct Investment (FDI) Project Requests FY 2012-2013:

Project	Country	Capital Investment (potential) \$	Job Creation (potential)
Hyper Stealth Inc.	Canada	200,000	10
Hein	Germany	1,000,000	25
Green Power	Spain	N/A	35
PEUS	Germany	250,000	10
Loire	France	N/A	12
LED	Canada	1,000,000	70
Totals:		2.45MIL	162

V. The type of incentives and the amount of incentives that the EDO has successfully assisted businesses in receiving

Enterprise Zone

There were a total of 20 Enterprise Zone incentive applications filed this FY12-13; for a total amount of potential tax refunds or credits in the amount of \$250,372.39

- Building Materials Sales Tax Refund \$ 39,229.65
- Jobs Credit for Sales Tax \$163,226.69

Targeted Business Program

The Targeted Business Program is a Tallahassee/Leon County local incentive program by which qualifying businesses that are making a capital investment and adding jobs can apply for a refund of a portion of the development fees and increase in ad valorem taxes as a result of the project.

- One applicant in Health Sciences Sector
- One refund approval in Health Sciences Sector

Qualified Targeted Industry Tax Refund Program

The Qualified Target Industry (QTI) Tax Refund Program is a tool available to Florida communities to encourage quality job growth in targeted high value-added industries.

Pre-approved applicants who create jobs in Florida receive tax refunds of \$3,000 per net new full-time equivalent Florida job created; \$6,000 in an Enterprise Zone or Rural County. For businesses paying 150 percent of the average annual wage, add \$1,000 per job; for businesses

paying 200 percent of the average annual salary, add \$2,000 per job. New or expanding businesses in selected targeted industries or corporate headquarters are eligible.

Projects that have received a QTI award for FY 2012-2013:

Project Name	Hunt	Grand Totals
Company Name	Kaye Scholer	
Average Wage	\$54,000	\$54,000
# of Jobs Created by:		
12/31/2012		
12/31/2013	50	
12/31/2014	50	
12/31/2015	20	
12/31/2016	20	
Total # Jobs	140	140
Capital Investment	\$1,900,000	\$1,900,000
QTI Anticipated Award	\$560,000	\$560,000

AGREEMENT FOR ECONOMIC DEVELOPMENT

This Agreement is made and entered into on this _____ day of _____, 2013, by and between Leon County, a political subdivision of the State of Florida, hereinafter referred to as the “County,” and the Economic Development Council of Tallahassee/Leon County, Inc., hereinafter referred to as the “Grantee.”

RECITALS

WHEREAS, the County, by and through its Board of County Commissioners, at its final public hearing on the fiscal year 2014 budget held on September 24, 2013, approved the grant and disbursement of \$199,500, inclusive of \$25,000, constituting the economic development investment local match for EFI-Qualified Target Industries Incentive (“QTI”), out of the County’s general funds, effective October 1, 2013; and,

WHEREAS, the Grantee agrees to establish an environment for job creation and capital investment through a comprehensive program of work supporting business development, recruitment, retention, and expansion efforts; and,

WHEREAS, the Grantee has on file with the County a “Funding Request Application,” in which the Grantee set out and identified the activities which Grantee intends to undertake as a community service and identified the person or persons responsible for overseeing and ensuring that those services are, and would be, delivered; and,

WHEREAS, the Grantee is a not-for-profit organization as defined under Internal Revenue Code §501(c) (3); and,

WHEREAS, the funding herein is not to be construed by Grantee or anyone else as a continuing obligation on the part of the County; and,

WHEREAS, the parties are desirous of reducing their intention to writing.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the County and Grantee, hereinafter the “Parties,” do hereby agree as follows:

I. Services.

- A. The Grantee agrees to establish an environment for job creation and capital investment through a comprehensive program of work supporting business development, recruitment, retention, and expansion efforts through product development, marketing, research, technical and business assistance.
- B. The Grantee shall provide an emphasis on connecting the private sector, education and government to foster entrepreneurialism, enhance local businesses, grow targeted industry sectors, and attract innovative companies to the region. The Grantee will focus on product development, marketing, research, technical and business assistance, establishment and oversight of industry sector initiatives that strengthen the competitive advantage of the region and management of special incentives and zones to include but not limited to the Enterprise Zone (EZ) and the Targeted Business Program.
- C. The Grantee agrees to monitor and advance industry sector initiatives that strengthen the competitive advantage of the region and management of special incentives and zones. The Grantee shall serve as the nexus for the private sector, education and government to foster entrepreneurialism, enhance local businesses, grow targeted industry sectors, and attract innovative companies to the region. The Grantee will track job creation, job retention and capital investment related to business retention, expansion, development, and recruitment efforts.

- D. The Grantee shall serve as Enterprise Zone Administrator for EZ 3701, and shall be responsible for coordination of the Enterprise Zone Development Agency Board.
- E. The Grantee shall establish and maintain a QTI Administrator, whose responsibilities include managing and coordinating the QTI Program.
- F. The Grantee shall create, in coordination with the County and the City of Tallahassee, a standardized process for the review of direct or cash incentive requests made by any relocating and/or expanding business enterprise. The Grantee will maintain an inventory of local, state and federal incentive programs available to qualified business enterprises based on but not limited to targeted sector, capital investment, above average wages and benefit levels of those employment positions that the applicant business enterprise proposes to create.
- G. The Grantee shall coordinate with local economic development partners to facilitate and build upon the success of Entrepreneur Month.
- H. The Grantee shall partner with the County and Domi Education to host two "open house" events each year at the Domi incubator (located at 918 Railroad Ave., Tallahassee, FL). The open house events shall feature Domi Business Incubator program members, their startup businesses, and the Domi incubator partners.
- I. The Grantee shall partner with Domi Education to host and coordinate two private social activities at the Domi incubator each year to help immerse the incubator members with local business leaders. The EDC will be responsible for all costs associated with the open house activities, other than the use of the Domi incubator premises, which shall be provided free of charge to the EDC.

- J. The Grantee shall partner with Domi Education to offer, at minimum, quarterly training opportunities for local entrepreneurs that are not affiliated with the Domi Business Incubator program. Said training will be coordinated by the EDC in conjunction with Domi and may take place at the Domi incubator location, or at an off-site location mutually agreed to by Domi and the EDC.

I. Audits, Inspections, Investigations, Records, and Retention:

The Grantee Agrees:

- A. To submit a mid-year and annual report to the County detailing Grantee's efforts in business recruitment, retention, and activities as the Enterprise Zone Coordinator and QTI Administrator. The annual report shall be submitted to the County by November 14, 2014 and shall be in a format compliant with section 125.045, Florida Statutes. The mid-year and annual reports shall detail how County funds were spent and the results of the Grantee's efforts, and shall, at a minimum, include data on the number of jobs created, the job creation potential of projects in Leon County, and follow-up information on businesses receiving assistance from the Grantee in previous years. The Grantee shall also provide the County with a semi-annual performance report on meeting the current fiscal year program objectives and an annual financial audit for the prior fiscal year no later than the last day of March, 2014. A job is defined for purposes of this Agreement as the created or projected creation of a direct job according to the documented projects worked by the Grantee within the contract period. The Grantee may only report those jobs in which the employer acknowledges the assistance provided by the Grantee as playing a material role in the decision to relocate, create, expand, or retain any such employment position.

- B. Upon the Leon County Board of County Commissioners' formal acceptance of the annual report at a publicly advertised meeting, the Grantee shall submit the annual report to the State of Florida as prescribed in section 125.045, Florida Statutes.
- C. The Grantee shall be required to establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the County under this Agreement. This includes the retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of six years after completion of the Agreement. If an audit has been initiated, and audit findings have not been resolved at the end of the six years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement, at no additional cost to the County. Records shall be retained for longer periods when the retention period required by law exceeds the time frames required by this Agreement.
- D. Upon demand, at no additional cost to the County, Grantee shall facilitate the duplication and transfer of any records or documents during the required retention period, and shall ensure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the County.
- E. To provide a financial compliance audit to the County and to ensure that all related party transactions are disclosed to the auditor.

- F. To comply and cooperate immediately with any inspections, reviews, investigations, or audits, when deemed necessary by the County.

II. Indemnification.

- A. The Grantee shall indemnify, defend, save, and hold the County, its officials, officers, agents, and employees, harmless from and against any and all claims, liability, losses, and/or causes of action or actions which may arise from any negligent act or omission, or willful misconduct of the Grantee, its officers, officials, agents, and employees, whether intentional or unintentional. This provision shall survive any termination or expiration of this Agreement.
- B. The County agrees to pay the Grantee the sum of \$10 and other good and valuable consideration, as specified consideration for this indemnification provision, the sufficiency and receipt of which is hereby accepted and acknowledged by both parties. Furthermore, the Grantee acknowledges that the funding grant includes said consideration.

III. Assignments.

The Grantee shall neither assign responsibility for this Agreement to another party nor subcontract for any of the work contemplated under this Agreement without prior written approval of the county. Any sublicense, assignment, or transfer otherwise occurring without prior written approval of the County shall be null and void.

IV. Independent Capacity of Grantee.

- A. The Grantee shall act in the capacity of an independent party and not as an officer, employee, or agent of the County. Neither the Grantee nor its agents, employees, subcontractors, or assignees, shall represent or hold themselves out to others that

it is the authority defined as Leon County, Florida, or employees or agents of the County.

- B. The Grantee agrees to take such actions as may be necessary to ensure that each subcontractor of Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture or partner of Leon County.
- C. The County will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the Grantee, or its subcontractor of assignee, unless otherwise specifically agreed to by the County in writing.

V. Publicity.

Without limitation, the Grantee and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity or other promotional endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or services provided by the Grantee have been approved or endorsed by Leon County or refer to the existence of this Agreement in press releases, advertising, or materials distributed by the Grantees to its respective customers.

VI. Use of Funds for Lobbying Prohibited.

The Grantee agrees not to utilize directly or indirectly, funds provided hereunder for the purpose of lobbying the Leon County Board of County Commissioners, the City of Tallahassee, the Legislature, the Judicial Branch, or any State Agency. This section does not prohibit the Grantee from communicating with County Commissioners, County staff, the media, or the general public on pending or ongoing economic development projects.

VII. Funds Contingency.

The County agrees to disburse \$199,500 to the Grantee in two (2) semi-annual installments of \$99,750, upon receipt of an appropriate invoice, approved in advance by the County. This Agreement is specifically contingent upon the appropriation of funds by the Board of County Commissioners of Leon County, for the purposes herein stated.

VIII. Effective Date.

This Agreement shall commence on October 1, 2013, or on the date on which the Agreement has been signed by the last party required to execute same, whichever is later. This Agreement shall end at midnight, local time in Tallahassee, Florida, on September 30, 2014.

IX. Termination.

- A. This Agreement may be terminated by either party without cause upon no less than 30 calendar days notice in writing to the other party, unless a sooner time is mutually agreed upon in writing by the Parties. Said notice shall be delivered by United States Postal Service or any expedited delivery service that provides verification of delivery, or by hand delivery to the County Administrator or representative of the Grantee.
- B. In the event that funds for payment pursuant to this Agreement become unavailable or inadequate, the County may terminate this Agreement upon not less than 24 hours notice in writing to the Grantee. Said notice shall be sent by United States Postal Service or any expedited delivery service that provides verification of delivery. The County shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Agreement, the Grantee will be compensated only for any work performed under this Agreement which has been satisfactorily completed.

- C. This Agreement may be terminated as a result of the Grantee's non-performance and/or breach of this Agreement upon not less than 24 hours' written notice to the Grantee. Failure to object to a breach of any provisions of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the County's right to any other available remedies at law or in equity.
- D. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

X. Revisions.

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for the Grantee to deviate from the requirements of this Agreement, the Grantee shall obtain the prior written consent of the County.

XI. All Terms and Conditions Included.

This Agreement and its attachments, if any, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or Agreements, either verbal or written between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, 2013.

ECONOMIC DEVELOPMENT COUNCIL
OF TALLAHASSEE/LEON COUNTY

By: _____

Its _____

LEON COUNTY, FLORIDA

BY: _____

Kristin Dozier, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____

Herbert W.A. Thiele, Esq.
County Attorney

**Leon County
Board of County Commissioners**


Notes for Agenda Item #5

Leon County Board of County Commissioners

Cover Sheet for Agenda #5

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Payment of Bills and Vouchers Submitted for December 10, 2013 and Pre-Approval of Payment of Bills and Vouchers for the Period of December 11, 2013 through January 20, 2014

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/Project Team:	Scott Ross, Director, Office of Financial Stewardship

Fiscal Impact:

This item has a fiscal impact. All funds authorized for the issuance of these checks have been budgeted.

Staff Recommendation:

Option #1: Approve payment of bills and vouchers submitted December 10, 2013 and pre-approval of payment of bills and vouchers for the period of December 11, 2013 through January 20, 2014.

Title: Approval of Payment of Bills and Vouchers Submitted for
December 10, 2013 and Pre-Approval of Payment of Bills and Vouchers for the Period of
December 11, 2013 through January 20, 2014

December 10, 2013

Page 2

Report and Discussion

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval December 10, 2013 and pre-approval of payment of bills and vouchers for the period of December 11, 2013 through January 20, 2014. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the December 10, 2013 meeting, the morning of Monday, December 9, 2013. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Due to the Board's recess and not meeting until January 21, 2013, it is advisable for the Board to pre-approve payment of the County's bills for December 11, 2013 through January 20, 2014, so that vendors and service providers will not experience hardship because of delays in payment. The OMB office will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve payment of bills and vouchers submitted December 10, 2013 and pre-approve of payment of bills and vouchers for the period of December 11, 2013 through January 20, 2014.
2. Do not approve payment of bills and vouchers submitted for December 10, 2013 and do not pre-approve of payment of bills and vouchers for the period December 11, 2013 through January 20, 2014.
3. Board direction.

Recommendation:

Option #1.

**Leon County
Board of County Commissioners**

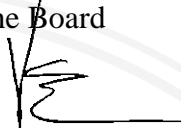
Notes for Agenda Item #6

Leon County Board of County Commissioners

Cover Sheet for Agenda #6

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the Fiscal Year 2013 Annual Performance and Financial Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Felisa Barnes, Principal Management & Budget Analyst Timothy Barden, Principal Management & Budget Analyst Timothy Carlson, Senior Management & Budget Analyst Christopher Holley II, Management & Budget Analyst Damion Warren, Management & Budget Technician

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the FY 2013 Annual Performance and Financial Report (Attachment #1).

Report and Discussion

Background:

The Office of Management and Budget (OMB) prepares two financial reports annually for Board consideration: (1) a mid-year report that identifies financial trends that are developing, and seeks guidance as required; and (2) a fiscal year-end report that provides a review of the financial and organizational performance of the County.

Analysis:

Included in the Annual Performance Financial Report are the following sections:

Program/Division Summary

The Program/Division section summarizes each program/division's activities for FY 2013, including highlights, performance measures, and a financial and staffing summary.

Major Revenues

The Revenue Section summarizes and describes the County's major revenue receipts (unaudited) for FY 2013. These receipts are compared to the prior fiscal year's actual receipts and FY 2013 adjusted budget.

Expenditures

This table presents the FY 2013 adjusted budgets for each program, actual expenditures, and the dollar amount and percentage spent over/under the FY 2013 adjusted budget.

Fund Balance

This table compares the fund balances of each fund for the two prior fiscal years and provides the following analysis: 1) estimated fund balance for each fund; 2) appropriated fund balance; and 3) unreserved fund balance for FY 2014 (unaudited).

Capital Improvement Program

This section describes each capital improvement project in the County and provides the budgets and expenditures for FY 2013.

Grants Program

The Grants Program Section provides the FY 2013 budget and expenditure information for all County grants as well as a description of each grant.

Comparative Data

The Comparative Data Section provides a net budget, population, ad valorem tax collection, and staffing comparison between Leon County and other like-sized counties.

Options:

1. Accept the FY 2013 Annual Performance and Financial Report (Attachment #1).
2. Do not accept the FY 2013 Annual Performance and Financial Report.
3. Board direction

Recommendation:

Option #1

Attachment:

1. FY 2013 Performance and Financial Report

VSL/AR/SR/CH/ch

**Board of County Commissioners
Leon County, Florida**

Annual Performance and Financial Report

“Delivering Results, Exceeding Expectations, and Demonstrating Value”



Fiscal Year 2013

Presented by
The Office of Management and Budget
December 10, 2013

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Leon County FY 2013 Annual Performance and Financial Report

Reporting Results: Return on Investment, Benchmarking and Indicators

Reporting results is a key component in the County's LEADs process. The following return on investment (ROI) calculations, benchmarks, and indicators represent a few selected measures being reported by the County. Throughout the budget document, there are many measures reported at the individual work unit level, however, the measures collectively shown here are meant to capture not only some of the ROI, but also, the Return on Vision for the community. This shared vision can be seen through the commitment to public health in the County's extraordinary survival rates for EMS cardiac patients and the incredible demand for services at the libraries. The County intends to continue to review and refine this pool of measures to reflect the implementation and results supporting the community and Board's priorities.

Return on Investment (ROI)

Tourism Development <i>(Fiscal Year)</i>			
	2010	2011	2012
Total Direct Economic Impact	\$509 Million	\$563 Million	\$630 Million
Tourism Tax Investment	\$2,839,602	\$2,988,709	\$3,133,100
Tourism Tax ROI	\$178.25	\$187.38	\$201.07

Healthcare			
	2010 ¹	2011	2012
Total Funding	\$1,479,423	\$1,583,200	\$1,739,582
Value of Services Reported	\$5,217,454	\$8,755,956	\$9,388,017
Healthcare ROI	\$3.53	\$5.53	\$5.40

Veteran Services			
	2010	2011	2012
Total Clients Served	13,946	14,992	18,628
Client Benefit Payments	\$7,793,369	\$8,134,891	\$9,224,907
Veteran Services ROI	\$27	\$25	\$38

Benchmarks

Solid Waste <i>(Calendar Year)</i>			
	2010	2011	2012 State Goal ²
Recycling Rate	39%	39%	40%

EMS Cardiac Survival Rate			
	2010	2011	2012
Leon County	29.05%	33.60%	32.9%
National	5-7%	7%	7%

Library Services Benchmark		
	Leon County	Benchmark
# of Individual Registered Users (% of population)³	60%	50%

Leon County FY 2013 Annual Performance and Financial Report

Reporting Results: Return on Investment, Benchmarking and Indicators

Indicators

Parks and Recreation			
	2010	2011	2012
Active Youth Participation ⁴	3,321	3,004	2,540
Active and Passive Acreage	854	898	898
Greenways	2,681	2,681	2,675

Intervention and Detention			
	2010	2011	2012
Jail Operating Costs Savings (Probation/ Pretrial Release)	\$13.3 Million	\$14.9 Million	\$13.9 Million

Development			
	2010	2011	2012
Building Permit Value	\$71,975,001	\$55,405,253	\$80,160,446

Financial Stewardship			
	2010	2011	2012
Bond Rating	AA	AA	AA

Library Services			
	2010	2011	2012
# of Library Uses	4,649,977	4,586,343	4,501,753

Return on Investment (ROI)

Tourism Development

Total Direct Economic Impact – direct effect generated in the local economy as a result of dollars spent within a community.

Tourism Tax Investment – amount of revenue devoted towards the betterment of a community after being acquired through means of a tourist tax. This amount does not include one-cent funding set aside for the performing arts center.

Tourism Tax ROI – monetary outcome reached in direct correlation to the amount of tax revenue dedicated to tourism (Total Direct Economic Impact/Tourism Tax Investment).

Healthcare

Public health funding is one dimension of measuring the physical health of a community, which mirrors attitudes toward the distribution of essential services among the population.

Total Funding – annual dollar amount Leon County expended on public healthcare costs.

Value of Services Reported – market costs of health services provided.

Healthcare ROI - compares health services value to services input (funding) in monetary term (Value of Services/Total Funding).

1. Fiscal year 2010 reflects decreased WeCare lab providers and delays in reporting service values.

Leon County FY 2013 Annual Performance and Financial Report

Reporting Results: Return on Investment, Benchmarking and Indicators

Veteran Services

Total Clients Served – number of veterans assisted through the Veteran Services program.

Client Benefit Payments – benefit entitlements from the U.S. Dept. of Veteran’s Affairs and other federal government agencies.

Veteran Services ROI – evaluates the efficiency of every investment dollar spent on veteran services (Client Benefit Payments/Veterans Services Budget).

Benchmarks

Solid Waste

Waste diversion is one measure of the size and use of environmental resources to support sustainable practices.

Recycling Rate – percentage of solid waste diverted from the landfills for other uses.

2012 State Recycling Goal - statewide recycling goal of 75% to be achieved by year 2020: 40% by 12/31/12, 50% by 12/31/14, 60% by 12/31/16, 70% by 12/31/18 and 75% by 12/31/20, established by The Energy, Climate Change, and Economic Security Act of 2008).

2. The 2012 rates have not been published by Department of Environmental Protection.

Emergency Medical Services

Cardiac Arrest Survival Rate – return of spontaneous circulation upon arrival at the emergency.

National Rate – national average cardiac arrest survival rate.

Library Services

Number of Registered Users – number of library users holding library cards.

3. Average of 29 libraries serving a population of 100,001 – 750,000 (Source: Florida Library Directory)

Indicators

Parks and Recreation

Parks measure a community’s ability to offer high quality of life outside of the workplace.

Active Youth Participation – number of youth participating in sports activities.

Active Acreage – formal designated sports fields and outdoor courts, e.g., basketball, volleyball, tennis, etc.

Passive Acreage – area not designated for specific activities and has no designated sports fields.

Greenway Acreage – scenic trail or route set aside for travel or recreational activities.

4. Fiscal year 2012 number reflects decreased participation in the Little League Baseball program. This decrease is the result of kids “aging out” of the program.

Intervention and Detention

Jail Operating Costs Savings - includes savings associated with reduced costs for housing jail inmates due to incarceration alternatives provided through the Probation and Supervised Pretrial Release programs.

Development

Development provides one measure of a solid regional economy.

Building Permit Value – value of the work to be done on a parcel less the cost of the land, mechanical, electrical, plumbing, sewer, and water installation values.

Financial Stewardship

Bond Rating – grades indicating the bond issuer’s ability to pay its principal and interest in a timely manner.

Library Services

Library Uses – total of circulation (all items checked out or downloaded to library users) and computer use.

Leon County FY 2013 Annual Performance and Financial Report

County Administration
Business Plan

Mission Statement	The mission of Leon County Administration is to provide leadership and direction to County staff, to facilitate the implementation of Board priorities and policies, and to manage the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources.	
Strategic Priorities	<p>Quality of Life</p> <ul style="list-style-type: none"> • Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2) <p>Governance</p> <ul style="list-style-type: none"> • Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1) • Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2) • Sustain a culture that respects, engages and empowers citizens in important decisions facing the community. (G3) • Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core practices. (G4) 	
Strategic Initiatives <small>October 1, 2011 – September 30, 2013</small>	<ol style="list-style-type: none"> 1. Implement strategies which ensure community's safety, including: consolidate dispatch functions (Q2) 2. Initiate county resources as part of emergency response activation (Q2) 3. Implement strategies to gain efficiencies or enhance services, including: conduct LEADS Reviews (G2) 4. Implement strategies to gain efficiencies or enhance services, including: develop and update Strategic Plans (G2) 5. Implement strategies to further engage citizens, including: develop and offer Citizen Engagement Series (G3) 6. Provide online Board agenda materials (G1) 7. Organize and support advisory committees (G3) 8. Continue Let's Talk "brown bag" meetings with cross sections of Board employees and County Administrator (G4) 9. Utilize LEADS Teams to engage employees, gain efficiencies or enhance services, including: Citizen Engagement Series Team, HR Policy Review & Development Team, and Work Areas' Strategic Planning Teams (G1,G2,G4) 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Actions	<ol style="list-style-type: none"> 1. Ensure funding to support and coordinate the transfer of emergency response services to the Public Safety Complex which includes the joint dispatch center. (Q2) 2. Continue to partner with the Emergency Operation to coordinate the response of essential County departments and divisions during declarations of emergency. (Q2) 3. Conduct focus groups with internal and external stakeholders to evaluate and identify areas for organizational improvement. (G2) 4. Hold quarterly Leadership Team meetings in part to identify areas in the strategic plan where services can be enhanced or become more efficient. (G2) 5. Continue to improve the information provide to citizens in the bi-monthly engagement series and identify other citizen outreach opportunities. (G3) 6. <ol style="list-style-type: none"> a. Expand the application of board agenda materials to include more multimedia accessibility. (G1) b. Conduct staff training on the agenda process. (G2) 	<p>CA</p> <p>CA</p> <p>CA</p> <p>CA</p> <p>CA</p> <p>CA</p>

Leon County FY 2013 Annual Performance and Financial Report

County Administration

	7.	Manage appointments to County Commission citizen committees. (G3)	CA	
	8.	Hold monthly Let's Talk "brown bag" meetings with Board employees and the County Administrator. (G4)	CA	
	9.	Continue to establish LEADS teams for special projects assigned by the Board. (G1,G2,G4)	CA	
Performance Measures*	G4	# of employees per 1000 residents	6	Pg. 7-3
	G2	% change in the county unemployment rate	1.6%	Pg. 1-55
	G2	\$ amount spent per county resident	718	Pg. 7-4
	G3	# of citizens attending citizen engagement series	135	Pg. 1-8

**Note: Performance Measures reflect FY13 actuals and trend data can be found on the Comparative Data section or individual Department pages unless stated otherwise.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Administration	DIVISION County Administration	PROGRAM County Administration
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GOAL

The goal of County Administration is to provide leadership and direction to County employees, facilitate the implementation of Board priorities and policies and manage the operation of County functions to ensure the delivery of cost effective, customer-responsive public services within the bounds of available resources.

PROGRAM HIGHLIGHTS

1. Finalized agreements necessary for the joint management of the Public Safety Complex.
2. Administration guided the County through establishment of Domestic Partnership Registry, revisions to Solid Waste and Stormwater Management ordinances and supporting enterprise fund fee structures.
3. Updated Strategic Plan with 25 additional Strategic Initiatives and tracked and reported on progress made on all 109 Strategic Initiatives.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-110-512

	<u>FINANCIAL</u>				<u>STAFFING</u>		
	<u>FY 2013 Adj. Budget</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>		<u>FY 2013 Adopted</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>
Personnel	529,005	525,390	517,057	Full Time	3.00	3.00	3.00
Operating	30,295	21,018	17,397				
Capital Outlay							
Grants & Aid							
TOTAL	559,300	546,408	534,454	TOTAL	3.00	3.00	3.00

Leon County FY 2013 Annual Performance and Financial Report

**Community and Media Relations
Business Plan**

Mission Statement	The mission of the Leon County Community & Media Relations Division is to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with media partners.			
Strategic Priorities	<p>Governance</p> <ul style="list-style-type: none"> Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1) Sustain a culture that respects, engages and empowers citizens in important decisions facing the community. (G3) Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) 			
Strategic Initiatives <small>October 1, 2011 – December 31, 2013</small>	1. Implement strategies which promote access, transparency, and accountability, including: posting the website address (URL) on County vehicles (G1)	FY 2014		
	2. Implement strategies to further engage citizens, including: develop and provide Virtual Town Hall meeting (G3)	Ongoing		
	3. Prepare and broadly distribute Annual Reports (G5)	Ongoing		
Actions	1. Promote the services and accessibility of County government through the website, new technology/social media tools, mobile applications, news releases, public notices, legal advertisements, articles, County Link, television channel, broadcast radio, fleet vehicles, and community engagement, such as special events and presence at community partners' activities. (G1)	CMR		
	2. Continued public education, promotion, and community outreach through Citizen Engagement Series, future virtual town hall meetings, and special events. (G3)	CMR		
	3. Research and identify additional mediums for the distribution of the Annual Report outside of making the reports available in County facilities, by direct mail to Florida County governments and local organizations, and posting to the website. (G5)	CMR		
Performance Measures*	G1 # of news releases, public notices, Gov delivery alerts	346	Pg. 1-7	
	G3 # of public education special events (or attendance)	63	Pg. 1-7	
	G5 Increase Annual Report distribution by 10% through alternate mediums	27%	Pg. 1-7	

*Note: Performance Measures reflect FY13 actuals and trend data can be found on individual Department (Program) pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Administration	DIVISION Strategic Initiatives	PROGRAM Strategic Initiatives
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GOAL

The goal of the Strategic Initiatives Division is to coordinate Leon LEADs activities throughout Leon County Departments and Divisions while also working to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with media partners.

PROGRAM HIGHLIGHTS

1. Collaborated on the development and successful execution of the marketing campaign for the Citizen Engagement Series, which fosters an informed and actively-engaged citizenry.
2. Designed and coordinated placement of Leon County's website address on County-owned vehicles.
3. Developed the website www.LeonPhotos.org to easily and efficiently provide public access to high-resolution photos from County events.
4. Maintained and updated the Emergency Information Portal to keep the public informed of critical information.
5. Developed and mailed informational material to more than 30,000 residents regarding fee and service changes under consideration for FY2014, and organized three community meetings to gain public input.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1,G3	1. # of news advisories, releases, and notices detailing County activity	256	281	346
G1,G3	2. # of press conferences, community meetings and events	47	49	63
G5	3. % increase in Annual Report distribution	N/A	22%	27%
G3	4. # of citizens attending Citizen Engagement Series	170	125	135

PERFORMANCE MEASUREMENT ANALYSIS

1. Measured via GovDelivery (web interface) and an online posting application developed by MIS. Performance measures consider public awareness and engagement.
2. Measured via an online posting application and calendar maintenance tool developed by MIS. Many events require photography support, and those requests are included in the FY2013 actual number.
3. Measured by mass mailings, internal distribution, and distribution at community presentations. This year will also include views of the Annual Report video online.
4. Over 300 citizens attended the Citizen Engagement Series events from FY12-FY13 successfully educating citizens on the services Leon County provides.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-115-513

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	723,947	719,357	820,352	Full Time	9.00	9.00
Operating	139,492	144,081	142,081	OPS	0.00	00.0
Transportation	0	0	0			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	863,439	863,438	962,433	TOTAL	9.00	9.00

Leon County FY 2013 Annual Performance and Financial Report

Division of Human Resources
Business Plan

Mission Statement

The mission of the Leon County Division of Human Resources is to provide professional, reliable and innovative programs and consultative services to attract, train and retain a high performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

Strategic Priorities

Economy

- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners (EC5)
- Ensure the provision of the most basic services to our citizens most in need so that we have a “ready workforce.” (EC6)

Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s core practices. (G4)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|--|----------|
| 1. Instill Core Practices through providing Customer Engagement training for all County employees (G1) | Complete |
| 2. Instill Core Practices through revising employee orientation process (G1) | Complete |
| 3. Instill core practices through revising employee evaluation processes (G1) | Complete |
| 4. Design and deliver Leadership and Advanced Supervisory Training (G4) | Ongoing |
| 5. Revise awards and recognition program (G4) | Ongoing |
| 6. Expand electronic HR business processes including applicant tracking, timesheets, e-Learning, and employee self service. (G2) | Ongoing |
| 7. Implement healthy workplace initiatives, including evaluate options for value based benefit design. (G4) | Complete |
| 8. Support and expand Wellness Works! Program (G4) | Complete |
| 9. Provide veterans preference in hiring (EC5) | Complete |
| 10. Provide Summer Youth Training Program (EC6) | Ongoing |

Actions

- | | |
|--|----|
| 1. Schedule and deliver customer experience training that incorporates Leon LEADS core practices to all current Leon County employees and all new hires. (G1) | HR |
| 2. Develop new employee “on-boarding” program that incorporates the Leon LEADS culture and core practices and deliver to all Leon County new hires within one month of hire either face to face or online. (G1) | HR |
| 3. Redesign the e-appraisal and e-Assessment evaluation forms to incorporate the Leon LEADS core practices. (G1) | HR |
| 4. Develop e-Learning, Advanced Supervisory and Leadership Training Programs. (G4) | HR |
| 5. Recognize exceptional employees and link their accomplishments with the Cove Values and Core Practices of Leon LEADS. (G4) | HR |
| 6. Review and test Banner software for on-line job application system which will include enhancements to accept attachments of relevant documents, such as resumes, transcripts and cover letters, provide e-mail notifications to applicants on the status of jobs, and provide flexibility to utilize multiple internet browsers. (G2) | HR |
| 7. Expand Banner Employee Self Service for it to become a one stop source for employee information. (G4) | HR |

Leon County Fiscal Year 2013 Tentative Budget

Division of Human Resources

Actions	8.	Rebrand the Wellness Works! Program and implement the Value Based Benefit Design (VBD) program which integrates wellness into the employee Health Insurance Program. (G4)	HR	
	9.	Identify applicants who are veterans of the armed services and provide preference in the recruiting process in accordance with Florida Statutes. (EC5)	HR	
	10.	Continue to administer the Summer Youth Training Program that provides 6 weeks of on-the-job training for 14-21 year old Leon County residents. (EC6)	HR	
Performance Measures	G1	% of employees completing customer experience training	767	Pg. 1-11
	G1	% of new employees completing "on-boarding" within 30 days	73%	Pg. 1-11
	G2	% of employees utilizing electronic timesheet system	19%	Pg. 1-11
	G2	# of services and applications added to employee self-service	2	Pg. 1-11

**Note: Performance Measures reflect FY 13 actuals and trend data can be found on individual Department (Program) sheets unless otherwise indicated.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT

Administration

DIVISION

Human Resources

PROGRAM

Human Resources

GOAL

To provide professional, reliable and innovative programs and consultative services to attract, train and retain a high performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

PROGRAM HIGHLIGHTS

1. Delivered a Customer Experience Training Program to all County employees that provided the tools necessary to deliver the organization's WOW! standard in customer service.
2. Improved the New Employee Orientation process to incorporate Leon County's Core Practices and an introduction to Leon LEADS.
3. Redesigned the employee evaluation tool to incorporate Leon County's Core Practices and to recognize employees who demonstrated WOW! in their performance.
4. Implemented the Value-Based Benefit Design Program that offers incentives in the form of reduced health insurance costs for employees participating in County wellness programs.
5. Rebranded the Wellness Program to "Live Well Leon" and developed the online MY Rewards Program for employees to track participation in wellness activities.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G4	Internal Recruitment Rate	32.14%	32.14% - Alachua 24.43% - Marion 32.54% Okaloosa

Benchmark source: Florida Benchmarking Consortium (FY 2011/12 Annual Services Report)

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G4	1. Number of requisitions created, and/or recruited for vacant positions	74	70	84
G4	2. Number of qualified applicants per requisition	56	43	60
G4	3. Number of positions filled internally	18	24	29
G4	4. Number of positions filled from outside sources	38	32	36
G4	5. Average days to fill vacant positions	74	65	69
G4	6. Average Turnover Rate	8%	10%	10%
G4	7. Number of employees attending county-sponsored training events	438	800	891
G4	8. Number of positions evaluated for external competitiveness and internal equity	116	88	129
G2	9. Number of Annual Performance Appraisals completed	685	750	725
G1	10. Number of employees completed customer experience training	N/A	750	767
G1	11. Percentage of new employees completing "on-boarding" within 30 days	N/A	90%	73%
G2	12. Percentage of employees utilizing electronic timesheet system	N/A	25%	19%
G2	13. Number of services and applications added to employee self-service	N/A	3	2

PERFORMANCE MEASUREMENT ANALYSIS

1. The number of requisitions created for vacant positions increased by 13.5% in FY 2013.
2. The number of qualified applicants per requisition increased by 7% in FY 2013.
3. The number of positions filled internally increased by 61% in FY 2013, which is an indicator of Leon County's commitment to promote and retain high performing employees.
4. The number of positions filled from outside sources decreased by 5% in FY 2013.
5. The average days to fill positions decreased by 6% in FY 2013.
6. The average turnover rate for FY 2013 is 2% higher than FY 2012, which may indicate an increase in the market for job opportunities.
7. Employees attending training events increased by 103% in FY 2013, primarily due to Customer Experience Training being mandatory for all County employees.
8. The number of positions evaluated for external competitiveness and internal equity increased by 11% in FY 2013.
9. The number of annual performance appraisals completed increased by approximately 6% in FY 2013.
10. All County employees have received customer experience training. Training is also provided to new employees.
11. The percentage decreased due to the orientation being cancelled in January, May and September. During those months there were no new hires.
12. The departments current using web time entry include County Administration, Economic Development, Office of Financial Stewardship, and Human Services.
13. Employees are now able to update addresses and view the details of time off taken in employee self-service.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-160-513

	<u>FINANCIAL</u>				<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	911,541	864,044	968,994	Full Time	12.00	12.00	12.00
Operating	273,530	223,966	269,812	OPS	0.00	0.00	0.00
Capital Outlay	0	0	0				
TOTAL	1,185,071	1,088,010	1,238,806	TOTAL	12.00	12.00	12.00

Leon County FY 2013 Annual Performance and Financial Report

**Division of Management Information Services
Business Plan**

Mission Statement	The mission of the Leon County Management Information Services Division is to provide reliable and effective technology and telecommunications solutions and services to county agencies to enable them to fulfill their missions in serving the citizens of Leon County.	
Strategic Priorities	<p>Quality of Life</p> <ul style="list-style-type: none"> Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1) Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2) <p>Governance</p> <ul style="list-style-type: none"> Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1) Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2) Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community. (G3) Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5) 	
Strategic Initiatives October 1, 2011 – December 30, 2013	<ol style="list-style-type: none"> Provide, support and deploy the geographic information system, integrated Justice Information System Jail Management system, case management and work release management information systems for Probation, Supervised Pretrial Release and Sheriff’s Office, and pawnshop network system. (Q2) Provide for information systems disaster recovery and business continuity (Q2, G5) Develop and deploy website enhancements (G1) Provide and expand online services including Customer Connect and Your Checkbook (G1) Provide televised/online Board meetings in partnership with Comcast (G1) Provide technology and telecommunications products, services and support necessary for sound management, accessibility, and delivery of effective, efficient services, including maintaining financial database system with interfaces to other systems (G1, G2, G5) 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Actions	<ol style="list-style-type: none"> <ol style="list-style-type: none"> Continue support of systems for the Justice Community, the Library, HR, Finance/Payroll, OMB, Public Works, and DSEM. (G1, G5) Implement a new case management system for Human Services & Community Partnerships. (G2) Expand mobile access of applications in the field. (G1) Implement electronic faxing. (G2) Participate in a team for the Courts e-filing solution. (G2) <ol style="list-style-type: none"> Upgrade the Avaya phone system to add other customers and create a redundant system for business continuity. Add Court Administration and prepare for the addition of the Sherriff’s Office in FY 2013. (G2, G5) Refresh the server environment with business continuity and DR functionality. (G5) <ol style="list-style-type: none"> Engage a County-wide team to infuse the intranet and with current content and needed services. (G2) Purchase and install FormsFusion for the creation of web-enabled forms that connect Banner.(G2) Purchase and install an integrated travel request and expense reporting system through Banner. (G1) 	<p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p> <p>MIS</p>

Leon County FY 2013 Annual Performance and Financial Report

Division of Management Information Services

	4.	Offer brown bag lunch and learn sessions, create webinars, hold user questions sessions, create an online help blog, and provide access to online training tools (G2)	MIS	
	5.	Continue support of televised/online Board meetings in partnership with Comcast. (G1)	MIS	
	6. A.	Implement a project and change management framework for major MIS/GIS projects to provide better control and outcomes of projects. (G2)	MIS	
	B.	Manage the installation and support of the telephone, network, and audio visual infrastructure for the Public Safety Complex. (Q2, G1)	MIS	
	C.	Continue desktop replacement plan for PC desktops, laptops, and printers and using virtualized desktop technology where applicable. (G2)	MIS	
	D.	Move the fleet to Windows 7 and MS Office Suite 2010. (G2)	MIS	
	E.	Create RFPs for managed, centralized printing and copiers services. (G2, G5)	MIS	
Performance Measures*	G2	# of valid e-mails per month(balance after e-mail spam or viruses trapped in millions)	1.1	Pg. 1-15
	G2	% increase in average monthly visits to Leon County web site and the TLCGIS Website	14.4%	Pg. 1-15
	G2	% of help calls completed in one day	29%	Pg. 1-15
	G2	% increase in number of mobile field users	28%	Pg. 1-15
	G2	% increase in the number of external and internal web applications developed	0%	Pg. 1-15

*Note: Performance Measures reflect FY13 actuals and trend data can be found on individual Department (Program) pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Administration	DIVISION Management Information Systems	PROGRAM MIS
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GOAL

The goal of Management Information Systems (MIS) is to serve end users with continually improved, efficient, cost effective technology, telecommunications products, services, and information so that customers are totally satisfied and able to fulfill their missions.

PROGRAM HIGHLIGHTS

1. Received the 2013 Digital Counties Survey award from the Center for Digital Government and NACO highlighting the County's efforts in infrastructure efficiencies and effectiveness and digital inclusion for citizens and citizen engagement.
2. Deployed Pay-for-Print in the Library system achieving cost savings and efficiencies for patrons and staff.
3. Consolidated copier leases and printers throughout the Board achieving savings and cutting printer inventory by 50%.
4. Led the design and construction of the technology and telecommunications infrastructure for the Public Safety Complex, and is responsible for its ongoing support and maintenance.
5. Secured new server infrastructure environment which was installed at the new data center in the Public Safety Complex.
6. Expanded the County's enterprise phone system to include the Leon County Property Appraiser's Office, the Leon County Emergency Operations Center, the Consolidated Dispatch Agency, and City Fire Department.
7. Facilitated the development of a case management system for the Office of Human Services and Community Partnerships.
8. Continued improvements to the County's website.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	Average number of users per MIS Full Time Equivalent (FTE)	1:78	1:50
G1	Average number of Devices per Information Technician (IT) Staff	1:365	1:285
G1	Ratio of Network Systems Administrators to File Servers (non-virtualized)	1:56	1:24
G1	IT Spending per Employee in the County Government Sector	\$3,241	\$4,147

Benchmark Sources: 2012/2013 Computer Economics Report on IT Spending and Staffing and Gartner's 2012 IT Key Metric Data Report

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1,G2,G3	1. Average number of e-mails processed each month (millions)	1.1	1.5	1.1
G1	2. Approximate amount of valid e-mails (less trapped e-mail spam or viruses)	33%	40%	54%
Q1,Q2, G2	3. Average monthly visits to Leon County web site	469,325	475,000	536,982
G2	4. % increase in average monthly visits to Leon County and TLCGIS website	N/A	1.2%	14.4%
G1,G2	5. % of help calls completed in one day	30%	35%	29%
G2	6. % increase in number of mobile field users	N/A	22%	28%
G1,G2	7. Number of new applications/services deployed	4	2	4

PERFORMANCE MEASUREMENT ANALYSIS

1. FY13 results remained the same as FY12 representing a status quo in communications.
2. Strong filtering solution is effective against increasing SPAM, viruses, and malware.
3. Website statistics have increased significantly over FY13 estimates due to new functionality.
4. Website statics have increased 14.4% over FY13 estimates due to added features and information for citizens.
5. Did not meet goal due to the increase in demands for support from additional mobile users (28% growth), the preparation of the Public Safety Complex, as well as added users to the Avaya telephone system(7% increase), and implementation of Pay-For-Print at all County Libraries.
6. Field staff in Facilities went mobile along with upgraded equipment for EMS and Animal Control.
7. Provided applications for online citizen input for Sales Tax and Time Capsule Committees, responses to fee assessments for Stormwater and Solid Waste through staff phone bank, and upgraded the Property Appraiser's website to include enhanced mapping and sales reporting.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-171-513

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	3,462,979	3,457,222	3,709,994	Full Time	42.84	42.84
Operating	1,737,084	1,638,189	1,822,839	OPS	0.00	00.0
Transportation	10,768	5,583	9,935			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	5,210,831	5,100,994	5,542,768	TOTAL	42.84	42.84

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Administration	DIVISION Management Information Systems	PROGRAM Geographic Information Systems
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GOAL

The goal of the Tallahassee-Leon GIS is to work in partnership with county agencies to provide accurate, consistent, accessible, affordable, and comprehensive GIS data, GIS infrastructure, and GIS services to support the unique business needs of Leon County and the citizens served.

PROGRAM HIGHLIGHTS

- Continuing to provide methods by which GIS data is disseminated in more cost effective ways. This includes an additional fourteen unique applications that enhance the business processes of customers.
- GIS is being integrated into other business software more and more. Examples of integration projects are: Joint Dispatch and work order management.
- Provide non-advalorem tax audit analysis and processing for: communication services, stormwater, solid waste, fire services, public services.
- Provide GIS based research tools that provide demographic information based on a geographic area of choice.
- Development of data layers to enhance the accuracy of non-advalorem analysis.
- Assisting Capital Regional Transportation Planning Agency in developing GIS tools for their processes.

BENCHMARKING

Priorities	Benchmarking	Leon County 2012	Leon County 2013	Benchmark
G1,G3	# of Business Units that use GIS (Deployment)	25	25	11.5 (Average)
G3,Q2	# of Layers of Data Maintained	448	481	300
G1,G3,Q1	# of Website and Custom Applications	41	46	20

Aegis Business technologies provided a benchmarking report for the LC GIS in May 2012. The report provided several quantitative measures which identified TLC GIS as a leader among GIS programs in the Southeast, These include highest dollar amount acquired through grants, highest number of super-users supported, highest number of active GIS projects and the leader in Virtualization.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1	1. Provide customer response to system & software requests within (1) hour 100% of the time	95%	95%	95%
G1,Q1	2. Increase GIS internet applications, services and downloadable files by 20% annually	20%	20%	30%
G1,Q1	3. Increase internet user sessions by 20% annually*	10%	10%	N/A
G1	4. Provide maintenance of base map components per schedule matrix, as required	100%	100%	100%
G1,Q1	5. Average monthly visits to the GIS Web Site*	70,290	70,000	69,731
G3,Q2	6. Layers of data maintained (such as aerial photography at various resolutions; addressing; streets; building footprints; contours within USA (1 ft.) and County (2 ft.); hydrography; elevation; flood zones; land use and zoning; property ownership; subdivisions; easements; census)	448	460	481

*TLC GIS has conservatively estimated the number of Internet user sessions based on several criteria. TLC GIS is actively searching for tools to identify the web usage for 2014.

PERFORMANCE MEASUREMENT ANALYSIS

- GIS continues to be responsive to its customers often exceeding expectations.
- GIS staff have added fourteen unique applications including but not limited to: Property Appraiser Mapping site update, Bike Tallahassee, Trailahassee, County Owned Lands, Elections, Advanced Thematic Map, Development Support & Environmental Management land Info, Front Map, Staff Connect, etc.
- The measure by which web site usage/traffic has been done is moving to a more modern tool and are not currently available. GIS will begin using the Google Analytics tool for monitoring web site traffic beginning in the first quarter of 2014. New benchmarks are expected to be created.
- Base map continues to be updated based available funds.
- See explanation for #3.
- Twenty-one additional layers are being stored and distributed by GIS.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-421-539

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,252,298	1,256,101	1,248,607	Full Time 16.16	16.16	16.16
Operating	577,790	537,283	627,955	OPS 0.00	0.00	0.00
TOTAL	1,830,088	1,793,384	1,876,562	TOTAL 16.16	16.16	16.16

Leon County FY 2013 Annual Performance and Financial Report

Public Works
Business Plan

Mission Statement

The mission of the Leon County Department of Public Works is to provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, parks and recreation opportunities, and maintenance services throughout Leon County that enhance its livability, environment and economic vitality.

Strategic Priorities

Economy

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1)
- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4)

Environment

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum Countywide environmental standards. (EN1)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

Quality of Life

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)
- Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness. (Q5)

Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core practices. (G4)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|---|---------|
| 1. Develop and maintain County transportation systems including; roads, bike lanes, sidewalks, trails, and right-of-ways. (EC1, Q2) | Ongoing |
| 2. Implement strategies which plan for environmentally sound growth in the Woodville Rural Community, including: bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension. (EN1, Q5) | Ongoing |
| 3. Continue to work with regional partners to develop strategies to further reduce nitrogen load to the Wakulla Springs. (EC4, EN1) | Ongoing |
| 4. Implement strategies to promote reusable energy and sustainable practices, including: evaluate and construct glass aggregate concrete sidewalk. (EN4) | Ongoing |
| 5. Develop and maintain County stormwater conveyance system, including enclosed systems, major drainage ways, storm water facilities and rights-of-way. (EN1) | Ongoing |
| 6. Provide canopy road protections. (EN2) | Ongoing |
| 7. Provide Adopt-A-Tree program. (EN1, EN4) | Ongoing |

Leon County FY 2013 Annual Performance and Financial Report

Public Works

Strategic Initiatives <small>October 1, 2011 – September 30, 2013</small>	8. Provide water testing (EN1)	Ongoing	
	9. Implement strategies which advance parks, greenways, recreational offerings, including: explore the extension of park and greenways to incorporate 200 acres of Upper Lake Lafayette. (EC1, EC4, Q1)	Ongoing	
	10. Implement strategies which advance parks, greenways, recreational offerings, including: develop Miccosukee Greenway Management Plan. (EC1, EC4, Q1)	December 2012	
	11. Implement strategies which advance parks, greenways, recreational offerings, including: develop Alford Greenway Management Plan. (EC1, EC4, Q1)	May 2013	
	12. Expand recreational amenities, including: complete construction of Miccosukee ball fields. (EC1, EC4, Q1, Q5)	March 2014	
	13. Expand recreational amenities, including: continue acquisition plans and development of a North East Park. (EC1, EC4, Q1)	Ongoing	
	14. Expand recreational amenities, including: Develop Apalachee Facility master plan. (EC1, EC4, Q1)	Ongoing	
	15. Expand recreational amenities, including: continue to develop parks and greenways consistent with management plans at Okeehoopkee Prairie Park, Fred George Park and St. Marks Headwater Greenway. (EC1, EC4, Q1, Q5)	June 2014	
	16. Pursue American Public Works Association (APWA) accreditation. (G1, G4)	Ongoing	
	Actions	1. Continue to coordinate with FDOT, City of Tallahassee, CRTPA and other interested parties for a coordinated transportation system. (G1)	Engineering
		2. Proposed a comprehensive sewer extension and flood study for Woodville area for consideration as part of the Sales Tax extension. (EC1, EN1, EN2)	Engineering
		3. Schedule a workshop with the Board to present nitrogen reduction strategies for Wakulla Springs. (EN1)	Engineering
		4. A. Establish a minimum six member Green Fleet Team. (EN4, G5)	Fleet
		B. Purchase alternative fuel vehicles for County fleet when feasible. (EN4, G5)	Fleet
		C. Expand the use of Echo Power Synthetic Blended recycled motor oil. (EN4, G5)	Fleet
		D. Continue to evaluate alternative materials and/or sustainable practices for CIP's. (EN4)	Engineering
5. A. Continue maintenance of closed drainage systems. (Q2)		Operations	
B. Provide silt removal from roadside ditches and conveyances. (EN1)		Operations	
C. Re-sodding of excavated ditches. (EN1)		Operations	
D. Continue Stormwater pond mowing. (EN1)		Operations	
6. A. Perform high risk tree pruning and removal along canopy roads. (Q2, EN2)		Operations	
B. Attend Canopy Road Citizen Advisory meetings. (EN2)		Operations	
7. A. Advertise and promote the Adopt-A-Tree program through the County's web page, the Leon County link and through the Community and Media Relations News Advisory. (EN3, G3)		Operations	
B. Process requests and planting of Adopt a Tree. (EN1, EN4)		Operations	
8. Continue to sample water quality at 73 separate Leon County locations. (EN1)		Engineering	
9. A. Establish a new Parks and Recreation 10-year Vision/Master Plan. (Q1, Q4, G3)		Parks & Rec	
B. Implement a public awareness/education campaign by participating in local events and accepting opportunities to present to community groups. (G3)		Parks & Rec	
10. Finalize Miccosukee Canopy Road Greenway Plan by holding the necessary public meetings, presenting final reports to the Board, submitting final plans to the State, and presenting to the Acquisition and Restoration Council (ARC). (Q1, Q4, G1, G3)		Parks & Rec	

Leon County FY 2013 Annual Performance and Financial Report

Public Works

Actions	11. A.	Initiate and conduct a trail assessment for the J.R. Alford Greenway to better utilize the existing trail mileage to accommodate a wider variety of passive experiences. (G5)	Parks & Rec	
	B.	Establish a volunteer program with assistance from Volunteer LEON that engages the community, assists with user-compliance, and educates park visitors. (G1,G3)	Parks & Rec	
	C.	Finalize J. R. Alford Greenway Management Plan by holding the necessary public meetings, presenting final reports to the Board, submitting final plans to the State, and presenting to the Acquisition and Restoration Council (ARC). (Q1, Q4, G1, G3)	Parks & Rec	
	12.	Coordinate with the Division of Engineering to complete construction of the Miccosukee ball fields in time for the 2014 Little League season. (Q2, Q6, G2)	Parks & Rec	
	13. A.	Establish a new Parks and Recreation 10-year Visioning/Master Plan. (Q1, Q4, G3)	Parks & Rec	
	B.	Establish a new Parks and Recreation 10-year Visioning/Master Plan. (Q1, Q4, G3)	Parks & Rec	
		Continue to work with the community user groups such as the Tallahassee Astronomical Society, Tallahassee Mountain Bike Association, Gulf Winds Track Club, Pop Warner, Little League, Friends of the Miccosukee Greenway, Wildwood Preservation Society, Southern Trail Riders Association and others to explore new avenues and partnerships for providing and expanding park amenities. (Q1, G3)	Parks & Rec	
	14.	Coordinate with the Tourist Development Council and the Division of Solid Waste Management to establish an Apalachee Regional Park Facilities Master Plan as a tool for economic development. (E1, E4)	Parks & Rec	
	15. A.	Implement a public awareness/education campaign by participating in local events and accepting opportunities to present to community groups. (G3)	Parks & Rec	
	B.	Continue to work with the community user groups such as the Tallahassee Astronomical Society, Tallahassee Mountain Bike Association, Gulf Winds Track Club, Pop Warner, Little League, Friends of the Miccosukee Greenway, Wildwood Preservation Society, Southern Trail Riders Association and others to explore new avenues and partnerships for providing and expanding park amenities. (Q1, G3)	Parks & Rec	
	16.	Initiate the self-assessment process for Public Works. (G1, G2)	All Public Works	
	Performance Measures*	EN4	Increase the number of County fleet vehicles using alternative fuels 3% annually.	433% Pg. 1-26
		EN4	Reduce County fleet vehicle Gas and Diesel consumption 3% annually.	-0.4% Pg. 1-26
		EN2	Miles of high risk tree pruning and removal along canopy roads.	14 Pg. 1-22
		EN1, EN4	Increase the number of trees planted/adopted annually.	250 Pg. 1-22
		EN1	Maintain number of Leon County water bodies sampled annually.	42 Pg. 1-25
EC4		Host 3 economically-significant events at the Apalachee Regional Park annually.	3 Pg. 1-27	
Q1		# of youths participating in sports activities.	3,000 Pg. 1-27	

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Support Services	PROGRAM Support Services
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GOAL

The goal of the Department of Public Works and Support Services is to effectively serve the residents of Leon County by planning, developing and maintaining quality infrastructure. This is accomplished by delivering environmentally sensitive and cost effective products and services in order to achieve a high quality of life that includes health and safety, human comfort and convenience.

PROGRAM HIGHLIGHTS

1. Oversaw efforts to realign staff and equipment in the Department of Operations, which resulted in increased efficiencies and cost savings.
2. Coordinated the process of developing a heavy equipment inventory system, in which all departments that use heavy equipment will be able to access a countywide inventory database optimizing needs and availability, resulting in annual cost savings by eliminating departments need to rent equipment to perform job functions.
3. Oversaw the completion of major capital improvement projects including; the Lake Jackson Town Center at Huntington, Lafayette and Magnolia intersection improvements, Fred George Road improvements, Killearn Acres Phase 3, Lakeside Drive stormwater improvements, and improvements at Apalachee Regional Park
4. Coordinated with Development Support & Environmental Management & the Department of PLACE for developments and ordinances that impact and overlap with the respective departments.
5. Coordinated with Florida Department of Transportation and City Public Works to ensure proper construction and maintenance of the County's transportation and stormwater-related infrastructure.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-400-541

	FINANCIAL			STAFFING			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget	
Personnel	379,113	364,374	399,437	Full Time	4.00	4.00	4.00
Operating	190,173	143,469	183,732	OPS	0.00	0.00	0.00
Transportation	0	0	0				
Grants & Aid*	500,000	0					
TOTAL	1,069,286	507,843	583,169	TOTAL	4.00	4.00	4.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Operations	PROGRAM Transportation Maintenance
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GOAL

The goal of the Public Works, Division of Operations Transportation Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and services.

PROGRAM HIGHLIGHTS

1. Refurbished 98.58 line miles of pavement striping improving driver visibility on Leon County roadways.
2. Performed 5.423 miles of road resurfacing with Open Grade Hot Mix (OGHM). The OGHM pavement is an environmentally safer type of asphalt which provides for a certain degree of stormwater treatment within the asphalt mat.
3. Extensively involved in the construction and completion of the Apalachee Regional Cross Country Course.
4. Participated in the planning and implementation of the Division's organizational realignment. The realignment resulted in increased efficiencies and significant annual cost savings.

BENCHMARKING

Priorities	Benchmark Data	2012-2013 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Q2	Pavement Symbols (Plastic)	0.060 man hours/sq. ft	0.063 man hours/sq. ft
Q2	Plant Mix Patching (Hand) ¹	11.35 man hours/ton	11.08 man hours/ton
Q2	Major Plant Mix Patching (Mechanical) ¹	4.24 man hours/ton	2.6 man hours/ton
Q2	Signs (ground signs 30 sq. ft. or less) ²	0.520 man hours/sign	0.834 man hours/sign

Benchmark Sources: Florida Department of Transportation

1. Leon County's man hours per unit production exceeds FDOT due to additional travel time required to move crews and equipment to multiple small projects, as compared to FDOT's typical large projects.
2. Leon County's man hour per unit production is less than FDOT due to the close proximity and density of Leon County signs compared to those of FDOT.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. Perform 800 tons/year of major asphalt repairs	689	800	390
Q2	2. Perform 700 tons/year asphalt/pothole patching	458	500	351
Q2	3. Install and repair 9,500 sign panels annually	10,905	9,000	6,265
Q2	4. Install and refurbish 85,000 sq. ft. of pavement markings and symbols with plastic	99,783	80,000	104,176
G1	5. Respond to 90% of work orders within three (3) weeks	89%	90%	88%
Q2	6. Grade County maintained dirt roads on a 14 day cycle	13 days	14 days	17 days
Q2	7. Perform resurfacing on 5 miles of Open-Grade Mix roads annually	6.25	5.00	5.42
Q2	8. Repair 130 miles/year of shoulders	119	130	122

PERFORMANCE MEASUREMENT ANALYSIS

1. The decrease is due to prioritized resurfacing, increased efficiencies in route maintenance and excessive rainfall.
2. The decrease is due to prioritized resurfacing, increased efficiencies in route maintenance and excessive rainfall.
3. Sign installation is down due to crew vacancies and other staffing issues.
4. Increased production was due to fully staffed crew and fewer instances of equipment breakdown.
5. The standard for responding to work orders was met.
6. The increase in grading cycle time was due to inclement weather and lapses in staffing.
7. The program met the annual production target.
8. Objective met.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-431-541

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	2,796,635	2,406,265	2,427,845	Full Time	56.00	56.00
Operating	933,341	714,756	844,024	OPS	0.00	0.00
Transportation	645,025	493,241	492,679			
Capital Outlay	0	0	0			
TOTAL	4,375,001	3,614,262	3,764,548	TOTAL	56.00	56.00
						48.00

*Staff reduction is the result of the realignment of 8 positions to the Right-of-Way Management and Stormwater Maintenance programs.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Operations	PROGRAM Right-of-Way
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GOAL

The goal of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification and stormwater maintenance.

PROGRAM HIGHLIGHTS

1. Participated at the Lafayette Park Arbor Day celebration. A total of 127 trees and shrubs were planted.
2. Through the Adopt-A-Tree Program, 250 Little Gem Magnolias were planted throughout Leon County.
3. Expanded the Wildflower Pilot Program with the addition of Helen Guard Station Road.
4. Developed a vegetative noise attenuation buffer in cooperation with the Blairstone Homes Association and the Leon County Tree Bank. A total of 107 shrubs were installed including irrigation.
5. Consulted in the planning and implementation of the Division's organizational realignment. The realignment resulted in increased efficiencies and significant annual cost savings.

BENCHMARKING

Priorities	Benchmark Data	2012-2013 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Q2	Roadway Litter Removal	0.61 man hours/acre	0.93 man hours/acre
Q2	Right-of-Way Mowing	0.55 man hours/acre	0.58 man hours/acre
Q2	Finish Cut Mowing ¹	5.54 man hours/acre	4.71 man hours/acre

Benchmark Source: Florida Department of Transportation

1. FDOT man hours per unit is lower due to FDOT landscape areas being larger and more expansive than Leon County, which results in less FDOT time lost due to mobilization and travel.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. Increase the number of Adopt-a-Road litter control groups by 1% over the prior year	-37%	2%	23%
Q2	2. Inspect and remove high risk wood on 58 miles of Canopy Roads every three (3) years with an annual average of 19.3 miles	20.8	19.0	14.0
Q2	3. Perform clear zone maintenance on 40 shoulder miles	58	40	24
Q2	4. Pick up litter on 500 miles of roads five (5) times per year	2,316	2,500	2,232
Q2	5. Maintain 20.5 acres of landscaped area 12 times per year	480	419	552
G1	6. Respond to 90% of work orders within three (3) weeks	97%	99%	95%
Q2	7. Mow 500 miles, five (5) times during the mowing season	2,017	2,500	2,822
Q2	8. Increase the number of trees planted/adopted annually	221	225	250

PERFORMANCE MEASUREMENT ANALYSIS

1. Several new groups entered the program due to an increase in availability of road segments.
2. Excessive inclement weather during the spring and summer, which is the best time to accurately assess tree health, reduced the canopy road miles of hazardous removals.
3. Personnel vacancies, turnover, and inclement weather reduced clear zone maintenance productivity.
4. Excessive inclement weather reduced the number of miles of roadside litter picked up.
5. Newly completed road projects increased the landscaped area acres maintained in FY13.
6. The work order response time frame met the annual production target.
7. The program exceeded the annual production target for FY13.
8. The number of trees planted/adopted annually increased by 13% from FY12 to FY13.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-432-541

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,355,908	1,466,421	1,731,989	Full Time 30.00	30.00	*35.00
Operating	369,762	259,240	401,901	OPS 0.00	0.00	0.00
Transportation	329,208	237,108	318,689			
Capital Outlay	0	0	0			
TOTAL	2,054,878	1,962,769	2,489,913	TOTAL 30.00	30.00	35.00

*Staff increase is the result of the realignment of 5 positions from the Transportation Maintenance program.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Operations	PROGRAM Stormwater Maintenance
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GOAL

The goal of the Public Works, Division of Operations Stormwater Maintenance Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance.

PROGRAM HIGHLIGHTS

- Completed the renewal of 96 County and City stormwater operating permits for stormwater facilities.
- Completed stormwater projects at Woodlands Subdivision, Dome Level Road, Lake Jackson Heights, Maderia Circle, Old Bainbridge Road, and Old St. Augustine Road.
- Completed the construction of the Apalachee Regional Park Cross Country Course.
- Completed capital improvement projects at Hampton Creek Subdivision and Hill 'N Dale Subdivision.
- Conducted 273 inspections of stormwater ponds for the National Pollutant Discharge Elimination System (NPDES) - Municipal Separate Storm Sewer Systems (MS4) permit.
- Cleaned and reshaped more than 32 miles of roadside ditches.
- Participated in the planning and implementation of the Division's organizational realignment. The realignment resulted in increased efficiencies and significant annual cost savings.

BENCHMARKING

Priorities	Benchmark Data	2012-2013 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Q2, EN1	Cleaning of Drainage Pipes (Mechanical)	0.200 man hrs/linear ft	0.122 man hrs/linear ft
Q2, EN1	Cleaning and Reshaping Roadside Ditches	0.080 man hrs/linear ft	0.090 man hrs/linear ft

Benchmark Source: Florida Department of Transportation

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1	1. Respond to 90% of work order requests within six (6) weeks	92%	94%	86%
Q2,EN1	2. Clean and reshape 150,000 feet/year of roadside ditches	188,503	150,000	170,342
Q2,EN1	3. Sod 8 miles of ditches	10.3	8.0	15.0
Q2,EN1	4. Clean 19,000 feet of drainage pipes	27,422	19,000	25,589
Q2,EN1	5. % of ponds mowed two times annually per County Operating Permit requirements	99%	90%	99%
Q2,EN1	6. % of conveyance systems mowed two times annually per County Operating Permit Standard	32%	50%	21%

PERFORMANCE MEASUREMENT ANALYSIS

- The slight decrease in production was due to staff's involvement in the construction of the Apalachee Regional Park Cross Country Course.
- Increase in production was due to fully staffed crews and crews not having to lay sod due to the new sodding contract.
- Increase in sod production was the result of this activity now being contracted.
- As a result of the new sodding contract, crews were able to stay on task and not be reassigned for the watering and maintenance of sod.
- The increase in production was due in part to more Homeowner Associations contributing with mowing ponds within their subdivision.
- The decrease in production was due to a decline in the availability of inmate crews as well as staff reassigned from mowing activities to complete other projects.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 123-433-538

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,821,969	1,721,894	2,058,189	Full Time	37.00	*41.00
Operating	448,634	421,234	331,742	OPS	0.00	0.00
Transportation	548,609	361,237	438,319			
Capital Outlay	0	0	0			
TOTAL	2,819,212	2,504,365	2,828,250	TOTAL	37.00	41.00

*Staff increase is the result of the realignment of 4 positions from the Transportation Maintenance program.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Operations	PROGRAM Mosquito Control
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GOAL

The goal of the Department of Public Works Mosquito Control Program is to train and empower its employees to provide Leon County residents and visitors with effective and environmentally sound mosquito control services. Services and educational programs are provided to protect public health and reduce human discomfort associated with large mosquito populations.

PROGRAM HIGHLIGHTS

1. Developed a replacement design for the hand foggers in response to a replacement parts shortage.
2. Conducted inspections of more than 900 ground sites for mosquito production and treated as necessary.
3. Responded to more than 8,500 service request calls from Leon County citizens for mosquito control services.
4. Treated more than 4,700 acres utilizing aerial spraying to control mosquito larvae.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2, G1	1. % of mosquito larva requests responded to in two days	68%	85%	44%
Q2, G1	2. % of adult mosquito spraying requests responded to in two days	43%	85%	55%
Q2, G1	3. % of domestic mosquito requests responded to in two days	60%	85%	58%

PERFORMANCE MEASUREMENT ANALYSIS

1-3. Response times were negatively impacted by excessive rainfall during the months of July and August.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 125-214-562/001-216-562

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	323,382	313,300	325,843	Full Time	5.00	5.00
Operating	214,827	195,545	196,357	OPS	1.00	1.00
Transportation	57,358	51,977	53,676			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	595,567	560,822	575,876	TOTAL	6.00	6.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Works	DIVISION Engineering Services	PROGRAM Engineering Services
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GOAL

The goal of the Department of Public Works Engineering Services is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

PROGRAM HIGHLIGHTS

1. Awarded the Florida Chapter of APWA Environmental Project of the Year (under \$5 million) for the Timber Lake Flood Relief Project.
2. Completed CDBG grant Lakeside Stormwater project on schedule under tight deadlines.
3. Completed Killlearn Acres drainage stormwater project on budget and within schedule.
4. Completed the Lafayette-Magnolia Intersection improvements, allowing for the start of the Lafayette Street enhancement projects.
5. Supported the Huntington Oaks Sense of Place initiative with major sidewalks and safety improvements on Fred George Road.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1	1. Manage staff so that not less than 40% of staff time is spent on Capital Improvement Project activities	38%	40%	20%
EN2, Q2	2. Review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards	100%	100%	100%
G1	3. Maintain subdivision plat review time to an average of 6 days or less	NA	2	2
G1	4. Maintain number of Leon County water bodies sampled annually	42	42	42

PERFORMANCE MEASUREMENT ANALYSIS

1. Timely responsiveness to citizen concerns and issues diverted staff resources away from CIP implementation/management.
2. All projects were reviewed, permitted, and inspected for completion to ensure compliance with county standards.
3. The department met the performance goal for FY13.
4. The number of water bodies sampled was maintained from FY12 to FY13.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-414-541

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	2,360,724	2,394,823	2,471,390	Full Time 32.00	32.00	32.00
Operating	488,339	256,655	466,344	OPS 0.00	0.00	0.00
Transportation	59,812	40,095	52,890			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	2,908,875	2,691,573	2,990,714	TOTAL 32.00	32.00	32.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Public Works

DIVISION
Fleet Management

PROGRAM
Fleet Maintenance

GOAL

The goal of the Department of Public Works Fleet Maintenance is to provide the best quality maintenance and repair at the most economical cost to the taxpayers of Leon County.

PROGRAM HIGHLIGHTS

1. Collected \$125,600 for surplus vehicle/equipment auctions and \$123,000 in buy-back equipment for a total of \$248,600.
2. Purchased 3,235 gallons of Echo Power, Eco Friendly Motor Oil.
3. Recycled 2,665 gallons of motor oil and received \$1,242 as a result.
4. Electronically linked all County refueling sites with FuelMaster and Veeder-Root for improved fuel inventory control.
5. Purchased 16 alternative fuel vehicles/equipment replacements during FY 2013.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	Hourly Shop Rate	\$78.00	\$89.37
G1	Mechanic productivity (based on 2,080 hrs annually)	75%	66% to 72%

Benchmark Sources: Based on October 2013 survey of local dealerships: Dale Earnhardt Chevrolet \$110.88; Tallahassee Ford \$108.00; Dale Earnhardt GMC \$105.00; Flint Equipment \$98.00 and Ring Power \$93.00. Productivity rate is based on data from Flint Equipment and Ring Power.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G1	1. # of chargeable hours	4,445	7,510	4,726
G1	2. # of preventative maintenance services performed	1,057	1,000	1,000
EN4	3. # of alternative fuel vehicles purchased	3	13	16
EN4	4. Increase the number of County fleet vehicles using alternative fuels 3% annually	NA	3%	433%
EN4	5. # of average miles per gallon	25.66	27.00	28.72
EN4	6. Reduce County fleet vehicle Gas and Diesel consumption 3% annually	NA	-3%	-0.4%

PERFORMANCE MEASUREMENT ANALYSIS

1. The chargeable hours were below projections for FY13 due to staff turnover and position vacancies.
2. Due to an overall division emphasis on adhering to the preventative maintenance schedule for all county vehicles, the number of preventative maintenance service performed in FY 2013 met the estimate.
3. Per the Green Fleet Policy, the County continuously looks to purchase alternative fuel vehicles when feasible.
4. County fleet staff was able to successfully identify significant number of vehicles that could be replaced with alternative fuel vehicles during the first full year of the green fleet policy in effect. Future increases are not expected to be as high as alternative fuel vehicle replacements are not feasible at this time for much of the County fleet.
5. Alternative fuel vehicles and improved gas mileage on newer vehicles boosted the average miles per gallon per vehicle in FY 2013.
6. Even though the total number of fleet vehicles grew from FY12 to FY13, County fuel consumption was slightly less due to more efficient and alternative fuel vehicles introduced into the fleet.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 505-425-591

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	581,853	534,781	554,634	Full Time	9.00	9.00
Operating	2,857,183	2,389,541	2,637,342	OPS	0.00	0.00
Transportation	21,620	13,289	18,556			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	3,512,435	2,944,042	3,210,532	TOTAL	9.00	9.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Public Works

DIVISION
Parks & Recreation

PROGRAM
Parks & Recreation

GOAL

The goal of the Department of Public Works Parks & Recreation Services is to provide for the safety, comfort, and convenience of the public by creating, maintaining infrastructure and programs supporting recreation, parks and open space. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and efficient services.

PROGRAM HIGHLIGHTS

- Improvements were completed at the Apalachee Regional Park Cross Country Course facility bringing it up to NCAA regulations, constructing a 20 acre parking area, and building a "pedestrian" crossing from the parking facility to the course.
- The Alford Greenway Land Management Plan Citizen's Advisory Committee completed its work of revisions to the 10-year Land Management Plan for the J. R. Alford Greenway. The Plan has now been forwarded to the County's State partners for final review and approval by the Acquisition and Restoration Council (ARC).
- Significant construction projects began in accordance with the active park analysis and improvement plan, as adopted by the Board. Projects included a new concession/restroom facility at Stoneler Road Park, parking improvements at Chaires Park, and expansion to the Ft. Braden concession/restroom facility.
- The grand opening of the Lake Jackson Community Center took place on February 21, 2013.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Total Park Acres per 1,000 Population	12.82	12.78

Benchmark Sources: International City/County Management Association (ICMA) Comparative Performance Measurement Report 2012

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q1	1. # of acres of invasive exotic plants removed from greenways and open spaces	237	800	1,515
Q1,EN2,EC4	2. # of greenway acres maintained	2,675	2,675	2,675
Q1	3. # of youths participating in sport activities	2,540	3,000	2,051
EC4	4. Host 3 economically-significant events at the Apalachee Regional Park annually	NA	3	3
Q1	5. Establish a citizen volunteer Parks and Recreation program and increase citizen volunteers 2% annually	NA	2%	0%

PERFORMANCE MEASUREMENT ANALYSIS

- Relief from past drought conditions enabled the County to reestablish controlled burns this year, which substantially increased the number of acres treated for invasive exotics. In total, 550 acres were treated with herbicide and 965 acres were treated through prescribed fire. The sites treated included Alford Greenway, Miccosukee Greenway, Jackson View Park, Lake Munson, Apalachee Regional Park (natural area) and J. Lee Vause.
- No new greenway acres were acquired this fiscal year.
- For the second year in a row, participation numbers are trending downward, the majority in soccer and little league baseball. Staff is working with all of the sports providers and the Community and Media Relations team to better promote the available active programs and working to reverse the trend.
- In FY13 the Apalachee Regional Park was host to the FHSAA State Cross Country meet, the FSU Cross Country Invitational, and the NCAA Regional Cross Country meet.
- The citizen volunteer Parks and Recreation program is in the process of being established, therefore no performance data is available for FY13.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-436-572

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,336,016	1,223,684	1,372,864	Full Time	28.00	28.00
Operating	864,447	780,640	834,040	OPS	0.00	0.00
Transportation	217,516	182,350	190,346			
Capital Outlay	46,054	40,352	40,000			
Grants & Aid	0	0	179,000			
TOTAL	2,464,033	2,227,026	2,616,250	TOTAL	28.00	28.00

Leon County FY 2013 Annual Performance and Financial Report

**Development Support & Environmental Management
Business Plan**

Mission Statement

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

Strategic Priorities

Economy

- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2)
- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners. (EC5)

Quality of Life

- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including: completing the enhancements to and the programming of the Cascades Park amphitheater. (Q4)
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6)

Environment

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum Countywide environmental standards. (EN1)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2)
- Educate citizens and partner with community organizations to promote sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

Governance

- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)

Strategic Initiatives

October 1, 2011 – December 31, 2013

1. Implement strategies that encourage highest quality sustainable development, business expansion and redevelopment opportunities including: consider policy to continue suspension of fees for environmental permit extensions (EC2)	5/2012
2. Implement Department of Development & Support Environmental Management Project Manager (EC2, G2)	Ongoing
3. Implement Department of Development & Support Environmental Management dual track review and approval process (EC2, G2)	Ongoing
4. Waive building permit fees for disabled veterans (EC5)	6/2012
5. Implement strategies that protect the environment and promote orderly growth, including: develop Countywide Minimum Environmental Standards (EN1, EN2)	Completed 5/2012
6. Implement strategies that protect the environment and promote orderly growth, including: develop minimal natural area and habitat management plan guidelines (EN1, EN2)	8/2012
7. Implement strategies that protect the environment and promote orderly growth, including: integrate low impact development practices into development review process (EN1, EN2)	12/2012
8. Implement strategies to protect natural beauty and environment including: integrate 100-year flood plan data in GIS (EN1, EN2)	8/2012
9. Develop examples of acceptable standard solutions to expedite environmental permitting for additions to existing single family homes (EN1, EN2, G2)	9/2012
10. Provide Greenspace Reservation Area Credit Exchange (GRACE) (EN1, EN3)	Ongoing

Leon County FY 2013 Annual Performance and Financial Report

Development Support & Environmental Management

	11. Implement fertilizer ordinance (EN1)	Ongoing
	12. Implement strategies that support amenities which provide social offerings, including: develop unified special event permit process (Q4, G2)	8/2012
	13. Implement strategies that promote home ownership and safe housing, including: consider property registration for abandoned real property. (Q6)	12/2012
	14. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: develop process by which public may electronically file legal documents related to development review and permitting (G2)	Completed 5/2012
	15. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive county permits via the internet. (EN4, G2)	6/2012
	16. Investigate the feasibility of providing after hours and weekend building inspections for certain types of construction projects. (G2)	7/2012
Actions	1. Enact the legislative mandate to suspend fees for environmental permit extensions through December 31, 2012, to assist homeowners and developers during the economic downturn. (EC2)	Environmental Services
	2. Implement the Project Manager concept for site and development plan applications and explore opportunities to expand the concept to enhance other application review processes. (EC2)	Development Services
	3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process. (EC2)	Development Services
	4. Currently waiving building, environmental, and development services permit review fees for honorably discharged veterans with a 100% service connected disability as approved by an ordinance on June 27, 2012. (EC5)	Building Plans Review & Inspection
	5. Implement the Board-adopted Countywide Minimum Environmental Standards to protect the environment and promote consistent orderly growth. (EN1)	Environmental Services
	6. Develop minimum natural area and habitat management plan guidelines and integrating low impact development practices into the development review process. (EN1)	Environmental Services
	7. Promote low impact development practices in the development review process in order to encourage orderly growth and protect the environment. (EN3)	Environmental Services
	8. Integrate 100-year flood plan data in GIS to educate and inform property owners of areas prone to potential flooding. (EN2)	Environmental Services
	9. Develop acceptable standard solutions to expedite environmental permitting for additions to existing single family homes. (EN1)	Environmental Services
	10. Encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes. (EN2)	Environmental Services
	11. Develop strategy to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters. (EN1)	Environmental Services
	12. Implement the unified temporary use/special event permit application, providing for a simple and efficient application process. (Q4)	Development Services
	13. Research the development of an Ordinance to require property registration for abandoned real property to promote safe housing and protect property values. (Q6)	Permit & Code Services
	14. Implement and promote the electronic recordation of legal documents with the Clerk of the Courts Office to expedite the permitting process and save customers time and money. (G2)	Building Plans Review and Inspection
	15. Researching the possibility of expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive permits online. (EN4, G2)	Building Plans Review and Inspection
	16. Currently investigating the practicality of offering after hours and weekend building inspections for certain types of construction projects. (G2)	Building Plans Review and Inspection

Leon County FY 2013 Annual Performance and Financial Report

Development Support & Environmental Management

Performance Measures*	G2	% of inspections completed on time within 24 hours of the request.	100%	Pg. 1-33
	G2	% of permit requests completed within 30 days.	100%	Pg. 1-33
	Q6	% of all construction address assignments and verifications completed within the permitting and review process as established by County Code.	100%	Pg. 1-35
	G2	# of Permitted Use Verifications, zoning compliance determinations, and zoning letters issued within 15 days.	124	Pg. 1-35
	Q6,G2	% of site and development plans reviews completed by staff within the applicable time frames as established by Code.	100%	Pg. 1-35
	EN2	# of Environmental Management Act permits issued within the time frame designated by Ordinance.	71	Pg. 1-34
	EN1	# of environmental compliance inspections completed on an annual basis consistent with established guidelines.	7,294	Pg. 1-34
	Q6	% of active code compliance cases brought into compliance on an annual basis.	56%	Pg. 1-31

**Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department (Program) pages unless stated otherwise.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Development Support & Env. Management	DIVISION Permit & Code Services	PROGRAM Permit & Code Services
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GOAL

The goal of the Division of Permit and Code Services is to administer, centralize, coordinate and facilitate licensing, code compliance, citizen review boards and growth and environmental management services to residents, property owners, and land development professionals served by the divisions under the Department of Development Support and Environmental Management, in order to achieve compliance with adopted ordinances and policies.

PROGRAM HIGHLIGHTS

1. Collected approximately \$2.4 million in revenue of which \$895,000 came from Development Services and Environmental Services land use and environmental permitting, and \$1.5 million for building permit review and inspection fees during FY13.
2. Permit intake assisted approximately 13,426 walk-in customers, processed approximately 3,567 permit applications, and over 34,000 phone calls.
3. The Code Compliance Program assisted 1,448 Contractor's Licensing walk-in and telephone customers, and responded to 3,652 complaint calls, of which 965 received an initial site inspection.
4. Implemented the Abandoned Property Registration Ordinance and registered 372 properties within the unincorporated Leon County.
5. Reviewed and provided input during the development of the Refueling Assistance for Persons with Disabilities Ordinance.
6. Monitored 15 permitted simulated gambling facilities and their subsequent closure due to the state legislative ban on these businesses.

BENCHMARKING

Priorities	Benchmarking*	Leon County	Benchmark
Q6	Code compliance cases brought into compliance as % of open cases (538 cases)	56%	55.6%
Q6	Code compliance cases brought into compliance as % of all cases (965 total)	82%	73.1%

*International City Management Association Comparable Performance Measurement 2011

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2	1. # of permit applications received and processed	2,941	3,400	3,567
Q6	2. % of Code Enforcement Board orders prepared and executed within 10 working days	61/100%	50/100%	70/100%
G2	3. # of walk-in customers	10,254	12,000	13,426
G2	4. # of permits issued or approved	2,137	3,100	2,704
G2	5. # of calls processed	32,184	40,500	34,027
G2	6. Total fees received (millions)	\$2.1	\$1.7	\$2.4

PERFORMANCE MEASUREMENT ANALYSIS

1. The permit applications submitted are still dominated by the smaller projects being initiated with larger projects being postponed. Due to the slight turn around in the economy, this number increase by 21% from the previous year and exceeded estimates.
2. There were 70 Code Enforcement Board orders filed within the required 10 working days.
3. The increase in new home construction, as well as an increase in building activity for smaller projects such as additions and alterations, resulted in an increase in walk-in customers reflected in the 31% increase from FY 2012, which also exceeded estimates.
4. The increased number of permits processed may be attributed to an upturn in the economy with residents choosing to remodel, enlarge, repair existing structures, and initiate new building projects.
5. The increase in telephone calls processed may be reflective of and improved economy which has caused an increased level of development activity. Also, the increase in permits issued via the County's automated processes may continue to be a contributor as well.
6. The increase in revenue is a result of a slight upturn in development activity resulting from a gradual change in the real estate market.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-423-537

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	455,170	393,510	417,838	8.02	8.13	7.13
Operating	29,598	22,070	30,003	0.00	0.00	0.00
Transportation	5,476	2,426	5,526			
Capital Outlay	0	0	0			
TOTAL	490,244	418,006	453,367	8.02	8.13	7.13

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Development Support & Env. Management	DIVISION Support Services	PROGRAM Support Services
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GOAL

The goal of the Division of Support Services is to provide the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities by managing growth and protecting the natural environment through public information and assistance, development review and permitting activities, and other compliance related services consistent with all applicable County and State plans, regulations, and policies.

PROGRAM HIGHLIGHTS

1. Served as primary contact to assist customers with all electronic recording of documents with the Clerk of the Courts Office.
2. Assisted Facilities Management staff with the coordination of the Development Support & Environmental Management lobby renovation and implemented the associated refurbishing of the service advisor rooms and records room.
3. Assumed responsibility for the Department's monthly accounts payables by utilizing purchasing cards to expedite payment.
4. Maintained the Renaissance Center second floor conference room, and coordinated all requests for the meeting space.
5. Coordinated all public records requests made via telephone, in person, or through the County Attorney's Office.
6. Managed the coordination of the Administrative Pool to provide administrative support to all Department Divisions.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-424-537

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	306,651	360,638	301,869	Full Time	4.12	3.92	3.92
Operating	36,295	7,941	30,970	OPS	0.00	0.00	0.00
Transportation	0	0	0				
Grants & Aid	0	0	0				
TOTAL	342,946	314,579	332,839	TOTAL	4.12	3.92	3.92

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Development Support & Env. Management	Bldg Plans Review & Inspection	Bldg Plans Review & Inspection

GOAL

The goal of Building Plans Review and Inspection is to ensure a safely built environment for the public within the unincorporated areas of Leon County. The Division effectively and efficiently obtains compliance with appropriate construction codes through permit issuance, plans review, inspections, use of automation technologies and training; all to be performed in a customer and staff sensitive manner. The division also provides staff support for the County's Contractor Licensing and Code Enforcement Boards and the Board of Adjustment and Appeals.

PROGRAM HIGHLIGHTS

1. Participated in a Community Assistance Visit conducted by FEMA for the purpose of receiving a Community Rating System designation from the Insurance Services Organization that could result in lower flood insurance premiums for County citizens.
2. Finalized preparations for the implementation of electronic submittal and review of single family dwelling permit applications.
3. Processed a 47% increase in building permits with no increase in staffing levels.

BENCHMARKING

Priorities	Permit Review Time Frames*	Single Family			Commercial		
		Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	2010 Actual	30	20	10	43	29	14
G2	2011 Actual	24	14	10	40	33	7**
G2	2012 Actual	25	16	9	43	25	18***
G2	2013 Estimate	30	25	6	17	8	9
G2	2013 Actual	27	19	8	54	45	9

* Review times are based on calendar days and include both staff and applicant/consultant holding periods. Building permits are not released until all other development permits are ready to be issued.

**Lower staff review times are due to the use of pre-manufactured buildings for commercial structures; these pre-approved modular buildings do not require plan reviews reducing the permit approval time.

***The increase in staff time is due to specific larger and complicated plan reviews that are reflected in the overall mean time for the year.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2	1. # of building inspections performed	13,977	12,040	16,277
G2	2. # of miles between each inspection site	13	13	13
G2	3. Average minutes per inspection on construction site	18	23	15
G2	4. # of plan reviews performed	6,658	6,970	9,678
G2	5. % of inspections completed on time	100%	100%	100%
G2	6. # of permits issued	3,329	2,788	4,839
G2	7. % of permit requests completed within 30 days	100%	100%	100%
G2	8. Building Inspections per day per inspector	10	9	11
G2	9. Plan reviews per plans examiner per day	14	15	19

PERFORMANCE MEASUREMENT ANALYSIS

1. The actual number of inspections has increased from FY 2012 due to an increase in the number of permits issued.
2. The miles between each inspection site remained the same as FY 2012.
3. The average minutes per inspection decreased from FY 2012 due to an increase in the total number of permits issued.
4. The number of plans reviewed increased from FY 2012 totals due to an increase in permit applications received.
5. Building inspections completed on time remained consistent at 100%.
6. Issued building permits increased from FY 2012 totals due to an increase in the economy and the availability of construction loans.
7. Permit requests completed within 30 days remained consistent at 100%.
8. The number of plans reviewed per plans examiner has increased due to an increase in the number of permit applications received.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 120-220-524

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	948,457	883,197	1,060,783	Full Time 12.86	13.95	13.95
Operating	77,891	18,843	75,984	OPS 0.00	0.00	0.00
Transportation	38,921	26,778	30,128			
Capital Outlay	0	0	0			
TOTAL	1,065,269	928,817	1,166,895	TOTAL 12.86	13.95	13.95

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Development Support & Env. Management	DIVISION Environmental Services	PROGRAM Environmental Services
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GOAL

The goal of the Division of Environmental Services is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

PROGRAM HIGHLIGHTS

1. On June 18, 2013, conducted a Board Workshop on the Effects of Stormwater Ponds on Leon County's Lakes.
2. Drafted modifications to significant slopes regulations, which the Board adopted on September 24, 2013. The resulting increased flexibility will foster growth inside the Urban Services Area.
3. Continued monitoring and inspecting the Capital Circle Southwest Widening Project from Tennessee Street to Orange Avenue.
4. Drafted Low Impact Development standards proposed for adoption in December.
5. Coordinated with the Science Advisory Committee to review and develop recommendations on the "Onsite Sewage Treatment and Disposal and Management Options Report produced by Lombardo Associates, Inc., and provided input for the associated Board Workshop on January 16, 2013.
6. Attended meetings and provided comments for the Wakulla Springs Basin Management Action Plan.

BENCHMARKING

Priorities	Permit Review Time Frames*	Natural Feature Inventory			Environmental Impact Analysis			Environmental Permits		
		Total Days	Applicant	Staff	Total Days	Applicant	Staff	Total Days	Applicant	Staff
EN1,EN2	FY 2010 Actual	45	21	24**	63	51	12	36	27	9
EN1,EN2	FY 2011 Actual	30	17	13	42	31	11	27	20	7
EN1,EN2	FY 2012 Actual	29	16	13	75	56	19***	46	35	11***
EN1,EN2	FY 2013 Actual	29	14	15	23	16	7	64	56	8

*Review times are based on calendar days and include both staff and applicant/consultant holding periods.

**The increase in staff review time from FY09 is due to an increase in staff performed applications. To assist in reducing costs to applicants for exempt subdivisions, staff developed the Natural Feature Inventory maps for applicants, which are usually completed by private consultants. Staff biologists performed all of the work, resulting in increased staff time for application reviews, conducting field surveys, preparing maps, and coordinating with surveyors to prepare final site plan maps.

***The increase in Environmental Analysis review time from FY12 is due to more complicated applications, which are difficult to forecast.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EN2	1. # of Natural Features Inventory applications reviews	48	44	46
EN2	2. # of site plan reviews (environmental impacts)	82	100	111
EN1	3. # of stormwater operating permits reviews	34	26	24
G2	4. # of environmental service advisor customer service requests	1,579	1,600	1,510
EN2	5. # of single family lot environmental permit application reviews	406	380	406
EN1	6. # of stormwater operating permit renewals	202	225	217
EN1	7. # of environmental inspections conducted annually	7,146	7,000	7,294
EN2	8. # of Environmental Management Act permits	86	70	71
EN1	9. # of Science Advisory Committee meetings administered annually	10	10	10

PERFORMANCE MEASUREMENT ANALYSIS

1. The number of Natural Features Inventory applications remained relatively consistent.
2. The number of site plan reviews has increased, a 35% increase reflective of a resurgent real estate market.
3. Operating Permit reviews has declined, due to the previous year close-out of numerous public projects.
4. The number of customers assisted by the environmental service advisor remained relatively steady.
5. Issuance of environmental permits was above target this year.
6. Operating Permit renewals remained consistent with the number issued in the previous year.
7. Environmental inspections were consistent with projections indicated in last year's report.
8. The number of environmental management permits decreased 17% indicating site plans have not made it to the permitting stage.
9. The Science Advisory Committee meetings occurred consistent with the established schedule.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-420-537

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,167,075	1,192,668	1,240,340	Full Time	14.00	14.00	14.00
Operating	37,307	19,226	37,584	OPS	0.00	0.00	0.00
Transportation	38,577	24,348	34,461				
TOTAL	1,242,959	1,236,242	1,329,385	TOTAL	14.00	14.00	14.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Development Support & Env. Management	DIVISION Development Services	PROGRAM Development Services
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GOAL

The goal of the Division of Development Services is to protect the health, safety, and welfare of the community by ensuring that all development activities comply with adopted land zoning, design, site plan, and subdivision standards and regulations.

PROGRAM HIGHLIGHTS

1. Completed revisions to the Leon County Land Development Code to correct errors and duplication in the regulations.
2. Initiated the analysis of the Land Development Code to implement Low Impact Development Concepts into the regulations.
3. Continued to coordinate and review a Development Agreement for the proposed development near the southwest corner of the intersection of Bannerman Road and Thomasville Road.
4. Currently reviewing a Planned Unit Development Concept Plan and Zoning Map Amendment application off Natural Bridge Road for a proposed senior living facility on the same property as the current DISC Village development.
5. Reviewed revisions to the Fallschase commercial plat, ultimately resulting in the construction of a new Bass Pro Shop and new Fallschase shopping center signs.

BENCHMARKING

Priorities	Site Plan Types→	Mean time for review of ASAP**, Limited Partitions, and Type A, B, C, D applications		
		Total Days*	Applicant*	Staff*
	Fiscal Year ↓			
G2	2010 Actual	165	117	48
G2	2011 Actual	157***	120	37
G2	2012 Actual	148***	100	48****
G2	2013 Estimate	98	60	38
G2	2013 Actual	82	56	26****

*Total application review time frames represent the average number of calendar days required to complete application review. Applicant time refers to the number of days spent by the applicant resolving deficiencies in the application; staff review refers to the average number of days spent by staff reviewing an application.

**Administrative Streamlined Application Process (ASAP) is a new process implemented in FY 2010. This review process includes minor site plan reviews that require significantly fewer days to complete, resulting in a lower combined mean time for review. ASAP applications represented a majority of the total number of site plans approved during FY 2010.

***Amendments to the Land Development Code (LDC) in late 2010 provided a more expedited review process for site and development plans. These numbers reflect a combination of the previous LDC requirements and the current, more expedited review procedures.

****The increase in staff time in FY12 was due to two larger and complicated plan reviews that are reflected in the overall mean time for the year.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q6,G2	1. # of all construction address assignments	2,106	2,050	2,552
Q6,EN1-4,G2	2. # of site and development plan reviews (Limited Partition, Type A-D)	19	20	42
Q6,EN1-4,G2	3. # of subdivision/site plan exemption determinations	48	55	44
Q6,EN1-4,G2	4. # of Permitted Use Verifications (PUV) and zoning letters issued	95	105	124
EN1-4,G2	5. # of zoning compliance determinations for residential development	672	700	843
Q6,EN1-4,G2	6. # of Board of Adjustment and Appeals Requests	4	5	0
Q6,G2	7. # of Concurrence Management Certificates Issued, small & large projects*	12	20	16
EC2,EN1-4,G2,Q6	8. # of Development Agreements reviewed & DRI Applications Reviewed	2	3	1
Q6,EN1-4,G2	9. # of Land Dev. Code amendments by section, presented to Board	0	10	17

*Small = development that would generate less than 100 P.M. peak hour trips; Large = development that would generate 100 or more P.M. peak hour trips

PERFORMANCE MEASUREMENT ANALYSIS

1. This number exceeds the actuals from last year due to the increase in permitting levels by 21%, a sign of the economic recovery.
2. The number exceeds the previous year by 121% indicating an improved economy.
3. Exempt subdivision reviews are slightly less than the previous year; however, it is within the typical range from previous years.
4. This increase is reflective of the increase in site plan reviews and building permitting, an indicator of economic recovery.
5. Indicative of the increase in building permitting for the year, likely a result of a slow economic recovery.
6. Although no applications were received, this number could reflect the positive impact of the procedural improvements and code updates.
7. The number of concurrence certificates is slightly higher, likely a result of the slow economic recovery.
8. The number of applications is within the range of typically expected submittals; however, it may still be impacted due to a slow economic recovery.
9. Due to the increase in permitting levels and need for several code sections to be updated, this number is considerably higher than the previous year.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-422-537

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	591,127	562,271	587,373	Full Time 9.00	9.00	9.00
Operating	67,910	26,611	68,070	OPS 0.00	0.00	0.00
Transportation	3,629	1,759	3,824			
Capital Outlay	0	0	0			
TOTAL	662,666	590,641	659,267	TOTAL 9.00	9.00	9.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Development Support & Env. Management	DIVISION Environmental Services	PROGRAM FDEP Storage Tank
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GOAL

The goal of the Florida Department of Environmental Protection (FDEP) Storage Tank Program is to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.

PROGRAM HIGHLIGHTS

1. The Storage Tank Program successfully completed its first fiscal year with the expanded inspection duties in Wakulla and Gadsden counties.
2. Storage Tank Program staff completed one hundred percent of the FY12/13 FDEP contract while also performing emergency preparedness activities required by the Governor of Florida.
3. The Storage Tank Program continued to achieve high marks from the annual DEP facility files and field inspections audit.
4. Storage Tank Program staff inspected 100% of regulated storage tanks in Leon County even though FDEP is only requiring fifty percent.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual*	FY 2013 Estimate	FY 2013 Actual
EN1	1. % of regulated facilities inspected within Leon County	544	100%	100%
G2	2. % of requests for customer assistance responded to within contract guidelines	1,013	100%	100%
EN1	3. % of regulated facilities inspected within Wakulla and Gadsden Counties	N/A	50%	55%

*FY 2012 captured the number of compliance inspections and requests for customer service.

PERFORMANCE MEASUREMENT ANALYSIS

1. Completed 100% of regulated storage tank inspections within Leon County, totaling 532 inspections.
2. The actual number of requests for customer assistance is above the FY 2013 estimate and is consistent with past years.
3. 55% of the regulated storage tanks within Wakulla and Gadsden counties were inspected (88 inspections), which exceeds the 50% estimated by the FDEP contract.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 125-866-524

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	139,030	138,451	145,697	Full Time	2.00	2.00
Operating	14,925	5,408	6,089	OPS	0.00	0.00
Transportation	0	0	6,315			
Grants & Aid	0	0	0			
TOTAL	153,955	143,859	158,101	TOTAL	2.00	2.00

Leon County FY 2013 Annual Performance and Financial Report

Department of Facilities Management
Business Plan

Mission Statement

The mission of the Leon County Department of Facilities Management is to serve the people of Leon County as a responsible steward of public real estate and building infrastructure necessary to support county operations in a timely, professional and cost-effective manner.

Strategic Priorities

Economy

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1)
- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2)
- Insure the provision of the most basic services to our citizens most in need so that we have a “ready workforce”. (EC6)

Environment

- Educate citizens and partner with community organizations to promote sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including solar. (EN4)

Quality of Life

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)

Governance

- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s core practices. (G4)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|---|--|
| 1. Complete construction of Leon County Cooperative Extension net-zero energy building. (EN4) | March 2012 (Complete) |
| 2. Implement strategies through library system which advance education and general public information needs, including: Complete construction of expanded Lake Jackson branch Library (Phase 1) and new community center (Phase 2). (Q1, EC1, EC6) | Phase 1
August 2012
Phase 2
November 2012 |
| 3. Implement strategies through library system which advance education and general public information needs, including: redevelop Huntington Oaks Plaza, which will house the expanded Lake Jackson branch Library and new community center, through a Sense of Place initiative (Phase3) –sidewalks. (EC1, Q1) | Phase 3
March 2013 |
| 4. Implement strategies which ensure community’s safety, including: complete construction of Public Safety Complex. (EC2, Q2) | June 2013 |
| 5. Manage and maintain property to support County functions and to meet State mandates for entities such as the Courts. (G5) | Ongoing |

Leon County FY 2013 Annual Performance and Financial Report

Department of Facilities Management

Actions	1. A.	Spearhead the design, construction and implementation of a series of changes to the Leon County Cooperative Extension Building to create a Net-Zero Energy Building. (EN4)	Facilities	
	B.	Provide assistance and resources for the Grand Opening/Ribbon Cutting for Leon County Cooperative Extension Net-Zero Energy Building; which will provide education to the community in means of developing renewable energy and the utilization of sustainable practices. (EN3,EN4)	Facilities, Resource Stewardship	
	2. A.	Provide assistance and resources for the Grand Opening/ Ribbon Cutting Ceremony for the new Lake Jackson Branch Library and New Community Center facilities. (Q1, EC1)	Facilities, Library Services	
	B.	Spearhead the design and construction of the Lake Jackson Community Center scheduled to begin construction September 2012 and actively participate, provide resources and assistance for the Grand Opening/Ribbon Cutting Ceremony with an anticipated completion scheduled for November 2012. (Q1, EC1)	Facilities, Parks & Recreation	
	3. A.	Actively participate and interact in all public workshops on the redevelopment of the Huntington Oaks Plaza to address the general public's informational needs. (EC1, Q1)	Facilities, PLACE	
	B.	Continue to provide updated and accurate information to County Administration and the Board of County Commissioners regarding the status of the redevelopment and completion process for the Huntington Oaks Plaza. (EC1, Q1)	Facilities, PLACE	
	C.	Spearhead the design and construction of sidewalks, a driveway, parking lot, and bus stop at the Huntington Oaks Plaza to create a Sense of Place. (EC1, Q1)	Facilities, PLACE	
	4. A.	Provide updated and accurate information to County Administration and the Board of County Commissioners as to the development and construction process for the Public Safety Complex. (EC2, Q2)	Facilities, COT	
	B.	Provide assistance and resources for the Grand Opening/Ribbon Cutting for Public Safety Complex. (EC2, Q2)	Facilities, COT	
	C.	Develop, implement, and monitor an operating expense budget for the Public Safety Complex facilities as part of the Annual Budget. (EC2, Q2)	Facilities, COT, OMB	
	5. A.	Continue to provide and maintain facilities for the Board, Constitutional Officers, and the Courts. (G5)	Facilities	
	B.	Strategically develop, design and implement an annual survey with involvement by customers in regards to planning and scheduling building renewal and replacement schedules within each County building and office. (G1, G2, G5)	Facilities, County Departments	
	C.	Major Maintenance/improvements planned for FY13 consist of: refurbishing the concrete area and replacing front door at the Main Library located on Call St.; Life Safety improvements in the Bank of America building with stairwell pressurization; revolutionize more energy efficient elevator equipment for elevators 1 and 2 at the Leon County Courthouse; roof replacement at the Community Service building located at Appleyard Drive; construct energy upgrades to HVAC and lighting systems at Huntington Oaks Plaza. (G1, G2, G5)	Facilities	
	Performance Measures*	Q1	% of Work Orders opened for Preventative Maintenance	75% Pg. 1-39
		Q1,Q2	% of Work Orders closed within the year	93% Pg. 1-39
G2,G4		% of Field Work Force converted to Mobile Technology Interface	11% Pg. 1-39	
EC1,EN4		% of Square Footage for which Annual Facility Surveys Completed	72% Pg. 1-39	

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Facilities Management	Facilities Management	General Operations & Real Estate Management

GOAL

The goal of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, construction, and operating services; in order to provide clean, safe, and fully functional County facilities.

PROGRAM HIGHLIGHTS

1. Completed Public Safety Complex and held grand opening in July 2013. The PSC was fully operational in September 2013.
2. Completed the new Lake Jackson Community Center and held grand opening in February 2013
3. Completed first year of operating at the Sustainable Demonstration Center as a net-zero facility.
4. Started the upgrade of the new Addressable Fire Alarm System at the Courthouse, which will be completed in 2014.
5. The Real Estate Division has developed an extensive list of surplus properties that could potentially be used for affordable housing projects.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G5	Square Footage Maintained per Maintenance Employee	74,743	49,000 sq ft
G5	Square Footage Maintained per Administrative Employee	568,048	620,000 sq ft
G5	Square Footage Maintained per Supervisor Employee	236,687	275,000 sq ft
G5	Square Footage Maintained per Customer Service Technician	946,746	462,000 sq ft
G5	Repair and Maintenance cost per Square Foot – Administrative	\$2.08	\$2.02 sq ft
G5	Repair and Maintenance cost per Square Foot – Other Costs	0.98	0.78 sq ft
G2,G5	% Internal Customers rating Facilities Management responding promptly to needs	95%	95%

* Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) 2009 Center for Performance Management

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2,EC2	1. \$ volume of capital projects managed (millions)	\$34.4	\$30	\$25
Q1,Q2	2. # of work orders opened	17,162	15,550	16,717
Q1	3. % of work orders opened for preventative maintenance	70%	75%	71%
Q1,Q2	4. % of work orders closed within the year	99%	90%	93%
EC1,Q1,Q24	5. % of square footage for which annual surveys completed	N/A	75%	72%
G2	6. % of Field Work Force converted to Mobile Technology interface	N/A	15%	11%
Q2,EC2	7. Total square footage of County facilities maintained	1,555,307	1,555,832	1,555,832

PERFORMANCE MEASUREMENT ANALYSIS

1. The volume of capital projects managed decreased due to the completion of large projects such as the Lake Jackson Town Center and the Public Safety Complex.
2. The work orders opened increased due to new addition of the Public Safety Complex.
3. Performance maintenance work orders remained consistent.
4. Due to the number of new projects generated during the requests for facilities improvements process, several work orders were still in process at year end.
5. Measures the percentage of County leased/owned facilities (including proposed) where Facilities Management resources were used.
6. Additional technology training was required for staff. In addition, modifications were required to make the system more user-friendly.
7. Increase due to correcting square footage for the Miccosukee Community Center.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-150-519/001-156-519

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	2,628,302	2,741,434	2,634,119	Full Time	42.00	42.00	39.00
Operating	4,677,071	3,783,448	4,629,398	OPS	0.00	0.00	0.00
Transportation	78,464	80,281	107,245				
Capital Outlay	7,300	7,283	10,000				
TOTAL	7,391,137	6,612,445	7,380,762	TOTAL	42.00	42.00	39.00*

*Elimination of three positions: Project Coordinator and two Facilities Technician positions associated with programmatic budget reductions.

Leon County FY 2013 Annual Performance and Financial Report

Department of PLACE
Business Plan

Mission Statement

The mission of the Department of PLACE is to serve the citizens of Tallahassee and Leon County by providing the City and County Commissions, the Planning Commission, numerous boards, committees, residents and businesses with accurate information, creative solutions, effective planning recommendations and expertise in the areas of long range, land use, environmental and transportation planning.

Strategic Priorities

Economy

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1)
- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2)
- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4)

Quality of Life

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including: completing the enhancements to and the programming of the Cascades Park amphitheater. (Q4)
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6)
- Further create connectedness and livability through supporting human scale infrastructure and development, including: enhancing our multimodal districts. (Q7)

Environment

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum countywide environmental standards. (EN1)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|--|---------|
| 1. Identify revisions to future land uses which expand opportunities to promote and support economic activity. (EC2) | Ongoing |
| 2. Consider policy to encourage redevelopment of vacant commercial properties. (EC2) | Ongoing |
| 3. Implement strategies that protect the environment and promote orderly growth, including: consider mobility fee to replace concurrency management system. (EN1, EN2) | Ongoing |
| 4. Implement strategies which plan for environmentally sound growth in the Woodville Rural Community including: promote concentrated commercial development in Woodville. (EN1, EN2, Q5) | Ongoing |
| 5. Implement strategies which advance parks, greenways, recreational offering, including update Greenways Master Plan. (EC1, EC4, Q1) | Ongoing |
| 6. Implement strategies that support amenities which provide social offerings, including: consider construction Cascades Park amphitheatre, in partnership with KCCI. (EC1, EC4, Q4) | Ongoing |
| 7. Implement design studio. (Q6, Q7) | Ongoing |
| 8. Implement strategies that preserve neighborhoods and create connectedness and livability, including: implement visioning team. (Q6, Q7) | Ongoing |
| 9. Develop performance level design standards for Activity Centers. (Q6, Q7) | Ongoing |
| 10. Revise Historic Preservation District Designation Ordinance. (Q6) | Ongoing |
| 11. Develop design standards requiring interconnectivity for pedestrians and non-vehicular access. (Q6,Q7) | Ongoing |
| 12. Establish Bicycle & Pedestrian Advisory Committee and develop bike route system. (Q7) | Ongoing |

Leon County FY 2013 Annual Performance and Financial Report

Department of PLACE

Actions	1.	Work with the Community Redevelopment Agency Development Services to identify code requirements that are creating problems for business expansion and development. Initiate code or Comp Plan revisions as needed. (EC1, Q7)	Comp Plan & Land Use Div.
	2.	Explore and develop ideas for redevelopment of vacant lots and review redevelopment methods utilized in other states and counties, create a list of options for BCC review. (EC1, Q6)	Comp Plan Div.
	3.	Continue development of the mobility fee concept for review by the BCC and City Commissions. (Q7)	Comp Plan Div.
	4.	Support the County's priority for Woodville development by reviewing the zoning and Comp Plan categories for Woodville area to ensure they promote appropriate growth. Provide a list of results and solutions to the lead department and follow up as required. (Q6, Q7)	Comp Plan & Land Use Div.
	5.	Continue review and update of Greenway Master Plan. (EC1, Q6, Q7)	Comp Plan Div.
	6.	Develop guidelines and goals for visioning team, identify the team and begin meetings to develop design guidelines for activity centers. (Q4)	Comp Plan Div.
	7.	Complete creation of design studio. (Q6)	Comp Plan Div
	8.	Develop guidelines and goals for visioning team, identify the team and begin meetings to develop design guidelines for connectedness; complete performance level design standards for Activity Centers. (Q4)	Comp Plan & Land Use Div.
	9.	Complete rewrite of Historic District Designation Ordinance by June 2013. (Q6, Q7)	Land Use Div.
	10.	Complete creation of design standards for interconnectivity for pedestrians and non-vehicular access. (Q1, Q7)	Comp Plan & Land Use Div.
	11.	Present options for creation of the Bicycle & Pedestrian Advisory Committee to BSS and CC. (EC1, Q1, Q7)	Comp Plan Div.
	12.	Work with Public Works Department to identify opportunities for the completion of the bike route system.(Q1, Q4, Q7)	Comp Plan Div.
Performance Measures*	EN1	# of Land Use Applications processed, including site plans, text amendments, subdivisions, plats, etc...(City & County).	111 Pg. 1-42
	EC2	# of Rezoning, PUDs processed.	17 Pg. 1-42

**Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT

Department of PLACE

DIVISION

Planning Department

PROGRAM

Planning Department

GOAL

The goal of the Planning Department is to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long range land use, environmental and transportation planning, and in land use administration to the City and County governments, the Planning Commission, appointed boards and committees, residents and businesses.

PROGRAM HIGHLIGHTS

1. In October 2012, the City Commission approved the Stoney Creek Development Agreement for 16 acres at the intersection of Fred George Road and Old Bainbridge Road. Also, both the City and County commissions approved the proposed Comprehensive Plan land use map amendment for this property, changing it from Residential Preservation to Urban Residential, and the City Commission approved the requested rezoning from Residential Preservation – 2 to Residential – 4. This will allow more housing units in an emerging urban node with existing water and sewer service, increased mass transit service, and shopping and a new County library within walking distance.
2. In November 2012, Blueprint 2000 held a Ribbon Cutting Ceremony for Capital Circle Southeast (Crawfordville Highway to Woodville Highway). The project was funded by the 2009 American Recovery and Reinvestment Act (ARRA) Program. This was a Design-Build project which widened approximately 1.15 miles of the existing two-lane Capital Circle SE from west of Woodville Highway to east of Crawfordville Road to a multi-lane urban principal arterial. Project Improvements include three 12-foot travel lanes in the eastbound direction and four 12-foot travel lanes in the westbound direction utilizing a 36-foot grass median. In addition, a 4-foot bicycle lane in each direction with a 5-foot sidewalk and 10-foot meandering sidewalk located on the southside and northside of roadway were also constructed. The project includes curb and gutter, stormwater improvements and landscaped median and borders.
3. A full-size prototype for a Downtown pedestrian wayfinding sign was installed on Kleman Plaza in February 2013. The prototype is a model for pedestrian wayfinding signs throughout Downtown, and for places in the city such as Midtown, Gaines Street, Frenchtown, Cascades Park, and the historic districts. Sign pole colors and details may vary by district. Planning is working on a complementary vehicular wayfinding system to replace existing vehicular signs in the downtown area.
4. In April 2013, Leon County and the City of Tallahassee's Blueprint 2000 Intergovernmental Agency reopened Franklin Boulevard after completing major stormwater improvements and roadway reconfiguration which included sidewalks, a trail system, landscaping and lighting to make an attractive gateway to Cascades Park.
5. The Leon County Bicycle Route Network was approved by the Board on May 28, 2013 and the Tallahassee City Commission on June 26, 2013. An interconnected bicycle route network with formally designated east-west and north-south connectors is an integral component of the community's alternative transportation network. In an effort to establish a well-connected, user-friendly bicycle network, the City of Tallahassee and Leon County have been working with local cycling groups for the past 1½ years to identify potential bicycle routes and connections to existing cycling facilities with the goal of adopting and designating a comprehensive bicycle network throughout the urban areas of Leon County.
6. Also on May 14 and 22, 2013, Leon County and the City of Tallahassee's Commissions accepted the Greenways Master Plan Update. The original Plan was adopted in 2004. Many of its recommendations for acquisition of environmentally sensitive lands have been implemented. The updated Plan now proposes a system of shared use paths throughout the City and County that will connect many of these areas, including existing parks, to residential and other areas. The proposed trail system includes approximately 140 miles of new shared use paths, paved, gravel, and otherwise, that are similar to existing trails such as the St. Marks Trail, the Goose Pond Trail, and others in the urban area. The Plan identifies and prioritizes 29 separate greenway projects with a total estimated construction cost of \$41.5 million. Proposed greenway trails include approximately 78 miles within unincorporated Leon County and 61 miles within the City of Tallahassee.
7. The redesigned Palmer Avenue, which was the first priority of the Monroe-Adams Sense of Place Plan, was completed in July 2013. Future cross streets and medians on Monroe Street are the next priorities as funding becomes available.
8. The Tallahassee-Leon County Civil Rights Heritage Walk, designed by the Planning Department in 2009, was completed the week of August 12, 2013, and a dedication ceremony was held in late September. This project was developed with a citizens' committee and in close collaboration with the CRA and COT Public Works, the memorial sidewalk on East Jefferson Street commemorates the Tallahassee bus boycott of 1956, and the downtown lunch counter sit-in demonstrations of 1960-1963.
9. Blueprint 2000 released plans for the Smokey Hollow Commemoration in Cascades Park for construction bids. From a concept by the Planning Department, the design was developed with a citizen committee, Blueprint 2000 staff, and architects, who worked pro bono. On the present site of Cascades Park, Smokey Hollow was a historic African-American neighborhood that was cleared by Urban Renewal in the early 1960's. The commemoration includes park structures, history-appropriate landscaping, interpretive signage, and a memorial fountain.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EC1	1. # of Land Use Applications Processed, including Site Plans, Text Amendments, Subdivisions, Plats, etc. (City and County)	111	130	111
EC1	2. # of Rezoning, PUDs Reviewed	21	35	17
EC1	3. # of Comp Plan Amendments Analyzed and Processed	10	16	16
EC1	4. # of SF on Non-Residential Development Permitted in the Southern Strategy Area	7,452	10,000	56,578
EC1	6. # of Residential Dwelling Units Permitted within the Southern Strategy Area	24	35	11
EC1	7. # of GIS Layers Actively Maintained	7	7	7
EC1	8. Public workshops/Listening sessions/Neighborhood meetings	27	35	21
EC1	9. Direct mail notices	9,180	9,200	10,740

PERFORMANCE MEASUREMENT ANALYSIS

1. The number of development applications processed is driven by external economic factors and the number of applications received.
2. The number of rezoning and planned unit development applications reviewed and processed is based on the number of applications received.
3. The number of applications submitted and/or withdrawn determines the number of Comprehensive Planning amendments to be processed.
4. The square footage of non-residential development permitted in the Southern Strategy area was higher than the budgeted figure as a result of a few larger projects including 20,895 square feet by Goodwill Industries and a 9,118 square feet Dollar General.
5. The number of residential dwelling units in the Southern Strategy area was lower than budgeted figure as a result of the continued low-levels of new residential construction. The number of development applications processed is driven by external economic factors and the number of applications received.
6. The Planning Department actively maintains seven GIS layers to assist in the Planning process for Tallahassee and Leon County.
7. The number of meetings is driven by areas of community involvement and interest.
8. The number of direct mail notices is driven by the size of the location of the areas being noticed.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-817-515

	<u>FINANCIAL*</u>			<u>STAFFING**</u>		
	FY 2013 <u>Adj. Budget</u>	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>	FY 2013 <u>Adopted</u>	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>
Personnel	74,410	77,503	66,419	Full Time 26.00	26.00	26.00
Operating	35,000	17,689	25,000	OPS 0.00	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	882,061	658,733	747,114			
TOTAL	991,471	753,925	838,533	TOTAL 26.00	26.00	26.00

* County portion of funding only.

** Total City/County staffing.

Leon County FY 2013 Annual Performance and Financial Report

Office of Financial Stewardship
Business Plan

Mission Statement

The mission of the Office of Financial Stewardship is to provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator and Board departments, offices and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

Strategic Priorities

Economy

- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4)

Quality of Life

- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)
- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)
- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including completing the enhancements to and the programming of the Cascade Park amphitheater. (Q4)

Environment

- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

Governance

- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core practices. (G4)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|---|----------|
| 1. Implement strategies that support amenities which provide social offerings, including: evaluate opportunities to maximize utilization of Tourism Development taxes and to enhance effectiveness of County support of cultural activities including management review of COCA (EC4,Q4,G5) | Complete |
| 2. Fund Sheriff's operations, containing law enforcement, corrections, emergency management, and enhanced 9-1-1 (Q2) | Ongoing |
| 3. Support of Regional Trauma Center (Q3) | Ongoing |
| 4. Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including: institute financial self-service module, document management, and expanded web-based capabilities in Banner System (EN4,G2) | Ongoing |
| 5. Implement strategies which ensure responsible stewardship of County resources, including: revise program performance evaluation and benchmarking (G5) | Ongoing |
| 6. Maintain a work environment free from the influence of alcohol and controlled illegal substances (Q2) | Ongoing |
| 7. Support employee Safety Committee (Q2,G4) | Ongoing |
| 8. Conduct management reviews (G5) | Ongoing |
| 9. Provide and enhance procurement services and asset control (G5) | Ongoing |
| 10. Develop an annual balanced budget and Capital Improvement Program (G5) | Ongoing |

Leon County Fiscal Year 2013 Tentative Budget

Office of Financial Stewardship

Actions	1.	Provide support to Tourist Development regarding accurate revenue forecasts, and present and implement findings of the COCA management review to ensure the best utilization of Tourist Development grant expenditures for cultural activities. (EC4, Q4, G5)	OMB	
	2.	Provide updated and accurate information to County Administration and the Board of County Commissioners regarding the Sheriff's funding requests to ensure adequate resources are provided for public safety. (Q2, G5)	OMB	
	3.	Provide accurate information to County Administration and the Board of County Commissioners regarding funding requests for the Regional Trauma Center including the leveraging of state healthcare grant dollars. (Q3, G5)	OMB	
	4.	Continue participation and interaction with the Banner Team to ensure adequate resources are provided to keep the financial, personnel and financial management system (Banner) operating in the most efficient manner for the organization. (EN4, G2)	Purchasing/OMB	
	5.	Assist and provide resources to departments and divisions in developing and refining performance measures that provide relevant outcomes that are aligned with the County's vision, mission and strategic priorities. (G2, G5)	OMB	
	6.	Continue to provide adequate resources to Risk Management and Human Resources in order to continue the necessary alcohol and drug monitoring for employees with commercial drivers licenses and new hires. (Q2)	Risk Management	
	7.	Continue chairing the County Safety Committee to ensure compliance with adopted safety policies to ensure a safe work environment to reduce injuries and workers' compensation claims. (Q2, G4)	Risk Management	
	8.	As requested by the Board of County Commissioners and/or the County Administrator conduct thorough management reviews to ensure the best utilization of County resources and recommend operational efficiencies. (G2,G5)	OMB	
	9.	Monitor procurement process and asset management system to ensure the greatest utilization of county expenditures for services, and make recommendations for improvements when necessary. (G5)	Purchasing	
	10.	Ensure the development of the annual budget conforms to the state statutory guidelines, and provide the Board pertinent information at workshops regarding funding requests and available revenues. (G5)	OMB	
Performance Measures	G2	% of departmental performance measures reviewed	100%	Pg. 1-46
	G2	# of program management reviews performed	0	Pg. 1-46
	Q2	% change in workers' compensation claims from prior year	32%	Pg. 1-51
	G2	\$ amount of Central Purchasing Office purchases per Central Purchasing FTE	\$19.9 million	Pg. 1-47
	G5	Ratio of bids protests to total solicited bids	0:69	Pg. 1-47
	G2	% operating cost to the total dollar value of warehouse issuances	20%	Pg. 1-50
	G5	# of pre-bids meetings held to provide information to potential vendors on County projects	40	Pg. 1-47

**Note: Performance Measures reflect FY 13 actuals and trend data can be found on individual Department (Program) sheets unless otherwise indicated.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Financial StewardshipDIVISION
Office of Management & BudgetPROGRAM
OMB**GOAL**

The goal of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials, and staff.

PROGRAM HIGHLIGHTS

- Received the Government Finance Officers Association of the U.S. and Canada's Distinguished Budget Award for the 23rd consecutive year. The budget received special recognition as an Outstanding Policy Document and Outstanding as an Operations Guide.
- Facilitate the LEADS Cross Departmental Team process to identify opportunities for cost reductions, cost avoidance and efficiency.
- Implemented departmental quarterly capital project reporting, which allows for more effective planning and allocation for funding CIPs.
- Prepared a balanced FY2013/2014 budget at a \$674,040 decrease from FY2012/2013. Since FY2007/2008 Leon County's budget has been reduced by \$62.3 million or 21.9%.
- Provided the organizational lead on submitting service level benchmarking data to the Florida Benchmarking Consortium. This data allowed the County to compare its service to other Florida jurisdictions and provided essential information needed for better decision making, accountability, and service delivery.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G5	Employees per 1,000 residents	1:724	1:1064*

*Benchmark is generated from the average net budget per county resident of Like-Sized counties. Benchmarked Counties include: Alachua, Escambia, Lake, Osceola, St. Johns and St. Lucie.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G5	1. Meet all requirements of FL Statues 129 and 200 (Truth in Millage)	Yes	Yes	Yes
G5	2. Forecast actual major revenue sources within 5% of the budget (actual collections as a % of budget)	99%	99%	99%
G2	3. Process budget amendment request within 2 business days or the next scheduled Board meeting (% is an estimate)	98%	100%	98%
G5	4. Submit 2 semi-annual performance reports by May 30 and November 30	1	2	2
G2	5. Review all agenda items in less than 2 days 95% of the time	95%	98%	95%
G2	6. Percentage of departmental performance measures reviewed	100%	100%	100%
G2	7. Number of program management reviews performed	1	1	0

PERFORMANCE MEASUREMENT ANALYSIS

- Leon County received a letter of compliance from the State Department of Revenue for meeting all the FY 2014 Truth in Millage notification requirements.
- Major revenues accounted for 75% of all revenue receipts. The forecast of revenues was 1.9% less than actual receipts.
- The office processed 62 administrative and board amendments during the fiscal year. Of the processed amendments, 61 or 98% were processed within two business days.
- A mid-year performance report and an annual performance report were submitted by the required deadlines.
- During the fiscal year OMB reviewed 89 agenda items. Of the agenda items submitted, 85 or 95% were reviewed within two days.
- The office reviewed 100% of the performance measures submitted by departments.
- No management reviews were requested or conducted during the FY 2013 fiscal year.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-130-513

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	503,400	505,565	597,364	Full Time	7.00	7.00	7.00
Operating	72,690	61,520	77,186	OPS	0.00	0.00	0.00
Capital Outlay	0	0	0				
TOTAL	576,090	567,085	674,550	TOTAL	7.00	7.00	7.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Financial StewardshipDIVISION
PurchasingPROGRAM
Procurement**GOAL**

The goal of the Procurement Program is to provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality at the lowest possible cost, through open and fair competition.

PROGRAM HIGHLIGHTS

1. Provided on-going customer service and support to County staff in procurement activities through processing purchase orders, informal bids, policy interpretation, and other assistance as well as preparation and handling of almost 70 solicitations and associated contract documents.
2. Provided management oversight of the County Purchasing Card Program and the E-Payables electronic payment system which realized an annual rebate exceeding \$75,000.
3. Represented Leon County in Reverse Trade Shows sponsored by chapters of the National Institute of Governmental Purchasing.
4. Annual Inventory of all fixed assets was completed and there were no missing items.
5. Both internet auctions and on-site surplus sales generated a return of almost \$150,000 this fiscal year.

BENCHMARKING

Priorities	Benchmark Data	Leon County	ICMA Mean (All Jurisdictions)	ICMA Median
G2, G4	\$ amount of Central Purchasing purchases per Central Purchasing FTE (Millions)	\$19.9	\$20.5	\$13.0
G2, G5	% of Purchasing Conducted with Purchasing Card	7.68%	5.87%	2.56%

Benchmark Source: International City/County Management Association Comparable for Performance Measurement 2010

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2, G5	1. % of completed requisitions for purchase orders processed within 2 days of receipt	100%	100%	100%
G2, G4, G5	2. % of bids/RFPs processed within 45 work days of receipt of request	100%	100%	97%
G2, G5	3. # of Purchase Orders Issued	2,863	2,625	2,361
G2, G5	4. \$ Volume of Purchase Orders Issued	\$107 million	\$93.9 million	\$66.9 million
G2, G4	5. \$ amount of Central Purchasing Office purchases per Central Purchasing FTE (3.35 FTE allocated)	\$31.9 million	\$28.05 million	\$19.9 million
G2, G5	6. # of Bids Issued	64	70	69
G2, G5	7. Purchasing Card Volume	\$5,502,704	\$5,846,956	\$5,654,280
G5	8. Purchasing Card Rebate	\$77,037	\$81,857	\$79,160
G2, G5	9. # of pre-bid meetings held to provide information on County projects to vendors	39	40	40
G2, G5	10. Ratio of bids protests to total solicited bids	0:64	0:70	0:69

PERFORMANCE MEASUREMENT ANALYSIS

1. Primary attention is given to processing requisitions so that County staff receives needed materials and services in a timely manner.
2. Bids and RFPs are drafted and reviewed by divisions in timely manner to ensure needs are met. This fiscal year there were two solicitations that exceeded the performance measure due to their complexity and the participation of diverse stakeholders from multiple agencies and areas of expertise.
3. Number of purchase orders decrease in relation to a more extensive use of the Purchasing Card and the completion of a large capital project; the Public Safety Complex.
4. The decrease results from the completion of the construction of the Public Safety Complex.
5. The decrease results from the completion of the construction of the Public Safety Complex.
6. This measure remains fairly level, but is impacted by the number of large value projects needed by the County.
7. The P-Card volume is steadily increasing as more cards are used for small purchases and recurring bill payments.
8. The increased rebates are due to the state contract being renegotiated resulting in a higher basis point for rebates and the larger volume of spending for both P-Card and E-Payables.
9. The number of pre-bid meetings held for vendors about County projects was consistent with past years.
10. No bids were protested among the 69 solicitations during FY 13.

Leon County Government

FY 2013 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-140-513

	<u>FINANCIAL</u>			<u>STAFFING</u>			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014* Budget	
Personnel	211,311	215,251	264,403	Full Time	3.00	3.00	4.00
Operating	19,315	9,974	22,120	OPS	0.00	0.00	0.00
Transportation	0	0	1,842				
Grants & Aid	0	0	0				
TOTAL	230,626	225,225	288,365	TOTAL	3.00	3.00	4.00

*Position increase due to the consolidation Property Control and Procurement and the realignment of Property Control Specialist position to Procurement.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Financial Stewardship	DIVISION Purchasing	PROGRAM Property Control
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GOAL

The goal of the Property Control Program is to create and maintain an exemplary records and management control program for the tangible personal property of Leon County.

PROGRAM HIGHLIGHTS

1. Annual Inventory of all fixed assets was completed and there were no missing items.
2. Use of both internet auctions and on-site surplus sales generated a return of almost \$150,000 this fiscal year.
3. The Purchasing & Property Control Specialist has continued monitoring the P-Card, and E-Payables programs as well as increased back-up of Warehouse personnel due to staff reductions.

PERFORMANCE MEASURES

Priorities	Performance Measures*	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2, G5	1. Decrease the % of items not located in the annual inventory from the prior year (reflects percentage decrease in items missing from the prior year)	33%	NA*	100%
G2, G5	2. # New Assets Tagged	580	NA*	605
G2, G5	3. \$ Value of New Assets	\$4,485,655	NA*	\$3,516,255
G2, G5	4. # of Assets at Year End	6,735	5,200	6,591
G2, G5	5. Year End Total Asset Value (millions)	\$52.4	\$44	\$53
G2, G5	6. # of Surplus Auctions	20	30*	26
G2, G5	7. \$ Value of Auction Proceeds	\$183,879	\$250,000*	\$147,794
G2, G5	8. Items Not Found In Inventory After 3 yrs - Deleted 3rd Year (Annual Inventory)	2	0	0

*Inventory and auction activity based on departmental activity. Data points are collected annually; therefore, there is no year to date data from which to forecast. Annual activity is not linear from prior years; therefore, forecasting methods are not practical.

PERFORMANCE MEASUREMENT ANALYSIS

1. All items were located during the FY13 inventory compared to two items that were not located from the prior fiscal year inventory.
2. The increase in new assets reflects a large increase due to the construction and outfitting of the Public Safety Complex.
3. The increase in the value of new assets reflects a large increase due to the construction and outfitting of the Public Safety Complex.
4. There is an increase of the number of assets due to the construction and outfitting of the Public Safety Complex.
5. The increase in the value of assets is primarily due to the purchase of new equipment for the Public Safety Complex.
6. A decrease in the number of surplus items available for sale is reflected in the number of auctions conducted.
7. A decrease in the number of surplus items available for sale is reflected in the reduced auction proceeds.
8. All items were located and there were no deletions from inventory.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-142-513

	FINANCIAL			STAFFING			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014* Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014* Budget	
Personnel	43,187	45,483	-	Full Time	1.00	1.00	0.00
Operating	3,470	2,354	-	OPS	0.00	0.00	0.00
Transportation	2,052	871	-				
Capital Outlay	0	0	-				
Grants & Aid	0	0	-				
TOTAL	48,709	48,708	-	TOTAL	1.00	1.00	0.00

*Property Control and Property Control Specialist costs have been realigned to Procurement in the FY 2014 budget.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Financial Stewardship

DIVISION
Purchasing

PROGRAM
Warehouse

GOAL

The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate work routines of County departments.

PROGRAM HIGHLIGHTS

1. Annual Warehouse inventory showed a loss of \$994 or 0.46 % of the total valuation as compared to the national standard of +/- 1.5%.
2. Annual Warehouse turnover rate of 2.88 is almost double the national standard benchmark of $\geq 1.5\%$.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G2, G5	Inventory Turnover Rate (sales / inventory value)	2.88%	Greater than or equal to 1.5%
G2, G5	Annual inventory loss/gain (to measure operational accuracy)	0.46%	Less than 1.5%+/-

Benchmark Sources: National Institute of Governmental Purchasing, Inc. (NIGP)

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2, G5	1. Cost per issuance	\$8.16	\$8.12	\$8.23
G2, G5	2. Operational cost as a % of total dollar value of issuances (expenses / \$ value of issuances)	20.33%	22.06%	20.00%
G2, G5	3. # of issuances	15,180	14,980	14,956
G2, G5	4. \$ volume of issuances	\$609,394	\$540,990	\$615,625

PERFORMANCE MEASUREMENT ANALYSIS

1. A combination of consistent fixed costs, a slight reduction in the number of issuances, and higher commodity prices resulted in a slight increase in the cost per issuance.
2. This is a result of the combination of increased sales dollar volume and reduced operational costs.
3. The single biggest factor in this decrease is due to the overall decrease in operating expenditures for Public Works, which decreased the number of work crews, which in turn decreased the support requests from purchasing.
4. The slight increase is primarily due to higher commodity prices as well as increased supplies for EMS and the increase in fleet supplies issued.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-141-513

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	110,947	84,889	88,093	Full Time	2.00	2.00
Operating	2,559	2,178	2,804	OPS	0.00	0.00
Transportation	7,955	3,572	3,000			
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	121,461	90,639	93,897	TOTAL	2.00	2.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Financial Stewardship	DIVISION Office of Management & Budget	PROGRAM Risk Management
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GOAL

The goal of Risk Management is to provide our customers with courteous and professional services, in the area of risk management.

PROGRAM HIGHLIGHTS

1. Prepared, negotiated and coordinated all County insurance programs with the exception of the employee health/life insurance
2. Processed, recorded and maintained all instances of damage claims filed against the County.
3. Processed and evaluated 1047 background checks for County volunteers.

PERFORMANCE MEASURES

Risk Management is the process of managing the County's activities in order to minimize the total long-term costs of all accidental losses and their consequences. This is accomplished through risk identification, risk control, and risk finance.

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G5	1. % change in workers' compensation claims from prior year	+20%	-16%	-32%
G5	2. Provide one safety/loss control training quarterly as training needs are identified by program areas	4	4	14
G5	3. Investigate auto accidents and report findings and corrective action	18	10	23
G5	4. Coordinate Safety Committee monthly to identify accidents trends and recommend preventative training as appropriate	12	12	12

PERFORMANCE MEASUREMENT ANALYSIS

1. The number of workers' compensation claims reduced from 150 to 102 in FY 13; 32% decrease.
2. Four (4) separate safety training topics provided at four (4) sites.
3. There was a 27% increase in automobile accidents compared to FY 11/12.
4. Strong Safety Committee attendance and participation continues year to year.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 501-132-513

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	95,386	93,741	99,530	Full Time	1.00	1.00	1.00
Operating	134,104	90,932	134,134	OPS	0.00	0.00	0.00
Capital Outlay	0	0	0				
Grants & Aid	0	0	0				
TOTAL	229,490	184,673	233,664	TOTAL	1.00	1.00	1.00

Leon County FY 2013 Annual Performance and Financial Report

**Economic Development & Business Partnerships
Business Plan**

Mission Statement

The mission of the Leon County Office of Economic Development & Business Partnerships is to guide the County’s economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist vendors in navigating and competing in today’s marketplace, and leveraging existing resources to maximize the infusion of financial capital in to the local community.

Strategic Priorities

Economy

- Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1)
- Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (EC2)
- Strengthen our partnerships with our institutions of higher learning to encourage entrepreneurship and increase technology transfer and commercialization opportunities, including: the Leon County Research and Development Authority and Innovation Park. (EC3)
- Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4)

Quality of Life

- Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1)
- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)
- Enhance and support amenities that provide social offerings for residents and visitors of all ages, including completing the enhancements to and the programming of the Cascade Park amphitheater. (Q4)

Environment

- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

Governance

- Sustain a culture of transparency, accessibility, accountability, and the highest standards of public service. (G1)
- Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.(G3)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Strategic Initiatives
October 1, 2011– December 31, 2013

1. Evaluate sales tax extension and associated community infrastructure needs through staff support of the Leon County Sales Tax Committee (EC1,G3,G5)	June 2012
2. Implement strategies that support business expansion and job creation, including: evaluate start-up of small business lending guarantee program (EC2)	Ongoing
3. Implement strategies that support business expansion and job creation, including: identify local regulations that may be modified to enhance business development (EC2)	Ongoing
4. Implement strategies that support business expansion and job creation, including: implement Leon County 2012 Job Creation Plan (EC2)	Ongoing
5. Implement strategies that support Innovation Park and promote commercialization and technology transfer, including being a catalyst for a stakeholder’s forum (EC2, EC3)	Ongoing
6. Implement strategies that promote the region as a year round destination, including: evaluate competitive sports complex engagement with partners such as KCCI (EC4,Q1,Q4)	Ongoing
7. Partner with and support Economic Development Council (EC2)	Ongoing
8. Partner with City, EDC, and State to support Qualified Targeted Industry Program (EC2)	Ongoing
9. Partner with City and EDC to support Targeted Business Industry Program (EC2)	Ongoing

Leon County FY 2013 Annual Performance and Financial Report

Economic Development & Business Partnerships

Strategic Initiatives <small>October 1, 2011 – December 31, 2013</small>	10. Partner with and support Frenchtown /Southside Redevelopment Area (EC2)	Ongoing
	11. Partner with and support Downtown Redevelopment Area (EC2)	Ongoing
	12. Support and consider recommendations of Town and Gown Relations Project (EC3)	Ongoing
	13. Implement strategies which promote access, transparency, and accountability, including explore providing on- demand –“Get Local Videos” (G1)	Ongoing
	14. Leverage Grant Opportunities with community partners(Q3, G5)	Ongoing
	15. Implement strategies to maximize grant funding opportunities, including institute Grants Team (G5)	Ongoing
	16. Implement strategies to maximize grant funding opportunities, including: develop and institute an integrated grant application structure (G5)	Ongoing
Actions	1. Prepare workshop materials for Board consideration on the extension of the infrastructure surtax including capital project needs and economic development opportunities. Continue to provide staff support for the Sales Tax Committee. (EC1, G5)	EDBP, PLACE, Public Works, DSEM, OMB
	2. A. Identify shelf-ready incentives, including small business loan guarantees, to support business expansion and job creation. (EC2)	EDBP, MWSBE,EDC, City, State DEO, Federal SBA, local lenders
	B. Expand training, networking, and outreach opportunities in the local market area in order to increase the number of certified MWSBE vendors. (EC2)	
	C. Continue to provide information and technical support to enhance MWSBE utilization of procurement opportunities with Leon County. (EC2)	
	3. Identify local regulations that may be modified to enhance business development. (EC2)	CAO, DSEM, EDC
	4. Continue the implementation of the Leon County 2012 Job Creation Action Plan. (EC2)	EDBP, EDC
	5. Organize a stakeholders’ forum and serve as a catalyst in acquiring commercialization and technology transfer opportunities. (EC2)	EDBP, Economic Development Partners
	6. Present the market feasibility analysis for a visitor sports complex to the Board for consideration. (EC2, EC4)	EDBP, Tourism, KCCI
	7. Continue to support the Economic Development Council by assisting with managing the continuity of the contact and funding. (EC2)	EDBP
	8. Continue to support Qualified Targeted Industry Program by providing notification of qualified funding. (EC2)	EDBP
	9. Continue to support Targeted Business Industry Program. (EC2)	EDBP
	10. Continue to support Downtown Redevelopment Area. (EC2)	EDBP
	11. Conduct a joint County/City Commission meeting to address downtown redevelopment opportunities. (EC1)	EDBP
	12. Incorporate Town and Gown Concepts with the extension of the infrastructure sales tax. (EC1, EC3)	EDBP
	13. Continue to work with community partners to effectively Leverage grants. (Q3, G5)	Grants
	14. Develop a formalized outreach program outlining the process to work with community partners to leverage grant opportunities, including the provision of requested letters of support. (G1, G5)	Grants
15. Assemble a Grants Team with representatives from OMB, Public Works, IDA, HSCP, and other departments to utilize the ECivis Grants Research/Management software package (included in proposed budget). (G5)	Grants	
16. Through additional funding allocated by the Board purchase Grant Tracking Software and develop a formalized application process to work with community partners to leverage grant opportunities, including the provision of requested letters of support. (G1, G5)	Grants	

Leon County FY 2013 Annual Performance and Financial Report

Economic Development & Business Partnerships

Performance Measures*	G5	Percentage of MSWBE utilization annually	N/A	Pg. 1-56
	G5	Percentage increase of certified MWSBE vendors annually	2%	Pg. 1-56
	G5	Grant dollars leveraged annually through community partnerships	1:17	Pg. 1-55
	G5	Grants received annually (millions)	\$2.42	Pg. 1-55

**Note: Performance Measures reflect FY13 actuals and trend data can be found on individual Department (Program) pages unless stated otherwise.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Econ. Development & Business Partnerships	Intergovernmental Affairs	Intergovernmental Affairs

GOAL

The goal of Intergovernmental Affairs is to effectively serve the residents of Leon County by providing leadership, coordination, and assistance to divisions to facilitate the delivery of services consistent with Board policy. This will ensure that divisions receive the resources, guidance, and support needed to provide superior services in a cost effective and efficient manner.

PROGRAM HIGHLIGHTS

1. Hosted a Commercialization and Technology Transfer Stakeholder Forum that brought many community leaders into a think-tank environment. More than 40 participants joined to identify several needs to foster business growth and stimulate entrepreneurship. This led to the development of an Urban Incubator at the Amtrak Warehouse.
2. Engaged and supported Imagine Tallahassee, a public/private partnership, to conduct a visioning exercise under the guidance of a national consulting firm. This effort was financed with private funds. Imagine Tallahassee will ultimately provide the Sales Tax Committee a compass for future economic development investment in our community. Following the Imagine Tallahassee initiative, the Sales Tax Committee will determine its final recommendations as they relate to the allocation of funds toward economic development and infrastructure projects. These recommendations will be presented to the County and City Commissions.
3. Staffed the Leon County Sales Tax Committee, the 18 member citizen group appointed and charged with the responsibility of making recommendations on issues related to the proposed extension of the one-cent infrastructure sales tax.
4. Developed the annual Federal and State legislative priority package for Board, supported the County's state and federal legislative priorities, and to preempt legislation that threatens Leon County or local decision making.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G3	1. # of Community Legislative Dialogue meetings coordinated and managed	3	3	4
G1	2. # of workshops coordinated and managed	5	2	4
G5	3. Leveraging ratio of grant funding to county matching dollars	1:12	1:12	1:17
G5	4. Grants Received	\$4,226,838	\$500,000	\$2,424,039
G3	5. % change in County unemployment rate	-0.9%	-0.5%	-1.6%

PERFORMANCE MEASUREMENT ANALYSIS

1. An additional Community Legislative Dialogue meeting was held in late September to discuss community priorities such as the communications service tax and possible reform to the Florida Retirement System.
2. During the 2013 fiscal year, EDBP presented three workshop items to the Board for their consideration: setting the 2013 State and Federal Legislative Priorities, establishment of the community incubator, creation of a signature event fund, and discussion regarding the allocation of Tourist Development Taxes.
3. The leverage ratio illustrates the amount of grant dollars each individual County match dollar brought in during FY12-13.
4. Dollar value of grants received in FY12-13 declined due to the expenditure of grants received from the Federal Economic Stimulus.
5. Leon County's unemployment rate has trended downward from FY11 (8.5%) and FY12 (7.6%) to the FY13 rate of 6.0%.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-114-512

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	332,054	323,720	221,104	Full Time	4.00	4.00
Operating	194,527	202,860	191,789	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	526,581	526,580	412,893	TOTAL	4.00	4.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Eco. Dev. & Business Partnerships	DIVISION Minority, Women and Small Business Enterprise	PROGRAM MWSBE
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GOAL

The goal of the Minority, Women and Small Business Enterprise (MWSBE) Division is to provide minority and women-owned businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

PROGRAM HIGHLIGHTS

- In a continuous effort to support local businesses, projects were awarded through the Small Business Enterprise (SBE) Program for various construction-related activities. Some of the SBE activity is associated with four home replacements to local residents whose homes had been deemed unsafe.
- In recognition of October being National Women's Small Business Month, partnerships were secured with Florida A&M University's Small Development Center, Florida State University's Office of Supplier Diversity, City of Tallahassee's MBE Office, and Leon County Schools Small Business Enterprise Program, to host a free business workshop and reception titled "Sustaining Your Growth – Making the Necessary Adjustments." In addition, the Division co-hosted a Small Business Financial Workshop.
- Participated as a sponsor of Florida A&M University's Small Business Week and the local observation of Minority Enterprise Development Week with the City of Tallahassee and other local community partners.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G5	1. Review and analyze all preliminary bids or requests for proposals to determine the appropriate target within 3 days of request 95% of the time	95%	95%	95%
G5	a. Total # of preliminary bids and requests for proposals analyzed	66	62	60
G5	2. Attend and present MWSBE information for all Purchasing Division pre-bid conferences 95% of the time.	95%	95%	95%
G1,G5	a. Total # of mandatory pre-bid conferences attended	25	28	23
G5	3. Reviewed, analyzed and submitted all MWBE statements within 3 days of the bid or request for proposal closing date 95% of the time.	95%	95%	95%
G5	a. Total # of submitted bids and request for proposals reviewed	66	62	60
EC2	4. Provide training to citizens for assistance in starting, maintaining, and enhancing their local business	144	75	166
G5	5. % of respondents committed to meet or exceed MWBE Aspirational Target	100%	85%	100%
G5	6. % of MWSBE utilization annually	N/A	12%	N/A
G5	7. % increase of certified MWSBE vendors annually	169	3%	172

PERFORMANCE MEASUREMENT ANALYSIS

- The review and analysis of preliminary bids and requests for proposals to determine the appropriate target within 3 days of request is based upon the number of bid and RFP solicitations. Variance from FY12 is due to a decrease in the demand for goods and services.
- The total number of mandatory prebid conferences attended has remained consistent with the prior fiscal year. This number is based upon the solicitations containing aspirational targets. No SBE presentations were made due to the program being race and gender neutral.
- The review, analysis, and submission of MWBE Statements within 3 days of a bid or request for proposal opening date 95% of the time varied between FY12 and FY13 due to a decrease in the demand for goods and services.
- The number of citizens (MWSBE Program participants included) receiving training relative to starting, maintaining, and enhancing their local business increased approximately 15% between FY12 and FY13 due to the Division's co-sponsorship of local partnership events including: National Women's Small Business Month, Financial Management, Small Business Week/Tallahassee Matchmaker, Minority Enterprise Development Week, and Tallahassee Matchmaker.
- The % of bid respondents committed to meeting or exceeding MWBE aspirational targets remains consistent due to staff working closely with prime contractors and project managers, as well as utilizing the Division's compliance software to monitor contract compliance.
- This % of MWSBE utilization annually is not available at the time of printing. This information will be released at a later date.
- The % increase of certified MWSBE vendors annually for FY13 is approximately 2% and remains fairly consistent with the prior fiscal year. This number is based upon the number of new applicants, certification renewals, and approval processing time; however, certification non-renewals will always be factor despite staff's pre-expiration notification and follow-up with expired vendors.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-112-513

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	143,945	129,191	135,290	Full Time 2.00	2.00	2.00
Operating	87,859	39,664	87,909	OPS 0.00	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	231,804	168,855	223,199	TOTAL 2.00	2.00	2.00

Leon County FY 2013 Annual Performance and Financial Report

**Tourism Development
Business Plan**

Mission Statement	The mission of the Leon County Division of Tourism Development is to spearhead and coordinate the tourism related marketing and management of the destination through the coordination of the hospitality industry, local governments and the business community to sustain and grow visitor spending and job creation in the Tallahassee region.	
Strategic Priorities	<p>Economy</p> <ul style="list-style-type: none"> Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (EC4) <p>Quality of Life</p> <ul style="list-style-type: none"> Enhance and support amenities that provide social offerings for residents and visitors of all ages, including completing the enhancements to and the programming of the Cascades Park amphitheater. (Q4) 	
Strategic Initiatives October 1, 2011 – December 31, 2013	<ol style="list-style-type: none"> Implement strategies that promote the region as a year round destination, including: VIVA FLORIDA 500 (EC4) Implement strategies that promote the region as a year round destination, including: develop Capital Cuisine Restaurant Week (EC4) Implement strategies that promote the region as a year round destination, including: support Choose Tallahassee initiative (EC4) Promote the region as a year round destination through the Fall Frenzy Campaign (EC4) Promote the region as a year round destination by identifying niche markets (EC4) Implement strategies that support amenities which provide social offerings, including consider programming Cascades Park amphitheater. (EC4, Q4) 	
Actions	<ol style="list-style-type: none"> Through additional funding allocated by board, develop advertising, social media and promotions campaign to promote the re-enactment of the First Christmas at Mission San Luis on January 5, 2013 and other VIVA Florida events during the year including messaging into all advertising in FY 2013.(EC4) Zimmerman Agency, Tourism Stakeholders Further grow Capital Cuisine Restaurant Week for May 2013, expand the number of participating establishments and help produce a live music component to bring more visibility and visitation. (EC4) Restaurant/Lodging Assn. ,Tourism Stakeholders Budget \$10,000 in FY13 to support the Choose Tallahassee marketing initiative and provide video and photography for the Choose Tallahassee website. (EC4) Business Community Work with FAMU and FSU to build both content and awareness of the Fall Frenzy campaign and all the many activities associated with football weekends in Leon County; Invest in a cooperative marketing campaign with FAMU and continue our sponsorship arrangement with FSU. (EC4) FSU, IMG Marketing, FAMU <ol style="list-style-type: none"> Expand our photo library in order to create better niche market ads; Continue to develop new and exciting advertising creative that speaks directly to African American, “Foodie”, LGBT, nature-based travel and other segments. (EC4) Zimmerman Agency Maximize potential for sports tourism by providing tourist tax dollars to assist with the widening of the cross country course at the Apalachee Regional Park and in building support for a competitive sports complex based on the results of the feasibility study conducted by Real Estate InSync. (E4) Parks Department, various community interests, chambers of commerce, City, Sports Council <ol style="list-style-type: none"> Work closely with the Southern Shakespeare Festival group to help grow the recreation of the Shakespeare Festival into a highly successful event beginning in June 2013. (EC4) Shakespeare Festival Group, Chambers of Commerce 	

Leon County FY 2013 Annual Performance and Financial Report

Tourism Development

		B. Request funding for an Amphitheater Program Manager who will proactively market the amphitheater to musical promoters across the country and include budget for promotion and co-promotion expenses to help build awareness and traffic to these ticketed regional musical concerts once plans for opening the amphitheater have finalized. (EC4, Q4)		OMB, City, STAGE Committee
Performance Measures*	EC4	% change in Tourist Development Tax.	3%	Pg. 1-59
	EC4	% change in the number of total visitors to Leon County.	5%	Pg. 1-59
	EC4	% change in the Direct Visitor Economic Impact.	51%	Pg. 1-59
	EC4	% change in the number of Direct Tourism Related Jobs.	11%	Pg. 1-59
	EC4	% change in Hotel Revenue.	7%	Pg. 1-59

*Note: Performance Measures reflect FY13 actuals and trend data can be found on individual Department (Program) pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Economic Development & Business Partnerships	DIVISION Tourism Development	PROGRAM Tourism Development
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GOAL

The goal of Tourism Development is to enhance the local economy and quality of life through the benefits associated with a strong visitor industry by maximizing the number of visitors, length of stay of visitors, and the economic impact of visitors to Leon County.

PROGRAM HIGHLIGHTS

- Highest record of tourist tax collections received.
- Trailahassee.com - thought to be the first website of its kind, serves as a single source of information for outdoor enthusiasts on the more than 600 miles of biking, hiking, running, paddling and equestrian trails in Leon County.
- Three seasonal campaigns: Fall Frenzy, Winter Nights & Holiday Lights, Capital Cuisine Restaurant Week & Concert Series. All positively influenced hotel occupancy with the most dramatic increase seen in May for Capital Cuisine Restaurant Week.
- Through partnerships with the Florida Restaurant & Lodging Association and VISIT FLORIDA we added a "Concert Series" to Capital Cuisine Restaurant Week – which featured 38 participating restaurants (58% increase from last year) and direct expenditures from non-Leon County residents of almost \$1.1 million, the equivalent of another non-conference football weekend.
- Provided grants to 110 different organizations to support meetings and conventions, sporting events and special events as well as \$504,500 to Council on Culture and Arts for re-granting.
- Generated a 13 to 1 return on investment for public relations and promotional expenditures.
- Fourth consecutive year of the T.O.U.R. Guide Program featuring nine local partners - designed to emphasize the importance of tourism in our community and showcase local attractions.
- Leisure Travel Sales: Booked 9,049 room nights for 11,973 visitors with an estimated \$3.8 million in direct spending.
- Meetings & Convention Sales: Booked 7,440 room nights, bringing more than \$3 million in direct spending.
- Sports Sales: Booked 19,064 room nights for a total of 41,610 visitors with an estimated \$13.7 million in direct spending.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EC4	1. Number of total visitors to Leon County ¹	2,635,000	2,772,966	2,776,000
EC4	2. Tourist Development Tax per penny	\$846,063	\$890,000	\$873,928
EC4	3. Total Direct Visitor Economic Impact ¹	\$630 million	\$630 million	\$952 million
EC4	4. Number of Direct Tourism Related Jobs ¹	13,788	13,609	15,339
EC4	5. Hotel Revenue ²	\$94.8 million	\$99.3 million	\$101.7 million
EC4	6. Hotel Occupancy ²	54.8%	56.0%	57.3%

Notes:
¹Bonn Marketing Research
²Smith Travel Research

PERFORMANCE MEASUREMENT ANALYSIS

- Visitation increased 5.3% from FY12 to FY13.
- Total collections received in FY2013 totaled \$4,369,980 (\$873,928 per penny or an increase of 3.3%). This amount includes the gross collection of tourism revenues where the net amount of \$4,238,720. This analysis can be found in the revenue portion of this report.
- Direct visitor economic impact increased 51.1% in FY13. This increase is directly related to the IMPLAN model including more categories of tourism related spending.
- Increase of 11.3% in number of direct tourism related jobs.
- Hotel Revenue increased 7.27% from FY12 to FY13.
- Hotel Occupancy increase 4.6% from FY12 to FY13.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 160-(301-305)-552

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	827,153	791,323	814,680	Full Time	10.00	10.00
Operating	1,747,403	1,461,980	1,925,565	OPS	1.00	1.00
Capital Outlay	0	0	-			
Grants & Aid*	5,341,385	418,939	6,941,795			
TOTAL	7,915,941	2,672,242	9,682,040	TOTAL	11.00	11.00

*Adjusted budget includes the accumulation of the one-cent collections for the Performing Arts Center, which are appropriated annually during the year to make these funds discrete from the other four pennies of bed tax.

Leon County FY 2013 Annual Performance and Financial Report

Division of Library Services
Business Plan

Mission Statement	The mission of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.	
Strategic Priorities	<p>Economy</p> <ul style="list-style-type: none"> Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (EC1) Ensure the provision of the most basic services to our citizens most in need so that we have a “ready workforce.” (EC6) <p>Quality of Life</p> <ul style="list-style-type: none"> Maintain and enhance our educational and recreational offerings associated with our library, parks and greenway system for our families, visitors and residents. (Q1) 	
Strategic Initiatives October 1, 2011– September 30, 2013	<ol style="list-style-type: none"> Implement strategies through library system which advance education and general public’s information needs, including: relocate library services into the expanded Lake Jackson branch library (EC1, EC6, Q1) Maintain high quality of offering through the library system, including public access to books, media, digital resources, computers, internet, reference resources, targeted programming, mobile library, and literacy training (EC1, EC6, Q1) 	<p>March 2013</p> <p>Ongoing</p>
Actions	<ol style="list-style-type: none"> After the Lake Jackson Branch Library opens in its new space (summer 2012). The Library will provide library services, informational and recreational materials to use and an attractive destination for area residents and visitors. (EC1, Q1) Policy, Planning & Operations and Public Services <ol style="list-style-type: none"> Provide information and access to services through the Internet and print resources for area veterans. Information Professionals providing reference services consider the needs of veterans when selecting online and other materials. Work with Leon County Veterans Services to ensure that veterans are informed of information and access available at library locations. (EC5, Q1) Public Services and Collection Management Emphasize job training and small-business development information and materials, both online and print resources, at all library locations. (Q1, EC6) Public Services Update the library online catalog to the next version recommended by SirsiDynix (library software developer and vendor). Prepare for a major change in the cataloging of library materials to Resource Description and Access (RDA) records. RDA, a new international cataloging standard designed for an electronic environment, allows description of new formats as they are developed and provides for better access to print, digital and other resources. The Library of Congress implements RDA on March 31, 2013. (Q1, Q6) Policy, Planning & Operations and Collection Management 	

Leon County FY 2013 Annual Performance and Financial Report

Division of Library Services

	D. Introduce and use social media (Facebook and Twitter) to promote library and other county activities and provide information. (Q1 Q6)	Policy, Planning & Operations and Public Services
	E. Implement improvements in the online catalog. Introduce mobile apps for library users to access library information and the library catalog easily, and to place reserves on library materials. Implement improvement in functionality of patron library accounts, including online payment for fees and fines. (Q1 Q6)	Policy, Planning & Operations and Collection Management
	F. Review and update information on the library website. Improve the usability of downloadable services. (Q1, Q6)	Public Services
	G. Emphasize technology and customer-service training for all library staff members, using webinars and online training tools. (Q1)	Policy, Planning & Operations
Performance Measures*	EC6, Percentage increase of library visits, computer use, circulation, program attendance compiled annually.	-1.7% Pg. 1-62
	Q1, Number of items for which the library develops the original entry for the international cataloging database.	106 Pg. 1-62
	Q4 Percentage increase of downloads for mobile apps annually.	N/A Pg. 1-62
	EC1, Number of hits on Facebook and number of Twitter followers per promotional activities annually.	N/A Pg. 1-62

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Services	DIVISION Library Services	PROGRAM Policy, Planning & Operations, Public Services, Collection Services, Extension Services
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GOAL

The goal of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.

PROGRAM HIGHLIGHTS

1. Awarded the Bridging Cultures Bookshelf: Muslim Journeys from the American Library Association and National Endowment for the Humanities. Successful and well-attended book groups and film screenings were held throughout the library system while many users borrowed Bookshelf materials.
2. Successful Summer Reading Program engaged 3,600 students and their families throughout the library system.
3. Pay for print software and hardware for printouts from the Internet were installed throughout the library system; the Main Library computer areas were reconfigured and new furnishings and equipment were installed at the same time to improve and standardize Internet access for library users.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Cost Per Capita	\$25.14	13th of 30
Q1	Materials Expenditures Per Capita	\$2.37	19th of 30
Q1	Circulation Items Per Capita	7.52	9th out of 30
Q1	Square feet Per Capita (State Standard 0.6 sf)	0.46	8th out of 30
Q1	FTE per 1,000 population	0.43/1,000	9th out of 30
Q1	Internet terminals available per 1000 population	0.60/1,000	11th out of 30
Q1	# of Individual Registered Users (% of total population)	60%	46.4%

Benchmark Source: Florida Library Directory Statistics category for libraries serving a population of 100,001 – 750,000.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q1	1. # of total Library Visits	1,097,504	1,074,408	1,087,503
Q1	2. # of Library uses	4,501,753	4,460,819	4,417,347
Q1	3. # of items in Library Collection	778,308	794,386	787,977
Q1	4. # of total Material Circulation	1,903,511	1,882,803	1,831,043
Q1	5. # of total number of computer uses	2,598,242	2,578,016	2,586,304
Q1	6. # of new volumes cataloged	52,766	52,000	46,890
Q1	7. # of Library programs held	701	725	863
Q1	8. # of Library programs attendance	30,724	33,350	31,542
EC6	9. Percentage increase of library visits, computer use, circulation, program attendance compiled annually	NA	NA	-1.7%
Q1	10. Number of items for which the library develops the original entry for the international cataloging database	NA	NA	106

PERFORMANCE MEASUREMENT ANALYSIS

1. Library visits to the Lake Jackson Branch Library increased 20% over FY12, contributing to a higher number than estimated.
2. This measure is a combination of material circulation and computer uses; see measures 4 and 5.
3. Measure is number of physical items; collection also includes 14,333 downloadable ebooks and e-audiobooks. Collection size is also impacted by increasing costs of replacement and new materials as well as by the withdrawal of worn and damaged materials.
4. Although Library Visits exceeded estimate, library visits for programs or computer use only caused a slight decrease in total circulation material.
5. Library website hits, catalog hits and online database use increased over FY12 actuals, as more people access library services via the internet.
6. Number of volumes cataloged did not meet estimate; cost of materials is increasing and more resources are going towards e-books and e-audiobooks, as well as other online electronic resources.
7. Additional book groups at branch libraries, BabyTime added at Lake Jackson, and expanded summer reading programs increased total.
8. Attendance at book groups is from 5-15 people, fewer than at other programs, especially children's programs.
9. Library patronage over the internet is the leading contributor to the slight decline in visits, computer use, circulation, and program attendance.
10. As this is the first year gathering this data, the FY13 measure will serve as the baseline for future comparison.
11. Mobile apps have not been introduced; therefore no data is available to report for FY13.
12. Staff is working on implementing the technology; therefore no data is available to report for FY13.

Leon County Government

FY 2013 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-(240-243)-571

	<u>FINANCIAL</u>		
	<u>FY 2013</u> <u>Adj. Budget</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Budget</u>
Personnel	4,982,701	4,847,666	5,111,898
Operating	821,738	1,347,014	746,327
Transportation	22,749	16,400	22,289
Capital Outlay	622,505	622,903	628,285
Grants & Aid	0	0	3,000
TOTAL	6,449,693	6,211,080	6,511,799

	<u>STAFFING</u>		
	<u>FY 2013</u> <u>Adopted</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Budget*</u>
Full Time	103.70	103.70	101.70
OPS	1.00	1.00	1.00
TOTAL	104.70	104.70	102.70

*Reflects Board approved elimination of 2 FTE positions.

Leon County FY 2013 Annual Performance and Financial Report

Division of Emergency Medical Services
Business Plan

Mission Statement

The mission of the Leon County EMS Division is to preserve life, improve health, and promote safety through clinically superior and compassionate pre-hospital care and life safety education for citizens and visitors of Leon County.

Strategic Priorities

Economy

- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners. (EC5)
- Insure the provision of the most basic services to our citizens most in need so that we have a “ready workforce”. (EC6)

Quality of Life

- Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2)
- Maintain and further develop programs and partnerships necessary to support a healthy community, including access to health care and community-based human services. (Q3)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | | |
|----|--|---------|
| 1. | Implement strategies that assist local veterans, including: Consider policy to waive EMS fees for uninsured or underinsured veterans. (EC5) | Ongoing |
| 2. | Pursue funding for community paramedic telemedicine. (Q5) | Ongoing |
| 3. | Support Honor Flights (EC5) | Ongoing |
| 4. | Enter into agreements with NFCC and TCC which establish internship programs for EMS Technology students. (EC6) | Ongoing |
| 5. | Implement strategies to improve medical outcomes and survival rates and to prevent injuries, including: pursue funding for community paramedic telemedicine. (Q2,Q3) | Ongoing |
| 6. | Provide Ride-Alongs. (E6) | Ongoing |
| 7. | Provide Emergency Medical Services.(Q2, Q3) | Ongoing |
| 8. | Support Programs which advocate for AED’s in public spaces. (Q2, Q3) | Ongoing |
| 9. | Provide community risk reduction programs, such as AED./CPR training (Q2, Q3) | Ongoing |

Leon County FY 2013 Annual Performance and Financial Report

Division of Emergency Medical Services

Actions	1. A. Collaborate with the Division of Veterans Services on the establishment of the goals and objectives related to the development of a policy to waive EMS fees for uninsured or underinsured veterans. (EC5, Q3)	EMS		
	B. Engage community partners such as Veteran Affairs Administration to ensure the proposed policy to waive EMS fees for uninsured or underinsured veterans meets the needs of the veteran community. (EC5, Q3)	EMS		
	C. Develop the policy to waive EMS fees for uninsured or underinsured veterans based on the information collected and within the goals and objectives established, and presents the policy to the BOCC for adoption. (EC5, Q3)	EMS		
	D. Collaborate with the Division of Veterans Services and Community and Media Relations to establish outreach programs designed to educate veterans about the policy. (EC5, Q3)	EMS		
	2. A. Develop community paramedic telemedicine program and apply for grant funding(Q2, Q3)	EMS		
	B. Continually seek funding opportunities to provide a means of providing community paramedic telemedicine services to the community. (Q2, Q3)	EMS		
	3. Collaborate and support Honor Flight Tallahassee in the development of resources necessary for the production of flights. (EC5)	EMS EMS		
	4. Engage community partners within the medical and social services community to enhance partnerships(Q2, Q3)	EMS		
	5. Develop strategies and training to improve medical outcomes and survival rates and prevent injuries. (Q2, Q3)	EMS		
	6. Engage citizens by providing ride along opportunities to qualifying citizens (E6)	EMS		
7. Deploy available resources to deliver high-quality pre-hospital medical care (Q2, Q3)	EMS			
8. Develop community partnerships to support and advocate AEDs in public spaces (Q2, Q3)	EMS			
9. Develop partnerships to provide community risk reduction and AED/CPR training programs (Q2, Q3)				
Performance Measures*	EC5 Number of Veterans qualifying for fee waiver under the policy	0	Pg. 1-66	
	Q2,Q3 Percentage of cardiac arrest patients who experience Return of Spontaneous Circulation (ROSC)	7%	Pg. 1-66	
	Q2,Q3 Percentage of heart attack patients transported to hospital within 30 minutes or less of patient contact	80%	Pg. 1-66	
	Q2, Q3 Percentage of myocardial infarction patients correctly identified by paramedics annually	88%	Pg. 1-66	
	Q2, Q3 Percentage of trauma alert patients correctly identified by paramedics annually	89%	Pg. 1-66	
	Q2, Q3 Percentage of requests for service that results in patient transport annually	72%	Pg. 1-66	
	Q2, Q3 Number of citizens trained in CPR annually through events including "Press the Chest"	1,500	Pg. 1-66	
	Q2, Q3 Number of public education events conducted annually	162	Pg. 1-66	
	Q2, Q3 Number of public access Automated External Defibrillators (AEDs) registered	801	Pg. 1-66	
Community Indicator	EMS Survival Rate			
		2009	2010	2011
	Leon County	N/A	29.05%	33.60%
	National	5-7%	5-7%	5-7%
<i>Measures the County's cardiac arrest survival rate.</i>				

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Public Services

DIVISION
Emergency Medical Services

PROGRAM
Emergency Medical Services

GOAL

The goal of Leon County EMS Division is to provide clinically superior, compassionate, cost-effective emergency medical services to the citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.

PROGRAM HIGHLIGHTS

1. Successfully transitioned emergency dispatch functions to the Consolidated Dispatch Agency, improving response times and the efficiency and effectiveness of the dispatch function.
2. Supported the May 11, 2013 inaugural Honor Flight, which escorted 79 WWII Veterans to the national memorial in Washington, DC.
3. In collaboration with the medical community and first response agencies, developed strategies to improve outcomes and survival rates.
4. Moved EMS Operations into the newly constructed Public Safety Complex.
5. Responded to 294,545 requests for service since the commencement of the EMS Division in 2004.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q2, Q3	% of heart attack (STEMI) patients delivered to the hospital in 30 minutes or less from patient contact to hospital arrival	80%	85%
Q2	% of cardiac arrest patients that experience Return of Spontaneous Circulation (ROSC) upon arrival at the Emergency Room	33%	7%
Q2, Q3	% of requests for services that result in patient transport	72%	65%

Benchmark source: American College of Cardiology, the American Heart Association, and the Florida EMSTARS Database.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. # of calls for service responded to	32,873	34,685	33,166
Q2	2. # of transports made	23,593	24,020	23,913
Q2,Q3	3. # of public education events conducted	173	180	162
EC5	4. # of Veterans qualifying for fee waiver under policy	N/A	20	0
Q2,Q3	5. # of Citizens trained in Cardio-Pulmonary Resuscitation (PR)/AED use annually	2,000	1,100	1,500
Q2,Q3	6. # of public access Automated External Defibrillator (AEDs) registered with the Division	748	756	801
Q2	7. % of trauma alert patients correctly identified by paramedics annually	N/A	90	89
Q2	8. % of stroke alert patients correctly identified by Paramedics annually	N/A	90	99
Q2	9. Percentage of myocardial infarction patients correctly identified by paramedics annually	NA	NA	88

PERFORMANCE MEASUREMENT ANALYSIS

1. FY13 is the busiest year on record for the division, representing a 21.8% increase in requests for service when compared to the 27,235 requests for service in FY05, the first full fiscal year of operation for the division.
2. The number of patients transported by the division increased by 320 due to the corresponding increase in service calls.
3. The division provided 162 public education and injury prevention programs to community groups in an effort to reduce community risk.
4. The Board implemented a policy to waive EMS fees for uninsured or underinsured veterans. To date all veteran accounts have been resolved through a third party payment, without the need to waive the fee.
5. The division provided Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training to citizens at Press the Chest, Train to Save a Life, and CPR Sunday. These events contributed to the community's high return on spontaneous circulation (ROSC) rates.
6. The number of AEDs in the community registered with the division increased by 45 due an EMS public outreach campaign for the distribution of AEDs to the public at low cost provided by grant funds awarded to EMS.
7. Paramedics correctly identified 89% of trauma alert patients, improving the morbidity and mortality of these patients by getting them the necessary care.
8. Paramedics correctly identified 99% of stroke alert patients and transporting them to a hospital designated as a stroke center, improving patient outcomes.
9. Paramedics correctly identified 99% of myocardial infarction patients, assisting in positive patient outcomes.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 135-185-526

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	7,733,474	7,830,967	8,215,419	Full Time	107.10	107.20
Operating	4,725,037	4,442,844	4,841,675	OPS	1.00	1.00
Transportation	918,531	815,469	741,245			
Capital Outlay	253,995	229,528	53,848			
Grants & Aid	0	0	0			
TOTAL	13,631,037	13,318,809	13,852,187	TOTAL	108.10	108.20

Leon County FY 2013 Annual Performance and Financial Report

Division of Animal Control
Business Plan

Mission Statement	The mission of the Leon County Animal Control Division is to improve animal and human well-being through education, prevention, and enforcement programs and humane animal care and control services for the citizens and animals of Leon County.			
Strategic Priorities	<p>Quality of Life</p> <ul style="list-style-type: none"> • Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2) • Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3) 			
Strategic Initiatives October 1, 2011 – September 30, 2013	1. Implement strategies to maintain and develop programs and partnerships to ensure community safety and health, including: participate in American Society for the Preservation of Cruelty to Animals (ASPCA) Partnership. (Q2,Q3)		Ongoing	
	2. Implement strategies to maintain and develop programs and partnerships to ensure community safety and health, including: participate in ASPCA ID ME Grant identification program for pets. (Q2,Q3)		Ongoing	
Actions	1. Continue to participate in the Tallahassee Partnership sponsored by the ASPCA for the next 4 years to ensure community safety and health. (Q2,G2)		Animal Control	
	2. Provide education to pet owners on ordinance requirements and assistance dog owners from giving up their pet for lack of or improper shelter by providing loaner dog houses. (G2)		Animal Control	
	3. Conduct microchips identification scanning on all animals picked up to return to the owner in the field to reduce animals taken to the shelter. (Q2, G2)		Animal Control	
	4. Provide pet identification tags and collars under the ASPCA ID Me Tag program to reduce number of animals going to the shelter and increase number of pets reunited with their owner. (Q2, G2)		Animal Control	
Performance Measures*	Q2	Return 7% of lost pets to their owners annually.	21%	Pg. 1-68
	Q2	Reduce field impounds at the Animal Shelter by 3% annually.	-28%	Pg. 1-68

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Public Services	DIVISION Animal Control	PROGRAM Animal Services
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GOAL

The goal of the Division of Animal Control is to improve the well-being of citizens and animals through humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

PROGRAM HIGHLIGHTS

1. Distributed low-cost spay/neuter vouchers from community partners to assist Leon County residents with controlling pet populations.
2. Initiated a pro-active community sweeps program bringing a door to door community input/ involvement approach to Leon County citizens.
3. Hosted a nationally recognized Animal Cruelty Investigators training class which provided training to individuals from 6 states.
4. Educated residents about responsible pet care, animal safety, bite prevention, and related matters by participating in outreach events such as "Peace in the Park", "Touch-a-Truck", "Camp Barkley", and the "Leon County Senior Outreach Lunch and Learn Series."
5. Initiated a local public/private animal welfare network group with monthly meetings to discuss local animal welfare issues and resource sharing.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q2	Field deployed staff to population	1:19,360	1:15,000 to 18,000

Benchmark Sources: Florida Animal Control Association (FACA)

Note: Calculation based on unincorporated area population; however, Leon County Animal Control is also responsible for responding to all bite related calls in the City.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2,Q3	1. Increase domestic animal rabies vaccination: Measured by bite animal vaccination rates	51%	52%	51%
Q2	2. Maintain customer complaint rate at 5 per 1,000 calls received	3.6	5.0	2.3
Q2	3. # of citations issued	489	500	169
Q2	4. # of field service calls (bite and service calls including follow-ups)	9,118	9,100	7,136
Q2	5. Reduce # of animals impounded by Field Officers through use of ASPCA Programs: Microchip Scanner and ID Me Tag Project	2,497	2,400	2,318
Q2	6. Return 7% of lost pets to their owners annually	16%	7%	21%
Q2	7. Reduce field impounds at the Animal Shelter by 3% annually	NA	-3%	-28%

PERFORMANCE MEASUREMENT ANALYSIS

1. Staff continues to educate citizens and advise of local opportunities for rabies vaccination clinics to maintain and further increase this rate (Unincorporated Leon County bite date only).
2. A strong emphasis was placed on customer service as a part of the Leon LEADS Core Practices Initiative - ensuring customer satisfaction throughout the complaint process (23 complaints from 9,911 phone calls).
3. The number of citations issued decreased due to staff education efforts that ensured compliance before formal enforcement.
4. The noted decrease in service calls is a result of a decrease in the amount of stray animals and staff's ability to provide resolutions to service calls decreasing the need for additional follow-ups.
5. This will be the last year for reporting actuals due to the ASPCA grant not getting renewed. Animal shelter impounds decreased by over 700 from FY12 to FY13, while the number of pets returned to their owners remained level for the same period.
6. Fewer field service calls in FY13 was a main reason for the dramatic decrease in animal shelter impounds.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-201-562

	<u>FINANCIAL</u>				<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	409,716	404,429	419,851	Full Time	7.00	7.00	7.00
Operating	1,378,837	1,377,368	574,474	OPS	0.00	0.00	0.00
Transportation	75,885	56,544	69,067				
Grants & Aid	71,250	71,250	71,250				
TOTAL	1,935,688	1,909,590	1,134,642	TOTAL	7.00	7.00	7.00

Leon County FY 2013 Annual Performance and Financial Report

**Intervention & Detention Alternatives
Business Plan**

Mission Statement	<p>The mission of the Leon County Office of Intervention and Detention Alternatives is to provide information to the courts, which support judicial custody release decisions, and provide alternatives to incarceration to persons accused of crimes and offenders, which hold them accountable, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice, and support community safety and well being.</p>			
Strategic Priorities	<p>Economy</p> <ul style="list-style-type: none"> Ensure the provision of the most basic services to our citizens most in need so that we have a “ready workforce.” (EC6) <p>Governance</p> <ul style="list-style-type: none"> Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s core practices. (G4) <p>Quality of Life</p> <ul style="list-style-type: none"> Provide essential public safety infrastructure and services which ensures the safety of the entire community. (Q2) Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3) 			
Strategic Initiatives October 1, 2011– December 31, 2013	<ol style="list-style-type: none"> Continue to implement strategies to promote work readiness and employment, including providing job search assistance for County Probation and Supervised Pretrial Release clients through private sector partners (EC6, Q2) Implement alternatives to incarceration (Q2) Provide drug and alcohol testing (for employees and court ordered County Probation and Supervised Pretrial Release clients) (G4, Q2) Support Palmer Munroe Teen Center in partnership with the city (Q3) 		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Actions	<ol style="list-style-type: none"> <ol style="list-style-type: none"> Assist private sector partner with identifying and referring probation and pretrial release defendants for job readiness training. (EC6, Q2) Facilitate and support private sector partner’s strategies for providing job skills training, resume writing skills, interviewing techniques, and employment contacts to defendants. (EC6, Q2) Monitor and track participation and success of defendants referred for job readiness training. (EC6, Q2) Provide alternatives to incarceration by effectively monitoring and supervising defendants ordered pretrial release and probation (Q2) Preserve the integrity and security of drug and alcohol testing by adhering to the rules established by the U.S. government (Q2, G4) Administer the contract for Palmer Munroe Teen Center and partner with the City to support implementation and administration of the Board’s directives. (Q3) 		<p>Pretrial Release Probation</p> <p>Pretrial Release Probation</p> <p>Pretrial Release Probation</p> <p>IDA</p> <p>DATP</p> <p>IDA</p>	
Performance Measures*	<ol style="list-style-type: none"> Q2 Q2 Q2 Q2 Q2 	<p>% of defendants referred who successfully completed job readiness training</p> <p>% change in the number of warrants issued over the previous year</p> <p>% of offenders successfully completing Probation</p> <p>% of defendants successfully completing Supervised Pretrial Release</p> <p>% of tests administered accurately upon the first attempt</p>	<p>43%</p> <p>0%</p> <p>71%</p> <p>83%</p> <p>100%</p>	<p>Pg. 1-70</p> <p>Pg. 1-70</p> <p>Pg. 1-70</p> <p>Pg. 1-71</p> <p>Pg. 1-72</p>

*Note: Performance Measures reflect FY13 actuals and trend data can be found on individual Department (Program) pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Intervention & Detention Alternatives	DIVISION County Probation	PROGRAM County Probation
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GOAL

The goal of the Leon County Probation Division is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

PROGRAM HIGHLIGHTS

- Maintained an average monthly caseload of 1,500 County Probationers.
- Recovered more than \$75,000 dollars from probationers for crime victims through court-ordered restitution.
- Supervised 2,982 offenders sentenced to the Community Service and Work Program who provided 78,714 hours of service.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G4,Q2	Annual average caseload per Probation officer based upon defendant risk (High to Low Risk)	385	120

Benchmark Sources: The American Probation and Parole Association (APPA), no longer adopts a benchmark standard based on a caseload ratio and instead supports a methodology based on workload. Workload, or case priority, is determined by the level of intensity required for supervising a case based on conditions assigned and other risk factors. APPA recommends that officers not exceed an average workload of 120 hours per month. Current benchmark statistics account for workload hours based on case priority in lieu of a caseload ratio.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. Average End of Month Caseload per hour	395	383	385
Q2	2. Probation and SPTR Fees Collected (County Court Probation, Alternative Community Service, No-Show , Pretrial Release) excludes alcohol fees	\$828,375	\$756,914	\$851,485
Q2	3. # of Defendants – Community Service and Work Program	3,009	3,113	3,187
Q2	4. # of Hours Defendants Worked - Community Service and Work Program	97,066	91,293	96,652
Q2	5. Estimated jail savings	\$1.3 million	\$1.3 million	\$1.3 million
Q2	6. % of defendants referred who successfully completed job readiness training	N/A	N/A	43%
Q2	7. % change in the number of warrants issued over the previous year	N/A	N/A	0%
Q2	8. % of offenders successfully completing Probation	71%	71%	71%

PERFORMANCE MEASUREMENT ANALYSIS

- Leon County Probation is doing more with less and is keeping pace with demands while being 24% understaffed FY12-13 based on APPA benchmark standards.
- There was a 5% decrease in probation and pretrial participants combined.
- The number of participants has stayed fairly consistent and has exceeded the previous year by 5.91%.
- During the FY12-13, there was no significant change in the number of hours defendants worked for community service and work program (less than 0.5% change compared to FY11-12).
- Probation, as an alternative, continues to offset costs associated with incarceration.
- Implemented in FY13, three out of seven referred individuals have completed the training and the remaining four are currently enrolled.
- While there was no change in the number of warrants issued over the previous fiscal year, staff continues to identify barriers to increase successful completion.
- Leon County Probation continues to introduce new strategies and examine data to analyze practices which serve to enhance opportunities for success and reduce the number of technical violations.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-542-523

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	1,034,648	1,006,991	1,079,812	Full Time	17.00	17.00
Operating	40,987	32,626	39,434	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	1,075,635	1,039,617	1,119,246	TOTAL	17.00	17.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Intervention & Detention Alternatives

DIVISION
Supervised Pretrial Release

PROGRAM
Pretrial Release

GOAL

The goal of the Supervised Pretrial Release Program (SPTR) is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

PROGRAM HIGHLIGHTS

1. Performed more than 8,200 criminal history reviews and demographic assessments on new arrestees.
2. Attended defendants' first appearance hearings before court on a daily basis.
3. Administered random alcohol tests to offenders ordered by the courts to abstain.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G4,Q2	Average number of hours worked per month based upon defendant risk (High to Low Risk)	187	120

Benchmark Sources: The American Probation and Parole Association (APPA), no longer adopts a benchmark standard based on a caseload ratio and instead supports a methodology based on workload. Workload, or case priority, is determined by the level of intensity required for supervising a case based on conditions assigned and other risk factors. APPA recommends that officers not exceed an average workload of 120 hours per month. Current benchmark statistics account for workload hours based on case priority in lieu of a caseload ratio.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. # of Defendants assessed at jail to release, (per Administrative Order, or hold for first appearance),including criminal history and background	8,568	8,500	8,291
Q2	2. Utilize intervention strategies to minimize technical violations (OTSC) to no more than 10% of the total supervised	9%	8%	7%
G4,Q2	3. # of average End of Month Caseload	435	415	536
G4,Q2	4. # of Defendant caseload managed per FTE (monthly average)	97	92	154
Q2	5. # of average End of Month Electronic Monitoring Caseload	104	68	110
G4,Q2	6. # of average End of Month FTE per Electronic Monitoring Caseload	70	45	74
Q2	7. Annual Operating Cost Savings in terms of Jail Bed Days (millions)	\$12.6	\$11.0	\$10.6
Q2	8. Utilize intervention strategies to ensure no fewer than 80% of defendants successfully Complete supervised pretrial alternatives	80%	82%	83%

PERFORMANCE MEASUREMENT ANALYSIS

1. This number is reflective in a nominal decrease in the number of individuals sent to jail who are eligible for pretrial release.
2. Staff continues to utilize strategies to help defendants avoid technical violations and succeed their pretrial conditions.
3. Case assignments are dictated by administrative order.
4. A decrease in staffing (from 4.5 to 3.5 FTE) created an increase in caseload per officer in FY13.
5. Electronic monitoring case assignment is dictated by judicial assignment.
6. Due to the slight increase in electronic monitoring participants, the caseload per FTE has also increased.
7. SPTR continues to provide millions of dollars in cost savings in terms of jail beds saved every year.
8. Staff continues to utilize analysis-driven strategies to help defendants successfully complete their pretrial release conditions.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-544-523

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	715,278	698,301	736,154	Full Time	13.00	13.00
Operating	257,220	246,577	256,983	OPS	0.00	0.00
Grants & Aid	0	0	0			
Transfer to Sheriff	0	0	0			
TOTAL	972,498	944,878	993,137	TOTAL	13.00	13.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Intervention & Detention Alternatives	DIVISION County Probation	PROGRAM Drug & Alcohol Testing
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GOAL

The goal of the Leon County Drug and Alcohol Testing Program is to assist county departments, the judicial system and other agencies in creating a safe and secure environment free from the adverse effects caused by abuse or misuse of alcohol and drugs.

PROGRAM HIGHLIGHTS

- Administered more than 24,000 court-ordered drug and alcohol tests.
- Collected more than \$195,000 for testing services.
- Submitted all pre-employment, reasonable suspicion, and post-accident tests to a certified laboratory for confirmation results within 24 hours of collection.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. # of alcohol tests administered annually to court ordered defendants	16,347	17,244	13,796
Q2	2. # of urinalysis tests administered annually to court ordered defendants	10,626	8,607	10,351
G4,Q2	3. # of urinalysis collections performed annually for other agencies	504	487	548
G4,Q2	4. # of DOT alcohol tests administered annually	5	5	19
Q2	5. Fees collected for alcohol tests *	\$79,686	\$82,966	\$66,890
Q2	6. Fees Collected for urinalysis tests*	\$155,311	\$161,440	\$132,550
Q2	7. % of tests administered accurately upon the first attempt	100%	100%	100%

*Fees collected for alcohol and urinalysis tests are reduced based on the amount of fee waivers issued each month.

PERFORMANCE MEASUREMENT ANALYSIS

- Fewer individuals were sentenced court-ordered alcohol conditions (11% decrease from FY11-12) which reflects in lower overall testing numbers for FY12-13.
- Slightly fewer individuals (<1%) were sentenced court-ordered urinalysis tests which reflects in lower numbers for FY12-13.
- Collections from other agencies increased due to the addition of three new agencies utilizing Leon County Drug and Alcohol Testing in facilities for FY12-13.
- DOT requires alcohol tests on a random basis each year which is reflected in higher numbers for FY12-13.
- Since less people were sentenced court ordered alcohol conditions, less money was collected overall. Also, waivers totaling \$4,233 were granted to individuals for FY12-13.
- Fees collected for urinalysis tests decreased due to an increase in waivers totaling \$26,523 in FY12-13 (24% increase in waivers compared to FY11-12).
- The Drug and Alcohol Testing unit continues to provide 100% accuracy in administering tests on the first attempt.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-599-523

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	105,057	104,574	107,607	Full Time	2.00	2.00
Operating	44,469	44,951	41,913	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	149,526	149,525	149,250	TOTAL	2.00	2.00

Leon County FY 2013 Annual Performance and Financial Report

Office of Human Services & Community Partnerships
Business Plan

Mission Statement

The mission of the Leon County Office of Human Services and Community Partnerships is to build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need, in partnership with our community.

Strategic Priorities

Economy

- Focus resources to assist local veterans, especially those returning from tours of duty, in employment and job training opportunities through the efforts of County government and local partners. (EC5)
- Ensure the provision of the most basic services to our citizens most in need so that we have a “ready workforce.” (EC6)

Quality of Life

- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)
- Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (Q6)

Strategic Initiatives

October 1, 2011 – September 30, 2013

- | | |
|--|--------------|
| 1. Implement strategies that assist local veterans, including: develop job search kiosk for veterans (EC5,EC6) | July 2012 |
| 2. Implement strategies that assist local veterans, including: consider policy to allocate portion of Direct Emergency Assistance funds to veterans (EC5,EC6 Q3) | October 2012 |
| 3. Collaborate with United Vets and attend monthly coordinating meetings (EC5) | Ongoing |
| 4. Provide grants to active duty veterans (EC5) | Ongoing |
| 5. Assist veterans with benefits claims (EC5,EC6,Q3) | Ongoing |
| 6. Fund Veterans Day Parade as a partner with V.E.T, Inc. (EC5) | Ongoing |
| 7. Provide Internships (EC6) | Ongoing |
| 8. Provide Volunteer LEON Matchmaking (EC6) | August 2012 |
| 9. Support Community Humans Services Partnerships (Q3) | Ongoing |
| 10. Support Leon County Health Departments (Q3) | Ongoing |
| 11. Support CareNet (Q3) | |
| 12. Support DOH’s closing the Gap grant (including “ Year of the Healthy Infant II” campaign, and Campaign for Healthy Babies) (Q3) | June 2012 |
| 13. Support Expanding Access to Care grant (Q3) | June 2012 |
| 14. Provide targeted programs for seniors (Q3) | Ongoing |
| 15. Maintain oversight of state-mandated programs, such as Medicaid and Indigent Burial, to ensure accountability and compliance with state regulations (Q3) | Ongoing |
| 16. Provide foreclosure prevention counseling and assistance (Q6) | Ongoing |
| 17. Provide first time homebuyer assistance (Q6) | Ongoing |
| 18. Implement strategies that assist local veterans, including: hold a Welcome Home celebration for veterans and service members. (EC5) | Completed |

Leon County FY 2013 Annual Performance and Financial Report

Office of Human Services and Community Partnerships

Actions

1.	Maintain veterans' kiosk and continue to work with Workforce PLUS on veterans' employment issues. (EC5)	Veterans Services
2.	Develop policy to allocate funds for a new Direct Emergency assistance program for veterans. (EC5)	Veterans Services
3.	Strengthen relationship with local veterans' organizations by attending monthly meetings, partnering with Workforce PLUS veterans jobs program, and continuing to support V.E.T. Inc. and the Veterans Day Parade.(EC5)	Veterans Services Volunteer Services
4.	Continue to outreach to promote awareness of Leon County Military Grant for Active Duty Personnel.(EC5)	Veterans Services
5.	Continue to assist local veterans and their dependents with processing benefit claims. (EC5, EC6, Q3)	Veterans Services
6.	Continue to provide support and funding to VET, Inc. to organize, plan, and execute the Veterans Day Parade. (EC5)	Veterans Services
7.	A. Provide internal trainings for a successful internship program, in addition to targeted recruitment at the local universities for the best and brightest applicants. Also, expand internship placements to new departments otherwise unfamiliar with voluntary service. (EC6) B. Conduct workshops for County staff on process for requesting interns, program policy and how to successfully manage interns. (E6) C. Promote Leon County Internships with local universities in appropriate disciplines to best meet the needs of County departments and divisions. (E6)	Volunteer Services
8.	A. Provide VolunteerLEON Matchmaking Portal training to local nonprofits, ensuring a "ready workforce" and strong community response. Successful measures include site visits, community trainings, and publicizing presence of the Leon County Volunteer Center Matchmaking Portal. (EC6) B. Conduct training for nonprofits on matchmaking portal through workshops and site visits.	Volunteer Services
9.	Provide in-kind and funding support of the Community Human Services Partnerships program. Continue to support, fund, and administrate the CHSP process in an effort to be responsible stewards of community dollars. (Q3)	Human Services
10.	A. Execute an annual contract to provide funding to the Leon County Health Department for the provision of mandated public health services. (Q3) B. Collaborate with the Leon County Health Department for the provision of healthcare for uninsured and financially indigent residents. (Q3)	Primary Healthcare Human Services
11.	A. Collaborate with CarNet partners for the provision of healthcare services for uninsured and financially indigent residents. (Q3) B. Partner with CarNet and other community agencies to pursue opportunities to leverage county funding. (Q3)	Primary Healthcare
12.	Provide resources for the administration of the Department of Health Closing the Gap Grant. (Q3)	Primary Healthcare
13.	Provide matching funds for the Access to Care Grant.(Q3)	Primary Healthcare
14.	Continue to support and fund the Tallahassee Senior Citizens Foundation to provide program and activities for seniors in unincorporated Leon County.(Q3)	Human Services
15.	Collaborate with ACHA to and other State agencies to ensure accountability and compliance. (Q3)	Human Services
16.	Mitigate property value loss by providing foreclosure prevention with funds attained through Florida's Hardest Hit program, and scheduling ongoing assistance. (Q6)	Housing
17.	Continue to support first-time homebuyer assistance with homeownership workshops, and also diversify funding for the program.(Q6)	Housing
18.	Sponsor Operation Thank You!: A Block Party to celebrate the courageous men and women of Leon County Armed Forces Units.	Veterans Services Volunteer Services

Leon County FY 2013 Annual Performance and Financial Report

Office of Human Services and Community Partnerships

Performance Measures*	EC6, Q3, Q4	Increase in number of voluntary service hours donated by county departments annually	70	Pg. 1-77
	EC6,Q3	Increase in number of county departments utilizing volunteers annually	21	Pg. 1-77
	EC6,Q3	Increase in number of external agencies trained and authorized to VolunteerLEON Matchmaking portal	250	Pg. 1-77
	EC5,Q3	Dollar Increase in fiscal impact of approved veterans claims annually	(\$3.5m)	Pg. 1-76
	EC5,Q3	Percent Increase in number of veterans assisted through the claim process and outreach annually	140%	Pg. 1-76
	EC5,Q3,Q6	Percent Increase in the number of citizens assisted through foreclosure and first-time home buying programs	103%	Pg. 1-78
	Q6,Q3	Track dollar amount of property value retained by foreclosure prevention annually using the Leon County Property Appraiser's assessed value.	\$2.45m	Pg. 1-78
	Q3,Q6	Dollar amount of community benefit realized through the receipt of grant funding and the provision of grant matches	\$1.48m	Pg. 1-78
	EC5,Q3	Dollar amount used through the Military Grant Program to assist service members that were called to active duty to serve their country.	\$70k	Pg.1-77
	Q3	Number of uninsured residents receiving primary healthcare through CareNet.	24,545	Pg. 1-81

**Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.*

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Human Services & Community Partnerships	DIVISION Veteran Services	PROGRAM Veteran Services
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GOAL

The goal of Veteran Services is to assist veterans and their dependents in securing all entitled benefits earned through honorable military service, and to advocate for veterans' interests in the community.

PROGRAM HIGHLIGHTS

1. Veterans Emergency Assistance Program (VEAP) is a program that works hand and hand with Florida Department of Veterans Affairs through the Florida Veterans Foundation to provide emergency assistance to veterans.
2. Leon County held a ceremony to honor the service of our Vietnam Veterans. "Operation Thank You" was held at the Vietnam Veterans Memorial to properly welcome them home.
3. Veterans Retraining Assistance Program (VRAP) is sponsored by Florida Dept. of Labor and U.S. Department of Veterans Affairs and retrains veterans for 12 months to enable them to receive an associates degree or certification in a given field.
4. Leon County has continued to support the Active Duty Grant Program which provides assistance to active duty servicemen recalled to active duty.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EC5	1. # of clients served (in person)	2,000	3,096	4,980
EC5	2. # of outreach events attended	N/A	172	184
EC5	3. # of clients served in the Veterans Resource Center	28	110	94
EC5	4. Annual client benefit payments (new)	\$9,224,907	\$10,101,273	\$9,328,977
EC5	5. Annual client benefit payments (recurring)	\$40,173,000	\$49,397,907	\$36,541,000
EC5, Q3	6. \$ amount of Military Grant used to assist active duty service members	21,168	50,000	70,255

PERFORMANCE MEASUREMENT ANALYSIS

1. Increase of active duty military exiting the service due to military cut backs are requiring assistance with their benefit paperwork.
2. Counselor hired within the last year was able to attend more outreach events.
3. Actual number slightly lower than anticipated.
4. The current Veterans Administration claims increased by over \$100k in FY13.
5. Significant number of WWII, Korean, and Vietnam Veterans are passing away resulting in a reduction in benefit outlay.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-390-553

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	160,686	141,834	152,412	Full Time	3.00	3.00
Operating	46,430	39,997	16,208	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	100,000	70,255	132,500			
TOTAL	307,116	252,087	301,120	TOTAL	3.00	3.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Human Services & Community Partnerships	DIVISION Volunteer Center	PROGRAM VolunteerLEON
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GOAL

To empower citizens to answer local needs through volunteerism and community engagement.

PROGRAM HIGHLIGHTS

1. A total of 4,594 citizens volunteered in Leon County government through internships and volunteer service, contributing over 100,000 service hours.
2. During 9/11 's National Day of Service and Remembrance, over 200 volunteers joined in support and prepared over 100 military care packages and note cards for local soldiers were deployed to Afghanistan.
3. More than 200 organizations have listed their volunteer opportunities with Leon County's Get Connect portal which is scheduled to re-launch in November 2013.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G4	1. # of citizen volunteers coordinated	4,991	4,000	4,594
G4	2. # of volunteer hours contributed by citizens	127,523	111,500	114,492
G4	3. # of volunteer referrals to community based organizations through Leon CARES volunteer portals. *New site will be launched November 2013	603	400	250
G4	4. # of participants who successfully completed the volunteer management certification course	20	20	20
G4	5. # of workshops provided to County Staff on how to manage volunteers and interns	3	3	6
G4	6. Increase in number of voluntary service hours donated by county employees annually through Project LEADS	N/A	70	70
G4	7. # of county departments utilizing volunteers annually	N/A	21	21

Notes:

PERFORMANCE MEASUREMENT ANALYSIS

1. Objective exceeded due to volunteers working during 911 Service Project events.
2. Objective exceeded due to volunteer hours provided during 911 Service Projects.
3. Objective not met because the old site was not user friendly and partners stopped updating information which in turn made it obsolete and unusable for volunteers. New site is scheduled to be launched in November 2013.
4. Objective met
5. Objective exceeded due to site visits and one-on -one training of Volunteer Intern Supervisors in Leon County Departments.
6. New performance measure.
7. New performance measure.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-113-513

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	141,967	128,107	147,995	Full Time	2.00	2.00
Operating	19,110	17,640	19,165	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	161,077	145,747	167,160	TOTAL	2.00	2.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Human Services & Community Partnerships	Health and Human Services	Housing Services

GOAL

To promote safe, sanitary and affordable housing through homeowner education, home buyer and foreclosure prevention counseling, and home rehabilitation in the unincorporated areas of Leon County.

PROGRAM HIGHLIGHTS

- As an advisor agency for Florida's Hardest Hit Principal Reduction Program, Leon County Housing Services had 377 clients sign up for eligibility processing over a five-day time span.
- Seven veteran and disabled residents' homes were rehabilitated from August 12, 2013 through September 10, 2013, with \$91,875 in funding using 75 Volunteers, two licensed contractors, and five project team leading organizations, including the Board of County Commissioners, Habitat For Humanity ReStore, The Fuller Center, Volunteer Florida, and Holland & Knight.
- Housing Services produced an October 2012 and March 2013 Home Expo event whereby attendees were presented with home maintenance and repair demonstrations, down payment assistance, foreclosure prevention, and fair housing valuable information. Attendee totals surpassed 250 for both events.

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate ¹	FY 2013 Actual
Q6	1. Dollar amount of property value retained by foreclosure prevention	N/A	\$5,625,000	\$2,435,605
Q6	2. # of clients receiving Down Payment Assistance ²	0	30	45
Q6	3. # of clients receiving Foreclosure Prevention Assistance	33	45	22
Q6	4. # of housing units receiving Home Rehabilitation	63	6	7
Q6	5. # of housing units receiving Home Replacement	8	2	3
Q6	6. Total Housing Grant Dollars Administered	\$998,000	\$2,200,000	\$1,486,084

PERFORMANCE MEASUREMENT ANALYSIS

- The average property value of homes retained by Leon County's foreclosure prevention programs is \$110,709. This figure was used to calculate #1.
- Down payment assistance (DPA) was provided through the HFA in conjunction with and inter-local agreement with Escambia HFA. A total of \$325,997 was provided in actual down payment and closing cost assistance; \$5,692,948 was provided in first mortgage loan funding. Only the DPA portion is reported in "Total Housing Grant Dollars Administered" (#6 above). A \$5,000 marketing stipend was provided by Escambia HFA, which allowed for a 50% increase in projected clients, providing for additional speaking engagements, sponsorship opportunities, homebuyer workshops, and direct mailings.
- Foreclosure Prevention: 22 clients (53%) were eligible (21 @ \$42,000 and 1 @ \$7,500) = \$889,500 (included in #6 above). Twenty clients (47%) were found ineligible during FY13. Fewer applicants applied for the original Hardest Hit Fund (HHF) program assistance in FY13 than anticipated. Florida Housing Finance Corporation created a new (HHF) Program (Principal Reduction - PR) toward the end of FY13 whereby 377 clients signed up for assistance with Leon County Housing Services.
- Housing Rehabilitation clients were assisted as a result of the 9/11 event only, at a total cost of \$91,875. Seven homes received major renovations utilizing a large portion of the funding which reflects the decrease in total number of homes rehabilitated (included in #6 above).
- Three replacement homes at a total cost of \$178,713 (included in #6 above).
- An increase of \$488k in grant dollars administered.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-371-569

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	389,512	368,707	418,292	Full Time	6.00	6.00
Operating	31,656	19,654	28,233	OPS	0.00	0.00
Transportation	4,008	2,533	5,397			
Capital Outlay	0	0	0			
TOTAL	425,176	390,894	451,922	TOTAL	6.00	6.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Human Services & Community Partnerships	Health and Human Services	Housing Finance Authority

GOAL

The goal of the Housing Finance Authority (HFA) is to consider Leon County affordable housing financing for owner-occupied single-family units, multi-family housing units, townhouses and condominiums. This consideration includes the sale of taxable bonds once approved by resolution of the Board of County Commissioners.

PROGRAM HIGHLIGHTS

1. HFA First-time Homebuyer Program funded 45 families with down payment assistance & first mortgage loans totaling \$6,018,945.
2. Assisted local developer by providing \$37,500 in the form of a monetary (grant) contribution toward their State Tax Credit Application to build a 112 unit multi-family senior living facility in Leon County.
3. Provided \$89,350 in Housing Rehabilitation funding to rehabilitate seven veteran and disabled homeowners housing in celebration of a 9/11 Day of Service and Remembrance by which two licensed contractors and 75 volunteers performed building code, safety, health, insurability, and cosmetic repairs and beautification activities.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 161-808-554

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	<u>FY 2013</u> <u>Adj. Budget</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Budget</u>	<u>FY 2013</u> <u>Adopted</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Budget</u>
Personnel	0	0	0	Full Time	0.00	0.00
Operating	22,430	7,650	22,145	OPS	0.00	0.00
Capital Outlay	0	0	0			\$5,000
Grants & Aid	208,065	151,267	8,065			
TOTAL	230,495	158,917	30,210	TOTAL	0.00	0.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Human Services & Community Partnerships	Health and Human Services	Human Services

GOAL

To serve as a safety net to enhance the quality of life for Leon County residents by providing resources, access to social services activities, and short term financial assistance.

PROGRAM HIGHLIGHTS

1. Leon County has contributed more than \$2.3 million to the State mandated Medicaid County Match and Health Care Responsibility Act (HCRA) programs for hospital and nursing home services provided to residents enrolled in Medicaid.
2. During the 2012/13 CHSP process, more than 100 volunteers made up 10 Citizen Review Teams (CRT) and CHSP staff conducted 81 Agency site visits and reviewed 108 programs, starting in April 5, 2013 and ending in May 23, 2013.
3. In an effort to prevent homelessness and reduce the impact of chronic conditions and illness, through partnerships with Catholic Charities, Community Action Agency, Sickle Cell Foundation, and the Salvation Army, the County's Direct Emergency Assistance Program (DEAP) provided rental and utility assistance to 85 families which consisted of 195 individuals.
4. Continued partnerships with agencies throughout Leon County by distributing the Leon County NACo Prescription Discount Card. During FY13 residents were able to save up to 24% on prescription drugs not covered by insurance. Over 4,425 prescriptions were filled for an estimated cost savings of \$43,789.93.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q2	1. Amount Reimbursed for Medicaid County Match and HCRA for hospital and nursing home services provided to citizens enrolled in Medicaid	\$2,355,185	\$2,500,000	\$2,320,185
Q2	2. # of Residents admitted to the publicly funded Baker Act unit	978	862	914
Q2	3. # of Residents admitted to the publicly funded Marchman Act Unit	531	659	483
Q2	4. # of burials and cremations provided through the Indigent Burial Program	39	35	42
Q2	5. # of Child Protection Exams Paid	182	172	186
EC6	6. # of families served by the Direct Emergency Assistance Program (DEAP)	88	155	85
EC6	7. # of individuals served through DEAP to prevent homelessness; increase safety; decrease hunger; and improve /enhance health conditions by the provision of rental. Utility, food, and prescription assistance.	185	300	195
EC6	8. # of CHSP training sessions for applicant agencies	10	10	10
EC6	9. # of CHSP site visits conducted	84	71	81

PERFORMANCE MEASUREMENT ANALYSIS

1. Medicaid Match and the Healthcare Responsibility Act programs require the County to pay 35% of the cost of hospitalization for Leon County Medicaid patients with hospital stays more than three weeks and \$55 per month for each County nursing home resident; and pay for out-of-county hospital services received by uninsured eligible residents. The Agency for Health Care Administration provides data for the Medicaid Match and Florida hospitals provide patient applications for HCRA assistance.
2. Leon County provided funding to the Apalachee Center to provide mental health services for residents. The Apalachee Center reported 914 residents admitted through the Baker Act unit in FY13, a decline of 7% from FY12.
3. Leon County provided funding to the Apalachee Center to provide alcohol and drug abuse services for residents. The Apalachee Center reported a slight decline of 483 residents admitted through the Marchman Act unit for FY13, a decline of 9% from FY12.
4. The Indigent Burial Program provided burials/cremations for 42 residents in coordination with the County's Public Works Department and local funeral homes.
5. Leon County provided funding to the Children's Home Society of Florida to provide child protection medical examinations for alleged abuse and neglected children. The Children's Home Society of Florida reported that a combined total of 186 children were seen in FY13.
6. The demand for utility and rental assistance remains high; however, data shows a decline in individuals assisted through the DEAP due to the partnering agencies only submitting applications for review when DEAP funding will cover the entire emergency need.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-370-XXX

	FINANCIAL			STAFFING			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget	
Personnel	49,776	55,951	57,902	Full Time	2.00	1.00	1.00
Operating	809,905	783,387	679,710	OPS	0.00	0.00	1.00
Capital Outlay	0	0	0				
Grants & Aid	5,103,898	3,496,231	4,238,257				
TOTAL	5,963,579	4,335,569	4,975,869	TOTAL	2.00	1.00	2.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Human Services & Community Partnerships	DIVISION Health and Human Services	PROGRAM Primary Healthcare
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GOAL

The goal of the Primary Healthcare Program is to improve the life of citizens by providing quality and cost effective health services through collaborative community partnerships.

PROGRAM HIGHLIGHTS

1. Launch of the NACo Dental Discount Program for access to affordable preventive dental care.
2. Continued leveraging of funding with the Agency for Health Care Administration for expansion of access to care.
3. Support in the expansion of services for Neighborhood Medical Center, Inc.
4. Support of Bond Community Health Center, Inc.'s Health Resources and Services Administration Service Area application for Federally Qualified Health Centers.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
Q3	1. # Residents receiving primary healthcare through CareNet providers	19,400	20,000	24,545
Q3	2. Value of prescriptions filled by CareNet providers	\$6,036,947	\$6,100,000	\$4,512,473
Q3	3. Value of specialty medical and dental care provided through We Care	\$3,482,793	\$3,500,000	\$3,180,767
Q3	4. # of residents receiving specialty medical and dental care provided through We Care	1,026	1,040	1,072
Q3	5. Community benefit realized through the receipt of grants and leveraging of County funding and resources as grant matches ¹	\$3,469,610	\$3,568,555	\$3,337,917

PERFORMANCE MEASUREMENT ANALYSIS

1. Prior to the launch of the Affordable Care Act, there was an increase in the number of residents receiving primary care through CareNet providers.
2. While the value of the prescriptions has decreased, the number of prescriptions filled has also decreased. This could indicate a trend for less medication needed due to better and consistent care or improvements in health conditions.
3. An increase in patients referred to WeCare is relative to the increase in patients receiving care demonstrating the integral role referrals play in the continuum of care.
4. The number of resident receiving specialty medical and dental care remains fairly consistent.
5. Grant receipts remains fairly consistent.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-971-562

	<u>FINANCIAL</u>			<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	76,415	47,951	79,813	Full Time	1.00	1.00
Operating	1,754,323	1,812,634	1,754,323	OPS	0.00	0.00
Capital Outlay	0	0	0			
Grants & Aid	0	0	0			
TOTAL	1,830,738	1,860,585	1,834,136	TOTAL	1.00	1.00

Leon County FY 2013 Annual Performance and Financial Report

**Office of Resource Stewardship
Business Plan**

Mission Statement

The mission of the Leon County Office of Resource Stewardship is to provide leadership and coordination of services through the Office of Sustainability, the Division of Solid Waste, and the Cooperative Extension program, in order to identify opportunities for synergy and added efficiencies between each work group to effectively promote stewardship of the community's natural, societal, and economic resources.

Strategic Priorities

Economy

- Ensure the provision of the most basic services to our citizens most in need so that we have a "ready workforce." (EC6)

Environment

- Protect our water supply, conserve environmentally sensitive lands, and safeguard the health of our natural ecosystems, including: adoption of minimum Countywide environmental standards. (EN1)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (EN2)
- Educate citizens and partner with community organizations to promote sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (EN4)

Governance

- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Quality of Life

- Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services. (Q3)
- Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness. (Q5)

Strategic Initiatives
October 1, 2011 – September 30, 2013

1. Develop energy reduction master plan (EN4, G5)
2. Further develop clean-green fleet initiatives (EN4)
3. Conduct the Leon County Sustainable Communities Summit (EN3)
4. Pursue opportunities to fully implement a commercial and residential Property Assessed Clean Energy (PACE) program (EN2, EN3)
5. Evaluate Waste Composition Study (EN4)
6. Identify alternative disposal options (EN4)
7. Explore bio-gas generation and other renewable energy opportunities at Solid Waste Management Facility (EN4)
8. Provide Hazardous Waste Collection (EN1, EN3)
9. Provide 4-H Programs (EC6)
10. Consider policy for supporting new and existing community gardens on County property and throughout the County (EC6, EN3, Q5)
11. Educate at risk families to build healthy lives through Expanded Food and Nutrition Education Program (EFNEP) and other family community programs (EC6, Q3)
12. Provide landscaping and pesticide certifications (EN3)

Leon County FY 2013 Annual Performance and Financial Report

Office of Resource Stewardship

Actions	1.	Energy master plan: Assess various models for best applicability, develop plan approach and assessment phasing, and assess buildings in priority order as budget permits. (EN4, G5)	Sustainability Facilities
	2.	Clean-green fleet: Assemble green fleet team, gather base-line inventory data, develop idling education, and develop employee education. (EN4)	Sustainability Fleet
	3.	On a bi-annual basis host the Sustainable Communities Summit, providing in depth education and discussion to nearly 350 community members. (EN3)	Sustainability
	4.	Pursue PACE: Host stakeholder meetings with finance and land owner groups to refine PACE program guidelines, formalize guidelines, seek Board approval, and promote program. (EN2, EN3, EN4)	Sustainability
	5.	Waste composition study: Utilize study results when crafting collection and processing system Request for Proposals. (EN2, G5)	Solid Waste Sustainability
	6.	Identify alternative disposal options: Utilize a consultant to evaluate and identify alternative disposal options, present recommendations to the Board, conduct any RFPs or agreements necessary to implement Board alternative disposal options, and educate community as to enhancements. (EN4)	Solid Waste Sustainability
	7.	Explore bio-gas: explore opportunities when crafting waste processing system Request for Proposals. (EN2, EN4 G5)	Solid Waste Sustainability
	8.	Continue to provide community collection events September through May, and look to leverage the Leon County events with other community collection initiatives such as Spring Green Clean-out and Cans for Cash. (EN1, EN3)	Solid Waste Sustainability
	9.	Provide 4-H programs: Teach youth Science, Technology, Engineering, Math (STEM), Leadership and Citizenship skills through the 4-H youth development through activities such as camping, public speaking and other experiential learning activities. (EC6)	Cooperative Extension Sustainability
	10.	Community gardens: Develop formal policy for approval by the Board, develop program guidelines for both community and stakeholder gardens, market program, and support development of new gardens. (EC6, EN3, Q5)	Cooperative Extension Sustainability
	11.	Teach at-risk families and individuals skills for food resource management, nutrition, food safety and meal planning through individual and small-group classes. (EC6, Q3)	Cooperative Extension
	12.	Teach best management practices through state mandated landscaping and pesticide certification training. (EN3)	Cooperative Extension
	13.	On a bi-annual basis host the Sustainable Communities Summit, providing in depth education and discussion to nearly 350 community members. (EN3)	Sustainability
Performance Measures*	EN4	Reduce overall fuel consumption by a total of 3% by Fiscal Year 2015	0.4% Pg. 1-85
	EN4	% of County drivers to receive training in green driving habits by Fiscal Year 2014	0.0% Pg. 1-85
	EN4	% of waste tonnage recycled annually (relating to the State Recycling Goal)	42% Pg. 1-90
	Q7	75% of participants will show improvement in two or more nutrition practices (i.e. plans meals, makes healthy food choices, reads labels, has children eat breakfast, prepares food without adding salt) by the completion of the class.	53% Pg. 1-84

*Note: Performance Measures reflect FY13 actuals and trend data can be found on the individual Department pages unless stated otherwise.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Resource Stewardship	DIVISION Cooperative Extension	PROGRAM Cooperative Extension
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GOAL

The goal of Cooperative Extension is to provide researched based educational programs and information on horticulture, agriculture, natural resources, forestry, family & consumer sciences, and 4-H youth development empowering citizens of Leon County to make decisions and behavior changes that contribute to an improved quality of life and a more sustainable community.

PROGRAM HIGHLIGHTS

- Engaged more than 7,800 youth in 4-H programs and activities, enhancing their decision making, leadership and communication skills. More than 200 youth increased their skills and knowledge in environmental stewardship by participating in 4-H day and overnight camping experiences.
- In-depth nutrition education classes were completed by 152 Expanded Food and Nutrition Education Program (EFNEP) and/or limited resource adults with children, 315 senior citizens, and 811 limited resource youth. As a result, 88% of participating adults made at least one positive change in their food consumption habits and 81% of participating youth increased their nutrition knowledge.
- Trained and certified more than 1,000 commercial landscape maintenance and land management professionals. Participants received certification and/or continuing educational units ensuring compliance with pesticide application laws and other regulations safeguarding our environment.
- Engaged 3,888 people in low-impact sustainable gardening educational programs—a 262% increase over last year. Through the work of faculty, staff and Master Gardener volunteers, the demonstration garden and community gardens produced donations of over 854 pounds of produce, 173 pounds of non-perishable food and more than 1,000 vegetable seedlings to Second Harvest food bank for distribution to low-income individuals and families. Additionally, faculty partnered with 17 Leon County schools in garden projects.
- Master Gardener, Master Wildlife Conservationists, Family and Consumer Sciences, and 4-H youth and adult volunteers contributed 18,415 hours of volunteer service. This is equivalent to 9 full-time employees.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EC6	1. # of group learning opportunities provided	3,102	2,700	1,204
EN3	2. # of pesticide applicator continuing education (CEUs)	1,109	400	1,188
EN3	3. # of residents receiving environmental technical assistance	96,484	78,000	72,270
EC6,Q3	4. # of limited resource citizens receiving nutrition assistance	17,732	20,000	15,286
EC6,Q3	5. # of residents receiving Family and Consumer Science (FCS) technical assistance	27,502	35,000	17,115
EN6	6. # of volunteer hours provided by Extension trained volunteers	22,880	20,000	18,912
EC6,Q3	7. # of youth involved in 4-H Clubs activities	7,074	7,000	7,707
EC6	8. # of residents receiving 4-H technical assistance	10,793	8,500	8,046
Q3	9. % of participants showing improvement in two or more nutrition practices by the completion of the Expanded Food and Nutrition Education Program (EFNEP)	93%	94%	53%

PERFORMANCE MEASUREMENT ANALYSIS

- Vacant positions, new agents and program assistants, as well as changes in many state requirements resulted in a decreased number of learning events.
- Current faculty worked to fill the void of two vacant positions to maintain this measure.
- Vacant Agriculture and Horticulture positions resulted in a decrease in the number of residents receiving environmental education.
- Vacancies in the EFNEP program and new state requirements for smaller class sizes resulted in decreases in the number of limited income audiences receiving nutrition education.
- Changes in state requirements resulted in a decreased number of residents receiving nutrition education. Additionally, the Family Nutrition Program was not renewed as we anticipated.
- Volunteer hours are self reported which can lead to fluctuations in this measure. Additionally, a new Master Gardener class was not held this year.
- A 10% increase occurred in camping numbers as a result of new partnerships established by 4-H agents.
- This is lower than expected due to statewide changes in the 4-H program with increased emphasis on medium to long term performance goals. This has resulted in greater intensity with fewer contacts.
- New state curriculum and evaluation methods resulted in a decrease. Note: 88% of adults positively changed one food consumption habit.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-361-537

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	429,031	401,938	453,265	Full Time 13.18	13.18	13.00
Operating	87,899	75,600	80,913	OPS 0.00	0.00	0.00
Transportation	3,367	3,598	7,666			
Capital Outlay	0	0	0			
TOTAL	520,297	481,135	541,844	TOTAL 13.18	13.18	13.00

*Elimination of a part-time Maid position associated with programmatic budget reductions.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Resource Stewardship

DIVISION
Office of Sustainability

PROGRAM
Office of Sustainability

GOAL

The goal of the Office of Sustainability is to initiate and maintain a commitment to sustainable practices through innovative leadership and cooperative partnerships within Leon County operations and our community.

PROGRAM HIGHLIGHTS

1. Hosted the Leon County Sustainable Summit, October 31, 2012. The summit featured nationally recognized keynote speakers, as well as 42 presenters in 16 panel sessions on topics ranging from green businesses to the food movement. It was attended by more than 350 people.
2. Expanded the County Community Garden, establishing one new County Community Garden and awarding grants of \$1,000 each to six "Stakeholder Community Gardens" throughout the community.
3. Distributed the first two issues of the Growing Green newsletter, disseminated electronically quarterly, reaching more than 1,600 recipients.
4. Provided leadership and support to Sustainable Tallahassee's Community Carbon Fund, which assists area human service organizations in energy conservation improvements in order to lower utility bills, reduce carbon emissions, and allow more funds to be spent on vital human services. As a result of Leon County's funding contribution, four organizations were assisted in FY 2013. The improvements are projected to save a combined \$5,080 in energy costs and reduce carbon emissions by 26 metric tons.
5. In conjunction with Leon County libraries, launched Community Matters: Topics of Interest for a Sustainable Community quarterly programs. Topics included gardening, energy-efficient light for residences, and recreation in Leon County.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G5	1. Leveraged grant funds expended	\$677,510	N/A	N/A
EN3	2. Individuals reached through educational presentations	725	1,000	900
EN4	3. Estimated energy savings from conservation projects*	\$675,000	\$700,000	\$838,500
EN4	4. Reduce overall fuel consumption by a total of 3% by FY 2015	N/A	N/A	0.4%
EN4	5. % of County drivers to receive training in green driving habits by FY 2014	N/A	N/A	N/A

* Projects include HVAC improvements and Energy Savings Contract (ESCO) Phase 1 & 2 and Coop Ext.

PERFORMANCE MEASUREMENT ANALYSIS

1. There were no grants in effect for FY 2013.
2. Includes events with direct public outreach such as the Sustainable Communities Summit, garden seminars and "Community Matters" programs workshops, hands-on demonstrations, and presentations to community organizations. Does not include educational outreach via passive methods such as the newsletter.
3. Actuals are based on draft Measurement and Verification Report, ESCO guaranteed savings for phase III, and actuals from Cooperative Extension.
4. Fleet Management continues to improve diversifying the fuel types used for vehicles.
5. This program is currently being developed. Performance measures will be provided for FY 2014.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-127-513

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget
Personnel	170,091	165,716	169,660	Full Time 2.00	2.00	2.00
Operating	102,175	49,357	91,635	OPS 0.00	0.00	0.00
Transportation	1,888	423	2,290			
Capital Outlay	0	0				
TOTAL	274,154	215,496	263,585	TOTAL 2.00	2.00	2.00

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Resource Stewardship	DIVISION Solid Waste	PROGRAM SWM Facility
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GOAL

The Apalachee Solid Waste Management Facility is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

PROGRAM HIGHLIGHTS

1. Parking area and walk-over on Cell 1A completed in collaboration with the Parks Department and Operations as part of the new Cross-County running trail.
2. Constructed concrete ditch and sodding on south slope of Cell 2A to storm water pond.
3. Rebuilt Lafayette berm spillway to improve drainage.
4. The Solid Waste Management Facility continues to support research through the Florida State University, Environmental Studies Department.

Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark
G1	Tipping Fee (Yard Debris)	\$39/ton	\$40/ton

Benchmark Sources: Florida Department of Environmental Protection 2010 Data (Benchmark data based on average tipping fee of comparable counties); and Leon County fee is the current fee.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2	1. Maximum on-site time for self-dumping vehicles	20 minutes	20 minutes	20 minutes
G2	2. Annual customer satisfaction survey score (1=very poor, 5=excellent)	4	4	4
G1	3. % of FDEP quarterly inspections found in compliance (no permit issues or violations)	100	100	100
G4	4. % of employees satisfying FDEP certification requirements	100	100	100
G2	5. # of days monthly provide all-weather roads into disposal area	30	30	30
EN1	6. Tons of Class III residuals disposed	20,937	15,930	22,789
EN4	7. Tons of waste tires processed	333	339	342
EN4	8. Tons of wood waste processed	15,570	16,076	18,676

PERFORMANCE MEASUREMENT ANALYSIS

1. The FY13 actual is based upon random "Time out" comparison at the scale house and is consistent with the projection.
2. The average score of the annual customer satisfaction survey was "4" equivalent to "very good".
3. All four quarterly Florida Department of Environmental Protection unannounced inspections resulted in full compliance with all Operating Permit conditions.
4. 100% of staff is trained through the University of Florida Treeo Center meeting all requirements of the Florida Department of Environmental Protection.
5. The all-weather access roads were serviceable as required in the Operating Permit.
6. The figure represents residuals from the recycling contractor. Staff surmised the tonnage increase from the estimated figure is the result of increased construction activity and a strengthening economy.
7. The tonnage of waste tires is from the outgoing tire loads recorded on the weigh system.
8. Yard waste tonnage reflects the total amount of yard waste processed at the facility. Tonnage is recorded through the Division's weigh system.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-442-534

	FINANCIAL			STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	606,526	560,457	667,656	Full Time	10.67	10.67
Operating	1,283,365	1,250,863	909,536	OPS	0.00	0.00
Transportation	203,311	1856,691	180,965			
Capital Outlay	8,487	8,454	0			
TOTAL	2,101,689	2,094,846	1,758,157	TOTAL	10.67	10.67

*Staffing variances associated with Solid Waste reorganization that included the elimination of a Maintenance Technician position, the realignment of a Contract Compliance position from the Transfer Station and position split funding realignments.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Resource Stewardship	DIVISION Solid Waste	PROGRAM Rural Waste Service Centers
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GOAL

The Rural Waste Service Centers serve as part of an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

PROGRAM HIGHLIGHTS

1. The Rural Waste Supervisor performed Cycle-Time studies on all trucks that resulted in improved operator efficiency.
2. To enhance efficiency, a method was created to track compactor/roll-off container load weighs from the centers to disposal location.
3. Rural Waste staff documented approximately 6,000 unincorporated residents utilizing the Rural Waste Service Centers.
4. Town hall meetings were held to get citizen feedback on universal garbage collection. The meetings resulted in the Board approving a fee-based Rural Waste program.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY2013 Estimate	FY 2013 Actual
G1	1. # of random load inspections per site per month	10	10	10
G2	2. Annual customer satisfaction survey score (1=very poor, 5=excellent)	4.8	4	4.84
G5	3. # of chargeable accidents for roll-off truck drivers	0	0	0
G5	4. # of traffic violations for roll-off truck drivers	0	0	0
G2	5. Average customer turn-around time from gate to gate	8 minutes	8 minutes	8 minutes
G2	6. Average truck turn-around time from gate to gate	80 minutes	90 minutes	90 minutes
EN1	7. Tons of rural waste collected	5,586	5,500	4,107

PERFORMANCE MEASUREMENT ANALYSIS

1. Ten random load inspections completed by the supervisor each month is an optimal number of in-house inspections.
2. Rural waste attendants always strive to deliver the highest level of customer service in the County.
3. There were no chargeable accidents for Rural Waste Operators during FY 2013.
4. The drivers for Rural Waste did not have any traffic violations during FY 2013.
5. Turnaround time for customers remains at 8 minutes, which is an optimal time frame.
6. The increased turnaround time is largely due to road construction on Highway 20 and Capital Circle.
7. The decreased amount of waste collected could be attributed to increase recycling efforts at the rural waste services centers.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-437-534

	<u>FINANCIAL</u>			<u>STAFFING</u>			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*	
Personnel	357,285	90,765	479,851	Full Time	8.00	8.00	9.15
Operating	380,304	284,441	301,392	OPS	1.00	1.00	1.00
Transportation	118,512	90,765	111,527				
Capital Outlay	22,297	22,018	4,800				
TOTAL	878,398	820,805	897,570	TOTAL	9.00	9.00	10.15

*Staffing variances associated with Solid Waste reorganization that included position budget split realignments.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Resource Stewardship	DIVISION Solid Waste	PROGRAM Transfer Station
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GOAL

The Transfer Station is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

PROGRAM HIGHLIGHTS

1. No waste was left on the tipping floor overnight 100% of the operating days.
2. Transfer Station was in compliance with all Florida Department of Environmental Protection inspections.
3. The tire washing system was upgraded to enhance the washing process for the trucks leaving the Transfer Station.
4. A well was installed to make the tire washing system more sustainable.
5. Processed customers in and out the Transfer Station safely with no accidents or major delays.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	Tipping Fee	\$41.80/ton	\$52.50/ton

Benchmark Sources: Average of six comparable counties from Collier County annual tipping fee survey (FY 2011).

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
G2	1. % of operating days with waste left on the floor overnight	0	0	0
G2	2. Average loading time for transport trailers	12 minutes	12 minutes	12 minutes
G4	3. % of employees satisfying FDEP certification requirements	100	100	100
G1	4. % of FDEP quarterly inspections found in compliance (no permit issues or violations)	100	100	100
EN1	5. Average net outbound load weight (tons)	22.4	22.5	22.4
EN1	6. Tons of Class I waste processed	164,346	150,000	174,765

PERFORMANCE MEASUREMENT ANALYSIS

1. Staff was successful in removing all waste from the tip floor by the end of every operating day.
2. Average loading time remains at an optimum level.
3. All transfer station staff received the necessary training to keep certifications current.
4. All quarterly FDEP inspections of the transfer station proved to be 100% in compliance with permit conditions and State regulations.
5. Transfer truck loads averaged at the optimum net weight of the vehicle load of 23 tons.
6. Class I tonnage is attributed to the amount of mix loads delivered to the Transfer Station from the City of Tallahassee.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-441-534

	<u>FINANCIAL</u>				<u>STAFFING</u>		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	627,359	612,990	516,589	Full Time	12.33	12.33	10.18
Operating	5,210,379	4,970,339	4,516,450	OPS	0.00	0.00	0.00
Transportation	141,594	143,285	137,433				
Capital Outlay	5,000	1,115					
TOTAL	5,973,896	5,741,525	5,170,872	TOTAL	12.33	12.33	10.18

*Staffing variances associated with Solid Waste reorganization that included realignment of a Contract Compliance Technician position to the Solid Waste Facility and position budget split realignments.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT
Resource Stewardship

DIVISION
Solid Waste

PROGRAM
Hazardous Waste

GOAL

The goal of the Hazardous Waste Management Program is to ensure that hazardous waste materials are properly managed and legally disposed in an environmentally sound manner.

PROGRAM HIGHLIGHTS

1. Received the 2013 Community Service Award from the Florida Chapter of the North American Hazardous Materials Management Association.
2. First year on record that total citizen participation has exceeded 10,000.
3. Overall, total amount of material collected has continued the recent upward trend, increasing 9% over last year.
4. ReNew Paint labels introduced, rebranding our recycled paint to enhance visibility and investigating ways to increase usable paint intake.
5. In January, the *Tallahassee Democrat* ran a front-page article on the program, providing excellent coverage.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EN1	1. # of residents who were provided household hazardous waste disposal services	8,662	8,750	10,736
EN1	2. # of conditionally exempt agencies and small businesses household hazardous waste disposal services provided to	187	225	160
EN1	3. # of off-site household hazardous waste disposal collection events	11	11	11
EN1	4. # tons of potentially hazardous material processed	401	400	430
EN1	5. # of tons of potentially hazardous material reused or recycled	219	225	277
EN1	6. # of tons of electronics waste processed	505	475	555

PERFORMANCE MEASUREMENT ANALYSIS

1. Increased media attention, including a front-page article in the *Tallahassee Democrat*, helped to increase number of citizens served.
2. Conditionally Exempt Small Quantity Generator participation fluctuates from year to year. In past years, there were more efforts to reach out to businesses.
3. All events occurred as planned. A regular schedule of remote collections at a fixed location has steadily increased participation.
4. Increased media attention and regular collection events helped to increase hazardous materials processed.
5. An increased amount of total materials processed and increased amounts of latex paint sent for reprocessing increased the recycle rate.
6. Increased media attention and regular collection events helped to increase electronic items processed.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-443-534

	FINANCIAL				STAFFING		
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget		FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget*
Personnel	255,524	268,200	250,376	Full Time	4.00	4.00	3.25
Operating	352,455	343,607	340,705	OPS	1.00	1.00	1.00
Transportation	560,457	621,728	9,409				
Capital Outlay	7,200	7,029	0				
TOTAL	621,729	621,728	600,490	TOTAL	5.00	5.00	4.25

*Staffing variances associated with Solid Waste reorganization that included the elimination of a Hazardous Waste Technician and position budget split realignments.

Leon County Government

FY 2013 Annual Performance and Financial Report

DEPARTMENT Resource Stewardship	DIVISION Solid Waste	PROGRAM Recycling Services & Education
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GOAL

The goal of the Recycling Services Education Division is to provide recycling services and education to residents, businesses and government in order to prevent pollution, preserve natural resources, and protect our local environment and reduce solid waste disposal.

PROGRAM HIGHLIGHTS

- Partnered with 4-H and developed the program's first "Talking Trash" Recycling Day Camp. Sixteen middle school-age students participated in the 3-day camp.
- Through the community Styrofoam™ recycling program, the program collected and sold 8,000 pounds of EPS for recycling.
- Thirty-seven tons of cardboard was collected at the Recycling Building at the Solid Waste Facility and sold to a paper recycler.
- Supported the second annual 5K Trash Dash at the Solid Waste Facility as part of the annual open house and America Recycles Day event.
- Continued refurbishing hook-lift containers using repurposed materials (hinges, pool sheets and campaign signs) and new paint.

BENCHMARKING

Priorities	Benchmark Data (2013)	Leon County	Comparable Counties	Statewide Goal
G1	% of waste tonnage recycled	42%	33%-45%	40%

Comparable counties data based on average rate of five comparable counties from the DEP annual report. The Statewide Goal will be 50% as of December 30, 2014.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2012 Actual	FY 2013 Estimate	FY 2013 Actual
EN4	1. Rural Waste Service Centers recycling tonnage	546	550	547
EN4	2. County buildings/offices recycling tonnage	94	90	101
EN4	3. County schools recycling tonnage	78	80	82
EN4	4. County curbside recycling tonnage	3,885	4,000	3,830
EN3	5. # of participating community-wide recycling related events	4	6	6
EN3,Q1	6. # of waste reduction/recycling classroom presentations	103	100	106
EN3,Q1	7. # of citizens participating in recycling educational presentations	5,688	5,000	4,926
EN4	8. % of waste tonnage recycled	42%	40%	*

PERFORMANCE MEASUREMENT ANALYSIS

- Aesthetically pleasing hook-lift containers at the rural waste sites brought attention to the recycling program.
- Increased recycling presentations at county offices and departments taught employees the reasons why and how-to recycle at work.
- Refurbished recycling bins and more in-school presentations increased recycling participation.
- The recycling contractor reported a reduction of recycled materials received from curbside recycling (Waste Management).
- Participated in all community events as scheduled.
- Recycling Education Coordinator increased the number of classroom presentations.
- Although classroom presentations and community event participation increased, the participant census decreased.
- The FY13 Actual is intentionally left blank as the official recycling rate data is provided by the Florida Department of Environmental Protection. FY13 information will be available October 2014.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-471-534

	FINANCIAL			STAFFING			
	FY 2013 Adj. Budget	FY 2013 Actual	FY 2014 Budget	FY 2013 Adopted	FY 2013 Actual	FY 2014 Budget *	
Personnel	100,522	100,128	70,841	Full Time	2.00	2.00	1.45
Operating	151,857	61,598	85,954	OPS	0.00	0.00	0.00
Transportation	41,291	25,704	41,333				
Capital Outlay	0	0	0				
TOTAL	293,670	187,431	198,128	TOTAL	2.00	2.00	1.45

*Staffing variances associated with Solid Waste reorganization that included position budget split realignments.

Leon County Government**FY 2013 Annual Performance and Financial Report****MAJOR REVENUE SUMMARY**

Total FY13 budgeted revenues shown below represents approximately 87% of all FY13 budgeted County revenues. (1)

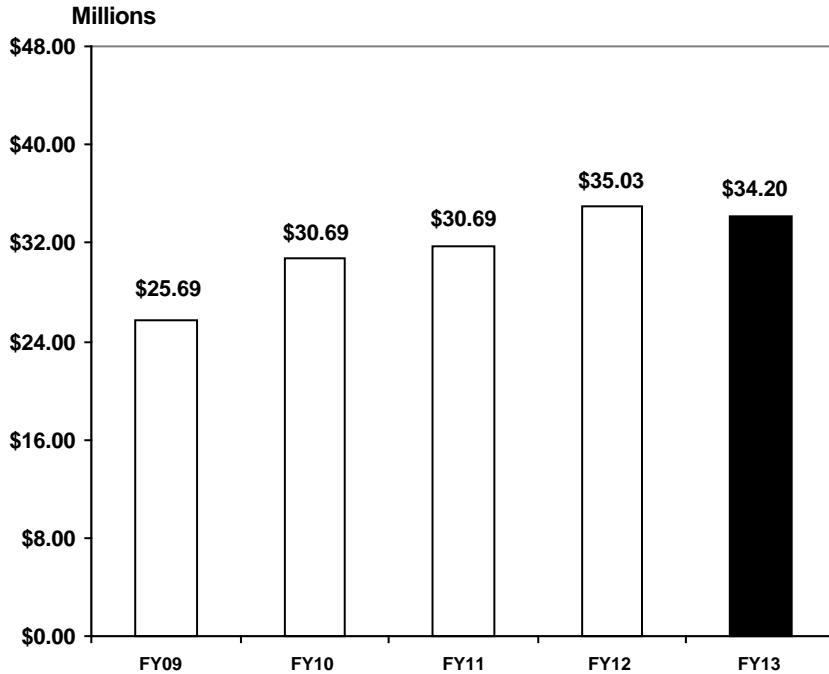
Revenue Source	FY12 Actual	FY13 Budget	FY13 Actual	FY12 Actuals vs. FY13 Actuals	FY13 Budget vs. FY13 Actuals
Ad Valorem Taxes (2)	105,069,896	104,367,480	107,426,859	2.2%	2.9%
State Revenue Sharing (3)	4,371,005	4,150,550	4,554,832	4.2%	9.7%
Communication Serv. Tax (4)	3,594,407	3,151,150	3,541,700	-1.5%	12.4%
Public Services Tax (5)	7,266,951	6,568,300	6,310,233	-13.2%	-3.9%
State Shared Gas Tax	3,860,907	3,718,300	3,852,210	-0.2%	3.6%
Local Option Gas Tax	5,009,139	4,807,950	4,793,118	-4.3%	-0.3%
Local 1/2 Cent Sales Tax (3)	10,445,949	10,110,850	10,899,174	4.3%	7.8%
Local Option Sales Tax	3,520,069	3,390,740	3,678,283	4.5%	8.5%
Local Option Tourist Tax (6)	4,106,620	4,100,675	4,238,720	3.2%	3.4%
Solid Waste Fees (7)	7,030,951	7,412,148	7,391,568	5.1%	-0.3%
Building Permits Fees (8)	1,324,592	960,925	1,427,710	7.8%	48.6%
Environmental Permit Fees (9)	553,019	608,095	734,576	32.8%	20.8%
Ambulance Fees (10)	10,672,122	9,510,448	8,854,000	-17.0%	-6.9%
Probation and Pre-Trial Fees (11)	1,123,094	1,027,520	1,071,166	-4.6%	4.2%
Court Facilities Fees	1,362,802	1,358,500	1,422,383	4.4%	4.7%
Fire Services Fee (12)	7,712,400	6,394,772	7,165,041	-7.1%	12.0%
Investment Income - GF/FF (13)	1,059,517	582,350	537,134	-49.3%	-7.8%
Investment Income - Other (13)	2,381,279	1,702,411	1,306,315	-45.1%	-23.3%
TOTAL:	\$ 180,464,719	\$ 173,923,164	\$ 179,205,022	-0.7%	3.0%

Notes:

- (1) The percentage is based on all County revenues net of transfers and appropriated fund balance.
- (2) The increase in ad valorem revenue from FY12 is a direct result of the Board going to the rolled back millage rate (8.3144) in FY13.
- (3) The 1/2 Cent Sales Tax and State Revenue Sharing are both State shared revenues supported by state and local sales tax collections. Overall, local and state sales tax transactions were higher in FY13 due to an increase in consumer spending, associated with the economic recovery.
- (4) The Communication Services Tax decreased slightly from FY12 due reduced consumer use of land phone lines and other communications related devices such as cable and internet.
- (5) The Public Service Tax revenues decreased from last year's collections to correct a \$2.1 million overpayment in the electric portion of the PST by the City of Tallahassee. As a result the City and County agreed that the the City will withhold \$58,614 of PST revenue from their monthly remittance over the next three years. The three year payback will allow the fund to generate adequate income for related operations.
- (6) An overall increase in tourism hotel nights and room rates account for an increase in revenue from the previous year.
- (7) Changes in operations at the solid waste facility with the inclusion of yard waste collection revenues in reporting figures represent the increase over FY12 actuals.
- (8) Building permit fees show a modest increase in FY13 indicating a recovery in the building sector after the recent recession.
- (9) Environmental permit revenue continues to see a significant increase as a direct result of the improving economy.
- (10) The decrease in Ambulance Fee collections can be attributed to multiple factors including lower collection percentages and an increased amount of patients without health insurance coverage. In addition, an updated trend analysis indicated that the percentage of payable bookings compared to total billing needed to be reduced. Historically, 41% of total billings were posted as collected, the updated analysis indicated the bookings needed to be reduced to 36%.
- (11) A small decrease in fee revenue can be attributed to diminishing collections balanced by the recently established on-site urinalysis testing program and an increase in the number of alcohol tests.
- (12) The fire services fee was implemented for FY10. Actual collections for FY13 are consistent with FY12 actuals due to the collection of FY12 delinquent fire services fees that were placed on the FY13 tax bill to prevent under collection. Due to the City of Tallahassee collecting the majority of the fees which are direct billed, an individual revenue page is not provided in this section of the report.
- (13) In an effort to effect economic recovery, the Federal Reserve has continued to keep interest rates low, directly influencing interest earnings on County funds.

GENERAL FUND /FINE AND FORFEITURE- FUND BALANCE

General/Fine and Forfeiture Fund Balance



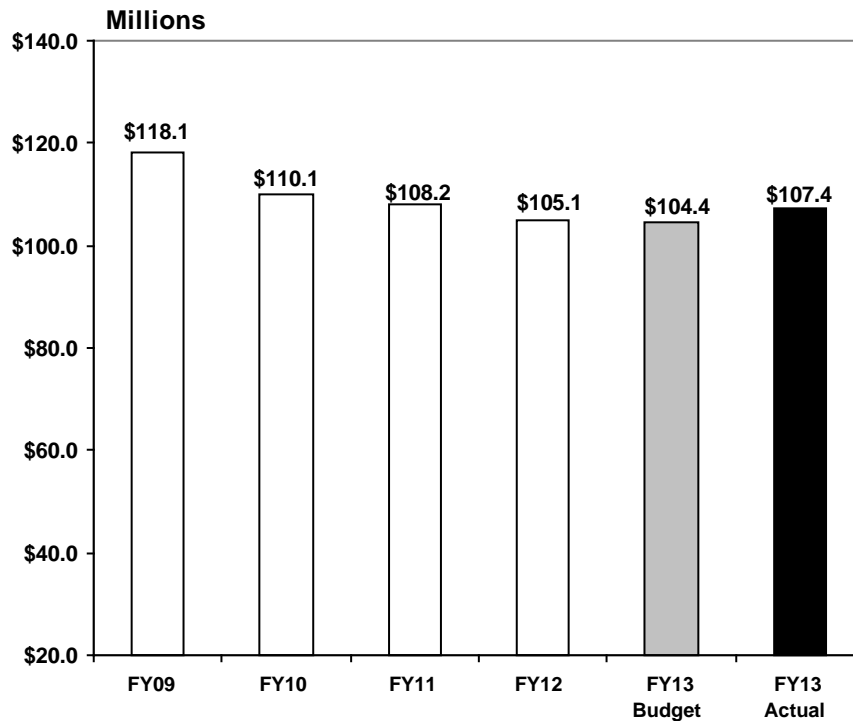
General/Fine and Forfeiture Fund Balance:

Fund Balance is maintained for cash flow purposes, as an emergency reserve and a reserve for one-time capital improvement needs. In addition, the amount of fund balance is used by rating agencies in determining the bond rating for local governments. The Leon County Reserves Policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. The unaudited fund balance for FY12 is \$35.03 million. This reflects 29% of operating expenditures and is consistent with the County's Reserve Policy.

The Board approved the use \$4.1 million in general fund balance to support the FY14 budget.

AD VALOREM TAXES

Fiscal Year Budget & Actuals



Background:

Ad Valorem Taxes are derived from all non-exempt real and personal properties located within Leon County. The non-voted countywide millage rate is constitutionally capped at 10 mills (Article VII, Section 9(a) and (b)).

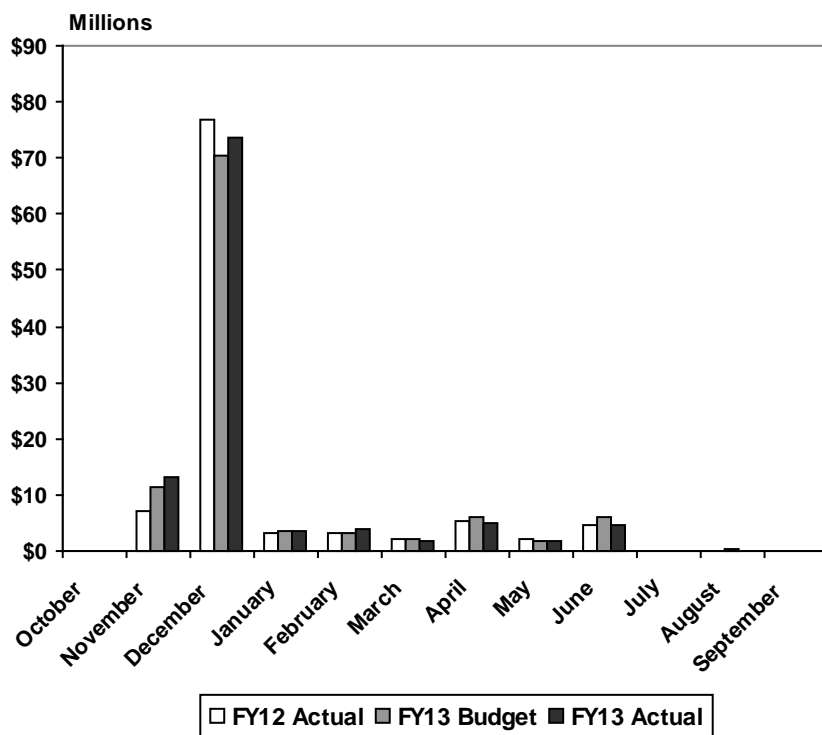
The amounts shown are the combined General Fund and Fine and Forfeiture Fund levies.

Trend:

In January 2008 a constitutional amendment was passed that established restrictions on property valuations, such as an additional \$25,000 homestead exemption and Save Our Homes tax portability. These restrictions will limit future growth in ad valorem taxes. Actual Ad Valorem taxes collected in FY13 were 2.9% higher than budgeted and a 2.2% higher than the FY12 Actuals. This was due to the Board moving to the rolled back millage rate at 8.3144. Additionally, final property valuations increased higher than anticipated resulting in additional ad valorem collections.

FY12 Actual: \$105,069,896
 FY13 Budget: \$104,367,480
 FY13 Actual: \$107,426,859

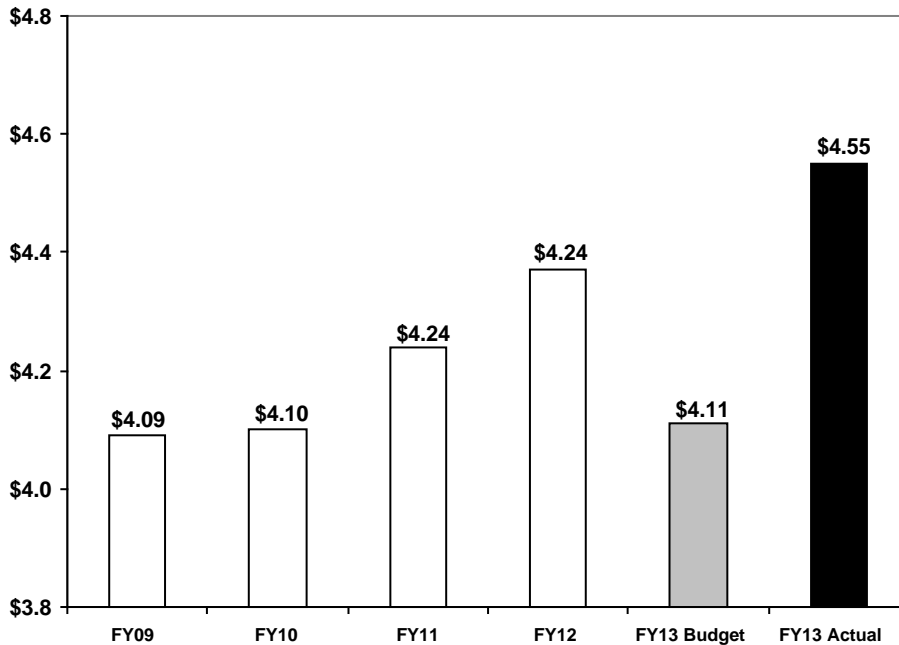
Monthly Totals: Budget vs Actuals



STATE REVENUE SHARING TAX

Fiscal Year Budget & Actuals

Millions

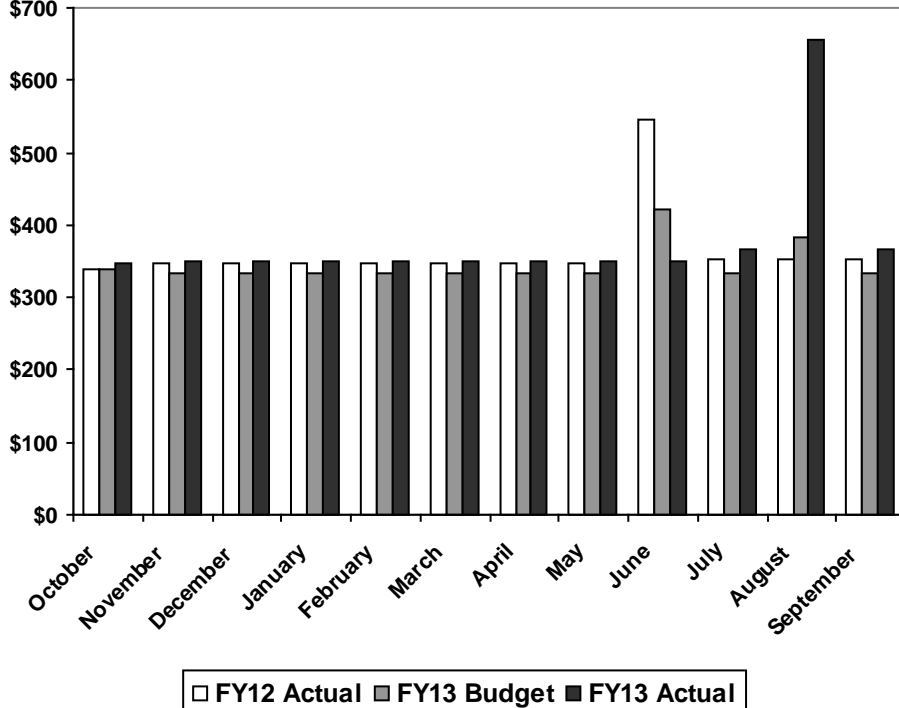


Background:

The Florida Revenue Sharing Act of 1972 was an attempt by the Legislature to ensure a minimum level of parity across units of local government when distributing statewide revenue. Currently, the Revenue Sharing Trust Fund for Counties receives 2.9% of the net cigarette tax collections and 2.25% of sales and use tax collections. Effective July 1, 2004, the distribution formula reduced the County's share to 2.044% or a net reduction of approximately 10%. The sales and use tax collections provide approximately 96% of the total revenue shared with counties, with the cigarette tax collections making up the small remaining portion. These funds are collected and distributed on a monthly basis by the Florida Department of Revenue.

Monthly Totals: Budget vs Actuals

Thousands



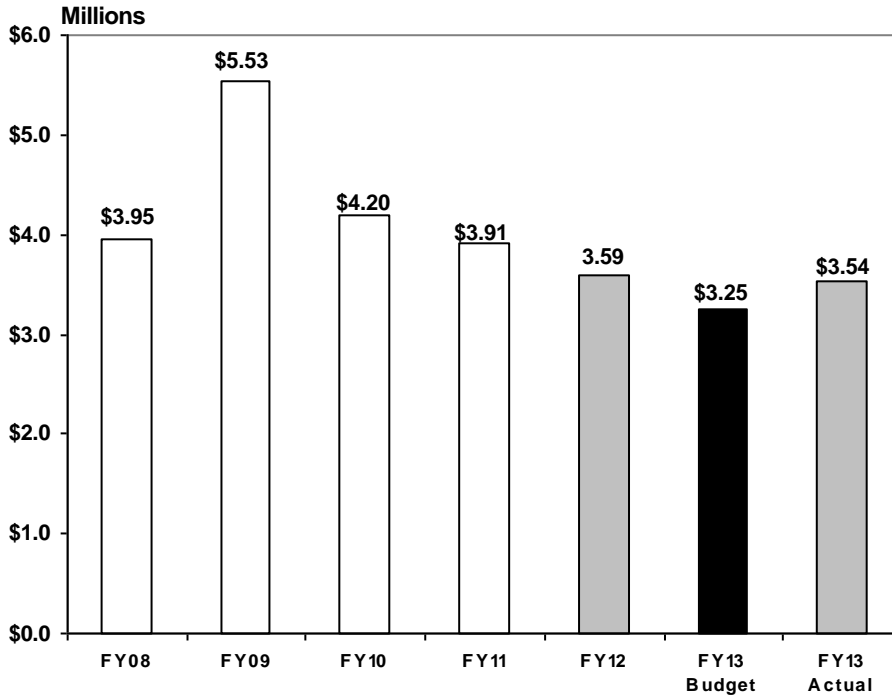
Trend:

Since FY08, Leon County has experienced a sharp decrease in state revenue sharing taxes due to the recession. However, FY11 saw a slight increase indicating a growing confidence in consumer spending which continued through FY12 and shown by the increased disbursement of the true up from the State in June 2012 and August 2013, respectively. During the 2012 General Revenue Estimating Conference, the State expects this trend to carry on with modest positive growth projected in FY13 and the out-years.

FY12 Actual: \$4,371,005
 FY13 Budget: \$4,150,550
 FY13 Actual: \$4,554,832

COMMUNICATION SERVICES TAX

Fiscal Year Budget & Actuals



Background:

The Communication Services Tax combined 7 different State and local taxes or fees by replacing them with a 2 tiered tax, each with its own rate. These 2 taxes are (1) The State Communication Services Tax and (2) The Local Option Communication Services Tax. The County correspondingly eliminated its 5% Cable Franchise Fee and certain right of way permit fees. Becoming a Charter county allowed the County to levy at a rate of 5.22%, which is lower than the 6.1% rate currently being levied by the City. The County increased the rate in February of 2004.

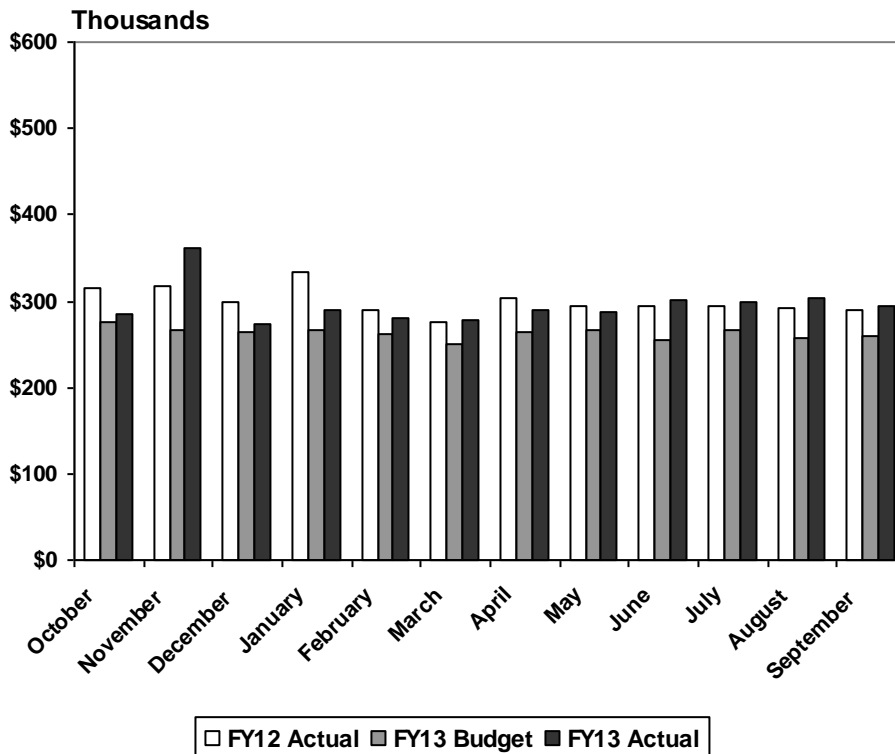
Trend:

Beginning in FY07, actual revenues began to decrease slightly. This statewide trend is expected to hold for FY13 with little to no growth over future fiscal years.

In December 2008, the County received a \$2.5 million audit adjustment from the State, distributed in the form of a \$1.3 million lump sum payment in December of FY09 with the remainder prorated in equal monthly payments of \$33,429 from February 2009 until December 2012. These monthly adjustment payments have been contemplated in the budget graphs.

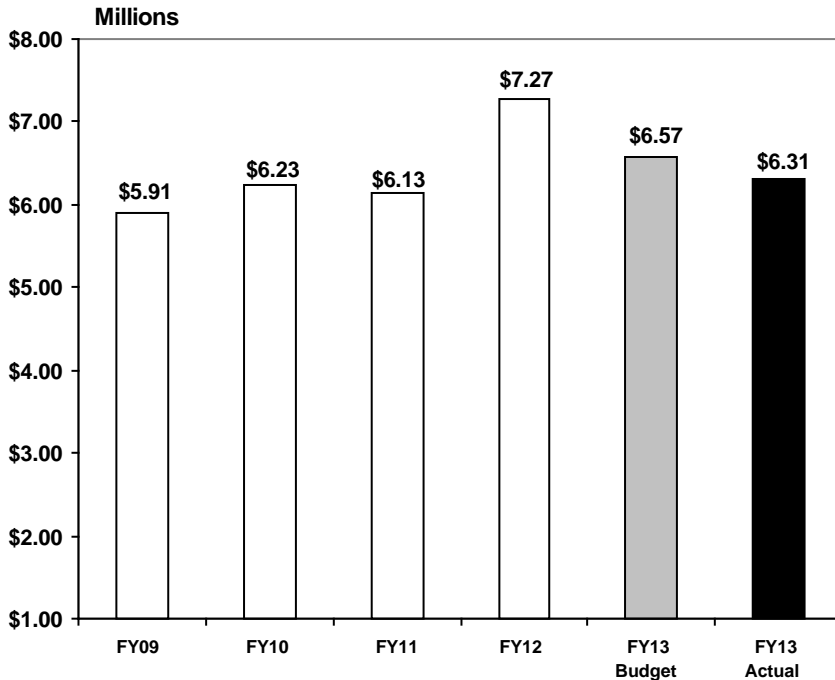
FY12 Actual: \$3,594,407
 FY13 Budget: \$3,151,150
 FY13 Actual: \$3,541,700

Monthly Totals: Budget vs Actuals



PUBLIC SERVICES TAX

Fiscal Year Actuals & Projections



Background:

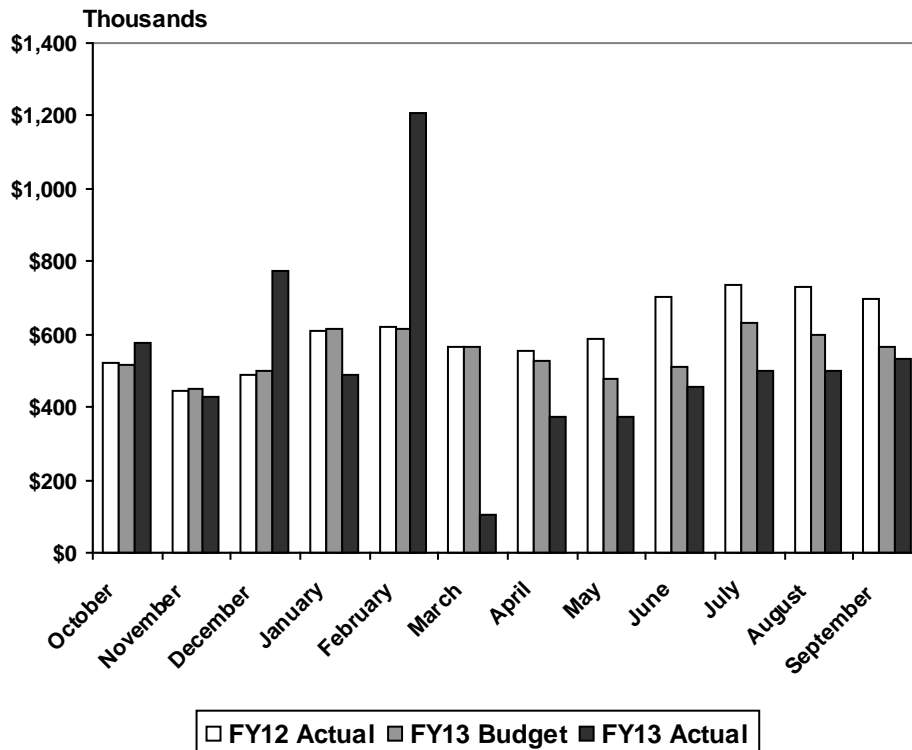
The Public Services Tax is a 10% tax levied upon each purchase of electricity, water, and metered or bottled gas within the unincorporated areas of the County. It is also levied at \$.04 per gallon on the purchase of fuel oil within the unincorporated areas of the County. This tax became effective on October 1, 2003.

Trend:

Due to its consumption basis, this tax is subject to many variables including rates and usage. Revenues have steadily trended upward since FY09, however in FY13 the City of Tallahassee determined it had incorrectly overpaid \$2.1 million on the electric portion of the tax for the past three years. As such, future year's revenue projections reflect the payback of these revenues through the withholding over 36 months as can be seen in the drop beginning in March 2013.

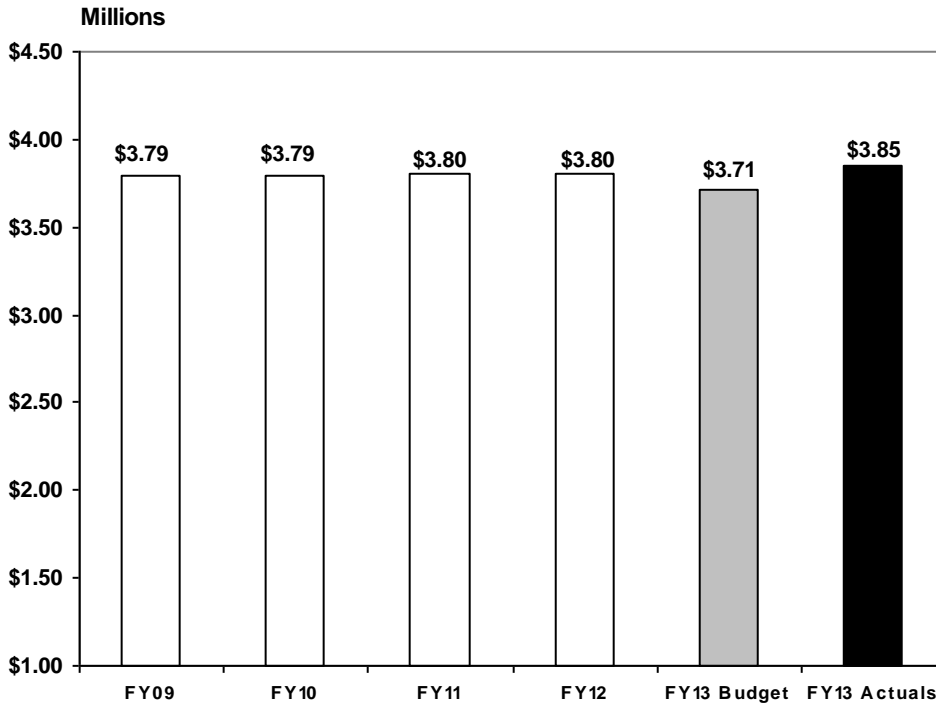
FY12 Actual: \$7,266,951
 FY13 Budget: \$6,568,300
 FY13 Actual: \$6,310,233

Monthly Totals: Budget vs Actuals



STATE SHARED GAS TAX

Fiscal Year Budget & Actuals



Background:

The State Shared Gas Tax consists of 2 discrete revenue streams: County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures (Florida Statutes 206 and others). These revenue streams are disbursed from the State based on a distribution formula consisting of county area, population, and collection.

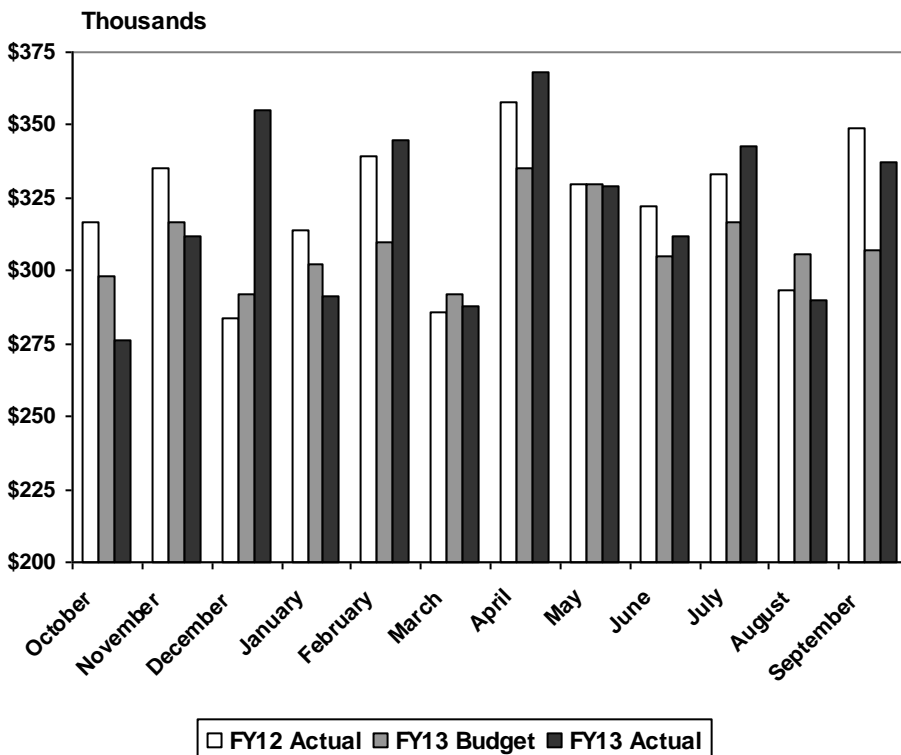
Trend:

This is a consumption based tax on gallons purchased. Prior to FY08 there was modest growth in this revenue stream. Decreased fuel consumption due to the recession and high fuel costs caused revenues to remain flat.

FY13 fuel prices are expected to remain relatively consistent through the short term and estimates from the Transportation Revenue Estimating Conference project a modest growth into the next year.

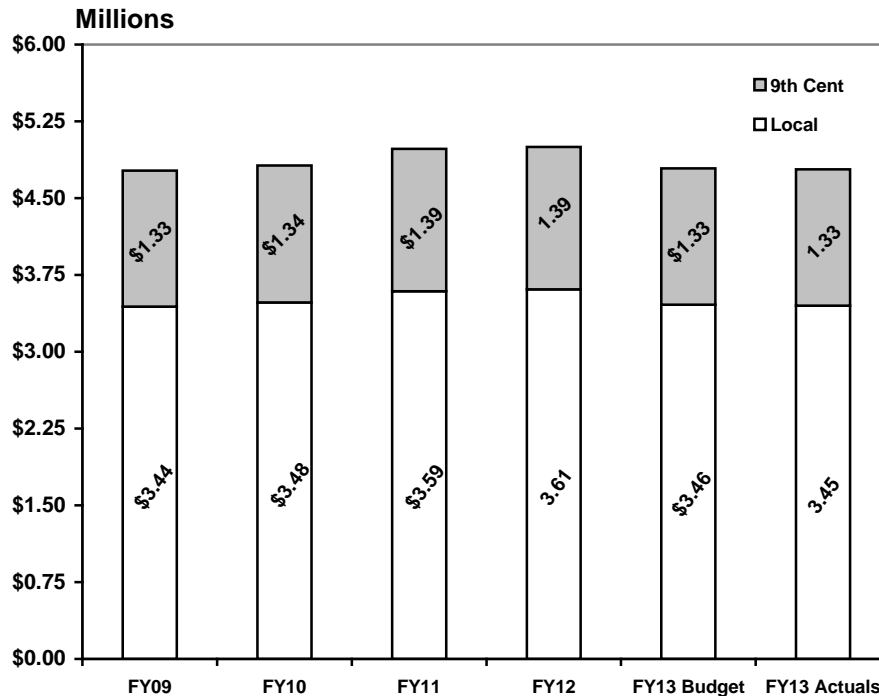
FY12 Actual: \$3,860,907
 FY13 Budget: \$3,718,300
 FY13 Actual: \$3,852,210

Monthly Totals: Budget vs Actuals



LOCAL OPTION GAS TAXES

Fiscal Year Budget & Actuals



Background:

9th Cent Gas Tax: This tax was a State imposed 1 cent tax on special and diesel fuel. Beginning in FY02, the County began to levy the amount locally on all fuel consumption.

Local Option Gas Tax: This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel. Per an inter-local agreements, this revenue is shared 50% - 50% for the first 4 cents between the City and County, and 60% City and 40% County for the remaining 2 cents. This equates to the County 46% and the City 54%. Funds are restricted to transportation related expenditures. This gas tax will sunset in August 2015. The amounts shown are the County's share only.

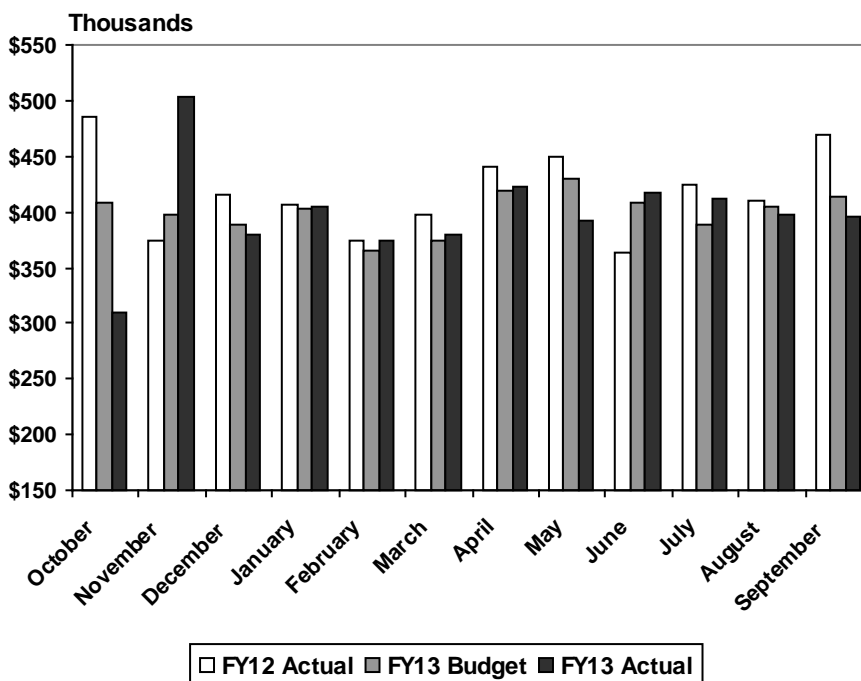
Trend:

This is a consumption based tax on gallons purchased. Since FY08, fuel consumption has remained flat due to gas prices.

In FY12, Leon County collected a slightly higher amount of gas tax revenue and anticipates similar levels in FY13 and out-years. The forecast of gas tax revenues has become increasingly uncertain as pump prices continue to fluctuate throughout the year.

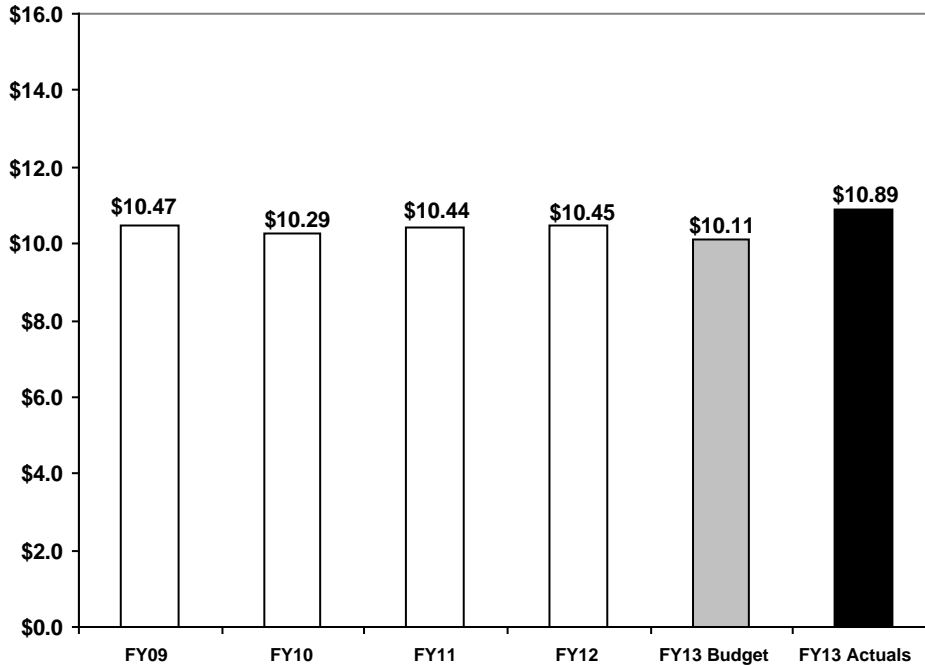
FY12 Actual: \$5,009,139
 FY13 Budget: \$4,807,950
 FY13 Actual: \$4,793,118

Monthly Totals: Budget vs Actuals



LOCAL GOVERNMENT 1/2 CENT SALES TAX

Fiscal Year Budget & Actuals
Millions



Background:

The Local Government 1/2 Cent Sales Tax is based on 9.653% of net sales tax proceeds remitted by all sales tax dealers located within Leon County. Effective July 1, 2004, the distribution formula reduces the County's share to 8.814% or a net reduction of approximately 9.5%. The revenue is split 56.6% County and 43.4% City based on a statutory defined distribution formula (Florida Statutes Part VI, Chapter 218).

The amounts shown are the County's share only.

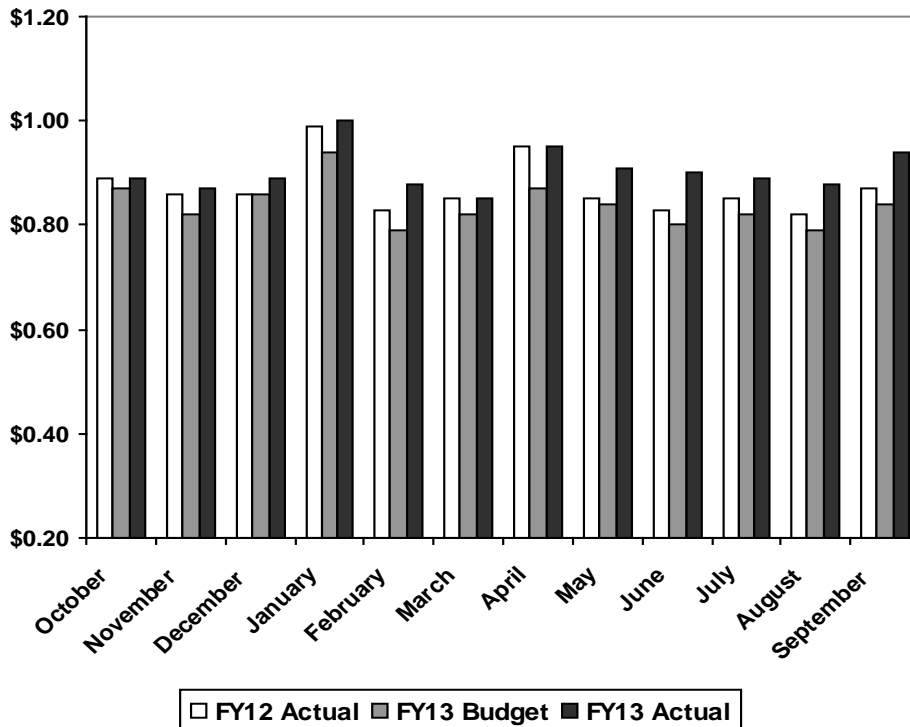
Trend:

Since FY08, sales tax revenue steadily declined. However, FY12 projections held true with a minimal increase in sales tax revenue following an increase in FY11 collections, indication of an improving economy and a corresponding increase in consumer based economic activity.

FY12 Actual: \$10,445,949
 FY13 Budget: \$10,110,850
 FY13 Actual: 10,899,174

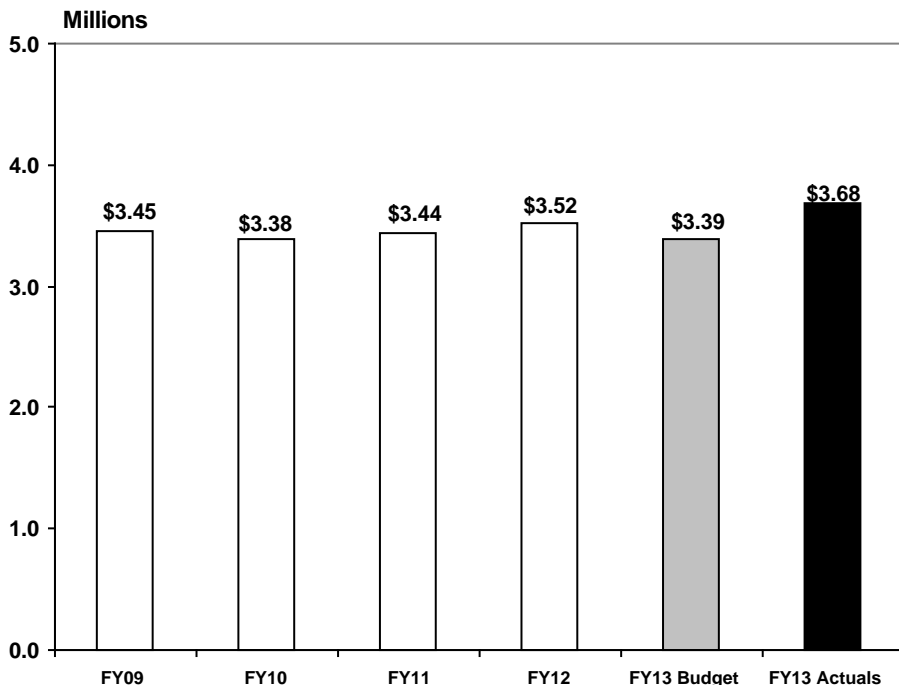
Monthly Totals: Budget vs Actuals

Millions



LOCAL OPTION SALES TAX

Fiscal Year Budget & Actuals



Background:

In a November 2000 referendum, the sales tax was extended for an additional 15 years beginning in 2004. The revenues are distributed at a rate of 10% to the County, 10% to the City, and 80% to Blueprint 2000. The Local Option Sales Tax is a 1 cent sales tax on all transactions up to \$5,000.

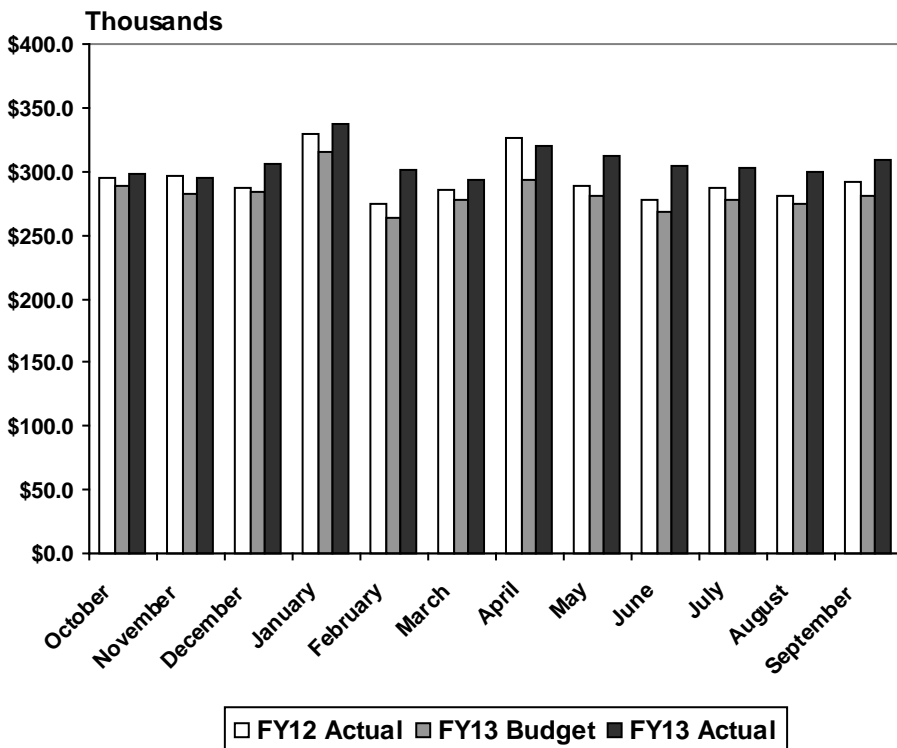
The amounts shown are the County's share only.

Trend:

Leon County collected a slightly higher amount of local sales tax than in FY12. This is an indication of an improving economy and a return of consumer spending activity. FY14 projections continue the modest upward trend in expected consumer spending.

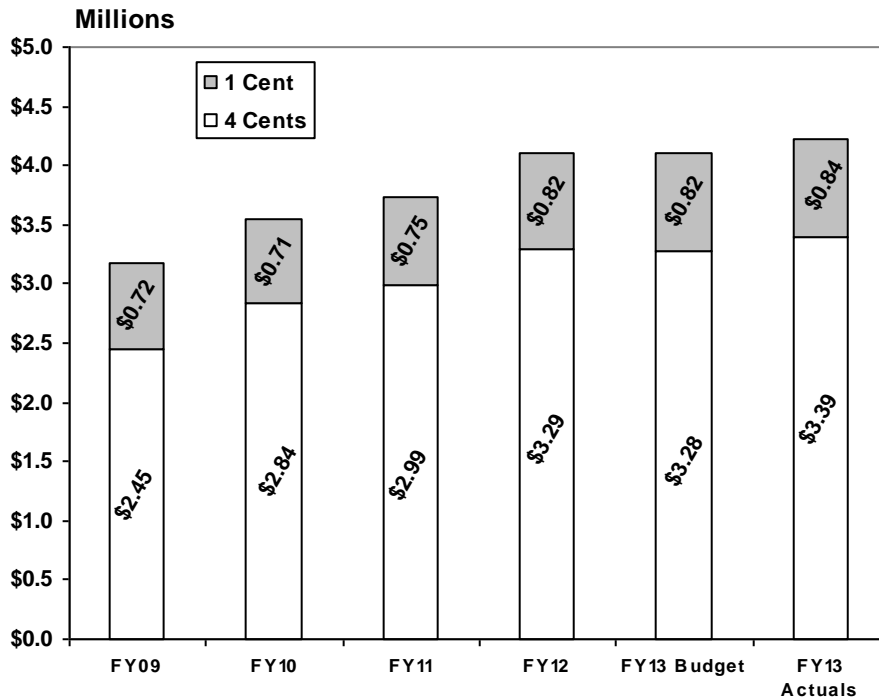
FY12 Actual: \$3,520,069
 FY13 Budget: \$3,390,740
 FY13 Actual: \$3,678,283

Monthly Totals: Budget vs Actuals



LOCAL OPTION TOURIST TAX

Fiscal Year Budget & Actuals



Background:

The Local Option Tourist Tax is a locally imposed 5% tax levied on rentals and leases of less than 6-month duration. This tax is administered locally by the Tax Collector. The funds are restricted to advertising, public relations, promotional programs, visitor services and approved special events (Florida Statute 125.014). This tax dedicates one cent to the performing arts center.

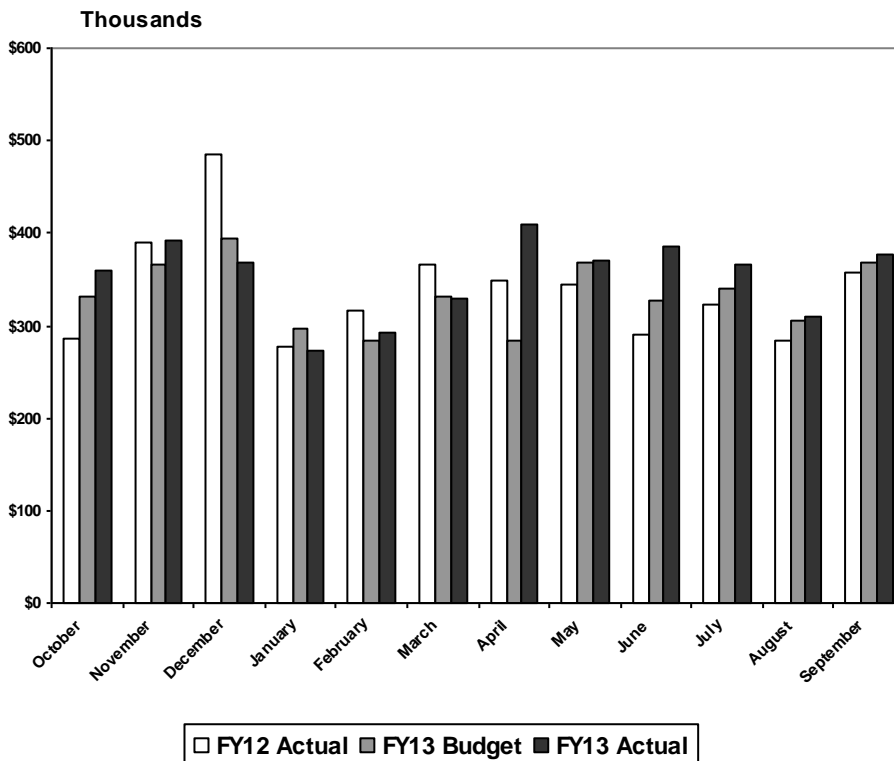
On March 19, 2009, the Board approved to increase total taxes levied on rentals and leases of less than 6-month duration by 1%. The total taxes levied are now 5%. The additional 1% became effective on May 1, 2009 and will be used for marketing as specified in the TDC Strategic Plan.

Trend:

Improved economic conditions allowed for an increase in tourist tax revenue in FY13. The additional one cent levied in May 2009, along with an increase in available rooms, increased rates and an increase in the business travelers sector of the market contribute to the projected upward trend in FY14.

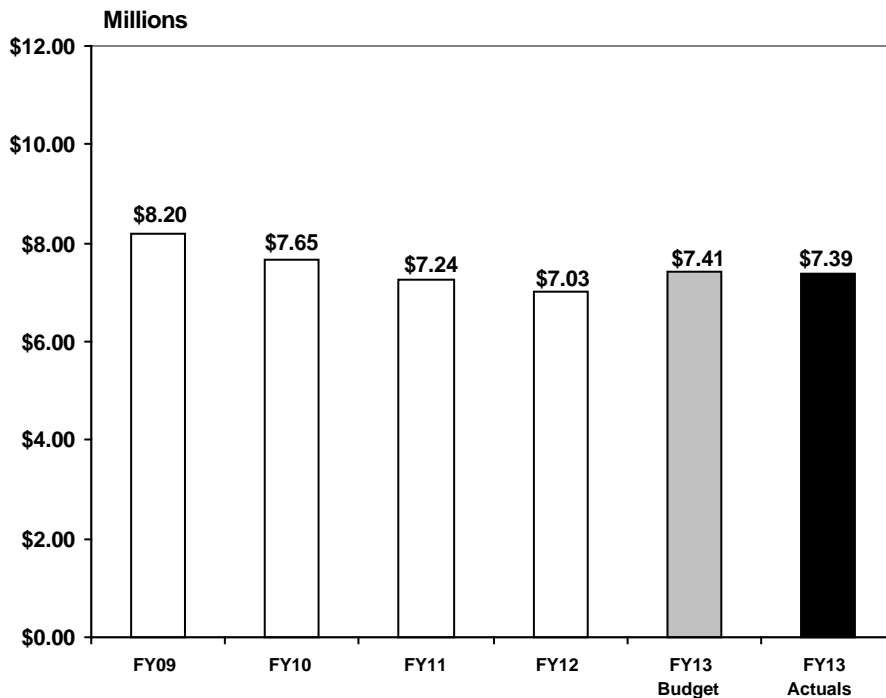
FY12 Actual: \$4,106,620
 FY13 Budget: \$4,100,675
 FY13 Actual: \$4,238,720

Monthly Totals: Budget vs Actuals



SOLID WASTE FEES

Fiscal Year Budget & Actuals



Background:

Solid Waste Fees are collected for sorting, reclaiming, disposing of solid waste at the County landfill and transfer station. Revenues collected will be used for the operation of all solid waste disposal sites.

In October 2008, the Board entered into a contractual agreement with Marpan Recycling. The Solid Waste Management Facility is no longer accepting Class III waste as of January 1, 2009. This contract caused a decline in revenues at the Solid Waste Management Facility. However, expenditures have been adjusted to reflect the change in operations at the facility.

Trend:

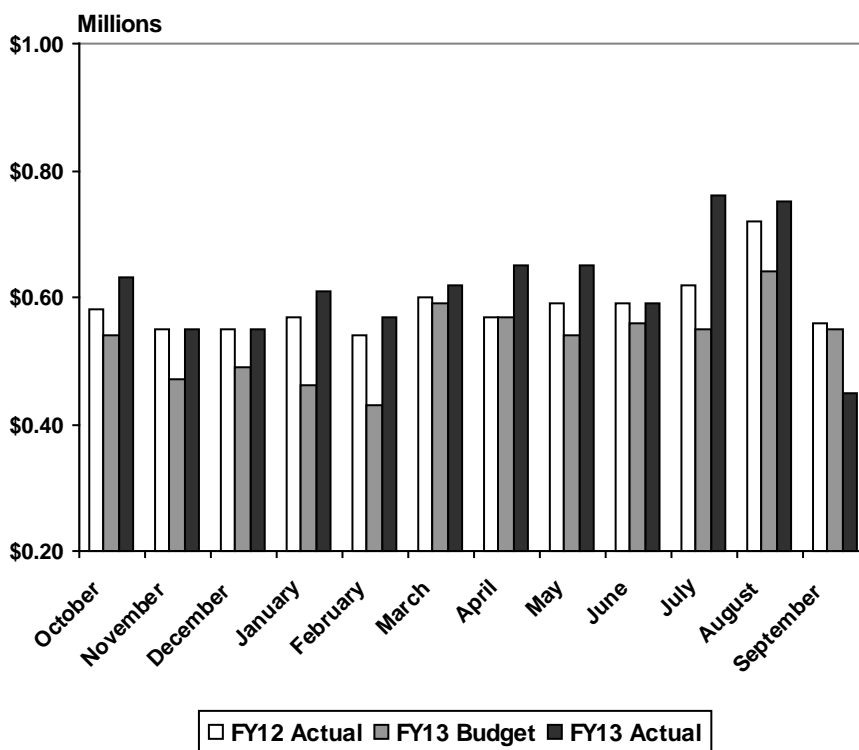
An increase in the FY13 solid waste fee revenue is a result of more residual class III waste collected at the landfill from the Counties recycling partner Marpan, and the addition of fees associated with yard waste collection.

Due the pending closure of the landfill and a reduced disposal hauling contract, the tipping fee at the transfer station was reduced by \$4.30 in FY 2014. This will cause a reduction in revenues, which are reciprocally off-set by a reduction in expenditures in FY 2014.

In addition, the Board implemented modest user fees at the rural waste collection centers. These fees are anticipated to collect \$900,000 in revenue.

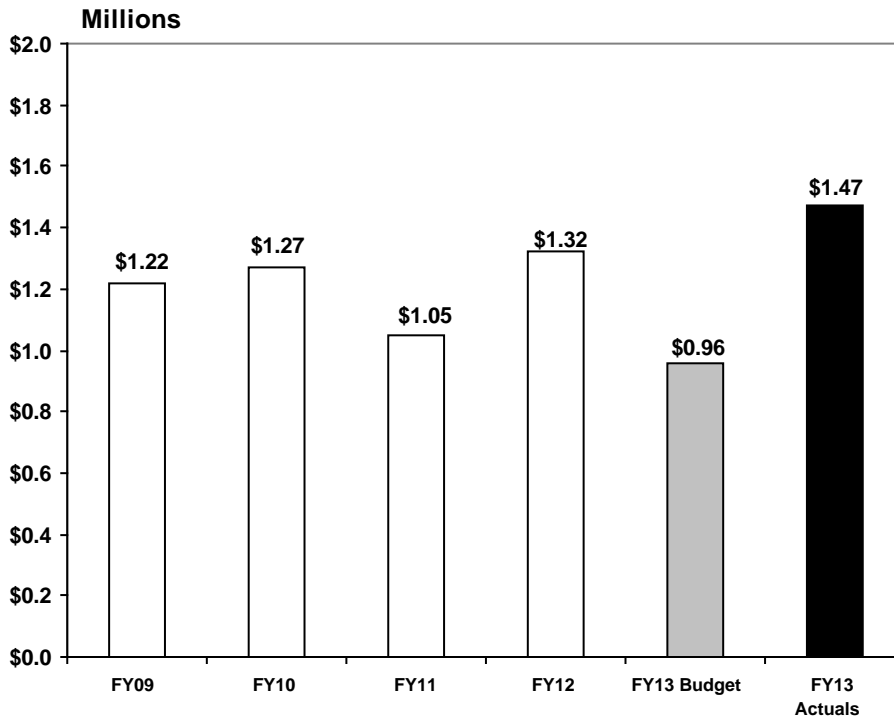
FY12 Actual: \$7,030,951
 FY13 Budget: \$7,412,148
 FY13 Actual: \$7,391,568

Monthly Totals: Budget vs Actuals



BUILDING PERMIT FEES

Fiscal Year Budget & Actuals



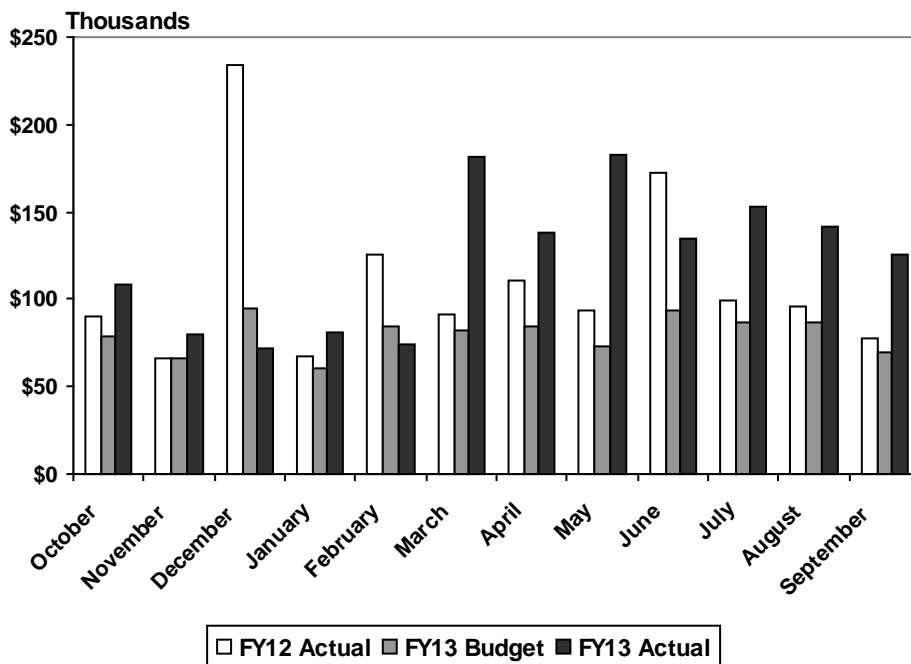
Background:

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, State and federal building code requirements. The County only collects these revenues for development occurring in the unincorporated area. As a result of a fee study, the Board adopted the first revised fee study in more than ten years. The fee increase was implemented in three phases: 34% on March 1, 2007; 22% on October 1, 2007; and a final 7% on October 1, 2008.

Trend:

Recovery from the repressed housing construction industry started in FY12, and new development allowed revenues to rebound in FY13. It is uncertain whether permits will continue to increase in the next fiscal year although any decrease should be minimal.

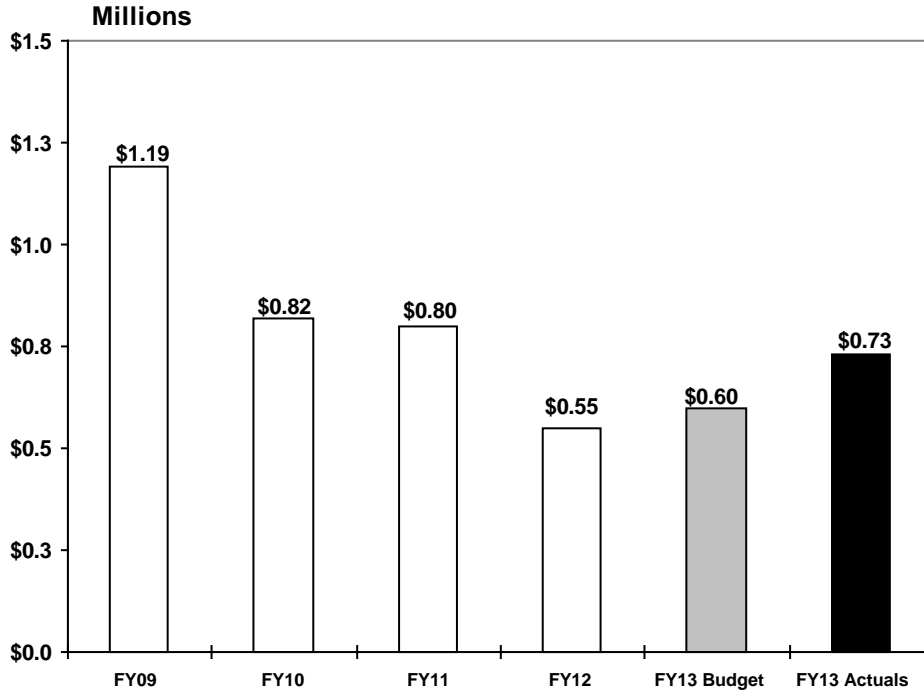
Monthly Totals: Budget vs Actuals



FY12 Actual: \$1,324,592
 FY13 Budget: \$960,925
 FY13 Actual: \$1,427,710

DEVELOPMENT REVIEW AND ENVIRONMENTAL PERMIT FEES

Fiscal Year Budget & Actuals



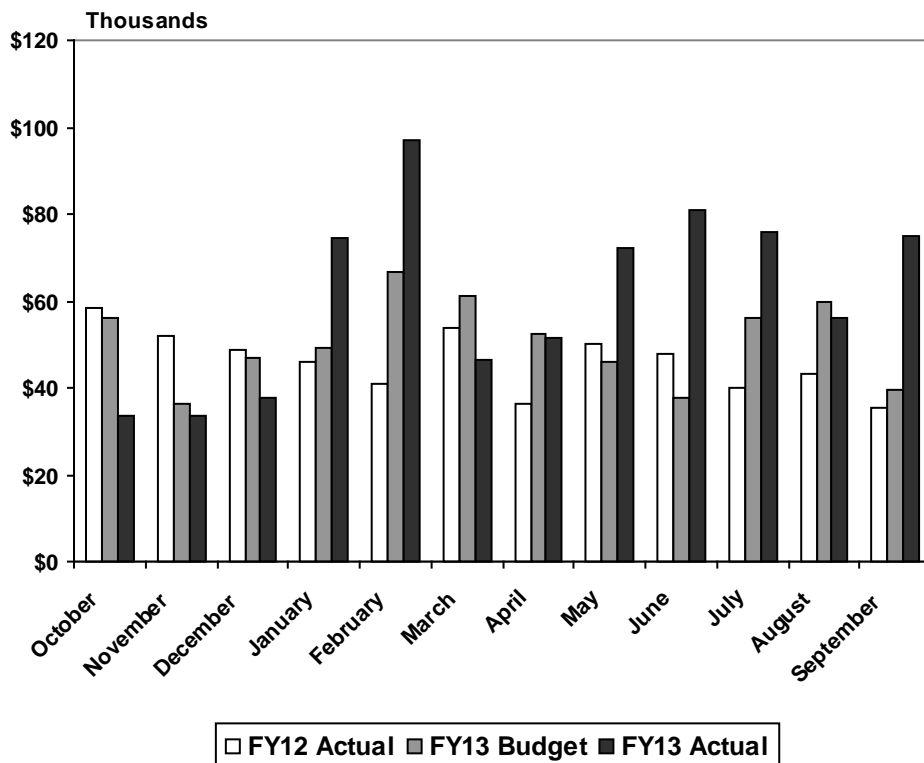
Background:

Environmental Permit Fees are derived from development projects for compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations. As a result of a fee study, the Board adopted a revised fee resolution effective October 1, 2006.

Trend:

On March 11, 2008 the Board approved an overall fee increase of 20% in addition to adopting new fees for Growth Management. The new fees were implemented immediately and the overall fee increase was effective as of October 1, 2008. Environmental Permit Fees have experienced a sharp decrease correlating with the start of the economic downturn in FY09.

Monthly Totals: Budget vs Actuals

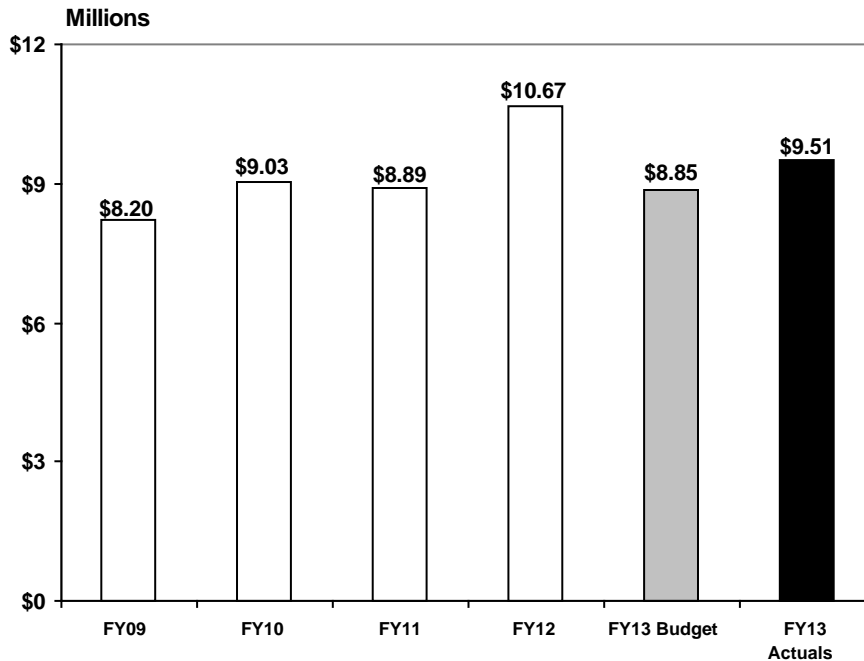


The persistent negative economic conditions in the construction industry continue to diminish revenue collection. To offset this decline in revenue, eight positions were eliminated in FY10. FY10 & FY11 saw a leveling in the revenue collection followed by another decrease in FY12. FY13 revenues show the first increase in five years, an indication of the economic recovery.

FY12 Actual: \$553,019
 FY13 Budget: \$608,095
 FY13 Actual: \$734,576

AMBULANCE FEES

Fiscal Year Budget & Actuals



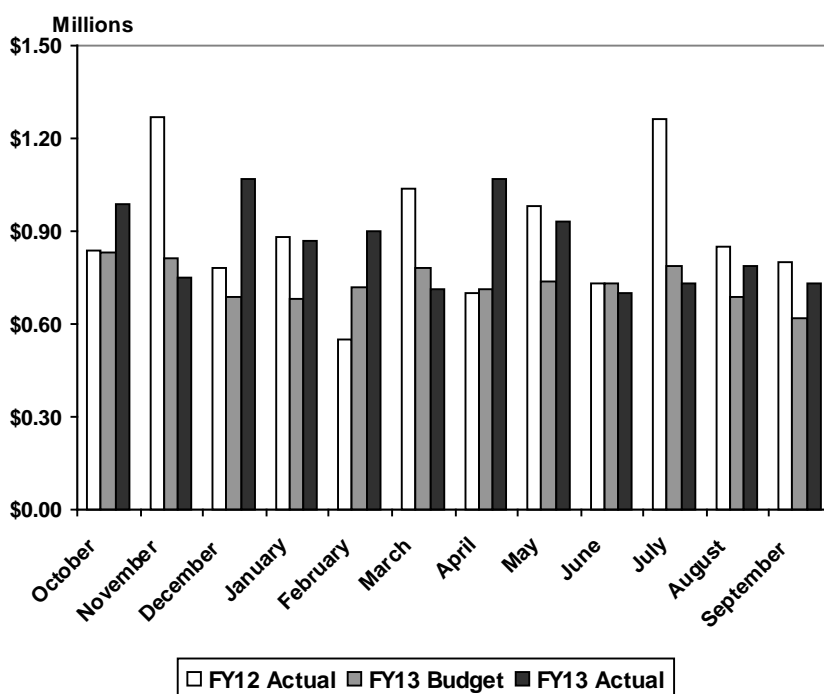
Background:

Leon County initiated its ambulance service on January 1st of 2004. Funding for the program comes from patient billings and a Countywide Municipal Services Tax. The amounts shown are the patient billings only.

Trend:

The EMS system bills patients based on the use of an ambulance transport to the hospital. As with a business, the County has an ongoing list of patients/insurers that owe the County monies (outstanding receivables). In FY08, the County established a collection policy to pursue uncollected bills, and to allow the write-off of billings determined uncollectible.

Monthly Totals: Budget vs Actuals

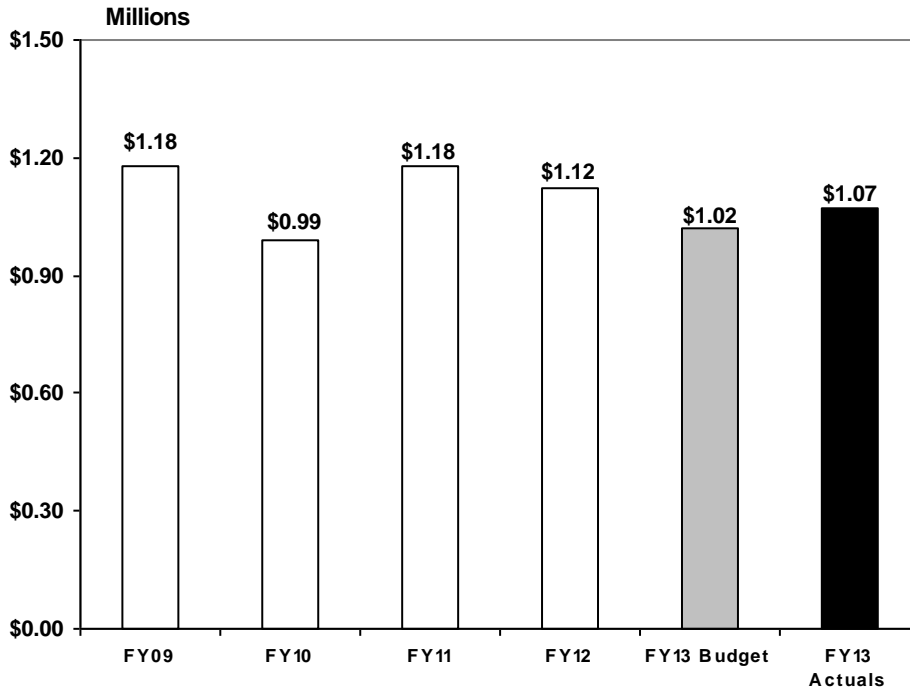


An analysis of collections indicates a steady increase since FY08 due to rising call volumes and improved collection efficiencies. This increase has assisted with the corresponding decline in dedicated property taxes that also fund ambulance services, resulting from the decline in property values and a constant annual millage rate. FY13 actual revenues collected represent a decrease compared to FY12. This is due to the County booking a lower percentage for outstanding payables. A recent trend analysis indicated that actual payables were trending at 36% of total billing, while bookings were established at 41%. The decline FY 13 accounts for this adjustment.

FY12 Actual: \$10,672,122
 FY13 Budget: \$8,854,000
 FY13 Actual: \$9,510,448

PROBATION AND PRE-TRIAL FEES

Fiscal Year Budget & Actuals



Background:

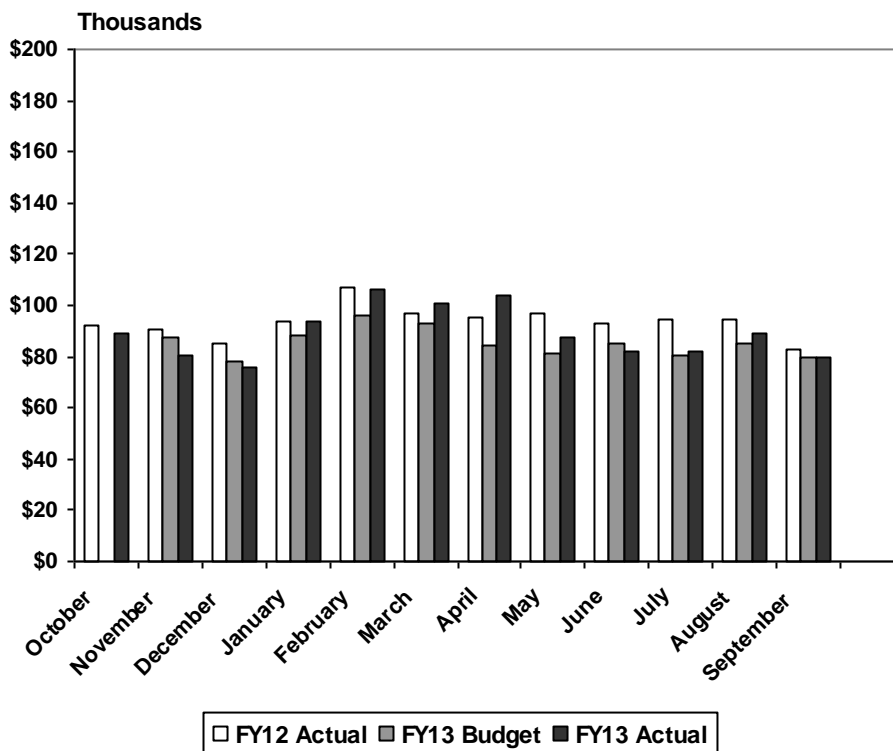
The Probation Fees are a combination of County court probation fees, alternative community service fees, no-show fees (all governed by Florida Statute 948) and pre-trial release fees (governed by an Administrative Order). These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts. The amount of each individual fee is expressly stated in either the Florida Statute or the Administrative Order.

Trend:

Revenues collected through Probation and Pre-Trial fees remained steady in FY08 and FY09. FY10 revenues were lower than previous years due to a decline in Probation and Pre-Trial caseloads, associated with early termination of sentences and a decrease in court ordered GPS pre-trial tracking. FY11 revenue returned to previous levels due to new revenue from the recently established on-site urinalysis testing program and an increase in the number of alcohol tests. Without the addition of the urinalysis program, revenues from the existing probation and pre-trial programs would have continued to decline. A small decline occurred in FY13 but revenue is forecasted to remain steady in future years.

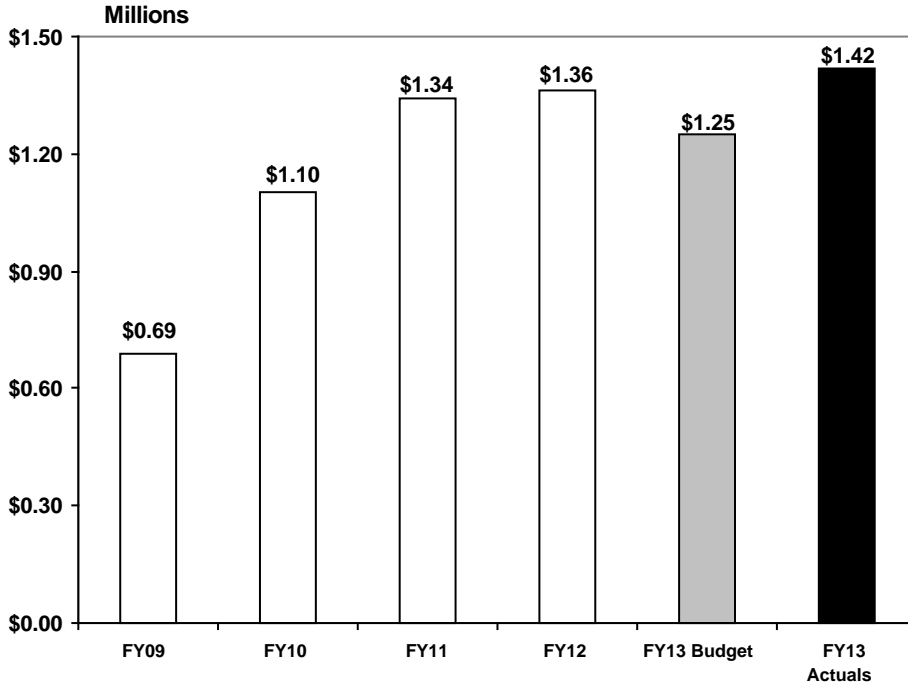
FY12 Actual: \$1,119,005
 FY13 Budget: \$1,027,520
 FY13 Actual: \$1,071,166

Monthly Totals: Budget vs Actuals



COURT FACILITIES FEES

Fiscal Year Budget & Actuals



Background:

Court Facilities Fees are established to fund "state court facilities" as defined in Chapter 29, Florida Statutes (2009). In FY09 the County collected \$1.9 million but expended more than \$11 million on behalf of the State Court system. On June 19, 2009 SB2108 was approved permitting counties to change the surcharge placed on non-criminal traffic infractions from \$15 to \$30.

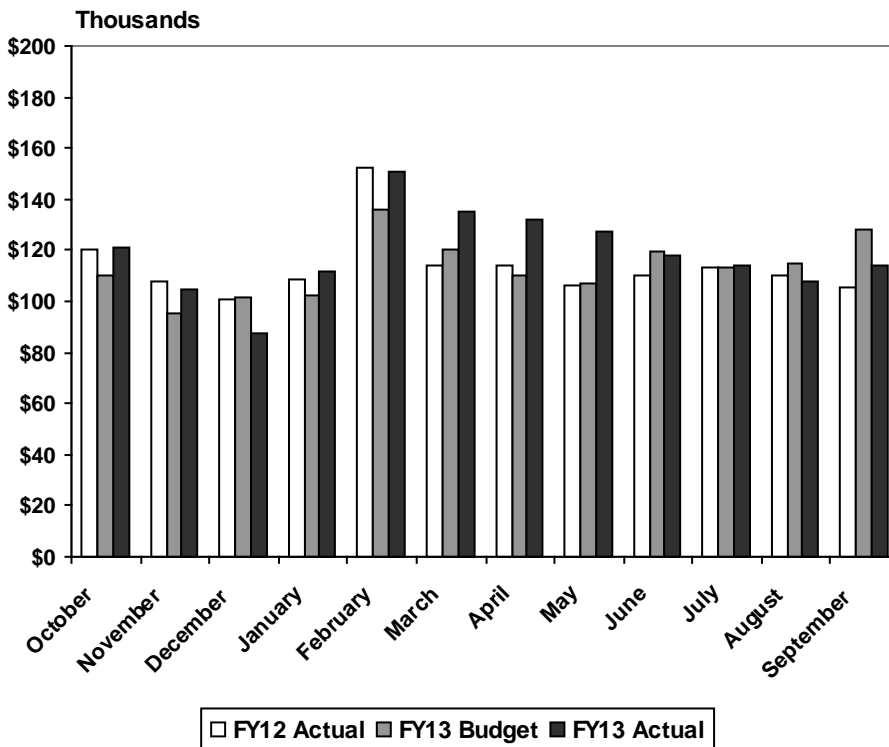
The Board approved the increase in surcharges on August 25, 2009.

Trend:

In FY08 and FY09 Court Facilities Fees were in a continued decline from previous fiscal years. By the first quarter in FY10, revenues began to show improvement from the approved fee increase. As the first full year with the approved fee increase, FY11 amounts are used to establish the base for moderate revenue increases in FY12 and FY13.

FY12 Actual: \$1,362,802
 FY13 Budget: \$1,358,500
 FY13 Actual: \$1,422,384

Monthly Totals: Budget vs Actuals



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PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/20/13

<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY13 Adj. Budget</u>	<u>FY13 Expenditures</u>	<u>FY13 Budget \$ Balance</u>	<u>FY13 Budget % Bal. Remaining</u>
<u>Board of County Commissioners</u>						
<u>County Commission</u>						
001	100	County Commission	1,244,871	1,244,870	1	0.00%
001	101	District 1	10,103	10,103	0	0.00%
001	102	District 2	9,500	1,363	8,137	85.65%
001	103	District 3	9,938	7,874	2,064	20.76%
001	104	District 4	9,500	7,000	2,500	26.32%
001	105	District 5	9,500	5,202	4,298	45.24%
001	106	At Large District 6	9,241	5,567	3,674	39.75%
001	107	At Large District 7	9,500	9,205	295	3.10%
001	108	Commissioners Account	24,065	17,708	6,357	26.42%
		Subtotal:	1,336,218	1,308,893	27,325	2.04%
<u>County Administration</u>						
<u>Country Administration</u>						
001	110	Country Administration	546,408	546,408	0	0.00%
<u>Strategic Initiatives</u>						
001	115	Strategic Initiatives	863,439	863,438	1	0.00%
<u>Human Resources</u>						
001	160	Human Resources	1,185,071	1,088,009	97,062	8.19%
<u>Management Information Systems</u>						
001	171	Management Information Systems	5,210,831	5,100,994	109,837	2.11%
001	421	Geographic Information Services	1,830,088	1,793,384	36,704	2.01%
		Subtotal:	9,635,837	9,392,234	243,603	2.53%
<u>County Attorney</u>						
001	120	County Attorney	1,813,718	1,744,440	69,278	3.82%
		Subtotal:	1,813,718	1,744,440	69,278	3.82%
<u>Department of Public Works</u>						
<u>Support Services</u>						
106	400	Support Services	1,069,286	507,843	561,443	52.51%
106	978	Public Works Chargebacks	-675,000	-308,418	(366,582)	54.31%
<u>Operations</u>						
106	431	Transportation	4,375,001	3,614,262	760,740	17.39%
106	432	Right-of-Way	2,054,878	1,962,769	92,109	4.48%
123	433	Stormwater Maintenance	2,819,212	2,504,365	314,847	11.17%
<u>Engineering Services</u>						
106	414	Engineering Services	2,908,875	2,691,573	217,302	7.47%
<u>Fleet Maintenance</u>						
505	425	Fleet Maintenance	3,460,656	2,937,612	523,044	15.11%
<u>Mosquito Control</u>						
122	216	Mosquito Control	577,067	542,322	34,745	6.02%
125	214	Mosquito Control Grant ^a	18,500	18,500	0	0.00%
<u>Parks & Recreation</u>						
140	436	Parks & Recreation	2,464,033	2,227,026	237,007	9.62%
		Subtotal:	19,072,508	16,697,852	2,374,656	12.45%
<u>Department of Development Support & Env. Mgt</u>						
<u>Building Inspection</u>						
120	220	Building Inspection	1,065,269	928,817	136,452	12.81%
<u>Environmental Compliance</u>						
121	420	Environmental Compliance	1,242,959	1,236,242	6,717	0.54%
<u>Development Services</u>						
121	422	Development Services	662,666	590,641	72,025	10.87%
<u>Permit Compliance</u>						
121	423	Permit Compliance	490,244	418,006	72,238	14.74%
<u>Support Services</u>						
121	424	Support Services	342,946	314,579	28,367	8.27%
<u>DEP Storage Tank^d</u>						
125	866	DEP Storage Tank	153,955	143,859	10,096	6.56%
		Subtotal:	3,958,039	3,632,144	325,895	8.23%

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PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/20/13

<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY13 Adj. Budget</u>	<u>FY13 YTD Expend.</u>	<u>FY13 Budget \$ Balance</u>	<u>FY13 Budget % Balance Remaining</u>
<u>Department of Facilities Management</u>						
<u>Facilities Management</u>						
001	150	Facilities Management	7,166,010	6,387,319	778,691	10.87%
<u>Real Estate Management</u>						
001	156	Real Estate management	225,127	225,127	0	0.00%
<u>Bank of America</u>						
165	154	Bank of America	791,285	561,086	230,199	29.09%
<u>Huntington Oaks Plaza Operating</u>						
166	155	Huntington Oaks Plaza Operating	92,775	90,282	2,493	2.69%
Subtotal:			8,275,197	7,263,813	778,692	12.22%
<u>Department of PLACE</u>						
<u>Capital Regional Transportation Planning Agency</u>						
001	402	Capital Regional Transportation Planning Agency	217,646	215,993	1,653	0.76%
<u>Blueprint 2000</u>						
001	403	Blueprint 2000 ¹	61,082	59,297	1,785	2.92%
<u>Planning Department</u>						
001	817	Planning Department	991,471	753,925	237,546	23.96%
Subtotal:			1,270,199	1,029,216	240,984	18.97%
<u>Office of Financial Stewardship</u>						
<u>Office of Management and Budget</u>						
001	130	Office of Management and Budget	576,090	567,086	9,004	1.56%
<u>Purchasing</u>						
001	140	Procurement	230,626	225,225	5,401	2.34%
001	141	Warehouse	121,461	90,640	30,821	25.38%
001	142	Property Control	48,709	48,709	0	0.00%
<u>Risk Management</u>						
501	132	Risk Management	230,626	184,673	45,953	19.93%
501	821	Workers Compensation Management / Insurance	2,763,400	2,722,447	40,953	1.48%
Subtotal:			3,970,912	3,838,780	132,132	3.33%
<u>Office of Economic Development & Business Partnerships</u>						
<u>Tourist Development</u>						
160	301	Administration	524,999	495,071	29,928	5.70%
160	302	Advertising	912,500	829,716	82,784	9.07%
160	303	Marketing	1,166,160	948,813	217,347	18.64%
160	304	Special Projects	150,000	134,934	15,066	10.04%
160	305	1 Cent Expenditures	5,162,282	263,708	4,898,574	94.89%
<u>Econ. Dev. / Intergovernmental Affairs</u>						
001	114	Econ. Dev. / Intergovernmental Affairs	526,581	526,580	1	0.00%
<u>M/W Small Business Enterprise</u>						
001	112	M/W Small Business Enterprise	231,804	168,855	62,949	27.16%
Subtotal:			8,674,326	3,367,678	5,306,648	61.18%
<u>Office of Public Services</u>						
<u>Library Services</u>						
001	240	Policy, Planning & OPS	889,927	797,447	92,480	10.39%
001	241	Public Library Services	2,412,365	2,325,974	86,391	3.58%
001	242	Collection Services	814,986	794,236	20,750	2.55%
001	243	Extension Services	2,332,415	2,293,422	38,993	1.67%
<u>Emergency Medical Services</u>						
135	185	Emergency Medical Services	13,631,037	13,318,809	312,228	2.29%
<u>Animal Services</u>						
140	201	Animal Services	1,935,688	1,909,590	26,098	1.35%
Subtotal:			22,016,418	21,439,478	576,940	2.62%

Leon County Government
FY 2013 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/20/13

<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY13 Adj. Budget</u>	<u>FY13 YTD Expend.</u>	<u>FY13 Budget \$ Balance</u>	<u>FY13 Budget % Balance Remainin</u>
<u>Office of Intervention & Detention Alternative</u>						
<u>County Probation</u>						
111	542	County Probation Division	1,075,635	1,039,617	36,018	3.35%
<u>Supervised Pretrial Release</u>						
111	544	Pretrial Release	972,498	944,878	27,620	2.84%
<u>Drug & Alcohol Testing</u>						
111	599	Drug and Alcohol Testing	149,526	149,525	1	0.00%
<u>FDLE JAG Grant Pretrial⁴</u>						
125	982058	FDLE JAG Grant Pretrial	119,740	107,847	11,893	9.93%
Subtotal:			2,317,399	2,241,867	75,532	3.26%
<u>Office of Human Services & Community Partnerships</u>						
<u>Veteran Services</u>						
001	390	Veteran Services	307,116	252,087	55,029	17.92%
<u>Volunteer Center</u>						
001	113	Volunteer Center	161,077	145,747	15,330	9.52%
<u>Housing Services</u>						
001	371	Housing Services	425,176	390,894	34,282	8.06%
161	808	Housing Finance Authority	230,495	158,917	71,578	31.05%
<u>Health & Human Services</u>						
001	370	Social Service Programs	5,963,579	4,335,569	1,628,010	27.30%
<u>Health Department</u>						
001	190	Health Department	237,345	237,345	0	0.00%
<u>Primary Health Care</u>						
001	971	Primary Health Care	1,830,738	1,724,484	106,254	5.80%
<u>SHIP 2008-2014⁴</u>						
124	932044	SHIP 2012-2015	144,581	143,203	1,378	0.95%
Subtotal:			9,300,107	7,388,245	0	20.56%
<u>Office of Resource Stewardship</u>						
<u>Cooperative Extension</u>						
001	361	Extension Education	520,297	481,135	39,162	7.53%
<u>Office of Sustainability</u>						
001	127	Office of Sustainability	274,154	215,496	58,658	21.40%
<u>Solid Waste</u>						
401	435	Landfill Closure	546,483	43,323	503,160	92.07%
401	437	Rural Waste Collection Centers	878,398	820,805	57,593	6.56%
401	441	Transfer Station Operations	5,973,896	5,741,525	232,371	3.89%
401	442	Landfill	2,101,689	2,094,846	6,843	0.33%
401	443	Hazardous Waste	621,729	621,728	1	0.00%
401	471	Residential Drop Off Recycling	293,670	187,431	106,239	36.18%
Subtotal:			11,210,316	10,206,289	1,004,027	8.96%
<u>Constitutional Officers²</u>						
<u>Clerk of the Circuit Court</u>						
110	537	Circuit Court Fees	439,981	439,981	0	0.00%
001	132	Clerk Finance	1,403,766	1,403,766	0	0.00%
<u>Property Appraiser</u>						
001	512	Property Appraiser	4,329,860	4,329,859	1	0.00%
<u>Sheriff</u>						
110	510	Law Enforcement	31,330,378	31,330,378	0	0.00%
110	511	Corrections	29,952,612	29,952,612	0	0.00%
125	864	Emergency Management ⁴	121,155	121,155	0	0.00%
130	180	Enhanced 911	1,656,447	1,080,436	576,011	34.77%
<u>Supervisor of Elections³</u>						
060	520	Voter Registration	1,843,949	1,843,949	0	0.00%
060	521	Elections	1,191,855	1,191,855	0	0.00%
060	525	SOE Grants ⁴	53,801	53,801	0	0.00%

Leon County Government

FY 2013 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/20/13

Fund	Org	Description	FY13	FY13	FY13 Budget	FY13 Budget
			Adj. Budget	YTD Expend.	\$ Balance	% Balance Remainin
Tax Collector						
001	513	General Fund Property Tax Commissions	4,365,110	4,365,110	0	0.00%
145	513	Fire Service Fee	33,080	31,540	1,540	4.65%
123	513	Stormwater Utility Non Ad-Valorem	20,237	20,237	0	0.00%
135	513	Emergency Medical Services MSTU	133,797	127,291	6,506	4.86%
162	513	Special Assessment Paving	6,400	6,400	0	0.00%
164	513	Sewer Services Killlearn Lakes I and II	5,000	4,565	435	8.69%
401	513	Landfill Non-Ad Valorem	30,748	29,373	1,375	4.47%
Subtotal:			76,918,176	76,332,308	585,868	0.76%
Judicial Officers						
Court Administration						
001	540	Court Administration	280,703	243,465	37,238	13.27%
001	547	Guardian Ad Litem	20,006	15,627	4,379	21.89%
110	532	State Attorney	106,945	104,100	2,845	2.66%
110	533	Public Defender	130,450	127,629	2,821	2.16%
110	555	Legal Aid	131,424	131,424	0	0.00%
114	586	Teen Court	145,879	145,879	0	0.00%
117	509	Alternative Juvenile Program	77,136	72,630	4,506	5.84%
117	546	Law Library	52,203	8,774	43,430	83.19%
117	548	Judicial/Article V Local Requirements	74,562	30,905	43,657	58.55%
117	555	Legal Aid	52,203	45,076	7,127	13.65%
Other Court-Related Programs						
Subtotal:			1,071,511	925,509	146,002	13.63%
Non-Operating						
Line Item Funding						
001	888	Line Item Funding	1,076,059	1,073,059	3,000	0.28%
160	888	Council on Culture and Arts Regranting	504,500	504,500	0	0.00%
City of Tallahassee						
140	838	City Payment, Tallahassee (Parks & Recreation)	1,122,249	1,078,290	43,959	3.92%
145	838	City Payment, Tallahassee (Fire Fees)	6,652,296	6,652,296	0	0.00%
164	838	City Payment, Tallahassee (Killlearn Lakes Sewer)	232,500	223,698	8,802	3.79%
Other Non-Operating						
001	278	Summer Youth Employment	74,265	71,605	2,660	3.58%
001	379	Youth Sports Teams	4,750	1,500	3,250	68.42%
001	820	Insurance Audit, and Other Expenses	897,981	852,825	45,156	5.03%
001	831	Tax Deed Applications	62,500	-11,041	73,541	117.67%
110	508	Diversionsary Program	155,000	115,543	39,457	25.46%
110	620	Juvenile Detention Payment - State	1,242,873	1,003,167	239,706	19.29%
116	800	Drug Abuse	96,940	93,898	3,042	3.14%
140	843	Volunteer Fire Department	512,479	356,949	155,530	30.35%
131	529	800 MHZ System Maintenance	1,060,425	1,060,425	0	0.00%
502	900	Communications Control	481,695	351,681	130,014	26.99%
001	972	CRA-TIF PAYMENT	1,384,507	1,334,305	50,202	3.63%
Interdepartmental Billing						
		Countywide Automation	210,321	210,321	0	0.00%
		Indirects (Internal Cost Allocations)	-6,117,519	-6,117,519	0	100.00%
		Risk Allocations	1,130,302	751,679	378,623	33.50%
Subtotal:			10,784,123	9,607,180	1,176,943	10.91%
Total Operating			180,282,950	166,274,183	14,008,767	7.77%
Total Non-Operating			16,125,384	15,724,699	400,685	2.48%
Total CIP			79,983,620	30,358,765	49,624,855	62.04%
Operating Grants			557,931	534,564	23,367	4.19%
Non Operating Grants			21,778,537	10,455,552	11,322,985	51.99%
Total Debt Service			9,367,607	8,959,176	408,431	4.36%
Total Reserves			9,918,157	0	9,918,157	100.00%
TOTAL NET EXPENDITURES:			318,014,186	232,306,940	85,707,246	26.95%

Notes:

1. The Blueprint budget was established to fund the salary and benefits for an employee who opted to be on the County's payroll. Total expenses for the position are reimbursed.
2. Expenses reflect budgeted transfers to the Constitutional Officers and do not reflect excess fees or unexpended funds returned to the Board as revenue, as required by the Florida Statute.

Leon County Government

FY 2013 Annual Performance and Financial Report

SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

Org	Fund Title	FY11	FY12	FY13	FY14	FY14
		Actuals (A)	Actuals (A)	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
General & Fine and Forfeiture Funds						
001	General Fund (E)	17,869,005	32,260,401	38,012,055	4,782,469	33,229,586
110	Fine and Forfeiture Fund (E)	13,864,143	2,771,245	1,072,061	25,033	1,047,028
	Subtotal:	31,733,147	35,031,646	39,084,116	4,807,502	34,276,614
Special Revenue Funds						
106	County Transportation Trust Fund	6,581,610	4,573,157	5,188,636	503,000	4,685,636
111	Probation Services Fund	1,049,059	805,929	836,550	0	836,550
114	Teen Court Fund	153,277	160,385	148,155	28,238	119,917
116	Drug Abuse Trust Fund	31,465	10,836	12,054	0	12,054
117	Judicial Programs Fund	197,711	7,804	39,913	0	39,913
120	Building Inspection Fund (F)	461,848	726,101	1,115,524	133,995	981,529
121	Growth Management Fund (F)	993,612	947,700	1,080,871	295,076	785,795
122	Mosquito Control Fund (G)	867,629	17,899	0	0	0
123	Stormwater Utility Fund	2,371,441	870,700	1,100,261	0	1,100,261
124	SHIP Trust Fund	60	181	214,482	0	214,482
125	Grants	1,657,710	1,593,686	1,582,535	0	1,582,535
126	Non-Countywide General Revenue Fund	5,339,665	4,051,182	5,830,813	0	5,830,813
127	Grants (H)	133,482	172,681	150,350	0	150,350
130	9-1-1 Emergency Communications Fund (I)	497,865	498,046	1,223,486	0	1,223,486
131	Radio Communications Systems Fund (J)	996,376	576,864	152,188	99,217	52,971
135	Emergency Medical Services Fund	6,576,061	8,850,568	9,287,269	1,158,110	8,129,159
140	Municipal Services Fund	3,651,748	2,837,041	2,171,933	51,661	2,120,272
145	Fire Services Fund	847,864	461,994	583,214	0	583,214
160	Tourist Development Fund (1st- 3rd & 5th Cents) (K)	987,699	1,255,349	1,330,911	506,655	824,256
160	Tourist Development Fund (4th Cent) (K)	4,094,990	4,408,112	5,012,821	5,012,821	0
161	Housing Finance Authority Fund	870,900	896,829	738,522	240,792	497,730
162	Special Assessment Paving Fund	603,459	1,140,261	1,255,316	0	1,255,316
164	Killearn Lakes Unit I and II Sewer	29,365	3,025	4,837	0	4,837
165	Bank of America Building Operating Fund	2,914,032	2,599,522	1,892,955	1,336,351	556,604
166	Huntington Oaks Plaza Fund	261,146	489,477	32,312	53,614	0
	Subtotal:	42,170,073	37,955,328	40,985,908	9,419,530	31,587,681
Debt Service Funds						
211	Debt Service - Series 2003 A&B	19,494	20,016	314,793	0	313,593
216	Debt Service - Series 1998B	141,987	142,788	254,981	0	254,981
220	Debt Service - Series 2004	126,575	126,836	127,098	0	127,098
	Subtotal:	288,056	289,641	696,872	0	695,672

Leon County Government

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SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

Org	Fund Title	FY11	FY12	FY13	FY14	FY14
		Actuals (A)	Actuals (A)	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
Capital Projects Funds (L)						
305	Capital Improvements Fund (M)	45,905,556	42,596,263	26,320,751	20,370,358	5,950,393
306	Gas Tax Transportation Fund	2,344,364	2,759,818	2,911,596	2,885,446	26,150
308	Local Option Sales Tax Fund (N)	26,154,707	24,487,497	17,738,738	17,738,738	0
309	Local Option Sales Tax Extension Fund	7,748,941	8,123,267	10,794,873	8,775,771	2,019,102
311	Construction Series 2003 A&B Fund	362,124	159,818	159,475	153,301	6,174
318	1999 Bond Construction Fund	544,727	514,702	471,776	456,679	15,097
320	Construction Series 2005 Fund	819,954	836,491	662,332	711,639	0
321	Energy Savings Contract ESCO Capital Fund	29,535	19,961	20,155	0	20,155
330	9-1-1 Capital Projects Fund	2,166,934	2,298,982	1,806,962	0	1,806,962
341	Countywide Road District Fund - Impact Fee	1,992,830	2,029,339	2,020,887	1,736,912	283,975
343	NW Urban Collector Fund - Impact Fee	468,636	437,226	432,810	370,278	62,532
344	SE Urban Collector Fund - Impact Fee	869,062	493,100	158,803	62,498	96,305
	Subtotal:	89,407,370	84,756,463	63,499,157	53,261,620	10,286,844
Enterprise Funds						
401	Solid Waste Fund (O)	6,998,573	6,116,122	5,326,763	992,141	4,334,622
	Subtotal:	7,128,309	6,116,122	5,326,763	992,141	4,334,622
Internal Service Funds						
501	Insurance Service Fund (P)	7,494,505	2,234,940	1,997,314	0	1,997,314
502	Communications Trust Fund	43,712	53,359	78,076	0	78,076
505	Motor Pool Fund	(5,075)	15,242	6,925	0	6,925
	Subtotal:	7,533,142	2,303,541	2,082,315	0	2,082,315
TOTAL:		178,260,097	166,452,741	151,675,131	68,480,793	83,263,748

Notes:

A. Audited Fund Balance according to the Comprehensive Annual Financial Report.

B. Unaudited Fund Balance and Retained Earnings. Balances may change pending final audit adjustments.

C. Appropriated Fund Balance includes fund balance appropriated as a part of the budget process and FY13 carryforwards necessary to complete projects.

D. Unreserved Fund Balance is the year ending FY13 estimated balance less the FY14 appropriated fund balance.

E. The year ending fund balance for the General and Fine and Forfeiture Funds includes an increase in excess fees returned from the Constitutionals in the amount of \$1.5 million. The remaining increase in the General Fund is due to ad valorem collections in excess of the 95% budget, delinquent tax collection in the amount of \$201,063, and the under expenditure by the Board's general revenue operating funds by 3%. The beginning unreserved fund balance includes the \$2.5 million catastrophe fund reserve.

F. Revenues in the Building and Growth funds have begun to improve as the real estate and construction markets continue to show signs of growth.

G. The Mosquito Control fund was closed at the end of FY12. All revenues and expenditures for this program are now reflected in the General Fund.

H. This fund is used to separate grants that are interest bearing grants.

I. Appropriated fund balance was moved to Fund 330 (911 Emergency Capital Projects Fund) for future capital projects as required by State Statute.

J. The Radio Communications Systems Fund is used to account for the new radio system operating expenses. These funds were previously reflected in Fund 331.

K. The Tourist Development Tax is reflected in two separate fund balances: with four cents supporting the Tourist Development Division marketing and promotion activities. One cent is dedicated towards the Performing Arts Center. The Board approved the levying of a 5th cent effective May 1, 2009.

L. The Capital Projects balances are accumulated for purposes of funding projects that are often multi-year in nature. Balances reflected above are often programmed as part of the five year plan.

M. The fund balance reflects the expenditure of capital reserves budgeted in FY13 as a "sinking fund" for maintaining existing County infrastructure.

N. The reduction in fund balance reflects capital reserves budgeted in FY13 as a "sinking fund" for maintaining existing infrastructure associated with the initial local option tax. These funds will be expended by FY15.

O. Amount reflected is unrestricted retained earnings.

P. The final Fund Balance is pending actuarial adjustments. Adjustments tend to decrease the amount of fund balance due to outstanding workers' compensation claims.

Leon County Government

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CAPITAL IMPROVEMENT PROGRAM SUMMARY

Project Service Types	# of Projects	% of CIP Budget	Adjusted Budget	YTD Activity	% of Budget Committed	Project Balance
Culture and Recreation	22	8.1%	6,446,242	2,853,028	44.3%	3,593,214
General Government	34	11.6%	9,304,873	4,099,689	44.1%	5,205,184
Health and Safety	6	21.5%	17,198,407	11,166,648	64.9%	6,031,759
Physical Environment	28	22.5%	17,964,599	2,945,444	16.4%	15,019,155
Transportation	23	36.3%	29,069,499	9,293,960	32.0%	19,775,539
TOTAL	113	100%	\$79,983,620	\$30,358,769	38.0%	\$49,624,851

Notes: Projects listed in the report were fully funded in FY 2013. All unspent capital project funds were carry forward into the FY 2014 budget in order to complete the project.

1. Culture and Recreation: A total of 44.3% of the funding for capital projects in Culture and Recreation was expended. This includes the construction of the Eastside and Lake Jackson Branch Libraries. Funding was also used for the capital maintenance on County Parks and Greenways.
2. General Government: A total of 44.1% of the funding for capital projects in General Government was expended. This includes elevator upgrades, vehicle replacements, and Courthouse renovations and repairs. Funding was also used for the technology improvements to the County such as data wiring, network upgrades, and election equipment.
3. Health and Safety: A total of 64.9% of the funding for capital projects in Health and Safety was expended. This includes equipment purchases for Emergency Medical Services and addition to the Chaires Fire Station. Approximately 53% of funding in Health and Safety is for the construction of the Public Safety Complex. Funds for this project will be drawn down during FY 2013 as construction is anticipated for completion Spring 2013.
4. Physical Environment: A total of 16.4% of the funding for capital projects in Physical Environment was expended. This includes improvements to the Rural Waste Collection Centers, as well as funding for water quality enhancements, stormwater filter replacements and vehicle replacements.
5. Transportation: A total of 32% of the funding for capital projects in Transportation was expended. This includes Transportation and Stormwater Improvements, Local Road Resurfacing and Buck Lake Road. Funding was also used for the County's final payment to the City for the Gaines Street project.

Leon County Government

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CULTURE AND RECREATION

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance
045001	Apalachee Parkway Regional Park	819,693	342,878	41.8%	476,815
046008	Athletic Field Lighting	22,866	-	0.0%	22,866
085001	Eastside Library	11,433	8,690	76.0%	2,743
042005	Fort Braden Community Park	75,000	25,949	34.6%	49,051
082003	Fort Braden Renovations	23,975	23,975	100.0%	-
043007	Fred George Park	102,099	30,967	30.3%	71,132
046009	Greenways Capital Maintenance	165,087	139,409	84.4%	25,678
083001	Lake Jackson Branch Library	1,392,868	1,181,349	84.8%	211,519
076011	Library Services Technology	42,000	21,574	51.4%	20,426
086053	Main Library Improvements	166,278	10,953	6.6%	155,325
044002	Miccosukee Community Park	709,929	46,150	6.5%	663,779
044003	Miccosukee Greenways	35,000	6,325	18.1%	28,675
044001	Northeast Community Park	398,000	338,000	84.9%	60,000
046007	New Vehicles and Equipment	258,198	254,752	98.7%	3,446
043008	Okeeheepkee Prairie Park	802,554	47,582	5.9%	754,972
046001	Parks Capital Maintenance	513,926	171,985	33.5%	341,941
045007	Pedrick Road Pond Walking Trail	204,104	-	0.0%	204,104
046006	Playground Equipment Replacement	276,111	138,209	50.1%	137,902
047001	St. Marks Headwaters	198,944	-	0.0%	198,944
043010	Stoneler Road Park	175,000	64,281	36.7%	110,719
043003	Tower Road Park	3,177	-	0.0%	3,177
041002	Woodville Community Park	50,000	-	0.0%	50,000
TOTAL CULTURE AND RECREATION		\$6,446,242	\$2,853,028	44.3%	\$3,593,214

GENERAL GOVERNMENT

086011	Architectural & Engineering Services	86,196	59,403	68.9%	26,793
086025	BOA Building Acquisition/Renovations	2,053,984	1,192,997	58.1%	860,987
086054	Centralized Storage Facility	131,258	34,485	26.3%	96,773
086017	Common Area Furnishings	25,000	21,403	85.6%	3,597
086062	Community Services Building Roof Replacement	60,000	60,000	100.0%	-
086024	Courthouse Repairs	1,353,817	282,485	20.9%	1,071,332
086016	Courthouse Security	20,000	1,798	9.0%	18,202
086007	Courtroom Minor Renovations	178,854	118,064	66.0%	60,790
076023	Courtroom Technology	100,000	54,325	54.3%	45,675
076003	Data Wiring	25,000	12,101	48.4%	12,899
076004	Digital Phone System	150,000	118,193	78.8%	31,807
076063	E-filing System for Court Documents	138,200	-	0.0%	138,200
096015	Election Equipment	1,446,161	-	0.0%	1,446,161
076048	Electronic Timesheets	4,801	3,720	77.5%	1,081
086037	Elevator Generator Upgrades	522,250	65,762	12.6%	456,488
076008	File Server Maintenance	262,283	202,526	77.2%	59,757
076001	Financial Hardware and Software	29,119	4,531	15.6%	24,588
076055	GEM Technology	14,616	2,408	16.5%	12,208
086057	General County Maintenance and Minor Renovations	30,000	29,256	97.5%	744
026003	General Vehicle & Equipment Replacement	322,490	204,609	63.4%	117,881
083002	Huntington Oaks Plaza Building Improvements	429,033	429,033	100.0%	-
096019	Local Economic Stimulus Program	81,205	-	0.0%	81,205
076064	MIS Data Center/ Elevator Halon System	70,000	-	0.0%	70,000
076044	MIS Disaster Recovery	250,000	250,000	100.0%	-
076018	Network Backbone Upgrade	80,000	79,416	99.3%	584
086033	Parking Lot Maintenance	261,218	-	0.0%	261,218
076045	Property Appraiser Technology	178,167	177,344	99.5%	823
076051	Public Defender Technology	30,000	30,000	100.0%	-
076061	Records Management	205,584	121,465	59.1%	84,119
086041	Reduction of Emissions/Energy Improvements	238,792	101,819	42.6%	136,973
076047	State Attorney Technology	30,000	15,754	52.5%	14,246
076005	Supervisor of Elections Technology	25,000	25,000	100.0%	-
076024	User Computer Upgrades	448,123	398,317	88.9%	49,806
076042	Work Order Management	23,722	3,475	14.6%	20,247
TOTAL GENERAL GOVERNMENT		\$9,304,873	\$4,099,689	44.1%	\$5,205,184

Leon County Government

FY 2013 Annual Performance and Financial Report

HEALTH AND SAFETY

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance
096008	Emergency Medical Services Facility	4,211,548	3,446,830	81.8%	764,718
076058	Emergency Medical Services Technology	54,570	51,170	93.8%	3,400
026014	EMS Vehicle & Equipment Replacement	860,500	850,149	98.80%	10,351
086031	Jail Roof Replacement	3,570,996	365,158	10.2%	3,205,838
096016	Public Safety Complex	8,449,132	6,453,341	76.4%	1,995,791
096002	Volunteer Fire Departments	51,661	-	0.0%	51,661
TOTAL HEALTH AND SAFETY		\$17,198,407	\$11,166,648	64.9%	\$6,031,759

Physical Environment

067002	BP 2000 Water Quality Enhancements	1,064,136	255,875	24.0%	808,261
064005	Bradfordville Pond 4 Outfall Stabilization	814,441	59,632	7.3%	754,809
064004	Bradfordville Pond 6 Rehabilitation	9,720	9,720	100.0%	-
065003	Brushy Creek Road Stormwater Control	43,999	39,630	90.1%	4,369
066001	CARDS: Stormwater Program Startup	17,708	0	0.0%	17,708
076009	Geographic Information Systems	293,029	205,156	70.0%	87,873
062005	Gum Road Target Planning Area	2,150,204	3,054	0.1%	2,147,150
036034	Household Hazard Waste Loading Ramp	26,850	24,367	90.8%	2,483
064001	Killearn Acres Flood Mitigation	835,582	383,971	46.0%	451,611
064006	Killearn Lakes Stormwater	934,796	95,007	10.2%	839,789
065001	Lafayette Street Stormwater	2,545,594	449,528	17.7%	2,096,066
062001	Lake Munson Restoration	268,306	262	0.1%	268,044
062002	Lakeview Bridge	763,701	3,413	0.4%	760,288
036002	Landfill Improvements	149,857	61,998	41.4%	87,859
063005	Lexington Pond Retrofit	4,903,782	81,299	1.7%	4,822,483
062004	Longwood Subdivision Retrofit	223,680	305	0.1%	223,375
076015	Permit & Enforcement Tracking System	319,562	70,429	22.0%	249,133
036032	Remedial Action Plan	307,171	-	0.0%	307,171
036033	Rural/Hazardous Waste Vehicle and Equipment Replacement	72,000	36,796	51.1%	35,204
036003	Solid Waste Heavy Equipment/Vehicle Replacement	88,127	83,050	94.2%	5,077
036028	Solid Waste Master Plan	100,000	-	0.0%	100,000
036008	Solid Waste Technology Enhancements	202,500	137,589	67.9%	64,911
066026	Stormwater Filter Replacement	179,754	104,630	58.2%	75,124
066003	Stormwater Structure Inventory and Mapping	632,514	-	0.0%	632,514
026004	Stormwater Vehicle & Equipment Replacement	342,500	330,118	96.4%	12,382
066004	TMDL Compliance Activities	50,000	-	0.0%	50,000
036010	Transfer Station Heavy Equipment	410,829	368,578	89.7%	42,251
036023	Transfer Station Improvements	214,257	141,037	65.8%	73,220
TOTAL PHYSICAL ENVIRONMENT		\$17,964,599	\$2,945,444	16.4%	\$15,019,155

Leon County Government

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TRANSPORTATION

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance
057916	2/3 Program - Terre Bonne	97,479	97,479	100.0%	-
026015	Arterial/Collector Roads Pavement Markings	154,296	154,251	100.0%	45
056001	Arterial/Collector Resurfacing	6,520,038	4,054,193	62.2%	2,465,845
054003	Bannerman Road	1,005,759	471,588	46.9%	534,171
054010	Beech Ridge Trail Extension	586,851	8,366	1.4%	578,485
055001	Buck Lake Road	50,000	50,000	100.0%	-
057900	CARDS Transportation Program: Start Up Costs	5,000	4,325	86.5%	675
056005	Community Safety & Mobility	1,427,093	309,232	21.7%	1,117,861
026010	Fleet Management Shop Equipment	80,413	25,413	31.6%	55,000
056007	Florida DOT Permitting Fees	50,000	204	0.4%	49,796
057001	Intersection and Safety Improvements	7,056,215	663,911	9.4%	6,392,304
055005	Lafayette Street Construction	386,735	336,672	87.1%	50,063
057005	Local Road Resurfacing	268,454	186,624	69.5%	81,830
051006	Natural Bridge Road	45,425	1,475	3.2%	43,950
053003	North Monroe Turn Lane	1,743,926	9,365	0.5%	1,734,561
026006	Open Graded Cold Mix Stabilization	1,351,989	1,167,842	86.4%	184,147
056011	Public Works Design & Engineering Services	60,000	43,966	73.3%	16,034
026005	Public Works Vehicle & Equipment Replacement	983,779	735,372	74.7%	248,407
053002	Pullen Road at Old Bainbridge Road	924,773	8,642	0.9%	916,131
051007	Springhill Road Bridge	259,097	72,169	27.9%	186,928
053005	Talpeco Road & Highway 27 North	281,580	55,221	19.6%	226,359
056010	Transportation and Stormwater Improvements	5,730,597	837,650	14.6%	4,892,947
TOTAL TRANSPORTATION		\$29,069,499	\$9,293,960	32.0%	\$19,775,539

Leon County Government

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GRANTS PROGRAM SUMMARY

The County utilizes grants to fund a number of programs and activities in Leon County. As reflected in the table below, the County is currently administering approximately \$22.4 million in grant funding. As grants often cross multiple fiscal years, it is not uncommon to see the actual expenditures for a fiscal year less than the total funding available. All balances are carried into the subsequent fiscal year consistent with any grant award requirements.

Most grants are accepted by the Board of County Commissioners and placed within one of three funds, Fund 124 (SHIP Grants), Fund 125 (Reimbursement Grants) and Fund 127 (Interest Bearing Grants). While placed in a Grants Fund, a program budget can be a federal or state authorization, a contractual arrangement between two governing bodies, a contract between the County and a non-governmental entity, a method to keep a specific revenue source separate from operating budgets, or a pure grant award.

Some programs are anticipated as part of the regular budget process: Mosquito Control, the Underground Storage Tank Program, the FDLE Justice Assistance Grant (JAG), the Department of Health Emergency Medical Grant, and the Emergency Management Base Grant. These grant funds are administered within various County department operating budgets, and are reported in the expenditure section of the annual report.

The Grants Program is cooperatively monitored by department program managers, the Grants Coordinator (now located in the Office of Management and Budget), and the Clerk's Finance Division. The Grant Coordinator monitors all aspects of these grants, particularly block grants. Program Managers in conjunction with the Grants Coordinator often pursue grants independently and administer grants throughout the year. The Grants Coordinator and the Clerk's Finance Division monitor overall expenditures and revenues as well as coordinate the year-end close-out and carry forward processes with all grant funded programs.

Budget by Administering Department

Department	% of Total Grants	FY13 Budget	FY13 Expended	Balance
Dev. Sup. & Environmental Management	0.70%	156,363	143,859	12,504
Facilities Management	11.19%	2,504,713	2,203,963	300,750
Financial Stewardship	32.77%	7,338,089	5,094,003	2,244,086
Public Services	0.92%	205,062	148,002	57,060
Library Services	1.90%	424,937	133,154	291,783
Human Services and Community Partnerships	1.64%	368,046	223,090	144,956
Resource Stewardship	0.68%	152,973	27,157	125,816
Public Works	42.61%	9,540,722	1,287,483	8,253,239
Intervention & Detention Alternatives	1.65%	368,434	256,582	111,852
Judicial	0.46%	102,438	62,184	40,254
Constitutional	5.20%	1,163,492	1,159,588	3,904
Miscellaneous	0.29%	65,000	-	65,000
SUBTOTAL:	100%	22,390,269	10,739,065	11,651,204
Minus Operating/Transfers Grants		611,732	283,514	328,218
TOTAL		21,778,537	10,455,551	11,322,986

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Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
Development Support & Environment Management					
934013*	Wildlife Preservation	Payment for the planting of trees which can not be practically planted on development sites - used to fund animal rehabilitation agencies	2,408	-	100.0%
886	DEP Storage Tank Program	Annual inspections of petroleum storage tank facilities, tank removals and abandonments (Operating - not included in total)	153,955	143,859	6.6%
Subtotal:			156,363	143,859	8.0%
Facilities Management					
915058	Community Foundation of North Florida	Donation providing for the annual placement of a wreath at the WWII Memorial	750	-	100.0%
96016	FEMA - Joint Dispatch	Hardening of the main building at the Public Safety Complex	2,003,963	2,003,963	0.0%
83001	Lake Jackson Branch Library	Construction of the Lake Jackson Branch Library	500,000	200,000	60.0%
Subtotal:			2,504,713	2,203,963	12.0%
Financial Stewardship					
916016	Big Bend Scenic Byway	Phase 1 of the development of a series of improvements along the Big Bend Scenic Byway	53,950	-	100.0%
932060	CDBG Disaster Recovery - Admin	Program funding to support administration of CDBG Disaster Recovery Grant	58,064	43,070	25.8%
932072	CDBG Disaster Recovery - HOPE Community	Program funding for hazard mitigation activities at the HOPE Community	317,304	-	100.0%
932071	DREF-Capital Cascade Trail, Segment 3	Program funding to address infrastructure and public facility projects directly related to Tropical Storm Fay	1,660,959	1,655,375	0.3%
932069	DREF-Oakridge Flooded Property Acquisition	Program funding to purchase flood prone homes from LMI residents	1,585,523	123,188	92.2%
932066	CDBG Disaster Recovery - Franklin Blvd.	Program funding to improve the current stormwater and drainage along the Franklin Boulevard service area because of chronic flooding issues during heavy rain events	3,662,289	3,272,369	10.6%
Subtotal:			7,338,089	5,094,003	30.6%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
Public Services					
Emergency Medical Services					
961033*	DOH-EMS Match M0004	Funds to provide CPR training to citizens in Leon County	1,911	1,629	14.7%
961034	DOH-EMS Match M0005	Funds to provide Operational Surveillance Software	41,770	41,689	0.2%
961042*	DOH-EMS Match M1071	Funds to provide public education events and public access to Automated External Defibrillators (AEDs).	34,320	33,312	2.9%
961043	DOH-EMS Match M1072	Funds to provide CPR training and educational resources .	21,055	18,472	12.3%
961044	DOH-EMS Match M2006	Funds to provide CPR training and educational resources to minority populations .	21,333	-	100.0%
961045	EMS Equipmenr	Equipment for EMS	60,000	52,900	11.8%
96028	Safe Routes to School	FDOT grant to encourage walking and bicycling as a healthy and environmentally responsible transportation choice.	24,673	-	100.0%
Subtotal			205,062	148,002	27.8%
Public Services					
Library Services					
912013	E-Rate	Federal Communications Commission funding for the purchase of Internet access computers and related charges	56,556	47,108	16.7%
913023	Patron Donations	Individual patron donations designated for particular use within the library system	60,887	6,040	90.1%
913032	Friends-Main Library Tribute	Friends of the Library contribution	16,915	16,916	0.0%
913045	Friends-Literacy	Annual donation in support of basic literacy	32,401	17,578	45.7%
913082*	Ralph Cook Trust	A specific patron donation earmarked for the Library	23,390	23,390	0.0%
913115*	Friends Endowment	Endowmnt funds from Friends of the Library, a 501 (c)(3) support group	57,547	16,197	71.9%
913200*	Van Brunt Library Trust	Proceeds from the Caroline Van Brunt estate dedicated to the Library	177,241	5,925	96.7%
Subtotal			424,937	133,154	68.7%
Human Services and Community Partnerships					
Health & Human Services					
933015	Closing The Gap	Funds to promote coordinated efforts to reduce and eliminate racial and ethnic health disparities	45,775	-	100.0%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
Housing					
(124) 932044	SHIP 2012-2015	Affordable housing	144,581	143,203	1.0%
932014	Housing Services Home Expo	Funds to provide home maintenance education for all housing rehabilitation clients through Leon County Housing Department's Home Expo workshops	315	112	64.6%
932015	Florida Hardest Hit Program	Funding to provide foreclosure prevention assistance to program eligible residents (actual revenue of \$37,453)	20,803	25,591	-23.0%
932016	Florida Hardest Hit Program	Funding to provide foreclosure prevention assistance to program eligible residents (actual revenue of \$37,453)	25,000	-	100.0%
932035	CDBG Emergency Housing Grant	Funding to assist in housing rehabilitation for income eligible homeowners affected by the March 2009 flooding event.	128,696	54,185	57.9%
Volunteer Services					
915040	Hands On Grant	Develops Family Friendly volunteer projects in the areas of education, environment, and the economy	1,394	-	100.0%
915041	The Mission Continues	Funds to support materials and supplies to complete day of service projects	642	-	100.0%
915056	Points of Light	Incentive as an affiliate of the Points of Light Foundation	840	-	100.0%
Subtotal:			368,046	223,090	39.4%
Resource Stewardship					
Sustainability					
915010	Energy Efficiency and Conservation	Development of a county efficiency and conservation strategy, energy conservation training and installation of energy efficient light fixtures and occupancy control systems (closed)	83,013	-	100.0%
915011	Climate Action Summit	Funding to support the county sustainability imitative	27,157	27,157	0.0%
Cooperative Extension					
914014	Federal Forestry	Funds educational activities relating to forestry - this is a percentage of the total allocation with the remaining going to Public Works Transportation Trust Fund	513	-	100.0%
914015	Title III Federal Forestry	Funds search, rescue, and emergency services on federal land as well as fire prevention and forest related educational opportunities	28,333	-	100.0%
914040	Specialty Crop Block Grant FY10	The grant will be used to provide educational outreach programs serving small farm producers and community market vendors within Leon County.	13,957	-	100.0%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
Subtotal:			152,973	27,157	82.2%
Public Works					
921030	Gopher Tortoise Habitat Mgmt Grant	Funds to improve the Gopher Tortoise habitat through the performance of prescribed burnings and herbicide treatments to 212 acres of St. Marks Headwaters Greenway land. (closed)	9,499	-	100.0%
916017	Big Bend Scenic Byway	Phase 2 of the development of a series of improvements along the Big Bend Scenic Byway	766,690	-	100.0%
Operations					
214	Mosquito Control	Mosquito control activities (Operating - not included in total)	18,500	18,500	0.0%
921053*	Tree Bank	Payment for the planting of trees which can not be practically planted on development sites	56,743	7,738	86.4%
001000*	Side Walks District 1	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	13,033	-	100.0%
002000*	Side Walks District 2		23,058	-	100.0%
003000*	Side Walks District 3		37,408	-	100.0%
004000*	Side Walks District 4		51,299	-	100.0%
005000*	Side Walks District 5		5,979	-	100.0%
053002	Pullen-Old Brainbridge intersection	Capacity fee	292,903	-	100.0%
053003	North Monroe Turn Lane	Joint Project Agreement with Florida DOT	1,000,000	60,263	94.0%
054010	Beechridge Trail	Capacity fee	246,662	-	100.0%
057001	Intersection & Safety Improvements	Capacity fee	361,300	-	100.0%
065001	Lafayette St. Stormwater	LAP Agreement with Florida DOT	850,000	130,842	84.6%
916027	Lanier St./Horace Rd. slope stabilization	NRCS Slope Stabilization grant	154,420	-	100.0%
918001	Southwood payment - Woodville Hwy	Proportional share	151,001	-	100.0%
306 - 055009	Miccosukee Road Improvements	LAP Agreement with Florida DOT	375,000	-	100.0%
309 - 065001	Lafayette St. COT	Lafayette St. Improvement agreement with City of Tallahassee	436,926	32,099	92.7%
921043	Boating Improvement	State funding for boating improvements - Completed Reeves Landing, Lake Talquin Restrooms, New Cypress Landing; Rhoden Cove is pending	53,667	48,717	9.2%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
43007	Fred George Greenway	Development of the Fred George Park	1,087,774	36,178	96.7%
47001	St. Marks Greenway	Development of the St. Marks Greenway	1,510,594	-	100.0%
44003	Miccosukee Canopy Road Greenway	Construction/trail improvements on the Miccosukee Canopy Road Greenway	498,166	66,313	86.7%
921116*	Miccosukee Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	6,173	917	85.1%
921126*	Chaires Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	7,212	659	90.9%
921136*	Woodville Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	20,056	395	98.0%
921146*	Fort Braden Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	17,487	2,145	87.7%
921156*	Bradfordville Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities.	7,706	388	95.0%
921166*	Lake Jackson Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities. (initial revenue of \$4,740)	-	-	0.0%
932067	CDBG Disaster Recovery	Program funding to create an emergency access corridor for Fairbanks Ferry residents outside of the flood plain	335,603	282,818	15.7%
932070	DREF-Lakeside Flood Control	Program funding to address infrastructure and public facility projects directly related to Tropical Storm Fay	155,000	140,415	9.4%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
932073	CDBG Disaster Recovery	Program funding to improve the current stormwater and drainage along the Lakeside area because of chronic flooding issues during heavy rain events	492,211	459,097	6.7%
009009	Significant Benefit District 2	Fee paid by developers to County for road and safety improvements	65,635	-	100.0%
009010	Significant Benefit District 1	Fee paid by developers to County for road and safety improvements	370,518	-	100.0%
00912	Significant Benefit District 4	Fee paid by developers to County for road and safety improvements	62,499	-	100.0%
Subtotal:			9,540,722	1,287,483	86.5%

Intervention and Det. Alternatives

Supervised Pre-trial Release

902058	FDLE JAG	Funding for positions in the GPS and drug/alcohol testing programs	119,740	107,847	9.9%
915013	Slosberg-Driver's Education	A program that funds organizations providing driver education	248,694	148,735	40.2%
Subtotal			368,434	256,582	30.4%

Judicial

943083	DCF - Drug Testing	Testing and treatment cost relating to Adult Drug Court	52,260	45,096	13.7%
943084	DCF - Drug Testing	Testing and treatment cost relating to Adult Drug Court	50,178	17,088	65.9%
Subtotal:			102,438	62,184	39.3%

Constitutionals

Sheriff

864	Emergency Management Base Grant	Emergency management activities (Transfer, not included in total)	121,155	121,155	0.0%
952020*	E911 Grant	Funding for the installation of a new 911 system in the new Public Safety Complex	988,536	984,632	0.4%
	Supervisor of Elections SOE Grant	Annual grant to the SOE office	53,801	53,801	0.0%

Leon County Government

FY 2013 Annual Performance and Financial Report

Grants Program Summary

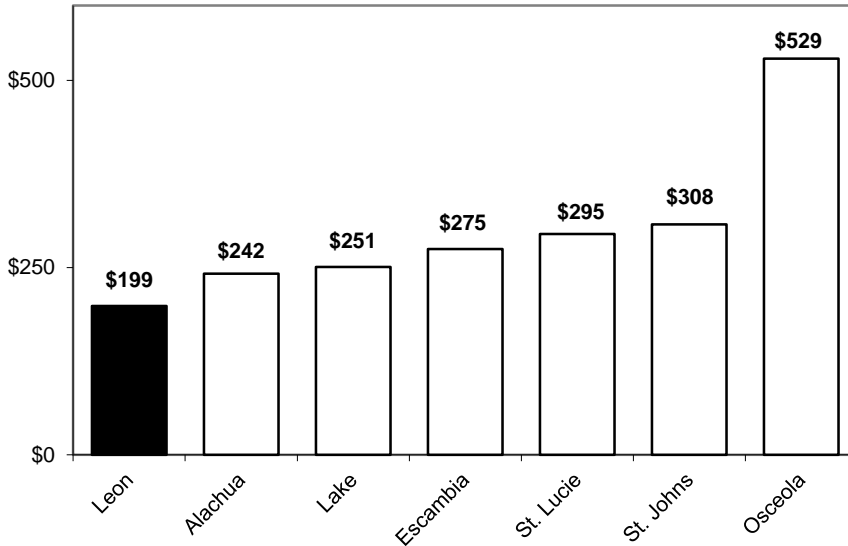
*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY13 Budget	Spent	% Unspent
Subtotal:			1,163,492	1,159,588	0.3%
Miscellaneous					
991	Grant Match Funding	Funding set aside to meet grant requirements - the beginning budget was \$90,000, the current budget reflects the drawdown of grant match funds during the year	65,000	-	100.0%
Subtotal:			65,000	-	100.0%
SUBTOTAL:			22,390,269	10,739,065	52.0%
Minus Operating/Transfers			611,732	283,514	53.7%
TOTAL			21,778,537	10,455,551	52.0%

Comparative Data for Like-Sized Counties*

Total Net Budget (FY13)

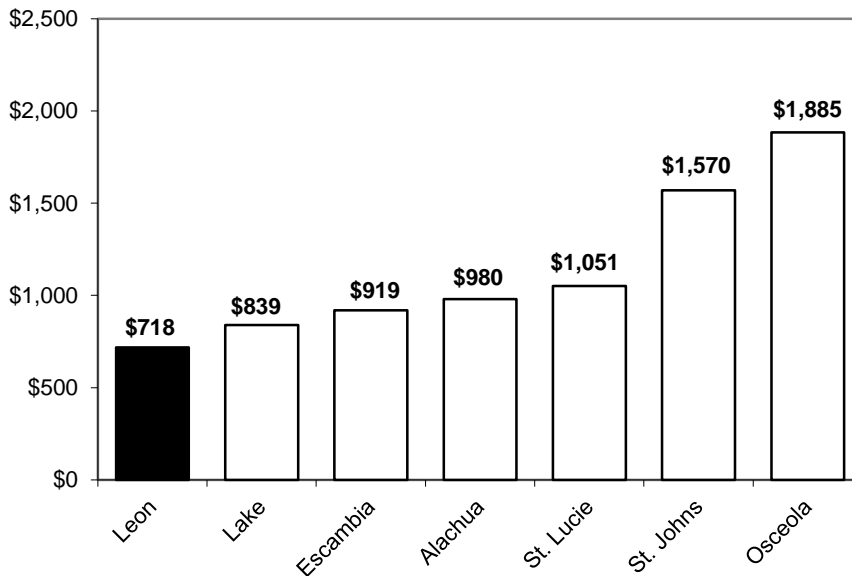
Millions



Leon County ranks lowest in operating budget among like-sized counties, with a net budget of \$200 million. Alachua County's net budget is 21% higher than Leon County's.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Net Budget Per Countywide Resident (FY13)



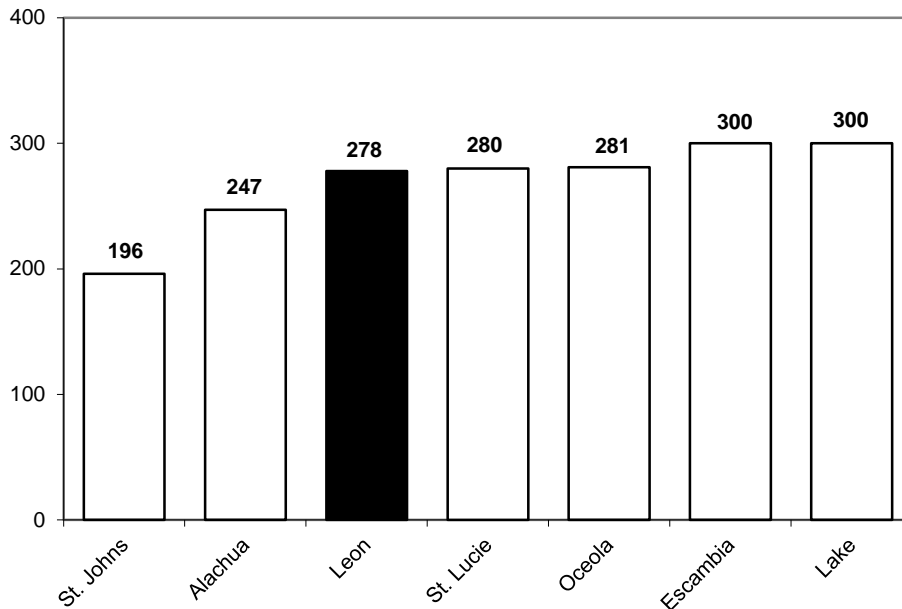
Leon County is the lowest for dollars spent per county resident. Osceola County spends more than two and a half times the amount per resident than Leon County. The next closest County's net budget per capita is 16% higher than Leon County's (Lake County).

* Comparative Counties updated based on 2012 population estimates.
Source: University of Florida, Bureau of Economic and Business Research, 11/1/2012.

Comparative Data for Like-Sized Counties

Countywide Population (2012)

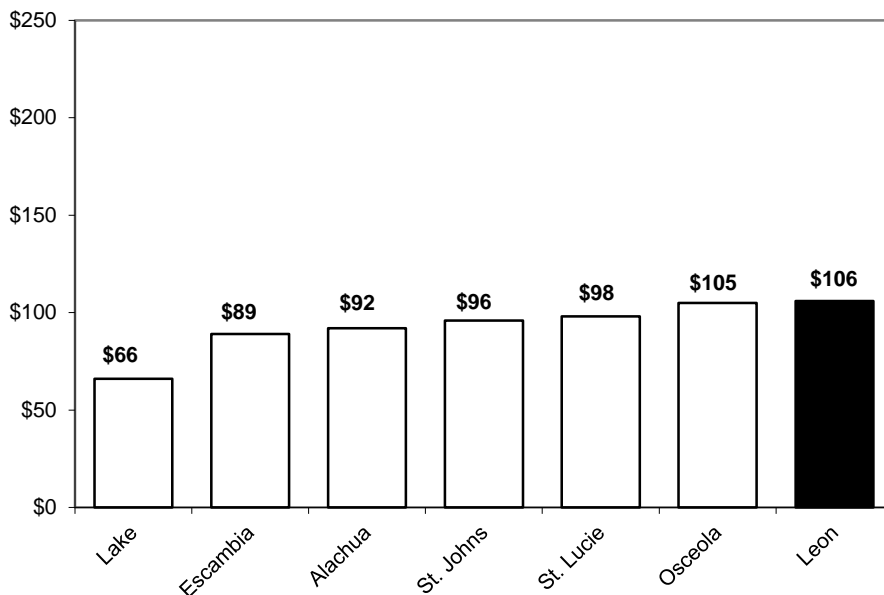
Thousands



The Florida Bureau of Economic and Business Research estimated the Leon County 2012 population at 277,670 residents. The selection of comparative counties is largely based on population served.

Anticipated Ad Valorem Tax Collections (FY13)

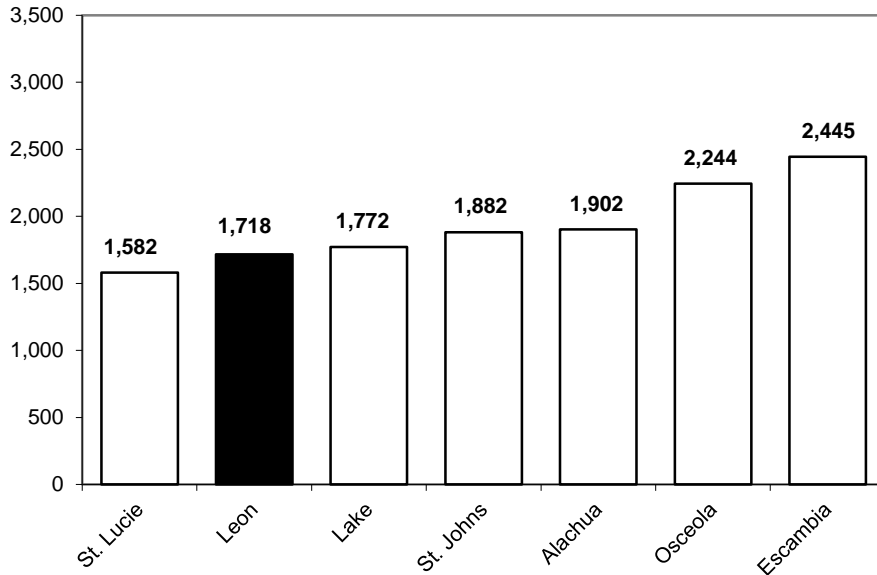
Millions



Among the like-sized counties, Leon County collects \$106 million in ad valorem taxes. Leon County collects \$13 million more than the median collection (\$93 million). Due to the 2008 passage of property tax reform by referendum and enabling legislative actions, ad valorem tax collections rates were significantly impacted in all counties. In addition, decreased property valuations associated with the recession and a repressed housing market will further effect collections in the near term. Ad valorem taxes account for 50% of the County's operating revenue.

Comparative Data for Like-Sized Counties*

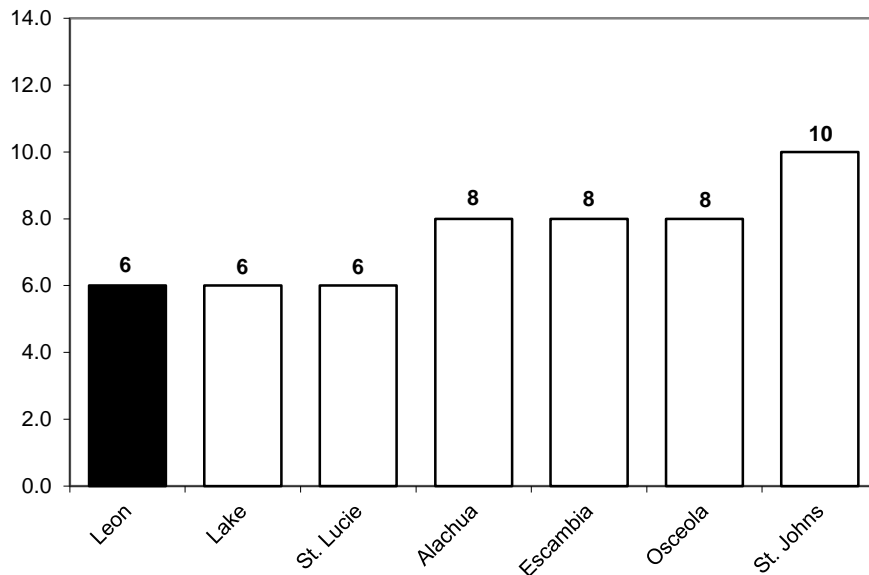
Total Number of County Employees (FY13)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the second lowest number of county employees among comparables.

All comparable counties surveyed reported either the same or fewer employees than in FY12 except for Alachua, Osceola, and Escambia Counties. This is largely attributed to property tax reform followed by the recession which has impacted county revenues and services.

County Employees per 1,000 Residents (FY13)



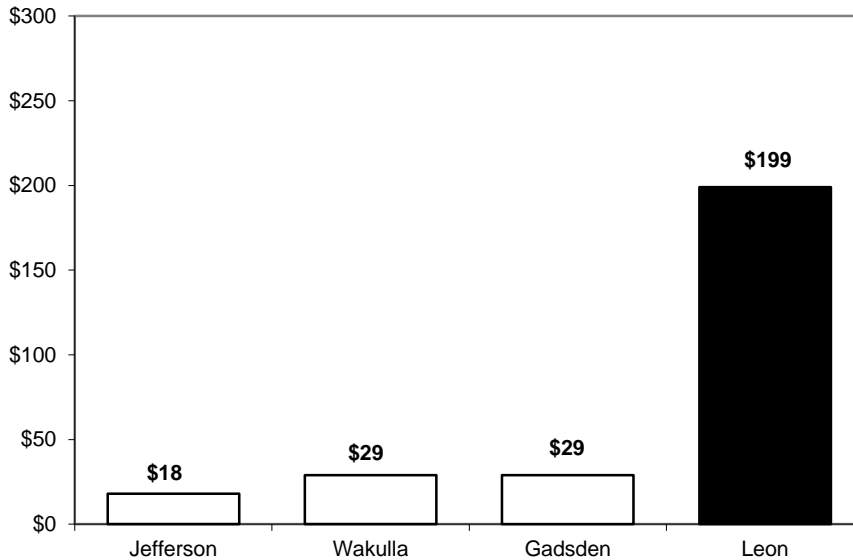
Leon County has a ratio of 6 employees for every thousand County residents, tied with St. Lucie and Lake County as the lowest in per capita employees.

* Comparative Counties updated based on 2012 population estimates.
Source: University of Florida, Bureau of Economic and Business Research, 11/1/2012

Comparative Data for Surrounding Counties

Total Net Budget (FY13)

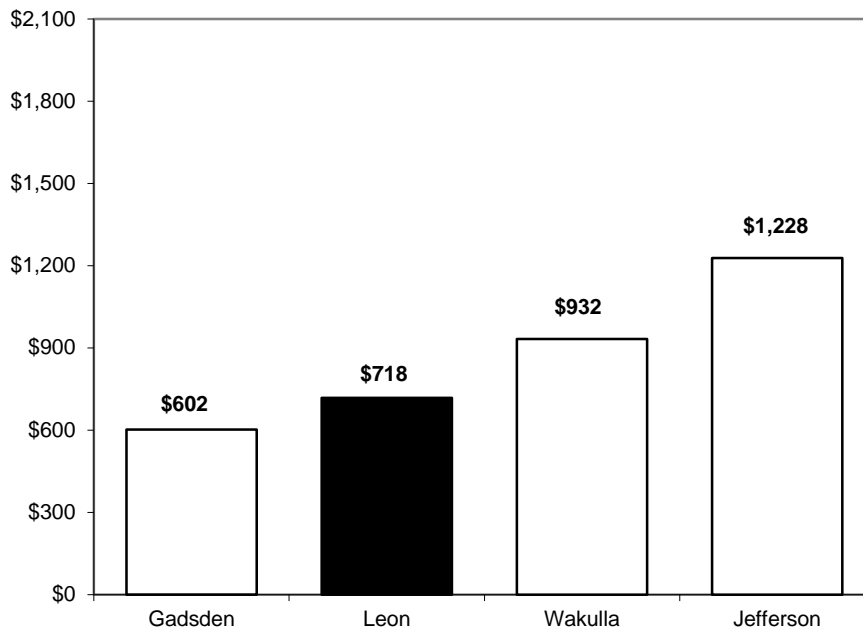
Millions



Leon County ranks highest in operating budget among surrounding counties, with a net budget of \$199 million. Jefferson County ranks lowest with a net budget of \$18 million.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Net Budget Per Countywide Resident (FY13)

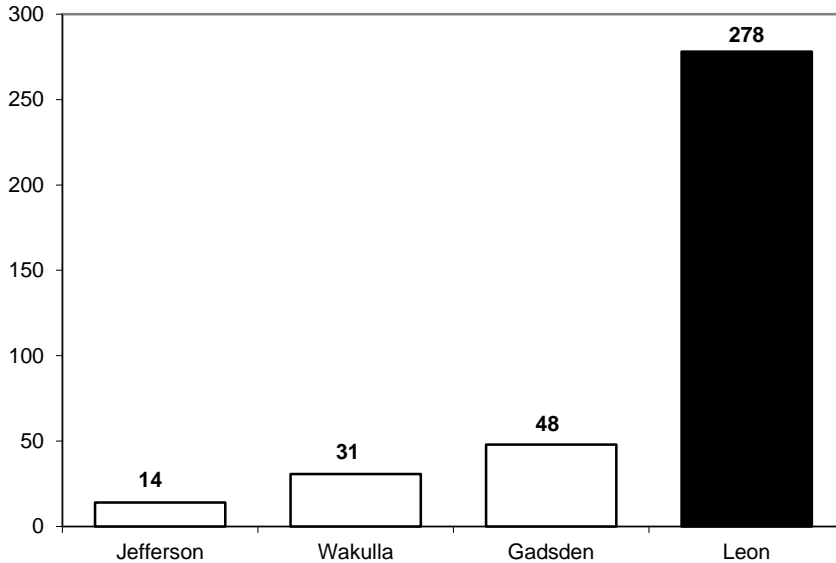


Leon County is the second lowest for dollars spent per county resident. Gadsden County spends 17% less, while Jefferson County spends 71% more per county resident.

Comparative Data for Surrounding Counties

Countywide Population (2012)

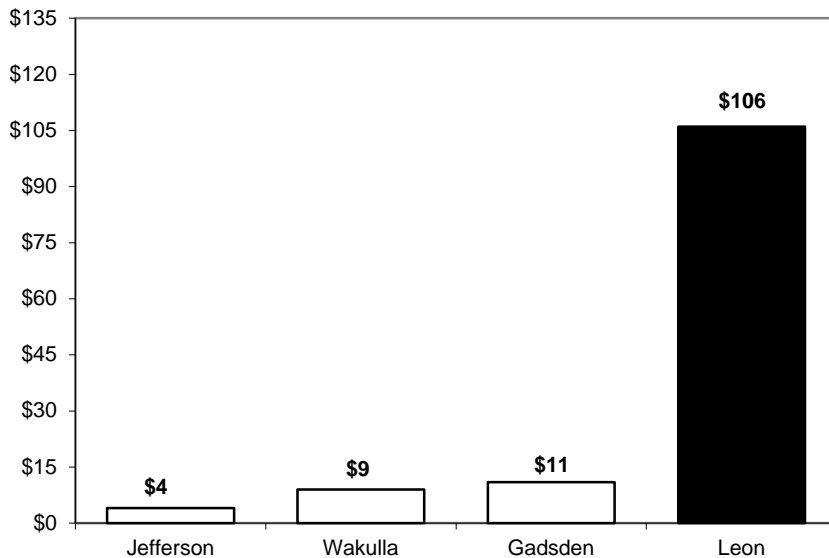
Thousands



The Florida Bureau of Economic and Business Research estimated the 2012 Leon County population at 277,670. Leon County has approximately 230,000 more residents than neighboring Gadsden County which has the next highest population. Of the surrounding counties, Gadsden has the highest projected population growth rate since the 2010 census at 2% compared to Leon (1%), Wakulla (0%), and Jefferson (-2%).

Anticipated Ad Valorem Tax Collections (FY13)

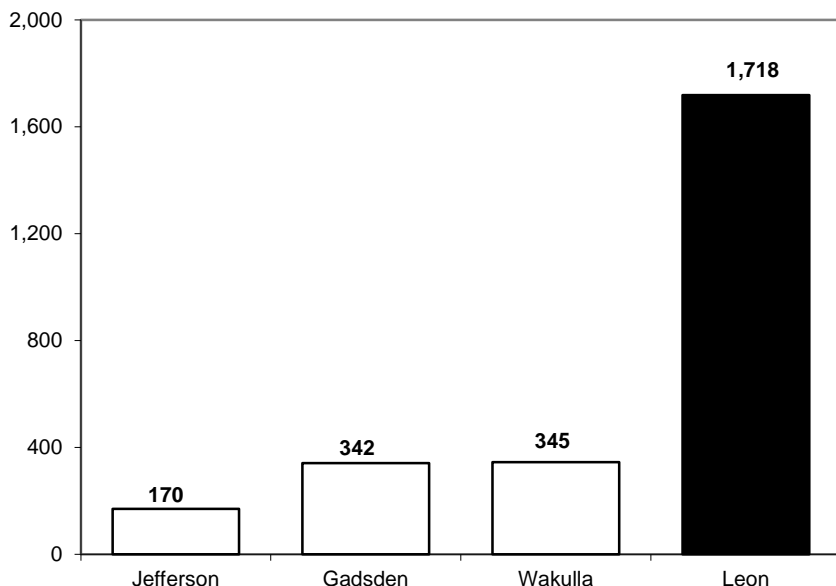
Millions



Among the surrounding counties, Leon County collects the highest amount of ad valorem taxes.

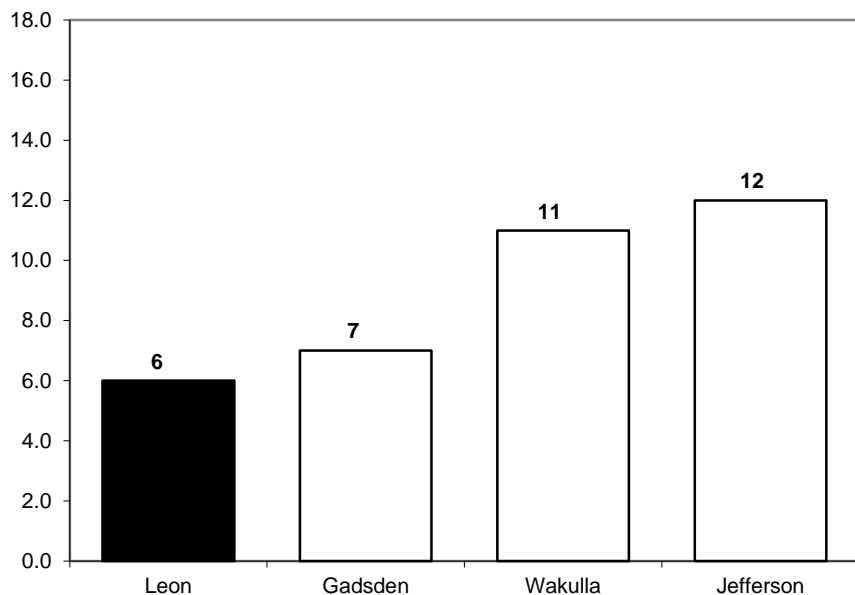
Comparative Data for Surrounding Counties

Total Number of County Employees (FY13)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

Total County Employees per 1,000 Residents (FY13)



Leon County has a ratio of 6 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

Comparative Data for All Florida Counties**Net Budget per Countywide Resident**

<i>County</i>	<i>Net Budget Per Capita</i>	<i>Staff Per 1000</i>	<i>% Exempt</i>
Santa Rosa	\$410	5	37%
Gadsden	\$602	7	51%
Holmes	\$605	8	64%
Union	\$639	10	76%
Leon	\$718	6	43%
Columbia	\$721	7	46%
Flagler	\$788	7	31%
Baker	\$792	12	53%
Washington	\$813	9	44%
Seminole	\$818	7	25%
Volusia	\$820	7	33%
Lafayette	\$824	10	66%
Clay	\$838	7	36%
Lake	\$839	6	30%
Jackson	\$839	8	53%
Taylor	\$844	10	42%
Citrus	\$870	8	32%
Highlands	\$878	9	34%
Bradford	\$892	8	53%
Okaloosa	\$893	7	28%
Marion	\$912	7	40%
Escambia	\$919	8	45%
Suwannee	\$925	10	46%
Wakulla	\$932	11	55%
Calhoun	\$949	8	61%
Madison	\$957	11	55%
Hernando	\$958	8	38%
Polk	\$970	7	31%
Pinellas	\$970	5	28%
Sumter	\$972	6	31%
Alachua	\$980	8	51%
Bay	\$994	7	33%
Liberty	\$995	14	77%
Okeechobee	\$1,026	10	40%

<i>County</i>	<i>Net Budget Per Capita</i>	<i>Staff Per 1000</i>	<i>% Exempt</i>
Brevard	\$1,045	7	43%
Putnam	\$1,047	9	50%
Saint Lucie	\$1,051	6	36%
Hendry	\$1,089	9	67%
Nassau	\$1,093	8	28%
Dixie	\$1,101	13	70%
Pasco	\$1,123	8	35%
Levy	\$1,180	10	50%
Lee	\$1,192	7	23%
Gilchrist	\$1,227	11	54%
Jefferson	\$1,228	12	66%
Hamilton	\$1,248	12	42%
Hardee	\$1,276	12	52%
Glades	\$1,280	19	83%
Hillsborough	\$1,307	8	30%
Desoto	\$1,337	10	55%
Manatee	\$1,403	9	23%
Gulf	\$1,407	11	40%
Orange	\$1,436	8	27%
Martin	\$1,441	10	27%
Indian River	\$1,454	10	26%
Palm Beach	\$1,470	8	23%
Saint Johns	\$1,570	10	27%
Broward	\$1,572	6	29%
Duval	\$1,652	8	39%
Walton	\$1,664	15	16%
Dade-Miami	\$1,690	10	28%
Sarasota	\$1,787	9	24%
Collier	\$1,794	10	17%
Osceola	\$1,885	8	37%
Franklin	\$2,352	15	42%
Charlotte	\$2,490	11	28%
Monroe	\$3,369	17	29%

Comparative Data for All Florida Counties**Percent of Exempt Property**

<i>County</i>	<i>% Exempt</i>	<i>Net Budget Per Capita</i>	<i>Staff Per 1000</i>
Walton	16%	\$1,664	15
Collier	17%	\$1,794	10
Manatee	23%	\$1,403	9
Lee	23%	\$1,192	7
Palm Beach	23%	\$1,470	8
Sarasota	24%	\$1,787	9
Seminole	25%	\$818	7
Indian River	26%	\$1,454	10
Martin	27%	\$1,441	10
Orange	27%	\$1,436	8
Saint Johns	27%	\$1,570	10
Dade-Miami	28%	\$1,690	10
Nassau	28%	\$1,093	8
Okaloosa	28%	\$893	7
Pinellas	28%	\$970	5
Charlotte	28%	\$2,490	11
Broward	29%	\$1,572	6
Monroe	29%	\$3,369	17
Lake	30%	\$839	6
Hillsborough	30%	\$1,307	8
Sumter	31%	\$972	6
Polk	31%	\$970	7
Flagler	31%	\$788	7
Citrus	32%	\$870	8
Volusia	33%	\$820	7
Bay	33%	\$994	7
Highlands	34%	\$878	9
Pasco	35%	\$1,123	8
Saint Lucie	36%	\$1,051	6
Clay	36%	\$838	7
Santa Rosa	37%	\$410	5
Osceola	37%	\$1,885	8
Hernando	38%	\$958	8
Duval	39%	\$1,652	8

<i>County</i>	<i>% Exempt</i>	<i>Net Budget Per Capita</i>	<i>Staff Per 1000</i>
Marion	40%	\$912	7
Okeechobee	40%	\$1,026	10
Gulf	40%	\$1,407	11
Taylor	42%	\$844	10
Franklin	42%	\$2,352	15
Hamilton	42%	\$1,248	12
Brevard	43%	\$1,045	7
Leon	43%	\$718	6
Washington	44%	\$813	9
Escambia	45%	\$919	8
Columbia	46%	\$721	7
Suwannee	46%	\$925	10
Levy	50%	\$1,180	10
Putnam	50%	\$1,047	9
Gadsden	51%	\$602	7
Alachua	51%	\$980	8
Hardee	52%	\$1,276	12
Baker	53%	\$792	12
Jackson	53%	\$839	8
Bradford	53%	\$892	8
Gilchrist	54%	\$1,227	11
Wakulla	55%	\$932	11
Madison	55%	\$957	11
Desoto	55%	\$1,337	10
Calhoun	61%	\$949	8
Holmes	64%	\$605	8
Jefferson	66%	\$1,228	12
Lafayette	66%	\$824	10
Hendry	67%	\$1,089	9
Dixie	70%	\$1,101	13
Union	76%	\$639	10
Liberty	77%	\$995	14
Glades	83%	\$1,280	19

Comparative Data for All Florida Counties**Total County Employees per 1,000 Residents**

<i>County</i>	<i>Staff Per 1000</i>	<i>Net Budget Per Capita</i>	<i>% Exempt</i>
Pinellas	5	\$970	28%
Santa Rosa	5	\$410	37%
Leon	6	\$718	43%
Saint Lucie	6	\$1,051	36%
Sumter	6	\$972	31%
Lake	6	\$839	30%
Broward	6	\$1,572	29%
Seminole	7	\$818	25%
Brevard	7	\$1,045	43%
Volusia	7	\$820	33%
Polk	7	\$970	31%
Okaloosa	7	\$893	28%
Clay	7	\$838	36%
Flagler	7	\$788	31%
Bay	7	\$994	33%
Gadsden	7	\$602	51%
Columbia	7	\$721	46%
Marion	7	\$912	40%
Lee	7	\$1,192	23%
Bradford	8	\$892	53%
Citrus	8	\$870	32%
Holmes	8	\$605	64%
Alachua	8	\$980	51%
Hillsborough	8	\$1,307	30%
Jackson	8	\$839	53%
Calhoun	8	\$949	61%
Osceola	8	\$1,885	37%
Hernando	8	\$958	38%
Duval	8	\$1,652	39%
Escambia	8	\$919	45%
Pasco	8	\$1,123	35%
Palm Beach	8	\$1,470	23%
Nassau	8	\$1,093	28%
Orange	8	\$1,436	27%

<i>County</i>	<i>Staff Per 1000</i>	<i>Net Budget Per Capita</i>	<i>% Exempt</i>
Highlands	9	\$878	34%
Sarasota	9	\$1,787	24%
Hendry	9	\$1,089	67%
Washington	9	\$813	44%
Putnam	9	\$1,047	50%
Manatee	9	\$1,403	23%
Saint Johns	10	\$1,570	27%
Union	10	\$639	76%
Indian River	10	\$1,454	26%
Lafayette	10	\$824	66%
Suwannee	10	\$925	46%
Desoto	10	\$1,337	55%
Levy	10	\$1,180	50%
Collier	10	\$1,794	17%
Taylor	10	\$844	42%
Dade-Miami	10	\$1,690	28%
Okeechobee	10	\$1,026	40%
Martin	10	\$1,441	27%
Gilchrist	11	\$1,227	54%
Gulf	11	\$1,407	40%
Charlotte	11	\$2,490	28%
Wakulla	11	\$932	55%
Madison	11	\$957	55%
Baker	12	\$792	53%
Jefferson	12	\$1,228	66%
Hardee	12	\$1,276	52%
Hamilton	12	\$1,248	42%
Dixie	13	\$1,101	70%
Liberty	14	\$995	77%
Franklin	15	\$2,352	42%
Walton	15	\$1,664	16%
Monroe	17	\$3,369	29%
Glades	19	\$1,280	83%

**Leon County
Board of County Commissioners**

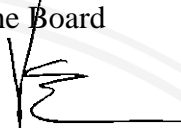
Notes for Agenda Item #7

Leon County Board of County Commissioners

Cover Sheet for Agenda #7

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a Conservation Easement from June C. Diehl

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development David McDevitt, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	John Kraynak, P.E., Environmental Services Director Jill Weisman, Sr. Environmental Review Biologist

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve and accept for recording a Conservation Easement from June C. Diehl (Attachment #1).

Report and Discussion

Background:

The grantor is preserving areas of wetland, floodplain, a waterbody, and a karst feature previously identified during the Diehl Policy 2.1.9 Subdivision. The Conservation Easement is being voluntarily donated to Leon County (Attachment #1). A management plan will also be recorded that addresses activities allowed within the conservation easement (Attachment #2). The Diehl property is located off of Veteran's Memorial Highway on Old Settlement Road (Attachment #3). The preserved areas total 32.74 acres.

Analysis:

The proposed Conservation Easement places the landowner and all other subsequent landowners on legal notice that development is prohibited in the protected areas. Acceptance of the Conservation Easement will require County approval. The proposed Conservation Easement does not create any County maintenance responsibility or any other County responsibility for the Conservation Easement. The property owner will still own and protect the land as appropriate under conditions of the proposed easement.

Options:

1. Approve and accept for recording the Conservation Easement from June C. Diehl (Attachment #1).
2. Do not approve and do not accept for recording the Conservation Easement from June C. Diehl.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Conservation Easement
2. Diehl Conservation Management Plan
3. Specific Location Map for the June C. Diehl Property

This Instrument was prepared by:
Herbert W. A. Thiele, Esq., County Attorney
Leon County Attorney's Office
301 South Monroe Street, Ste. 202
Tallahassee, Florida 32301

CONSERVATION EASEMENT

STATE OF FLORIDA
COUNTY OF LEON

THIS CONSERVATION EASEMENT is hereby made on this 10th day of November, 2013, by Jane C. Diehl, whose mailing address is 13137 Old Settlement Rd
Tallahassee FL 32309, hereinafter referred to as the "Grantor," to LEON COUNTY, FLORIDA, a political subdivision of the State of Florida, whose mailing address is Board of County Commissioners, 301 South Monroe Street, Tallahassee, Florida 32301, hereinafter referred to as the "Grantee."

WITNESSETH:

For and in consideration of the mutual promises and other good and valuable consideration as set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Grantor does hereby grant to the Grantee, its successors and assigns, a perpetual Conservation Easement in accordance with Section 704.06, Florida Statutes, over and across the real property more particularly described on Exhibit "A," which is attached hereto and expressly incorporated herein, on the terms and conditions hereinafter set forth:

The following activities are prohibited within this easement, pursuant to Section 704.06, Florida Statutes:

1. Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures above or on the ground.
2. Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.
3. Removal or destruction of trees, shrubs, or other vegetation, except for invasive exotic vegetation.
4. Excavation, dredging, or removal of loam, peat, gravel, soil, rock, or other material substance in such matter as to affect the surface.
5. Surface use except for purposes that permit the land or water area to remain predominately in its natural condition.

6. Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife conservation habitat preservation.

7. Acts or uses detrimental to such retention of land or water areas.

8. Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archeological, or cultural significance.

Removal or pruning of hazardous, diseased or insect infested trees may be permitted upon prior approval from the Leon County Department of Development Support and Environmental Management.

Notwithstanding the foregoing, the Grantor shall be permitted to perform the activities set forth in the "Diehl Conservation Management Plan, Leon County, Florida".

It is understood that the granting of this easement entitles the Grantee to enter the above-described land in a reasonable manner and at reasonable times to assure compliance with the conditions of this easement.

Grantor hereby fully warrants the title to said real property and will defend the same against the lawful claims of all persons whosoever claimed by, through or under it, that it has good rights and lawful authority to grant this easement and that the same is unencumbered.

Where the context of this easement requires, allows or permits, the same shall include the successors or assigns of the parties.

The easement granted hereby shall run with the land and shall enure to the benefit of the Grantee and its successors and assigns.

IN WITNESS WHEREOF, Grantor has caused these covenants to be executed and its seal to be affixed hereto on the day and year first above written.

GRANTOR

June C. Diehl
(Print Name of Grantor)

Vicki D. Cureton FOR June C. Diehl
(Signature of Attorney in Fact)

Vicki D. Cureton
(Print Name of Attorney in Fact)

WITNESSES:

Shawna Martin
(Sign)
Shawna Martin
(Print Name)

Carol Nestor
(Sign)
Carol Nestor
(Print Name)

STATE OF Florida

COUNTY OF Leon

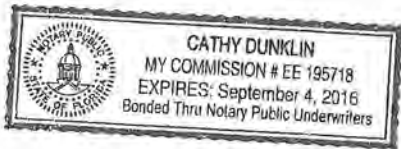
The foregoing instrument was acknowledged before me this 5th day of
November, 2013, by Victoria Curran
(name of attorney in fact)

as attorney in fact, who is personally known to me, or has produced FLD # C035864569250
(type of identification)

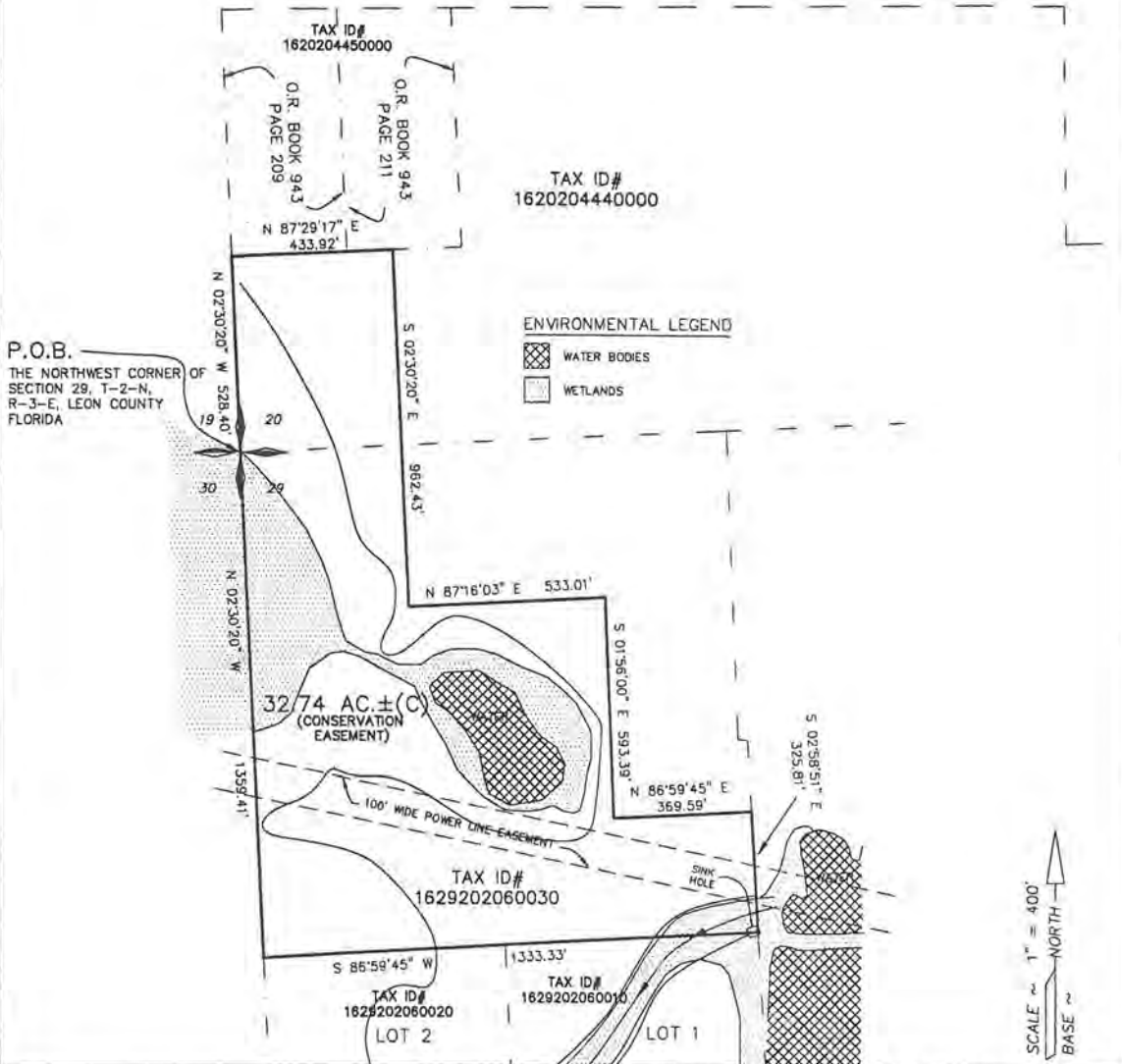
_____ as identification, on behalf of Jane C. Dickl
(name of grantor)

Cathy Dunklin
(Signature of Notary)

Cathy Dunklin
(Print, Type or Stamp Name of Notary)



SKETCH OF (DIEHL CONSERAVTION EASEMENT) NOT A BOUNDARY SURVEY OLD SETTLEMENT ROAD



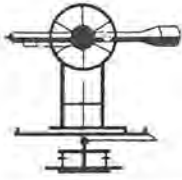
The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title boundary to the subject property. It is possible there are deeds of record, unrecorded deeds, easements or other instruments which could affect the boundaries.

NOTE: THE FLOOD ZONE DESIGNATION SHOWN ON THIS SURVEY SKETCH WAS DERIVED FROM THE FLOOD INSURANCE RATE MAP AS INDICATED. THE LOCATION OF ANY ZONE-LINE BREAK GRAPHICALLY SCALED FROM THIS MAP. THIS INFORMATION IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO REPRESENT ANY ENGINEERING OR FLOOD PROTECTION AREA DETERMINATIONS BY THIS FIRM.

LEGEND: (GENERAL) FCM - FOUND CONCRETE MONUMENT (4" X 4") FIR - FOUND IRON ROD FIP - FOUND IRON PIPE FN/C - FOUND NAIL & CAP SN/C - SET NAIL & CAP #B5509 SCM - SET CONCRETE MONUMENT #4016 SIR - SET 5/8" IRON ROD WITH CAP #B5509 PRM - PERMANENT REFERENCE MONUMENT (P) - PLAT DISTANCE AND/OR BEARING (S) - SURVEY DISTANCE AND/OR BEARING (C) - CALCULATED DISTANCE AND/OR BEARING	LEGEND: (ANGLES) N - NORTH S - SOUTH D - DEGREES ' - MINUTES " - SECONDS R - RADIUS OR RANGE C.A. - CENTRAL ANGLE L - CURVE LENGTH PL - CHORD LENGTH (CURVE) CB - CHORD BEARING (CURVE) P.O.B. - POINT OF BEGINNING P.O.C. - POINT OF COMMENCEMENT RW - RIGHT OF WAY	LEGEND: (DISTANCES) ALL DISTANCES ARE IN ACCORDANCE WITH THE UNITED STATES STANDARD = FEET.	NOTE: UNLESS OTHERWISE DENOTED ALL DISTANCES SHOWN ARE FIELD MEASURED OR COMPUTED FROM FIELD DATA. This property lies in zone <u>N/A</u> as determined by the Flood Insurance Rate Maps for LEON County, Fl. on Map Number <u>N/A</u> Dated: <u>N/A</u>
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LAND SURVEYING LB #5509 Tallahassee, Florida 32311	GARY G. ALLEN Registered Land Surveyor, Inc. 4101 Apalachee Parkway	CIVIL ENGINEERING EB #5509 Phone: (850)-877-0541
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DESCRIPTION: SKETCH OF (DIEHL CONSERAVTION EASEMENT) DESCRIPTION IS BY METES AND BOUNDS, SEE ATTACHED	FOUNDATION ADDED: BY: FINAL ADDITIONS: BY: DRAWN BY: C.N.
SECTION <u>20&29</u> , TOWNSHIP <u>2-NORTH</u> , RANGE <u>3-EAST</u> RECORDED IN <u>BOOK</u> , PAGE <u>14613</u> , LEON COUNTY, FL. DATE OF SKETCH <u>10/31/2013</u> FIELD BOOK <u> </u> PAGE <u> </u> SCALE <u>1" = 400'</u> JOB No. <u>87-981</u> FILE NAME: <u>87-981EE.DWG</u>	I hereby certify that this survey meets the minimum technical standards as established by chapter 5J-17-051 of the Florida Administrative Code. <div style="text-align: center;"> 14613 TONIE R. GREEN, P.S.M. Professional Surveyor and Mapper Florida Registration No. 4485 </div>
PAGE 1 OF 2 "UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID."	



GARY GEE ALLEN
 REGISTERED LAND SURVEYOR, INC.
 LAND SURVEYING - CIVIL ENGINEERING

GARY G. ALLEN, P.L.S., PRES.
 B.J. ALLEN, V.P.
 MARK T. HENDERSON, P.L.S., V.P.
 R. MICHAEL LATIMER, P.E., V.P.
 TONI R. GREEN, P.L.S.

Attachment #1
 5 of 5

4101 APALACHEE PARKWAY
 LEGAL DESCRIPTION
 11-05-2013

TALLAHASSEE, FLORIDA, 32311

PHONE: (850) 877-0541
 FAX NO. (850) 877-0041

DIEHL CONSERVATION EASEMENT

BEGIN at the Northwest corner of Section 29, Township 2 North, Range 3 East, Leon County, Florida, and run thence North 02 degrees 30 minutes 20 seconds West 528.40 feet to the Southerly boundary of that property as described in Official Records Book 943, Page 209 of the public Records of Leon County, Florida; thence North 87 degrees 29 minutes 17 seconds East along said boundary and along the southerly boundary of that property described in Official Records Book 943, page 211 for a distance of 433.92 feet; thence South 02 degrees 30 minutes 20 seconds East 962.43 feet; thence North 87 degrees 16 minutes 03 seconds East 533.01 feet; thence South 01 degrees 56 minutes 00 seconds East 593.39 feet; thence North 86 degrees 59 minutes 45 seconds East 369.59 feet; thence South 02 degrees 58 minutes 51 seconds East 325.81 feet; thence South 86 degrees 59 minutes 45 seconds West 1333.33 feet; thence North 02 degrees 30 minutes 20 seconds West 1359.41 feet to the POINT OF BEGINNING.

Containing 32.74 Acres, more or less.

This surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible that there are deeds of record, unrecorded deeds, easements or other instruments which could affect the boundaries.

Tonie R. Green
 Professional Surveyor & Mapper
 Fl. Cert. No. 4485

Job no. 87-981
 87-981EELegal.doc

DIEHL CONSERVATION MANAGEMENT PLAN
Leon County, Florida

Parcel #16-29-20-206-003-0
Parcel #16-20-20-444-000-0

November 2013

The purpose of this plan is to specify allowed management and maintenance activities within the Conservation Easement Areas that are protected by the Conservation Easement Agreement. The Areas contain forested and non-forested floodplain, forested wetlands, an active karst feature, and a small ephemeral pond. The primary goals are to control invasive exotic plants and prevent erosion, while allowing the natural plant communities to regenerate and mature. Existing wildlife food plots that are located outside the limits of the 100-year floodplain may continue to be maintained. Existing planted pines may be thinned and existing roads may be maintained.

Control of Invasive Exotic Plant Species

- 1) Invasive exotic species are recognized as those identified on Leon County's List of Invasive Exotic Plants or otherwise as listed by the Florida Department of Agriculture. Invasive plants currently known to occur on-site include Japanese climbing fern (*Lygodium japonicum*) and Chinese privet (*Ligustrum sinense*).
- 2) Chemical and/or physical methods of removal are allowed. The technique(s) chosen must be those which do the least harm to surrounding vegetation and soils.
- 3) Specific techniques for invasive plant control must be obtained from invasive plant control professionals. The Leon County Department of Development Support and Environmental Management (DSEM) may be contacted for information, as well as other offices such as the University of Florida's Center for Aquatic and Invasive Plants, or the U.S. Forest Services' Southern Research Station.

Wildlife Food Plots

Existing wildlife food plots located outside the limits of the 100-year floodplain may continue to be maintained as such, without increasing the size of the plots (see Exhibit "A"). Methods shall be used which provide for soil stabilization and prevent erosion.

Planted Pine

Thinning of existing areas of planted pine may occur using silviculture Best Management Practices as provided by the Florida Forest Service (see Exhibit "A").

Existing Dirt Roads

Existing dirt roads may continue to be maintained as such, making only minor improvements as needed, and without adding any impervious materials or changing the stormwater runoff from the road.

Other Land Management Practices

Prescribed fire may be implemented where appropriate. Fire breaks should be installed/maintained outside the limits of the wetland and floodplain areas, where possible.

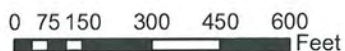
The ephemeral (wet weather pond) may be mowed occasionally to prevent encroachment of woody species. However, mowing frequency must be limited to allow for continued growth and cover of native grass and other flowering herbaceous species.

Diehl Conservation Management Plan Exhibit "A"



- Legend**
- Roads
 - 2012 Aerial Photograph**
 - RGB**
 - Red: Band_1
 - Green: E.and_2
 - Blue: Band_3
 - Wildlife Food Plot
 - Planted Pine

1 inch = 400 feet



NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk.

LEON COUNTY
DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT
PROPOSED CONSERVATION EASEMENT MAP

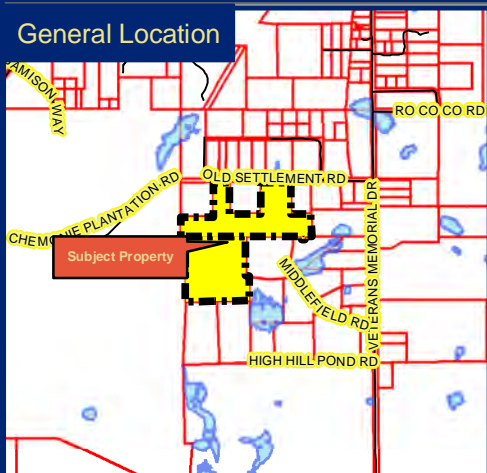
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Page: 1 of 1

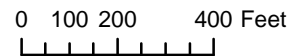


Conservation Easement
from June C. Diehl






General Location



1 inch = 400 Feet



Legend

-  Proposed Conservation Easement
-  Buildings
-  Existing Easement Areas
-  Subject Property
-  Parcels



Note: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

**Leon County
Board of County Commissioners**

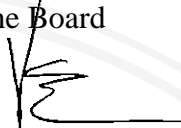
Notes for Agenda Item #8

Leon County Board of County Commissioners

Cover Sheet for Agenda #8

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Board Actions Taken at the November 19, 2013 Workshop on Proposed Solutions to Promote Sustainable Growth Inside the Lake Protection Zone

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development Wayne Tedder, Director, Planning, Land Management and Community Enhancement (PLACE)
Lead Staff/ Project Team:	Cherie Bryant, Interim Planning Manager Brian Wiebler, Principal Planner Stephen Hodges, Senior Planner

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Ratify Board actions taken at the November 19, 2013 Workshop on Proposed Solutions to Promote Sustainable Growth Inside the Lake Protection Zone.

Report and Discussion

Background:

On November 19, 2013, the Board conducted a workshop to consider proposed solutions to promote sustainable growth inside the Lake Protection Zone.

The Workshop was essential to the following FY 2012 & FY 2013 Strategic Initiative that the Board approved at the January 29, 2013 meeting:

- Implement strategies that protect the environment and promote orderly growth, including: Develop solutions to promote sustainable growth inside the Lake Protection Zone. (2013)

This particular Strategic Initiative aligns with the Board's Strategic Priorities – Environment and Governance:

- Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution (EN1).
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns (EN2).
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value (G2).

Staff from the Planning Department, Development Support and Environmental Management, and Public Works developed several concepts intended to implement this Initiative. These concepts were presented at the November 19, 2013 workshop.

Analysis:

Staff presented its recommendations to the Board during the workshop. After the staff presentation, the Board discussed the recommendations and approved the following Option #1, A-L: Accept the following staff recommendations and recommended implementation phases.

- A. Direct staff to develop and bring back a new Lake Protection Node zoning district for the Lake Protection land use category that allows non-residential uses and higher density housing while requiring the Lake Protection stormwater standards.
- B. Direct staff to develop and bring back land development regulation changes requiring site design standards for the new Lake Protection Node zoning district.
- C. Direct staff to identify non-conforming land uses in Lake Protection that cannot be addressed by the new Lake Protection Node zoning district and bring back a plan to address them.
- D. Direct staff to coordinate with the City and bring back a potential common cluster development option for both the incorporated and unincorporated areas within Lake Protection that also incentivizes use of the cluster option.

- E. Direct staff to initiate a comprehensive plan text amendment and Land Development Regulation changes to remove the half-acre restriction in the unincorporated area when sewer is available.
- F. Direct staff to review the existing exemption for sidewalks in Lake Protection and bring back draft land development regulation changes with increased requirements for developments that have the potential for walkability.
- G. Continue implementation of the sense of place planning projects at the Lake Jackson Town Center and the Market District.
- H. Direct staff to initiate a comprehensive plan map amendment to reflect the Overstreet addition to Maclay Gardens as Recreation/Open Space.
- I. Maintain the existing Urban Service Area boundary line to promote infill and nodal development.
- J. Continue to seek funding for the Tallahassee – Leon County Greenways Master Plan.
- K. Direct County staff to continue to implement the current two-track permitting system to expedite review and provide reductions in the level of review for projects that implement Smart Growth principles.
- L. Direct staff to include community and stakeholder collaboration in the development of policy changes related to recommendations in this report.

Phasing of Recommended Actions

Given the size and complexity of the recommended project concepts, staff recommends the following workplan and schedule for implementation:

Phase I (Ongoing Efforts)

- Recommendation G: Continue implementation of the sense of place planning projects at the Lake Jackson Town Center and the Market District.
- Recommendation I: Maintain the existing Urban Service Area boundary line to promote infill and nodal development.
- Recommendation J: Continue to seek funding for the Tallahassee – Leon County Greenways Master Plan
- Recommendation K: Continue to implement the current two-track permitting system to expedite review and provide reductions in the level of review for projects that implement Smart Growth principles.

Phase II (2014-1 Comprehensive Plan Amendment Cycle)

- Recommendation E: Direct staff to initiate a comprehensive plan text amendment and Land Development Regulation changes to remove the half-acre restriction in the unincorporated area when sewer is available.
- Recommendation H: Direct staff to initiate a comprehensive plan map amendment to reflect the Overstreet addition to Maclay Gardens as Recreation/Open Space.

Phase III (Code and Policy Work in 2014)

- Recommendation F: Direct staff to review the existing exemption for sidewalks in Lake Protection and bring back draft land development regulation changes with increased requirements for developments that have the potential for walkability.
- Recommendation B: Direct staff to develop and bring back land development regulation changes requiring site design standards for the new Lake Protection Node zoning district.
- Recommendation C: Direct staff to identify non-conforming land uses in Lake Protection that cannot be addressed by the new Lake Protection Node zoning district and bring back a plan to address them.

Phase IV (2015-1 Comprehensive Plan Amendment Cycle)

- Recommendation A: Direct staff to develop and bring back a new Lake Protection Node zoning district for the Lake Protection land use category that allows non-residential uses and higher density housing while requiring the Lake Protection stormwater standards.
- Recommendation D: Direct staff to coordinate with the City and bring back a potential common cluster development option for both the incorporated and unincorporated areas within Lake Protection that also incentivizes use of the cluster option.

Options:

1. Ratify Board actions taken at the November 19, 2013 Workshop on Proposed Solutions to Promote Sustainable Growth Inside the Lake Protection Zone.
2. Do not ratify Board actions taken at the November 19, 2013 Workshop on Proposed Solutions to Promote Sustainable Growth Inside the Lake Protection Zone.
3. Board direction.

Recommendation:

Option #1.

VSL/WT/CB/BW/SH

**Leon County
Board of County Commissioners**

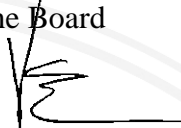
Notes for Agenda Item #9

Leon County Board of County Commissioners

Cover Sheet for Agenda #9

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Proposed Local Agency Program Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director of Public Works and Community Development Katherine Burke, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Charles Wu, P.E., Chief of Engineering Design Chris Muehlemann, P.E., Senior Design Engineer Shelly Kelley, PMP, Director of Purchasing LaShawn Riggans, Esq., Assistant County Attorney

Fiscal Impact:

This item has a fiscal impact. This item realizes an additional \$145,837 from the Florida Department of Transportation (FDOT) toward the project costs. The balance of the project cost is available in the FY14 capital budget.

Staff Recommendation:

- Option #1: Approve the proposed Local Agency Program Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane (Attachment #1), and authorize the County Administrator to execute.
- Option #2: Approve the Resolution and associated Budget Amendment Request realizing an additional \$145,837 from the Florida Department of Transportation into the County budget (Attachment #2).

Report and Discussion

Background:

On May 8, 2012 the Board approved a Local Agency Program (LAP) Agreement with FDOT for the design and construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane (Attachment #3). The proposed scope of the project includes an eight-foot sidewalk, enhanced landscaping, one westbound turn lane, one eastbound turn lane, and associated drainage improvements. The project boundary starts from east of Seminole Drive to Winchester Lane excluding the intersection of Lafayette Street at Magnolia Drive. The Agreement was executed on June 15, 2012. Under this Agreement, FDOT will reimburse Leon County up to \$850,000 for this project (Attachment #4). In compliance with the LAP Agreement, staff proceeded with the Request for Qualification (RFQ) and Request for Proposal (RFP) process following the FDOT Design-Build Procurement and Administration Guidelines.

On February 12, 2013, the Board approved the Agreement awarding the bid to Sandco, Inc. in the amount of \$1,931,500 for design and construction of Lafayette Street from Seminole Drive to Winchester Lane. The Notice to Proceed with the Design-Build work was issued on March 25, 2013.

In August 2013 the Design-Build Team received additional geotechnical data which revealed the concrete slab existence beneath the asphalt surface on Lafayette Street on the east side of Magnolia Drive. This was an unexpected field condition. Staff worked with the designer, contractor, and geotechnical engineer to develop several alternatives in construction of the project with the new finding. In order to ensure the best performance and longevity of the final product, it is recommended to remove the concrete slab and re-build the road. However, the cost to re-build the road was not contemplated in the original budget and was not anticipated by the Design-Build Team. In September 2013, staff reported the unexpected condition to FDOT and requested additional funding. After review of the funding request, FDOT agreed to provide additional funds in the amount of \$145,837 through the attached LAP Supplemental Agreement for Lafayette Street Sidewalk and Road Improvements from Seminole Drive to Winchester Lane.

Analysis:

The total length of Lafayette Street to be re-constructed on the east side of Magnolia Drive is approximately 1,000 feet. Based on the Contractor's estimate, the additional cost to remove the concrete slab and re-build Lafayette Street on the east side of Magnolia Drive is \$145,803. The supplementary funds of \$145,837 from FDOT will sufficiently cover the additional cost in re-construction of the road. According to Leon County Policy 96-1, the estimated additional cost of \$145,803 exceeds 5% of the original contract value as the allowed contingency. Consequently, staff is seeking the Board's approval of amending the Lafayette Street Design-Build Contract to increase the contract amount to \$2,077,303 in a separate agenda item.

Title: Approval of the Proposed Local Agency Program Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane

December 10, 2013

Page 3

There are many retail businesses within the project area. Based on the current project progress, the construction cannot commence until mid-November when the final environmental permit is secured. The business owners have expressed concerns on the construction impact to the businesses because the majority of the sales occur during the shopping season from Thanksgiving through the New Year. Staff and the Design-Build Team listened to the business owners' concerns and strove to preclude any impact to the businesses during the holiday season. As a result, the construction commencement date is moved to January 6, 2014. It is expected that the project will be completed by the end of June 2014 if the weather permits.

This item seeks Board approval of the proposed supplemental agreement with FDOT to receive additional funds for design and reconstruction of Lafayette Street on the east side of Magnolia Drive. With approval of this supplemental agreement, FDOT will provide total funding of \$995,837 for this project.

Options:

1. Approve the proposed Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane (Attachment #1), and authorize the County Administrator to execute.
2. Approve the Resolution and associated Budget Amendment Request realizing an additional \$145,837 from the Florida Department of Transportation into the County budget (Attachment #2).
3. Do not approve the proposed Supplemental Agreement with the Florida Department of Transportation for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane.
4. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Draft Supplemental Agreement
2. Resolution and Associated Budget Amendment Request
3. Executed LAP Agreement
4. Location Map

VSL/TP/KB/CW/bp

SUPPLEMENTAL NO. 1 DUNS NO. 19-373-0645	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430154-1-58-01 CONTRACT NO. AQO71
--	---	--

The Department of Transportation _____ desires to supplement the original Agreement entered into and executed on June 15, 2012 as identified above. All provisions in the original Agreement and supplements, if any, remain in effect except as expressly modified by this supplement.

The changes to the Agreement and supplements, if any, are described as follows:

PROJECT DESCRIPTION

Name CR 2196 (Lafayette Street) Sidewalks Length 0.726 Miles

Termini From Seminole Drive to Winchester Lane

Description of Work:

This design-build project is for the design and construction of sidewalk and associated turn lane addition, drainage and landscaping along CR 2196(Lafayette Street) from Seminole Drive to Winchester Lane in Leon County.

Reason for Supplement and supporting engineering and/or cost analysis:

Local Agency Program Agreement funding is being increased due to unforeseen items along the roadway discovered during the design process. Additional design and construction funding will be needed.

ADJUSTED EXHIBIT B SCHEDULE OF FUNDING

SUPPLEMENTAL NO. 1 DUNS NO. 19-373-0645	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430154-1-58-01 CONTRACT NO. AQO71
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TYPE OF WORK By Fiscal Year	FUNDING				
	(1) PREVIOUS TOTAL PROJECT FUNDS	(2) ADDITIONAL PROJECT FUNDS	(3) CURRENT TOTAL PROJECT FUNDS	(4) TOTAL AGENCY FUNDS	(5) TOTAL STATE & FEDERAL FUNDS
Planning					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Development & Environment (PD&E)					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total PD&E Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design					
FY: 2010-2011	_____	\$0.00	\$0.00	\$0.00	\$0.00
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Design Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Right-of-Way					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Right-of-Way Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction					
FY: 2011-2012	\$850,000.00	_____	\$850,000.00	_____	\$850,000.00
FY: 2012-2013	_____	_____	_____	\$0.00	_____
FY: 2013-2014	_____	\$145,837.00	\$145,837.00	\$0.00	\$145,837.00
FY: 2014-2015	_____	_____	_____	_____	_____
FY: 2015-2016	_____	_____	_____	_____	_____
FY: 2016-2017	_____	_____	_____	_____	_____
Total Construction Cost	\$850,000.00	\$145,837.00	\$995,837.00	\$0.00	\$995,837.00
Construction Engineering and Inspection (CEI)					
FY: 2011-2012	_____	_____	_____	_____	_____
FY: 2012-2013	_____	_____	_____	_____	_____
FY: 2013-2014	_____	_____	_____	_____	_____
FY: 2014-2015	_____	_____	_____	_____	_____
FY: 2015-2016	_____	_____	_____	_____	_____
FY: 2016-2017	_____	_____	_____	_____	_____
Total CEI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Construction & CEI Costs	\$850,000.00	\$145,837.00	\$995,837.00	\$0.00	\$995,837.00
TOTAL COST OF THE PROJECT	\$850,000.00	\$145,837.00	\$995,837.00	\$0.00	\$995,837.00

SUPPLEMENTAL NO. 1 DUNS NO. 19-373-0645	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 430154-1-58-01 CONTRACT NO. AQO71
--	---	--

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY LEON COUNTY, FLORIDA

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
 Name: Vincent S. Long
 Title: County Administrator

By: _____
 Name: Jason D. Peters, P.E.
 Title: Director of Transportation Development

Attest: _____
 Name:
 Title:

Attest: _____
 Name:
 Title:

Date: _____

Date: _____

Legal Review:

See attached Encumbrance Form for date of funding approval by Comptroller.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2013/2014; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 10th day of December, 2013.

LEON COUNTY, FLORIDA

BY: _____
Nicholas Maddox, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Circuit Court and Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

FISCAL YEAR 2013/2014 BUDGET AMENDMENT REQUEST

No: BAB14008
Date: 11/12/2013

Agenda Item No: _____
Agenda Item Date: 12/10/2013

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	065001	331208	000	Lafayette Street Improvements FDOT Grant	770,594	145,837	916,431

Subtotal: 145,837

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	065001	56300	538	Improvements Other Than Buildings	719,158	145,837	864,995

Subtotal: 145,837

Purpose of Request:

This budget amendment realizes an additional \$145,803 in federal aid from the Florida Department of Transportation (FDOT) to remove a concrete slab and re-build Lafayette Street on the east side of Magnolia Drive. This is a Local Agency Program Supplemental Agreement with FDOT for the design and construction of Lafayette Street improvements from Seminole Drive to Winchester Lane. On June 15, 2012, the Board approved the initial agreement (\$850,000) with FDOT for this project. The federal funds will be used in conjunction with existing budgeted capital dollars to complete the project. It is anticipated that all construction activities will be completed by June of 2014.

Group/Program Director

Senior Analyst

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 U.S. HWY 90 East
Chipley, FL 32428

ANANTH PRASAD, P.E.
SECRETARY

June 18, 2012

Charles Wu, P.E.
Chief of Engineering Design
Leon County Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

**Subject: Notice to Proceed with Construction
Construction of the Lafayette Street Sidewalk Project
FPID No. 430154-1-58-01**

Dear Mr. Wu:

Please find attached one copy of the executed Local Agency Program (LAP) Agreement between the Florida Department of Transportation and Leon County dated June 15, 2012 for the above referenced project.

This letter shall serve as the official Notice to Proceed with the Construction Phase of this project. At this time you may proceed with the advertisement for bids. This project shall be advertised for a minimum of 3 weeks. The advertisement periods begins when the first of two advertisements is published. **Please submit a copy of the advertisement for both the bids and CEI services to me for review prior to the advertisement being published.**

This project shall be carried out in accordance with the LAP Agreement and the applicable sections of the LAP Manual. The latest version of the LAP Manual is located at http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm.

If you have any questions, please feel free to give me a call at (850) 415-9449.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Shores".

Keith Shores, P.E.,
District LAP Administrator

Cc: Laura Brewer, FDOT-Chipley
Myra Suggs, FDOT-Chipley
Wanda Syfrett, FDOT-Chipley

Lori Kietzer, FDOT-Midway Operations
Garland Sandel, FDOT-Midway Operations

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FPN: <u>430154-1-58-01</u>	Fund: <u>SU</u>	FLAIR Approp: _____
Federal No: <u>4046-052-C</u>	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
County No: <u>(55) Leon</u>	Contract No: <u>AG071</u>	Vendor No: <u>VF596000708032</u>
Data Universal Number System (DUNS) No: 80-939-7102		
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction		

THIS AGREEMENT, made and entered into this 15th day of June, 2012 by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the Department, and Leon County hereinafter called the Agency,

WITNESSETH:

WHEREAS, the Agency has the authority to enter into this Agreement and to undertake the project hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including the implementation of an integrated and balanced transportation system and is authorized under Section 339.12, Florida Statutes, to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1.00 Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in the design and construction of sidewalk along C.R. 2196(Lafayettee Street) from Seminole Drive to Winchester Lane and as further described in Exhibit "A" attached hereto and by this reference made a part hereof, hereinafter called the "project," and to provide Department financial assistance to the Agency and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the project will be undertaken and completed.

1.01 Attachments: Exhibit(s) A, B, C & 1 are attached and made a part hereof.

2.01 General Requirements: The Agency shall complete the project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Agency Program Manual, which by this reference is made a part hereof as if fully set forth herein. Time is of the essence as to each and every obligation under this Agreement.

A full time employee of the Agency, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in charge of each project.

Inactivity and Removal of Any Unbilled Funds

Once the Department issues a Notice to Proceed (NTP) for the Project, the Agency shall be obligated to submit an invoice or other request for reimbursement to the Department for all work completed for the Project no less frequently that on a quarterly basis, beginning from the day the NTP is issued. If the Agency fails to submit quarterly (or more frequently than quarterly) invoices to the Department as required herein and in the event said failure to timely submit invoices to the Department results in FHWA removing any unbilled funding or in the loss of State appropriation authority (which may include the loss of state and Federal funds, if there are state funds programmed to the Project), then the Agency will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Agency waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of State

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appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Agency for future LAP projects.

Removal of All Funds

If all funds are removed from the project, including amounts previously billed to the Department and reimbursed to the Agency, and the project is off the state highway system, then the department will have to request repayment for the previously billed amounts from the Local Agency. No state funds can be used on off-system projects.

2.02 Expiration of Agreement: The Agency agrees to complete the project on or before June 30, 2014. If the Agency does not complete the project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

2.03 Pursuant to Federal, State, and Local Laws: In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is requisite under applicable law to enable the Agency to enter into this Agreement or to undertake the project hereunder or to observe, assume or carry out any of the provisions of the Agreement, the Agency will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

2.04 Agency Funds: The Agency shall initiate and prosecute to completion all proceedings necessary, including federal-aid requirements, to enable the Agency to provide the necessary funds for completion of the project.

2.05 Submission of Proceedings, Contracts, and Other Documents: The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the project as the Department and the Federal Highway Administration (FHWA) may require. The Agency shall use the Department's Local Agency Program Information Tool and applicable information systems as required.

3.00 Project Cost:

3.01 Total Cost: The total cost of the project is \$ 850,000. This amount is based upon the schedule of funding in Exhibit "B." The Agency agrees to bear all expenses in excess of the total cost of the project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 4.00.

3.02 Department Participation: The Department agrees to participate in the project cost to the extent provided in Exhibit "B." This amount includes federal-aid funds which are limited to the actual amount of federal-aid participation.

3.03 Limits on Department Funds: Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible project costs is subject to:

- a) Legislative approval of the Department's appropriation request in the work program year that the project is scheduled to be committed;
- b) Availability of funds as stated in paragraphs 3.04 and 3.05 of this Agreement;
- c) Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- d) Department approval of the project scope and budget at the time appropriation authority becomes available.

3.04 Appropriation of Funds: The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See Exhibit "B" for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

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3.05 Multi-Year Commitment: In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"(a) The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

3.06 Notice-to-Proceed: No cost may be incurred under this Agreement until the Agency has received a written Notice-to-Proceed (NTP) from the Department. The Agency agrees to advertise or put the project out to bid thirty (30) days from the date the Department issues the NTP to advertise the project. If the Agency is not able to meet the scheduled advertisement, the District LAP Administrator should be notified as soon as possible.

3.07 Limits on Federal Participation: Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by the FHWA to the Department to proceed with the project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Agency in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or project costs in part or in total.

For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Agency shall promptly reimburse the Department for all such amounts within 90 days of written notice.

4.00 Project Estimate and Disbursement Schedule: Prior to the execution of this Agreement, a project schedule of funding shall be prepared by the Agency and approved by the Department. The Agency shall maintain said schedule of funding, carry out the project, and shall incur obligations against and make disbursements of project funds only in conformity with the latest approved schedule of funding for the project. The schedule of funding may be revised by mutual written agreement between the Department and the Agency. If revised, a copy of the revision should be forwarded to the Department's Comptroller and to the Department's Federal-aid Program Office. No increase or decrease shall be effective unless it complies with fund participation requirements of this Agreement and is approved by the Department's Comptroller.

5.00 Records:

5.01 Establishment and Maintenance of Accounting Records: Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for 5 years after the final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the project records, together with supporting documents and records of the Agency and all subcontractors performing work on the project and all other records of the Agency and subcontractors considered necessary by the Department for a proper audit of costs. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

5.02 Costs Incurred for Project: The Agency shall charge to the project account all eligible costs of the project except costs agreed to be borne by the Agency or its contractors and subcontractors. Costs in excess of the programmed

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funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs.

5.03 Documentation of Project Costs: All costs charged to the project, including any approved services contributed by the Agency or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.

5.04 Audit Reports: Recipients of federal and state funds are to have audits done annually using the following criteria:

The administration of resources awarded by the Department to the Agency may be subject to audits and/or monitoring by the Department, as described in this section.

Monitoring: In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Florida Statutes, as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department staff to the Agency regarding such audit. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department's Office of Inspector General (OIG), and the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I - Federally Funded: Recipients of federal funds (i.e., state, local government or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

1. In the event that the recipient expends \$500,000 or more in federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "1" of this Agreement indicates federal resources awarded through the Department by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1 the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).
4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

Part II - State Funded: Recipients of state funds (i.e., a non-state entity as defined by Section 215.97(2) (l), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes, applicable rules of the Executive Office of the Governor and the CFO, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "1" to this Agreement indicates state financial assistance awarded through the Department by this Agreement. In determining the state financial assistance expended in its

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fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2) (d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. However, if the recipient elects to have audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

Part III - Other Audit Requirements: The recipient shall follow up and take corrective action on audit findings. Preparation of a Summary Schedule of Prior Year Audit Findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

Part IV - Report Submission:

1. Copies of financial reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
 - a) The Department at each of the following address(es):

District 3 LAP Administrator
 1074 Highway 90 • Post Office Box 607
 Chipley, Florida 32428-0607
 - b) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised), at the following address:

Federal Audit Clearinghouse
 Bureau of the Census
 1201 East 10th Street
 Jeffersonville, IN 47132
 - c) Other federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the financial reporting package required by Part I of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited Schedule of Expenditures of Federal Awards directly to each of the following:

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District 3 LAP Administrator
 1074 Highway 90 • Post Office Box 607
 Chipley, Florida 32428-0607

In addition, pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the financial reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any Management Letters issued by the auditor, to the Department at each of the following addresses:

District 3 LAP Administrator
 1074 Highway 90 • Post Office Box 607
 Chipley, Florida 32428-0607

3. Copies of the financial reporting package required by Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

- a) The Department at each of the following address(es):

District 3 LAP Administrator
 1074 Highway 90 • Post Office Box 607
 Chipley, Florida 32428-0607

- b) The Auditor General's Office at the following address:

Auditor General's Office
 Room 401, Pepper Building
 111 West Madison Street
 Tallahassee, Florida 32399-1450

4. Copies of reports or the Management Letter required by Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:

- a) The Department at each of the following address(es):

District 3 LAP Administrator
 1074 Highway 90 • Post Office Box 607
 Chipley, Florida 32428-0607

5. Any reports, Management Letters, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted in a timely manner in accordance with OMB Circular A-133, as revised, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133, as revised, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the financial reporting package was delivered to the recipient in correspondence accompanying the financial reporting package.

Part V - Record Retention: The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least 5 years from the date the audit report is issued and shall allow the Department or its designee, the state CFO or Auditor General access to such records upon request. The recipient shall ensure that the independent audit documentation is made available to the Department, or its designee, the state CFO or Auditor General upon request for a period of at least 5 years from the date the audit report is issued, unless extended in writing by the Department.

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5.05 Inspection: The Agency shall permit, and shall require its contractors to permit, the Department's authorized representatives and authorized agents of FHWA to inspect all work, workmanship, materials, payrolls, and records and to audit the books, records, and accounts pertaining to the financing and development of the project.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the Agency or any contractor, sub-contractor or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement (Section 287.058(1)(c), Florida Statutes).

5.06 Uniform Relocation Assistance and Real Property Statistical Report: For any project requiring additional right-of-way, the Agency must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

6.00 Requisitions and Payments: Requests for reimbursement for fees or other compensation for services or expenses incurred shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof (Section 287.058(1)(a), Florida Statutes).

All recipients of funds from this Agreement, including those contracted by the Agency, must submit bills for any travel expenses, when authorized by the terms of this Agreement, in accordance with Section 112.061, Florida Statutes, and Chapter 3-"Travel" of the Department's Disbursement Operations Manual, Topic 350-030-400 (Section 287.058(1)(b), Florida Statutes).

If, after project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Agency owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

7.00 Department Obligations: Subject to other provisions hereof, the Department will honor requests for reimbursement to the Agency in amounts and at times deemed by the Department to be proper to ensure the carrying out of the project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

7.01 Misrepresentation: The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof or in or with respect to any document of data furnished therewith or pursuant hereto;

7.02 Litigation: There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the project, the Agreement or payments to the project;

7.03 Approval by Department: The Agency shall have taken any action pertaining to the project which, under this Agreement, requires the approval of the Department or has made related expenditure or incurred related obligations without having been advised by the Department that same are approved;

7.04 Conflict of Interests: There has been any violation of the conflict of interest provisions contained here in paragraph 12.07.

7.05 Default: The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

7.06 Federal Participation: The Department may suspend or terminate payment for that portion of the project which the FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid.

7.07 Disallowed Costs: In determining the amount of the payment, the Department will exclude all projects costs incurred by the Agency prior to the effective date of this Agreement or the date of authorization, costs incurred after the

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expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in Exhibit "B" for the project, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7.08 Final Invoices: The Agency must submit the final invoice on the project to the Department within 120 days after the completion of the project. Invoices submitted after the 120-day time period may not be paid.

8.00 Termination or Suspension of Project:

8.01 Termination or Suspension Generally: The Department may, by written notice to the Agency, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected or the Department may terminate this Agreement in whole or in part at any time the interest of the Department requires such termination.

(a) If the Department determines that the performance of the Agency is not satisfactory, the Department shall notify the Agency of the deficiency in writing with a requirement that the deficiency be corrected within thirty (30) days of such notice. Such notice shall provide reasonable specificity to the Agency of the deficiency that requires correction. If the deficiency is not corrected within such time period, the Department may either (1) immediately terminate the Agreement as set forth in paragraph 8.(b) below, or (2) take whatever action is deemed appropriate by the Department to correct the deficiency. In the event the Department chooses to take action and not terminate the Agreement, the Agency shall, upon demand, promptly reimburse the Department for any and all costs and expenses incurred by the Department in correcting the deficiency.

(b) If the Department terminates the Agreement, the Department shall notify the Agency of such termination in writing, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

(c) If the Agreement is terminated before the project is completed, the Agency shall be paid only for the percentage of the project satisfactorily performed for which costs can be substantiated. Such payment, however, shall not exceed the equivalent percentage of the contract price. All work in progress will become the property of the Department and will be turned over promptly by the Agency.

8.02 Action Subsequent to Notice-of-Termination or Suspension: Upon receipt of any final termination or suspension notice under this paragraph, the Agency shall proceed promptly to carry out the actions required therein which may include any or all of the following: (a) necessary action to terminate or suspend, as the case may be, project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; (b) furnish a statement of the project activities and contracts and other undertakings the cost of which are otherwise includable as project costs. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and cost as approved by the Department or upon the basis of terms and conditions imposed by the Department upon the failure of the Agency to furnish the schedule, plan, and estimate within a reasonable time. The closing out of federal financial participation in the project shall not constitute a waiver of any claim which the Department may otherwise have arising out of this Agreement.

9.00 Contracts of Agency:

9.01 Third Party Agreements: Except as otherwise authorized in writing by the Department, the Agency shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same.

9.02 Compliance with Consultants' Competitive Negotiation Act: It is understood and agreed by the parties hereto that participation by the Department in a project with the Agency, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Agency's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. At the discretion of the Department, the Agency will

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involve the Department in the consultant selection process for all projects. In all cases, the Agency's attorney shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

10.00 Disadvantaged Business Enterprise (DBE) Policy and Obligation: It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Agency and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement. Furthermore, the Agency agrees that:

(a) Each financial assistance agreement signed with a US-DOT operating administration (or a primary recipient) must include the following assurance:

"The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 C.F.R. Part 26. The recipient shall take all necessary and reasonable steps under 49 C.F.R. Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 C.F.R. Part 26 and as approved by Department, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 C.F.R. Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.)."

(b) Each contract signed with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

"The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

11.00 Compliance with Conditions and Laws: The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this project. Execution of this Agreement constitutes a certification that the Agency is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, when applicable.

12.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

12.01 Equal Employment Opportunity: In connection with the carrying out of any project, the Agency shall not discriminate against any employee or applicant for employment because of race, age, religion, color, sex, national origin, disability or marital status. The Agency will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the project

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involves installation, construction, demolition, removal, site improvement or similar work, the Agency shall post, in conspicuous places available to employees and applicants for employment for project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

12.02 Title VI – Civil Rights Act of 1964: The Agency will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Agency pursuant thereto.

The Agency shall include provisions in all contracts with third parties that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

12.03 Americans with Disabilities Act of 1990 (ADA): The Agency will comply with all the requirements as imposed by the ADA, the regulations of the Federal government issued thereunder, and assurance by the Agency pursuant thereto.

12.04 Public Entity Crime: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

12.05 Discrimination: In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

12.06 Suspension, Revocation, Denial of Qualification or Determination of Contractor Non-Responsibility: An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

12.07 Prohibited Interests: Neither the Agency nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the project or any property included or planned to be included in the project in which any member, officer or employee of the Agency or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Agency, the Agency, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Agency or the locality relating to such contract, subcontract or arrangement.

The Agency shall insert in all contracts entered into in connection with the project or any property included or planned to be included in any project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Agency or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Agency and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

12.08 Interest of Members of, or Delegates to, Congress: No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

13.00 Miscellaneous Provisions:

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13.01 Environmental Regulations: The Agency will be solely responsible for compliance with all the applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Agency will be responsible for securing any applicable permits.

13.02 Department Not Obligated to Third Parties: The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.

13.03 When Rights and Remedies Not Waived: In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

13.04 How Agreement is Affected by Provisions Being Held Invalid: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

13.05 Bonus or Commission: By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

13.06 State Law: Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the project.

13.07 Plans and Specifications: In the event that this Agreement involves constructing and equipping of facilities, the Agency shall submit to the Department for approval all appropriate plans and specifications covering the project. The Department will review all plans and specifications and will issue to the Agency a written approval with any approved portions of the project and comments or recommendations covering any remainder of the project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Agency a written approval with said remainder of the project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department. The Agency will physically include Form FHWA-1273 in all its contracts and subcontracts.

13.08 Right-of-Way Certification: Upon completion of right-of-way activities on the project, the Agency must certify compliance with all applicable federal and state requirements. Certification is required prior to advertisement for or solicitation of bids for construction of the project, including those projects for which no right-of-way is required.

13.09 Agency Certification: The Agency will certify in writing, prior to project closeout that the project was completed in accordance with applicable plans and specifications, is in place on the Agency's facility, adequate title is in the Agency's name, and the project is accepted by the Agency as suitable for the intended purpose.

13.10 Agreement Format: All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

13.11 Execution of Agreement: This Agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one in the same instrument.

13.12 Restrictions on Lobbying:

Federal: The Agency agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Agency, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member

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of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federally-appropriated funds have been paid by the Agency to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Agency shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

State: No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

13.13 Maintenance: The Agency agrees to maintain any project not on the State Highway System constructed under this Agreement. If the Agency constructs any improvement on Department right-of-way, the Agency will will not maintain the improvements made for their useful life.

13.14 Vendors Rights: Vendors (in this document identified as the Agency) providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has 30 working days to inspect and approve the goods and services unless the bid specifications, purchase order or contract specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days after receipt of the invoice and the receipt, inspection, and approval of goods and services, a separate interest penalty in accordance with Section 215.422(3) (b), Florida Statutes, will be due and payable in addition to the invoice amount to the Agency. Interest penalties of less than one \$1 will not be enforced unless the Agency requests payment. Invoices which have to be returned to the Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from the Department. The Vendor Ombudsman may be contacted at 850-413-5516.

13.15 Reimbursement of Federal Funds:

The Agency shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Agency and FHWA requires reimbursement of the funds, the Agency will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.

13.16 E-VERIFY

The Agency:

1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Agency during the term of the contract; and
2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

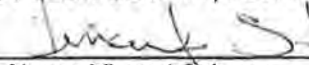
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY LEON COUNTY, FLORIDA

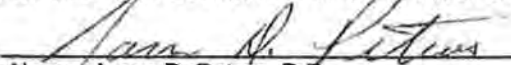
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By:


Name: Vincent S. Long
Title: County Administrator



By:

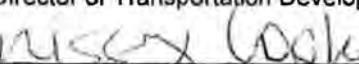

Name: Jason D. Peters, P.E.
Title: Director of Transportation Development

Attest:

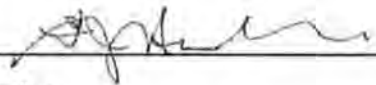
Title:

Attest:

Title:


Exec Asst

Legal Review:



See attached Encumbrance Form for date of funding approval by Comptroller.

APPROVED AS TO FORM
LEON COUNTY ATTORNEY'S OFFICE
Leon County, Florida

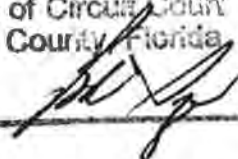
By:



ATTEST:
Bob Inzer
Clerk of Circuit Court
Leon County, Florida



By



Clerk

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EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 430154-1-58-01

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and Leon County.

PROJECT LOCATION:

The project is not located on the State Highway System.

The project is not located on the National Highway System.

SCOPE OF WORK:

This design-build project is for the design and construction of sidewalk and associated turn lane addition, drainage and landscaping along C.R. 2196(Lafayette Street) from Seminole Drive to Winchester Lane in Leon County.

DELIVERABLES:

Deliverables include copies of project advertisements, executed contracts, monthly progress estimates, as-built plans, materials certification, and notice of completion and final acceptance.

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of state funding action (receipt and disbursement of funds), any federal or local funding action, and the funding action from any other source with respect to the project.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Construction to be completed by June 30, 2014.

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

The Agency will seek reimbursement from the Department in a timely manner. Requests for reimbursement should be submitted to the Department on a monthly basis.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Department will reimburse the Agency for the eligible costs directly related to the Design, Construction and Construction Engineering and Inspection(CEI) activities on this project **not to exceed \$850,000**.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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EXHIBIT "B"

SCHEDULE OF FUNDING

AGENCY NAME & BILLING ADDRESS: Leon County 2280 Miccosukee Road Tallahassee, FL 32308	FPN: 430154-1-58-01
---	----------------------------

PROJECT DESCRIPTION

Name: C.R. 2196(Lafayette Street) Sidewalks Length: 0.726 Miles
Termini: From Seminole Drive to Winchester Lane

TYPE OF WORK By Fiscal Year	FUNDING		
	(1) TOTAL PROJECT FUNDS	(2) AGENCY FUNDS	(3) STATE & FEDERAL FUNDS
Planning 2006-2007 2007-2008 2008-2009 Total Planning Cost			
Project Development & Environment (PD&E) 2006-2007 2007-2008 2008-2009 Total PD&E Cost Total Design Cost			
Right-of-Way 2006-2007 2007-2008 2008-2009 Total Right-of-Way Cost			
Design, Construction and Construction Engineering and Inspection(CEI) 2009-2010 2010-2011 2011-2012 Total Design, Construction and CEI Costs	 \$850,000 \$850,000	 \$0 \$0	 \$850,000 \$850,000
TOTAL COST OF THE PROJECT	\$850,000	\$0	\$850,000

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.

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EXHIBIT "C"

**RESTRICTION ON CONSULTANT'S ELIGIBILITY TO COMPETE FOR
DEPARTMENT ASSISTED CONTRACTS**

FPN: 430154-1-58-01

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and Leon County.

EXISTING CONSULTANT CONTRACTS:

Existing consultant or professional services contracts shall not be used in the development and delivery of this project, doing so will federalize the existing contract. All consultant and professional services contracts associated with this project shall be advertised and selected in accordance with the Consultants Competitive Negotiations Act(CCNA). Consult the District LAP Administrator for the appropriate federal language that must appear in each consultant contract.

CONSULTANT CEI CONTRACTS:

A consultant firm or its affiliate that was the engineer of record(EOR) on a project shall not be considered for construction engineering and inspection(CEI) services, as a prime, on the same project.

A consultant firm or its affiliate who was the EOR on a project may only be considered for CEI services as a sub consultant to the prime CEI firm with the approval of the Department prior to submittal of letters of response.

A consultant firm or its affiliate who was the sub to the EOR on a project may only be considered for CEI services, as prime, on the same project, with the approval of the Department prior to submittal of letters of response.

The Department's approval shall be based on the extent of the firm's involvement in the design of the project or CEI services, as the case may be, and the potential of hindrance of any objective decision making.

A consultant or its affiliate who performed geotechnical services for the EOR shall not be considered as a sub to the firm providing CEI services on the same project, in any capacity.

DESIGN-BUILD CONTRACTS:

The contractor or design professional cannot team, as a prime, with other firms to submit more than one bid per project. The secondary member (i.e., designer or contractor) of the design-build team cannot change, after award, without the written approval of the Department.

A professional firm shall not be considered for CEI services, either as a prime or a sub, for a Design-Build contract for which the same firm or its affiliate is the EOR or is sub to the EOR.

A consultant firm, its affiliate, or sub consultant that is under contract with the Local Agency to develop the RFP for a Design-Build contract cannot be part of a Design-Build Team proposing on that contract as a prime or a sub consultant. A consultant firm, its affiliate, or sub consultant that is under contract with the Local Agency to provide CEI services on the Design-Build contract cannot be part of a Design-Build Team proposing on that contract as a prime or sub consultant.

A consultant or its affiliate, who was the prime EOR on a Design-Bid-Build project, where the project is switched to Design-Build, may participate on a Design-Build contract with the approval of the Department. The Department shall consider level of design (% completed) by the EOR, the number of component design plans by different EOR's, etc.

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EXHIBIT "1"
SINGLE AUDIT ACT

Federal Resources Awarded to the Recipient Pursuant to This Agreement Consist of the Following:

Federal Agency: Federal Highway Administration

CFDA #: 20.205 Highway Planning and Construction

Amount: FPID 430154-1-58-01\$850,000

Compliance Requirement:

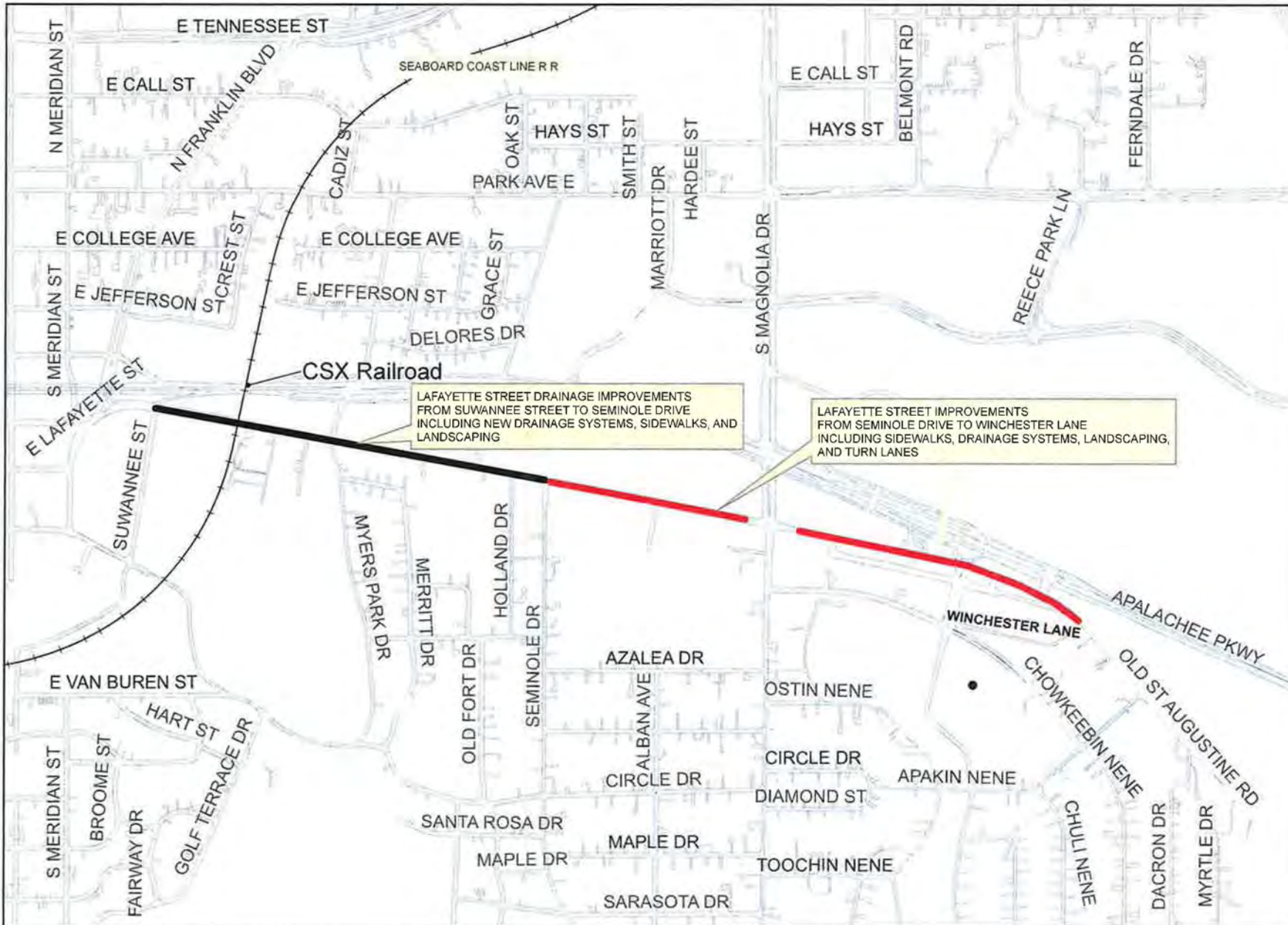
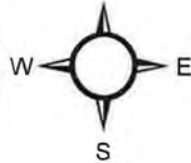
Allowable Activities: To be eligible, most projects must be located on public roads that are not functionally classified as local. The major exceptions are the Highway Bridge Replacement and Rehabilitation Program, which provides assistance for bridges on and off the federal-aid highways, highway safety activities, bicycle and pedestrian projects, transportation enhancement activities, the recreational trails program, and planning, research, development, and technology transfer. Proposed projects meeting these and other planning, design, environmental, safety, etc., requirements can be approved on the basis of state and local priorities within the limit of the funds apportioned or allocated to each state.

Allowable Costs: Eligible activities and allowable costs will be determined in accordance with Title 23 and Title 49 C.F.R. and the OMB cost principles applicable to the recipient/sub-recipient.

Eligibility: By law, the federal-aid highway program is a federally assisted state program that requires each state to have a suitably equipped and organized transportation department. Therefore, most projects are administered by or through State Departments of Transportation (State DOTs). Projects to be funded under the federal-aid highway program are generally selected by state DOTs or Metropolitan Planning Organizations (MPOs), in cooperation with appropriate local officials, as specified in 23 U.S.C. and implementing regulations. Territorial highway projects are funded in the same manner as other federal-aid highway projects, with the territorial transportation agency functioning in a manner similar to a state DOT. Most Florida Land Highway Program (FLHP) projects are administered by the Federal Highway Administration (FHWA) Office of Federal Lands Highway and its Divisions or by the various Florida Land Management Agencies (FLMAs). Under the FLHP, projects in the Indian Reservation Road (IRR) Program are selected by Tribal Governments and are approved by the Bureau of Indian Affairs (BIA) and the FHWA. Due to recent legislation, Tribal Governments meeting certain requirements may now administer various IRR projects on behalf of the BIA and FHWA. The Fish and Wildlife Service (FWS) and the National Park Service (NPS) select projects in the Refuge Road and Park Roads and Parkways Programs, respectively. For the Forest Highway Program, the Forest Service, the States and the FHWA jointly select projects.

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to This Agreement Are As Follows: The recipient of Local Agency Program (LAP) funding must comply with the statutory requirements in Sections 112.061, 215.422, 339.12, and 339.135, Florida Statutes, and Title 23 and Title 49, C.F.R.

LAFAYETTE STREET IMPROVEMENTS LOCATION MAP



**Leon County
Board of County Commissioners**

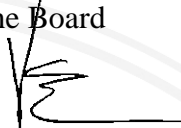
Notes for Agenda Item #10

Leon County Board of County Commissioners

Cover Sheet for Agenda #10

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Proposed Amendment to the Agreement with Sandco, Inc. for the Design and Construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director of Public Works and Community Development Katherine Burke, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Charles Wu, P.E., Chief of Engineering Design Chris Muehlemann, P.E., Senior Design Engineer Shelly Kelley, PMP, Director of Purchasing

Fiscal Impact:

This item has a fiscal impact. The proposed amendment will increase the current Agreement by \$145,803. The increase will be reimbursed under a Local Agency Program Supplemental Agreement with the Florida Department of Transportation (FDOT). Staff is seeking approval of the LAP Agreement in a separate agenda item. The balance of the project cost is available in the FY14 capital budget.

Staff Recommendation:

Option #1: Approve the proposed Amendment to the Agreement with Sandco, Inc. for the design and construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane (Attachment #1), and authorize the County Administrator to execute.

Report and Discussion

Background:

On May 8, 2012, the Board approved a Local Agency Program (LAP) Agreement with FDOT for the design and construction of Lafayette Street improvement from Seminole Drive to Winchester Lane. The proposed scope of the project includes an eight-foot sidewalk, enhanced landscaping, one westbound turn lane, one eastbound turn lane, and associated drainage improvements. The project boundary starts from east of Seminole Drive to Winchester Lane excluding the intersection of Lafayette Street at Magnolia Drive (Attachment #2). The Agreement was executed on June 15, 2012. Under this Agreement, FDOT will reimburse Leon County up to \$850,000 for this project. In compliance with the LAP Agreement, staff proceeded with the Request for Qualification (RFQ) and Request for Proposal (RFP) process following the FDOT Design-Build Procurement and Administration Guidelines.

On February 12, 2013, the Board approved the Agreement awarding the bid to Sandco, Inc. in the amount of \$1,931,500 for design and construction of Lafayette Street from Seminole Drive to Winchester Lane. The Notice to Proceed with the Design-Build work was issued on March 25, 2013.

In August 2013 the Design-Build Team received additional geotechnical data which revealed the concrete slab existence beneath the asphalt surface on Lafayette Street on the east side of Magnolia Drive. This was an unexpected field condition. Staff worked with the designer, contractor, and geotechnical engineer to develop several alternatives in construction of the project with the new finding. In order to ensure the best performance and longevity of the final product, it is recommended to remove the concrete slab and rebuild the road. However, the cost to re-build the road was not contemplated in the original budget and was not anticipated by the Design-Build Team. In September 2013, staff reported the unexpected condition to FDOT and requested additional funding. After review of the funding request, FDOT agreed to provide additional funds in the amount of \$145,837 through a LAP Supplemental Agreement for the Lafayette Street Sidewalk and Road Improvements from Seminole Drive to Winchester Lane.

Analysis:

The total length of Lafayette Street to be reconstructed on the east side of Magnolia Drive is approximately 1,000 feet. Based on the contractor's estimate, the additional cost to remove the concrete slab and re-build Lafayette Street on the east side of Magnolia Drive is \$145,803 (Attachment #3). The supplementary funds of \$145,837 from FDOT under the Supplemental LAP Agreement will sufficiently cover the additional cost in re-construction of the road. Staff is seeking the Board approval of the Supplemental LAP Agreement in a separate agenda item. According to Leon County Policy 96-1, the estimated additional cost of \$145,803 exceeds 5% of the original contract value as the allowed contingency. Consequently, staff is requesting the Board's approval of amending the Lafayette Street Design-Build Contract to increase the contract amount to \$2,077,303.

Based on the current project progress, the construction cannot commence until mid-November when the final environmental permit is secured. There are many retail businesses within the project area. The business owners have expressed concerns on the construction impact to the businesses because the majority of the sales occur during the shopping season from Thanksgiving through the New Year. Staff and the Design-Build Team listened to the business owners' concerns and strove to preclude any impact to the businesses during the holiday season. As a result, the construction commencement date is moved to January 6, 2014. It is expected that the project will be completed by the end of June 2014 if the weather permits.

This item seeks Board approval of the proposed Amendment to increase the contract amount to \$2,077,303 for the design and construction of Lafayette Street Improvements from Seminole Drive to Winchester Lane.

Options:

1. Approve the proposed Amendment to the Agreement with Sandco, Inc. for the design and construction of Lafayette Street improvements from Seminole Drive to Winchester Lane (Attachment #1), and authorize the County Administrator to execute.
2. Do not approve the Amendment to the Agreement with Sandco, Inc. for the design and construction of Lafayette Street improvements from Seminole Drive to Winchester Lane.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Draft Amendment to the Current Contract
2. Project Location Map
3. Fee Proposal

VSL/TP/KB/CW/bp

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO THE AGREEMENT dated February 12, 2013, is made as of the 10th day of December, 2013, by and between LEON COUNTY FLORIDA, a political subdivision of the State of Florida (“County”) and SANDCO, INC., a Florida corporation (“Contractor”).

RECITALS

WHEREAS, the County and the Contractor entered into an Agreement dated February 12, 2013 (the “Agreement”); and

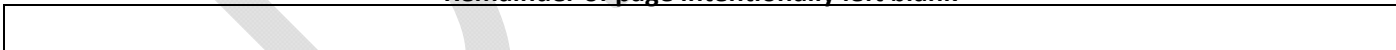
WHEREAS, the Parties desire to amend the Agreement to provide for additional work and time due to unexpected field conditions revealed upon completion of the geotechnical survey which includes the removal of the concrete slab beneath the asphalt surface and reconstruction of Lafayette Street on the east side of Magnolia Drive .

NOW, THEREFORE, for an in consideration of the mutual promises and covenants herein set forth, the Parties hereby agree as follows:

- I. Section 7, Guaranteed Maximum Price, second paragraph, is hereby revised to read:

Upon acceptance of the plans and specifications as set forth in Section 16, the Parties shall agree to a Guaranteed Maximum Price that shall in no event to exceed \$2,077,303.00.
- II. All references in this agreement to the time of completion for this project are hereby revised to 462 consecutive calendar days from the Notice to Proceed.
- III. Exhibit D, Project Schedule, is hereby revised to move the construction commencement date to January 6, 2014, with a project completion date no later than June 30, 2014. All other dates in the project schedule shall be revised accordingly.
- IV. All other terms and conditions of the aforesaid Agreement dated February 12, 2013, not inconsistent with the provisions hereof, shall remain in full force and effect.

Remainder of page intentionally left blank



IN WITNESS WHEREOF, the parties hereto, through their duly authorized representative, have executed this First Amendment as of the date first written above.

LEON COUNTY, FLORIDA

SANDCO, INC.

BY: _____
Vincent S. Long
County Administrator

BY: _____
President or Authorized Designee

DATE: _____

DATE _____

ATTEST:
Bob Inzer, Leon County Clerk of the Circuit Court and Comptroller
Leon County, Florida

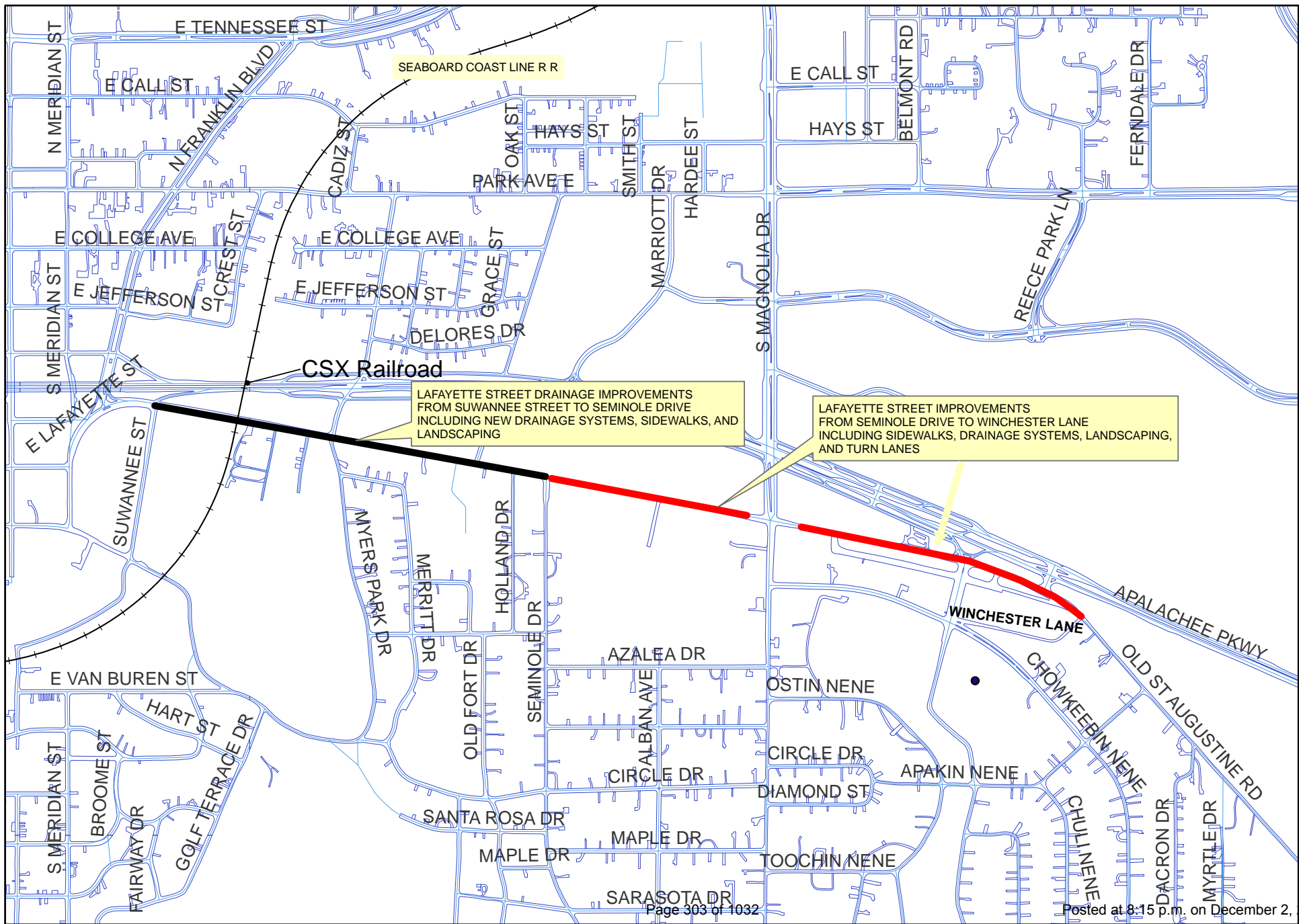
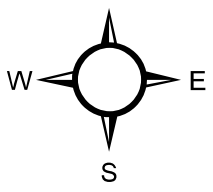
BY: _____

Approved as to Form:
County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.

DRAFT

LAFAYETTE STREET IMPROVEMENTS LOCATION MAP



SANDCO



LETTER OF TRANSMITTAL

SANDCO, INC.

4708 CAPITAL CIRCLE NW

TALLAHASSEE, FLORIDA 32301

DATE 10/22/13

JOB # 13-03

RE : Lafayette St. Improvements

TO : Charles Wu, P.E.

Leon County Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

WE ARE SENDING YOU :

ATTACHED UNDER SEPARATE COVER

THE FOLLOWING :

SPECIFICATIONS PLANS
 COPY OF LETTER OTHER

NO. of COPIES	DATE	DESCRIPTION
1	10/22/2013	Proposal

THESE ARE TRANSMITTED AS SHOWN BELOW :

FOR APPROVAL APPROVED AS SUBMITTED RESUBMIT
 COPIES FOR APPROVAL RETURN for CORRECTIONS RETURN
 SUBMIT COPIES FOR DISTRIBUTION AS REQUESTED
 FOR YOUR USE APPROVED AS NOTED CORRECTED PRINTS
 FOR REVIEW & COMMENT PRINTS RETURNED AFTER SIGNED COPIES

REMARKS : See attachment, this is the proposal according with the new criteria.

From the east side of the intersection of Magnolia and Lafayette St.

COPY TO :

SIGNED : 

Lafayette St.

1

ITEM	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Demolition	sy	2,586	\$10.00	\$25,860.00
Subsoil	cy	1,827	\$25.00	\$45,675.00
Stabilization	sy	2,586	\$2.50	\$6,465.00
Limerock	sy	2,586	\$10.50	\$27,153.00
Asphalt	ton	190	\$125.00	\$23,750.00
MOT	ls	1	\$10,000.00	\$10,000.00
Engineering	ls	1	\$8,500.00	\$8,500.00
Testing	ls	1	\$5,000.00	\$5,000.00
			Total	\$152,403.00
Milling {credit}	ls	1	-\$6,600.00	-\$6,600.00
			Total	\$145,803.00

**Leon County
Board of County Commissioners**

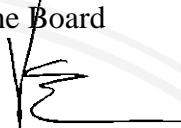
Notes for Agenda Item #11

Leon County Board of County Commissioners

Cover Sheet for Agenda #11

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Plat of Kingsmill Subdivision for Recording in the Public Records and Approval and Acceptance of Performance Agreement and Surety Device.

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E, Director of Public Works & Community Development Kathy Burke, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Jim Pilcher, P.S.M., Chief of Survey and Right-of-Way

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Approve the plat of Kingsmill subdivision for recording in the Public Records, contingent upon staff's final review and approval (Attachment #1), and approve and accept the Performance Agreement and Surety Device (Attachment #2).

Report and Discussion

Background:

Kingsmill, a public residential subdivision, was approved by the Development Review Committee as a type "B" site and development plan on January 7, 2010 (Attachment #3).

The development being platted consists of 10.14 acres containing 39 residential lots.

Analysis:

Kingsmill subdivision is located in Section 27, Township 2 North, Range 1 East on the east side of Thomasville Road approximately 0.8 mile south of the Thomasville Road/Bannerman/Bradfordville Road intersection (Attachment #4). Kingsmill is a replat of Ashton Grove recorded in Plat Book 20, page 61 of the Public Records of Leon County.

The developer is requesting the Board's approval contingent upon staff's final review and approval due to the limited Board schedule caused by the approaching holidays. As of the date of the preparation of the agenda the plat has been routed to the appropriate agencies/departments and is still under review. The plat presented herein is a conditional final plat, in that it is substantially complete and staff does not anticipate any changes other than corrections to the text, joinder references and any corrections required by Chapter 177 (FS) compliance.

There is some infrastructure that will need to be repaired or replaced and some that is yet to be completed. The County Engineer has reviewed these items and inspection reports and recommends a Performance Agreement and Surety Device in the amount of \$132,947 as guarantee for completion of these items.

Staff recommends the Board accept the plat and approve recording upon completion of staff's review and confirmation of approval from the reviewing departments and agencies and accept the Performance Agreement and Surety. Should there be a need for any substantive changes to the plat; staff will resubmit it to the Board at a future regularly scheduled meeting for ratification.

Options:

1. Approve the plat of Kingsmill subdivision for recording in the Public Records contingent upon staff's final review and approval (Attachment #1), and approve and accept the Performance Agreement and Surety Device (Attachment #2).
2. Do not approve the plat of Kingsmill.
3. Board direction.

Recommendation:

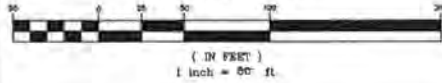
Option #1.

Attachments:

1. Plat of Kingsmill
2. Performance Agreement and Surety Device
3. Development Review Letter
4. Location Map

KINGSMILL

A REPLAT OF ASHTON GROVE, A SUBDIVISION AS PER MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 20 PAGE 61 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, LYING IN SECTION 27, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA
GRAPHIC SCALE



LEGEND

- C.O.F. = CITY OF TALLAHASSEE
- NCA = NORTH CAROLINA ASSOCIATION
- D.E. = DEPARTMENT OF ENVIRONMENTAL PROTECTION
- CORRE. INSTR. = CORRECTION INSTRUMENT
- CNT. = COUNTY
- O.S. = OPEN SPACE
- R/W = RIGHT OF WAY
- FCM = FOUND COURSE MEASURED (F' x F')
- FIR = FOUND IRON ROD (F' x F')
- FIRC = FOUND IRON ROD & CAP (F' x F' x F')
- SCALE BAR = F' x F' QUANTITY MEASURED WITH CAP (F' x F')
- SAC = SURVEYOR'S ANGLE CAP (F' x F')
- Δ = DELTA ANGLE
- R = RADIUS
- L = ARC LENGTH
- CD = CHORD BEARING AND DISTANCE
- PT = POINT OF TANGENCY
- PC = POINT OF CURVATURE
- PVI = POINT OF VERTICAL INTERSECTION
- PRC = POINT OF REVERSE CURVATURE
- O.S. = OFFICIAL RECORD BOOK OF LEON COUNTY, FLORIDA
- OP = OPEN
- PRM = PERMANENT REFERENCE MARK
- = IRON ROD & CAP (F' x F')
- = FOUND IRON ROD & CAP (F' x F' x F')
- (UNLESS NOTED OTHERWISE)
- = ALL BEARING LINES CORRECTED TO MAGNETIC WITH YEAR (F' x F' x F' x F' x F')
- = MEASURED DISTANCE
- R.P. = RECORD PLAT DISTANCE

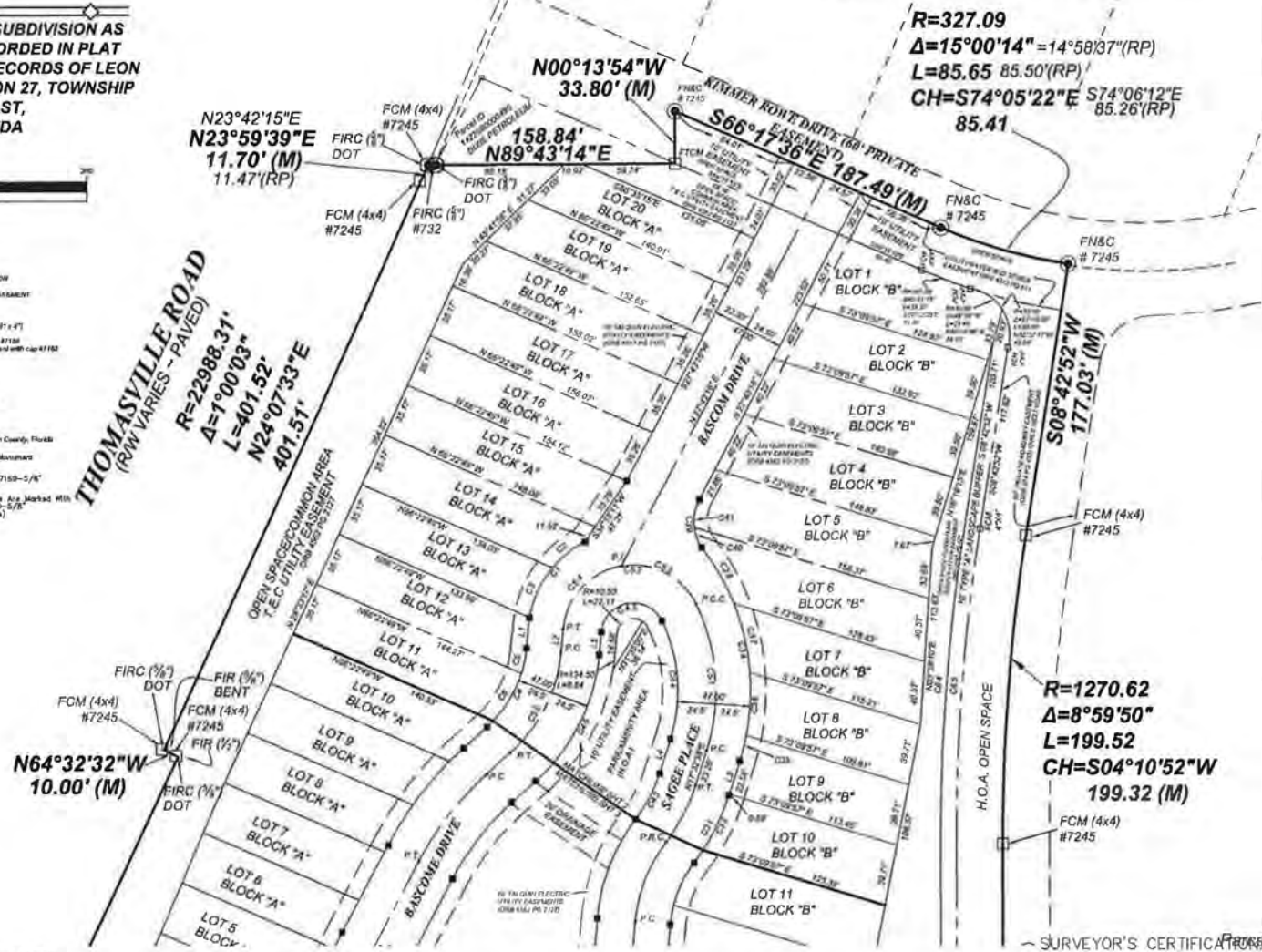
CONVEY TABLE

CONVEY	LENGTH	RADIUS
C1	27.68	87.58
C2	27.08	87.50
C3	26.56	87.30
C4	26.07	87.10
C5	25.61	86.90
C6	25.17	86.70
C7	24.75	86.50
C8	24.34	86.30
C9	23.94	86.10
C10	23.55	85.90
C11	23.17	85.70
C12	22.80	85.50
C13	22.44	85.30
C14	22.09	85.10
C15	21.75	84.90
C16	21.42	84.70
C17	21.10	84.50
C18	20.79	84.30
C19	20.49	84.10
C20	20.20	83.90
C21	19.92	83.70
C22	19.65	83.50
C23	19.39	83.30
C24	19.14	83.10
C25	18.90	82.90
C26	18.67	82.70
C27	18.45	82.50
C28	18.24	82.30
C29	18.04	82.10
C30	17.85	81.90
C31	17.67	81.70
C32	17.50	81.50
C33	17.34	81.30
C34	17.19	81.10
C35	17.05	80.90
C36	16.92	80.70
C37	16.80	80.50
C38	16.69	80.30
C39	16.59	80.10
C40	16.50	79.90
C41	16.42	79.70
C42	16.35	79.50
C43	16.28	79.30
C44	16.22	79.10
C45	16.17	78.90
C46	16.12	78.70
C47	16.08	78.50
C48	16.04	78.30
C49	16.01	78.10
C50	15.98	77.90
C51	15.96	77.70
C52	15.94	77.50
C53	15.93	77.30
C54	15.92	77.10
C55	15.92	76.90
C56	15.92	76.70
C57	15.92	76.50
C58	15.92	76.30
C59	15.92	76.10
C60	15.92	75.90
C61	15.92	75.70
C62	15.92	75.50
C63	15.92	75.30
C64	15.92	75.10
C65	15.92	74.90
C66	15.92	74.70
C67	15.92	74.50
C68	15.92	74.30
C69	15.92	74.10
C70	15.92	73.90
C71	15.92	73.70
C72	15.92	73.50
C73	15.92	73.30
C74	15.92	73.10
C75	15.92	72.90
C76	15.92	72.70
C77	15.92	72.50
C78	15.92	72.30
C79	15.92	72.10
C80	15.92	71.90
C81	15.92	71.70
C82	15.92	71.50
C83	15.92	71.30
C84	15.92	71.10
C85	15.92	70.90
C86	15.92	70.70
C87	15.92	70.50
C88	15.92	70.30
C89	15.92	70.10
C90	15.92	69.90
C91	15.92	69.70
C92	15.92	69.50
C93	15.92	69.30
C94	15.92	69.10
C95	15.92	68.90
C96	15.92	68.70
C97	15.92	68.50
C98	15.92	68.30
C99	15.92	68.10
C100	15.92	67.90

FLOOD ZONE INFORMATION:

Subject property is located in Zone "D" as per Flood Insurance Rate Map Community Panel No. 13014-1067 Index Date: August 10, 2009, Leon County, Florida.

LINE	LENGTH	BEARING
L1	74.68	N03°04'58"E
L2	22.45	S42°00'40"W
L3	4.89	N17°32'28"E
L4	23.28	S17°32'28"W
L5	14.68	N03°04'58"E
L6	39.43	N48°00'42"E
L7	14.68	N03°04'58"E
L8	25.45	N48°00'42"E
L9	4.25	S87°28'17"E
L10	38.89	S72°19'24"E



- NOTES:
- This survey is dependent upon EXISTING MONUMENTATION.
 - BEARING REFERENCE: Collection of Onix No.1 Road being Open 00 degrees 17 minutes 17 seconds East as per record deed or plat.
 - NO IMPROVEMENTS have been located other than shown hereon.
 - All platted utility easements shall also show for Cable, Telephone Services in accordance with Florida Statute, Chapter 177.091 (2).
 - The portion of any easement encroaching hereon but not shown hereon by property owners is prohibited unless utility and easement easements.
 - An iron rod with plastic cap stamped "PRM 7150" has been set at all corners unless otherwise noted.

NOTICE: THIS PLAT WAS RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, IN THE OFFICE OF THE COUNTY CLERK, TALLAHASSEE, FLORIDA, ON 07/17/13. ANY OTHER COPIES OF THIS PLAT OR ANY INSTRUMENTS DESCRIBED HEREON ARE UNLAWFUL UNLESS THEY BE IDENTICAL TO THIS PLAT OR ANY INSTRUMENTS DESCRIBED HEREON THAT ARE IDENTICAL TO THIS PLAT AS RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Measurements and Permanent Control Points have been set and that the survey data and monumentation complies with both F.S.C. 177, F.A.C.

JAMES T. RODDENBERRY
Surveyor & Mapper, F.L. Certificate No. 4281



PREPARED BY: **THURMAN RODDENBERRY & ASSOCIATES, INC.**

PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 198 • 111 MIDDLEBURY STREET • 303 CHOPPIN, FLORIDA 32318
PHONE: 904.886.8811 FAX: 904.886.8810

DATE: 07/17/13 DRAWN BY: MD N.B. D.S. COUNTY: LEON

FILE: 13185 DWG DATE OF LAST FIELD WORK: 05/01/13 JOB NUMBER: 13-195

SHEET 2 OF 3

This instrument prepared by
or under the supervision of
Herbert W. A. Thiele, County Attorney,
301 South Monroe Street, Tallahassee, Florida 32301

PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this 7th day of November, 2013, between **STEGE CONTRACTING CORP.**, whose mailing address is 7110 Beech Ridge Trail, Tallahassee, FL. 32312, hereinafter called the CONTRACTOR, and **LEON COUNTY**, a charter county and a political subdivision of the State of Florida, hereinafter called the COUNTY.

WHEREAS, the CONTRACTOR is the contractor of record for **KINGSMILL, LLC**, a Florida limited liability company, whose mailing address is P. O. Box 15889, Tallahassee, FL 32317, hereinafter called the DEVELOPER.

WHEREAS, the DEVELOPER has presented to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Kingsmill** which map or plat is hereby referred to and made a part hereof by reference, and,

WHEREAS, as a condition to the acceptance and recording of said map or plat, the County has required that the CONTRACTOR enter into an agreement to complete construction of all roadways and other infrastructure in said subdivision in accordance with plans and specifications approved by the COUNTY within a period of one (1) year from date hereof and to post surety in the amount of \$ 132,947 conditioned for the faithful performance of said agreement.

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the CONTRACTOR hereby agrees to complete construction of all roadways and other infrastructure in **Kingsmill** in accordance with the site plans and specifications and construction plans approved by the COUNTY and on file with Leon County Development Support and Environmental Management within a period of one (1) year from date hereof.

- 1.) Performance of this Agreement by the CONTRACTOR shall be secured by a Certificate of Deposit in the amount of \$ 132,947 which shall be held by the COUNTY, pursuant to Section 10-7.612 of the Leon County Code.
- 2.) Should the CONTRACTOR fail to fully and completely fulfill the requirements set forth above in the 3rd WHEREAS, then the COUNTY is authorized to redeem said Certificate of Deposit without notice.

IN WITNESS WHEREOF, the CONTRACTOR and the COUNTY have caused these presents to be executed in their names on the date first above written, its corporate seal affixed by its appropriate officers and Leon County Commissioners and its seal affixed by the Clerk of said Board, the day and year first above written.

STEGE CONTRACTING CORP.

By: [Signature] (Seal)
James E. Stege, President

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 7th day of November, 2013, by James E. Stege, President, on behalf of Stege Contracting Corp., and who is personally known to me, or has produced _____ a identification.

NOTARY PUBLIC

Signature [Signature]
Typed or Printed Name _____
Commission Number _____
My Commission expires _____



LEON COUNTY, FLORIDA

BY: _____
Nicholas Maddox, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Circuit Court
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.

This Instrument prepared by:

ASSIGNMENT OF CERTIFICATE OF DEPOSIT

THIS ASSIGNMENT, made this 12th day of November, 2013, by **(Developer)**, hereinafter the "**Customer**" to **Leon County**, a charter county and a political subdivision of the State of Florida, hereinafter the "**County**."

For valuable consideration, receipt of which is hereby acknowledged, the **Customer** assigns to the **County** all of the **Customer's** right, title, and interest in savings Certificate of Deposit No. 800015682 in the amount of \$132,947 issued by (Centennial Bank), hereinafter the "**Financial Institution**."

The **Customer** has delivered to the **County** the said certificate of deposit and authorized the **County** to demand and collect all previously described funds should the **Customer** become delinquent in fulfilling any of their obligations pursuant to that certain agreement, entered in reference to (Kingsmill Subdivision) and between **Customer** and **County**, to construct roads and drainage facilities.

The **Customer** directs the **Financial Institution** to pay to the **County**, the full amount of the previously described funds upon presentation of the aforementioned certificates of deposit.

IN WITNESS WHEREOF, an appropriate official of the **Customer** has signed this instrument the year and date first written above.

Signed, sealed and delivered
in the presence of:

[Signature]
(witness)
Emily Magoo
(witness)

By: [Signature]
(Robert Parrish)
(President)

Acknowledgment of Assignment

The undersigned officer of (Centennial Bank), on behalf of the (Centennial Bank), acknowledges the assignment of Certificate of Deposit No. 800015682 in the amount of \$132,947 to Leon County as security for (Robert Parrish)'s fulfillment of the above referenced obligations.

(NAME OF BANK)
By: [Signature]
William H. Davis, Jr.
(Print or Type Name)





CENTENNIAL BANK
4302 NORTHEAST BRANCH, 3110 Capital Circle Ne, Tallahassee, FL 32308

CONSUMER TIME DEPOSIT SIGNATURE CARD

ACCOUNT TYPE 0256 PAN 12-17 MO <100M	ACCOUNT MAILING ADDRESS Po Box 15889 Tallahassee, FL 32317-5889	NUMBER OF SIGNATURES REQUIRED 1
ACCOUNT NUMBER 000000800015682	TAXPAYER ID NUMBER 259-96-3457	OPENED BY PATRICIA GRIFFIN
ACCOUNT TITLE ROBERT R PARRISH, JR	ACCOUNT OWNERSHIP Individual Account	DATE OPENED November 12, 2013

AGREEMENT. By signing this signature card you agree that the account will be governed by our Time Deposit Agreement. Among other things, this means that each term defined in that agreement has the same meaning here. You acknowledge receipt of a copy of that agreement, our Privacy Notice; the Truth in Savings disclosure; the fee schedule; and, if you have contracted for any electronic fund transfers, the disclosure and fee schedule for them; and any addenda to those documents. You have read these documents and agree to them, all of which are a part of this agreement.

SIGNATURES OF ACCOUNT HOLDERS AND ANY AUTHORIZED SIGNERS

X  (Seal)
ROBERT R PARRISH, JR

Date 11/12/13

THE INFORMATION BELOW MAY BE USED TO CONFIRM YOUR IDENTITY IF YOU TELEPHONE US OR IN OTHER CIRCUMSTANCES.

Name: **ROBERT R PARRISH, JR**
Street Address: Po Box 15889
Tallahassee, FL 32317-5889
SSN: 259-96-3457
Phone: (H) (850)545-4438
Phone: (W) (850)878-2494
Employment: N/A
DOB: October 25, 1954
ID: Driver's License/State ID
ID#: FL - P620-776-54-385-0
ID Expiration Date:
ID Verified Indicator: Verified
Date ID Verified: March 05, 2013

TIN/BACKUP WITHHOLDING CERTIFICATION:
Tax Identification Number. 259-96-3457

Important: Under penalties of perjury, I certify that the number shown above is my correct taxpayer identification number and that (check appropriate box):

- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am subject to backup withholding.

I am a U.S. person (including a U.S. resident alien).

X  (Signature of U.S. person)
ROBERT R PARRISH, JR

Date 11/12/13

Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Growth and Environmental Management Department
Development Services Division
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, Florida 32301
Phone (850) 606-1300

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

NICK MADDIX
At-Large

AKIN AKINYEMI
At-Large

FARVEZ ALAM
County Administrator

HERBERT W.A. THIELE
County Attorney

January 7, 2010

Inovia Consulting Group
Attn: Wade Pitt
930 Thomasville Road, Suite 200
Tallahassee, FL 32303

RE: Kingsmill Development Approval
Type "B" Site and Development Plan
Tax Parcel Identification Number: 14-27-20-222-000-0
Project ID: LSP100017

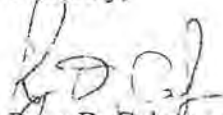
Dear Mr. Pitt:

The above referenced project has been approved by the Development Review Committee (DRC) in accordance with the Leon County Land Development Code. A copy of the Site and Development Plan with approval signatures is being transmitted herewith for your records. By copy of this letter, signed copies are also being distributed to appropriate reviewing parties.

This site and development plan approval shall remain in effect until full development build-out (and until transfer of ownership of all created lots, if applicable). **However, this approval shall expire if substantial and observable development has not begun within three years of the date of approval or substantial and observable development ceases for a period of three years before the project is complete and Certificates of Occupancy have been issued.**

Please contact Weldon Richardson at (850) 606-1300 or send e-mail to "richardsonwe@leoncountyfl.gov" if you have any questions regarding the approval of the site and development plan

Sincerely,



Ryan D. Culpepper,
Development Services Director

Kingsmill Subdivision
DRC Approval Letter
January 7, 2010
Page 2

cc: David R. McDevitt, Department of Growth & Environmental Management Director (letter only)
Tony Park, Public Works Director (letter only)
Russell Snyder, Land Use Planning Division Manager, TLCPCD
Laura Youmans, Assistant County Attorney (letter only)
Nawfal Ezzagaghi, P.E., Environmental Review Supervisor
Scott Brockmeier, Development Service Administrator
Emil Brady, Senior Plans Examiner (letter only)
Kimberly Wood, P.E., Chief of Engineering Coordination
Maurice Majszak, City of Tallahassee Fire Department
Ryan Guffey, AICP, Concurrency Management Planner
Jimmy Lee P.E., City of Tallahassee, Water Utilities
Michael Hogan, Senior Stormwater Design Analyst
Lisa Oglesby, Addressing Program Team Leader
Weldon Richardson, Planner II
Kingsmill, LLC, 1701 Hermitage Blvd., Tallahassee, FL 32308



KINGSMILL

SITE MAP
SCALE 1" = 500'



LOCATION MAP
SCALE 1" = 6000'

**Leon County
Board of County Commissioners**


Notes for Agenda Item #12

Leon County Board of County Commissioners

Cover Sheet for Agenda #12

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Aerial Larviciding Agreement with the Leon County Sheriff's Office

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development Dale Walker, Director of Operations
Lead Staff/ Project Team:	Glen Pourciau, Stormwater Superintendent

Fiscal Impact:

This item has been budgeted and adequate funding is available in Mosquito Control's FY 2014 operating budget.

Staff Recommendation:

Option #1: Approve the Aerial Larviciding Agreement with the Leon County Sheriff's Office (Attachment #1), and authorize the County Administrator to execute.

Report and Discussion

Background:

In 1983, the Leon County Mosquito Control Program entered into an agreement with the Leon County Sheriff's Office to perform aerial larviciding on a limited basis. Aerial larviciding involves spraying large sites of mosquito infested standing water that cannot be treated with ground equipment. The larvicide helps to control mosquitoes in the immature larval stage. The larvicide being used by Leon County is a biological material that is environmentally safe.

Since the inception of the Aerial Larviciding Program, the agreement with the Sheriff's Office has proven to be an effective and cost efficient means of operating the Program. As a result, in 1992, the Board approved funding half a pilot's position to expand the program and provide continuous services. The Sheriff's Office currently has two pilots with the required Aerial Applicator's License to provide aerial larviciding services. Calibration of the mosquito control equipment on the helicopter as well as area site surveillance is performed by Mosquito Control personnel. The current agreement with the Sheriff's Office expires on January 1, 2014.

Analysis:

The Aerial Larviciding Agreement defines both parties' responsibilities for operating the larviciding program. In general, items in the agreement such as shared insurance cost, pilot availability, aircraft rental cost, etc., are the same types of commitments that the County and Sheriff's Office provided since the program began. The County will continue to pay the Sheriff for the use of the aircraft at an hourly rate of \$255 per flight hour. Funding for approximately 45 flight hours is included in Mosquito Control's FY 2014 operating budget.

Assuming the County was unable to utilize the agreement with the Sheriff's Office to provide these larviciding services, the Division would be left with only two alternatives to operate the program. One would be to purchase an aircraft and employ a pilot, and the second would be to enter into an agreement with a private vendor to perform the services. The first option would be costly and result in duplicating resources currently existing in the County. From past research, the second option does not appear feasible because of the lack of aerial application vendors in the area equipped to perform this type of work. Therefore, it is in the County's best interest to continue the current agreement with the Sheriff's Office.

Options:

1. Approve the Aerial Larviciding Agreement with the Leon County Sheriff's Office (Attachment #1), and authorize the County Administrator to execute.
2. Do not approve the Aerial Larviciding Agreement with the Leon County Sheriff's Office.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Aerial Larviciding Agreement

AERIAL LARVICIDING AGREEMENT

THIS AGREEMENT is made by and between LARRY CAMPBELL, as Sheriff of Leon County, Florida, a County Constitutional officer of the State of Florida, for the Leon County Sheriff's Office (hereafter referred to as the "Sheriff"), and LEON COUNTY, a political subdivision of the State of Florida (hereafter referred to as the "County").

WHEREAS, it is of benefit to all citizens of Leon County that both governmental entities cooperate to provide efficient and effective services; and

WHEREAS, the County operates a Mosquito Control Program in both incorporated and unincorporated areas of Leon County to promote the health, welfare, and comfort of all residents of Leon County, Florida, pursuant to Florida Statutes, Chapter 388, and by Florida Administrative Code, Chapter 5E-13; and

WHEREAS, the Sheriff operates an Aviation Bureau for the safety and welfare of all residents of Leon County; and

WHEREAS, the Aviation Bureau maintains aircraft that can perform aerial larviciding; and

WHEREAS, the County in 1992 approved funding half of a pilot position in the Aviation Bureau for the purpose of providing aerial larviciding services; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound, agree as follows:

SECTION ONE: TERM

1.1 The term of this Agreement shall commence on January 1, 2014, and end on September 30, 2014, unless earlier terminated as provided for elsewhere in this Agreement.

SECTION TWO: RENEWAL

2.1 The Agreement may, at the County's option and upon approval by the Sheriff, be renewed for successive periods of three (3) years upon the County giving the Sheriff written notice of intent to renew at least thirty (30) days prior to the expiration date of the then current contract period, and upon the County and Sheriff reaching mutual agreement upon such specific changes as either party deems necessary.

SECTION THREE: AVAILABILITY OF HELICOPTER

3.1 The Sheriff agrees to make a helicopter available for aerial larviciding and surveying on an annual basis.

- 3.2 The County will notify the Sheriff's Aviation Bureau of all weekly spraying needs by noon on Mondays.
- 3.3 The County understands that law enforcement requirements/emergencies preempt routine spraying.
- 3.4 The Sheriff will notify the County in advance of all scheduled aircraft maintenance that would preempt service.
- 3.5 The Sheriff will notify the County when unanticipated aircraft maintenance requires aircraft downtime and an estimate of when the aircraft will be back in service.
- 3.6 The Sheriff will notify the County in advance of situations such as training, scheduled leave, etc., that result in the mosquito control pilot not being available during the stipulated spraying schedule.

SECTION FOUR: COSTS

- 4.1 The County will pay the Sheriff one sixth of the total cost of hull and liability insurance on the aircrafts utilized for mosquito spraying for the fiscal year of the agreement.
- 4.2 The County will pay the Sheriff for the use of the aircraft at an hourly rate of \$255.00 per air hour. This rate will remain valid through September 30, 2014, unless an adjustment to the rate becomes necessary due to unforeseen emergency circumstances. The parties shall agree on any such adjustment before it is implemented. The hourly rate will not include any cost for piloting services.
- 4.3 The Sheriff will submit an invoice for services rendered to the County within thirty (30) days following the end of each month.
- 4.4 The County will remit payment to the Sheriff within thirty (30) days after the date invoices are received.

SECTION FIVE: CANCELLATION

- 5.1 This Agreement can be canceled by either party without cause, by giving thirty (30) days' notice of intent to cancel to the other party and there shall be no damages for such early termination.
- 5.2 Upon cancellation or expiration of this Agreement, the liabilities of the parties shall be limited to the payment of fees incurred or through and including the last effective day of this Agreement.

SECTION SIX: LIABILITY

- 6.1 That to the extent allowed by the Constitution and laws of the State of Florida, and pursuant to the restrictions and requirement of Florida Statutes, Section 768.28, the County hereby agrees to indemnify, defend, save and hold harmless the Sheriff from all claims, demands, liabilities and suits arising out of, because of, or due to any negligent act of the County, its agents or employees arising out of this Agreement for Mosquito Control Services. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the Sheriff for his negligence or breach of contract, or that of his agents or employees. That to the extent allowed by the Constitution and laws of the State of Florida, and pursuant to the restrictions and requirements of Florida Statutes, Section 768.28, the Sheriff hereby agrees to indemnify, defend, save and hold harmless the County from all claims, demands, liabilities and suits arising out of, because of, or due to any negligent act of the County, its agents or employees arising out of this Agreement for Mosquito Control Services. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the County for its negligence or breach of contract, or that of its agents or employees.

SECTION SEVEN: MISCELLANEOUS

- 7.1 The County will maintain all calibration records on spraying equipment, sites identified for spraying, pesticide usage, mosquito surveillance information, and other records required by state and federal pesticide regulations.
- 7.2 The Sheriff will maintain and provide the County with records regarding spraying dates and times, sites actually sprayed, flight hours including both spraying and surveillance hours.
- 7.3 The mosquito control pilot shall have an Aerial Applicator License issued by the Department of Agriculture and Consumer Services.
- 7.4 This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.
- 7.5 The performance of both parties' obligations under this Agreement shall be subject to and contingent upon the appropriation of funds or otherwise lawfully expendable for the purposes of this Agreement for current and future periods.

SECTION EIGHT: PUBLIC RECORDS

- 8.1 Section 119.0701, Florida Statutes, provides that public agency contractors for services must comply with the Florida public records law.

- 8.2 The contractor agrees that he/she/it shall comply with public records laws, specifically to:
- 8.2.1 Keep and maintain public records that ordinarily and necessarily would be required by the sheriff's office in order to perform the services.
 - 8.2.2 Provide the public with access to public records on the same terms and conditions that the sheriff's office would provide the records and at a cost that does not exceed the cost provided in the Florida public records law or as otherwise provided by law.
 - 8.2.3 Ensure that public records that are exempt or confidential & exempt from public records disclosure requirements are not disclosed except as authorized by law.
 - 8.2.4 Meet all requirements for retaining public records and transfer, at no cost, to the sheriff's office all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential & exempt from public records disclosure requirements. All records stored electronically must be provided to the sheriff's office in a format that is compatible with the information technology systems of the sheriff's office.
- 8.3 The parties agree that if the contractor does not comply with a public records request, such failure to comply shall be considered a material breach and shall be grounds for termination of this Agreement.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY SHERIFF

LEON COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS

By: _____
Larry Campbell
Sheriff

By: _____
Vincent S. Long
County Administrator

Date: December ____, 2013

Date: December ____, 2013

APPROVED AS TO FORM:
LEON COUNTY ATTORNEY'S OFFICE

By: _____
Herbert W. A. Thiele, Esq.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #13

Leon County Board of County Commissioners

Cover Sheet for Agenda #13

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of a Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of a Section of Highway 27 (Apalachee Parkway)

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development
Lead Staff/ Project Team:	Leigh Davis, Director of Parks & Recreation

Fiscal Impact:

This item has a fiscal impact. Currently, \$20,800 is appropriated in the FY 2014 budget for mowing the 1½-mile section of Highway 27 covered in this Maintenance Memorandum of Agreement (MOA). The exact expenditure amount to the County will be negotiated in the upcoming Mowing Contract bid. Florida Department of Transportation (FDOT) will reimburse the County \$5,689 annually, which is the amount that would be expended for a normal level of service.

Staff Recommendation:

Option #1: Approve the Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of a Section of Highway 27 (Apalachee Parkway) (Attachment #1), the associated Resolution (Attachment #2), and authorize the County Administrator to execute.

Report and Discussion

Background:

This item seeks Board approval of a MOA between Leon County and the FDOT for maintenance along a section of Apalachee Parkway (Attachment #1). The section of the Parkway addressed in the Agreement is approximately 1½ miles of median and right-of-way on Hwy. 27 in front of the Solid Waste Management Facility and the Apalachee Regional Park.

The landscaping improvements associated with this MOA are part of the overall Master Plan for the site and were originally initiated at the request of neighboring communities. The County agreed to improve the landscaping of this area by adding landscape to the medians and right-of-way while increasing the mowing schedule of the remaining turf.

The initial MOA was approved by the Board in October 2006. Subsequent MOA's were approved by the Board in October 2009 and October 2012. The current Agreement expires December 31, 2013.

Analysis:

Although it is considered a new MOA, the provisions of this Agreement are relatively the same from the ones executed in 2006, 2009, and 2012. The primary difference is that this Agreement is for a term of 33 months with no extensions. Previously, the agreements had been for two years with the option of a one-year extension. In addition, the FDOT now requires a Resolution of action be adopted as well (Attachment #2).

The County maintains the area referenced by mowing every 14 days during the nine-month mowing season, which is an increase over the FDOT's level of service. Currently, \$20,800 is appropriated in the FY 2014 budget for this existing level of service. The exact expenditure amount to the County will be negotiated in the upcoming Mowing Contract bid.

Through the MOA, the FDOT reimburses the County in the amount it would have incurred to annually maintain the area at the lesser service level. The total annual reimbursement is \$5,689.

Options:

1. Approve the Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of a Section of Highway 27 (Apalachee Parkway) (Attachment #1), the associated Resolution (Attachment #2), and authorize the County Administrator to execute.
2. Do not approve the Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of a Section of Highway 27 (Apalachee Parkway).
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Maintenance Memorandum of Agreement
2. Resolution

CONTRACT NO. _____
 FINANCIAL PROJECT NO. 42378217869
 F.E.I.D. NO. 596000708032

MAINTENANCE

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, a component agency of the State of Florida, "DEPARTMENT," and the County of Leon, a political subdivision of the State of Florida, existing under the Laws of Florida, "County".

WITNESSETH

WHEREAS, as a part of the continual updating of the State of Florida Highway System, the DEPARTMENT, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain 4 lane highway facilities outlined in Exhibit "A" (Scope of Services) attached hereto and incorporated by reference herein, within the corporate limits of the County; and

WHEREAS, the County is of the opinion that said highway facilities that contain roadside areas shall be attractively maintained by mowing.

WHEREAS, the parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each party; and

WHEREAS, the DEPARTMENT is authorized to enter into this Agreement pursuant to Section 335.055, Florida Statutes "F.S.;" and

WHEREAS, the County by Resolution No. _____ dated _____, 2013, attached hereto and by this reference made a part hereof, desires to enter into this Agreement and authorized its officers to do so.

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties covenant and agree as follows:

1. The County shall perform the following standards:
 - A. Mow, cut and/or trim grass or turf in accordance with the guidelines set forth by the DEPARTMENT on an annual basis.

The above named functions to be performed by the County shall be subject to periodic inspections by the DEPARTMENT. Such inspection findings will be shared with the County and shall be the basis of all decisions regarding payment reduction, reworking, agreement termination, or renewal.

2. If at any time after the County has assumed the maintenance responsibility above mentioned, it shall come to the attention of the DEPARTMENT's District Secretary that the limits of Exhibit "A" or a part thereof is not properly maintained pursuant to the terms of this Agreement, the District Secretary may at his option issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter in care of (Mr. Tony Park, Public Works Director, 301 South Monroe Street, Tallahassee, Florida 32301) to place said County, on notice thereof. Thereafter, the County shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may at its option, proceed as follows:
 - (a) Maintain the roadside areas or a part thereof, within the DEPARTMENT or Contractor's personnel and deduct the cost of such work from the County's payment said work or part thereof, or
 - (b) Terminate Agreement in accordance with Paragraph 5 of this Agreement and remove, by DEPARTMENT or private contractor's personnel, all of the items not desirable to maintain installed under this Agreement or any preceding agreement except as to items to remain and charge the County for the reasonable cost of such removal.
3. It is understood between the parties hereto that the maintenance items covered by this Agreement may be removed, relocated or adjusted at any time in the future as determined to be necessary by the DEPARTMENT in order that the adjacent state road be widened, altered or otherwise changed to meet with future criteria or planning of the DEPARTMENT. The County shall be given sixty (60) calendar days notice to remove said maintenance items after which time the DEPARTMENT may remove said maintenance items.

4. The DEPARTMENT agrees to pay to the County quarterly compensation for the cost of routine maintenance of maintenance items identified in Exhibit "A". The lump sum payment will be in the amount of \$ 1,422.44 per quarter for a total sum of \$ 5,689.76 per year.
 - (a) Payment shall be made only after receipt and approval of goods and services as provided in Section 215.42, F.S.
 - (b) Invoices shall be submitted by the County in detail sufficient for a proper pre-audit and post-audit thereof, based on quantifiable, measurable and verifiable deliverables as established in Exhibit A. Deliverables must be received and accepted in writing by the DEPARTMENT's Project Manager or designee prior to payment.
 - (c) Supporting documentation must establish that the deliverables were received and accepted in writing by the County and must also establish that the required minimum level of service to be performed as specified in Paragraph 1 was met, and that the criteria for evaluating successful completion as specified in Paragraph 1 was met.
 - (d) Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the DEPARTMENT at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred includes the County's general accounting records, together with supporting documents and records, of the County and all subcontractors performing work, and all other records of the County and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs.

5. This Agreement may be terminated under any one of the following conditions:
 - (a) By the DEPARTMENT if the County fails to perform its duties under Paragraph 2, following ten (10) days written notice.
 - (b) By the DEPARTMENT, for refusal by the County to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the County in conjunction with this agreement.
 - (c) By either party following sixty (60) calendar days written notice.
 - (d) By both parties, thirty (30) calendar days following the complete execution by both parties, of an agreement to terminate this agreement.

6. The term of this Agreement commences on January 1, 2014 and continues thru September 30, 2016.

7. The Department's obligation to pay is contingent upon an annual appropriation by the Florida Legislature. In the event this Agreement is in excess of \$25,000 or has a term for a period of more than one year, the provisions of Section 339.135, (6)(a), F.S., are hereby incorporated:

The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.

8. This writing embodies the entire Agreement and understanding between the parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.

9. The DEPARTMENT's District Secretary shall decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions and disputes shall be final and conclusive upon the parties hereto.

10. Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services unless the bid specifications, purchase order, or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a warrant in payment of an invoice is not available within 40 days after receipt of a properly completed invoice, a separate interest penalty in accordance with Section 55.03(1), F.S., will be due and payable, in addition to the invoice amount to the County. Interest penalties of less than one (1)

dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

11. This Agreement may not be assigned or transferred by the County in whole or in part without consent of the DEPARTMENT.
12. County:
 - (a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the County during the term of the contract; and
 - (b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, current Department of Transportation Specification and Department of Transportation Standard Indices. Venue of any judicial proceedings arising out of this Agreement shall be in Leon County, Florida.
14. Travel expenses are not authorized under this Agreement.
15. The County shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof. The County shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.
16. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.
17. The County and the DEPARTMENT agree that the County, its employees, and subcontractors are not agents of the DEPARTMENT as a result of this Agreement.
18. PUBLIC ENTITY CRIME INFORMATION AND ANTI-DISCRIMINATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity
19. The effective date of this Agreement shall be the latest date on which either party executes this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates set forth below.

COUNTY OF LEON

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: _____
NAME: _____
TITLE: _____
DATE: _____

BY: _____
District Secretary for District Three
DATE: _____

ATTEST: _____ (Seal)

ATTEST: _____ (Seal)
Executive Secretary

LEGAL REVIEW:

Office of the General Counsel

EXHIBIT "A"
THE COUNTY OF LEON
BASIS OF ESTIMATE

SITES:

1. From: Williams Road; To: Balmoral Drive: Section Site No. 55080000 (S.R. 20) (M.P.7.622) to (M.P.9.044)
2. Mowing: includes hand trimming the area behind guardrail, including slopes, and around appurtenances such as signs, delineators, mitered ends, utility poles, and mailboxes.

COST ESTIMATE FOR ONE YEAR

PAY ITEM No.	ACTIVITY No.	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E104-4-4	484	INTERMEDIATE MOWING	15.210 AC.	\$ 53.44	7	\$5,689.76
GRAND TOTAL						\$5,689.76

(QUARTERLY \$1,422.44)

(TOTAL COST FOR THIRTY THREE MONTHS \$ 15,646.84)

RESOLUTION: 13-_____
RESOLUTION APPROVING MEMORANDUM OF AGREEMENT
BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION,
AND LEON COUNTY, FLORIDA FOR
THE MAINTENANCE OF A SECTION OF HIGHWAY 27 (APALACHEE PARKWAY)

WHEREAS, The State of Florida, Department of Transportation (the "DEPARTMENT") and Leon County, Florida, a charter county and political subdivision of the State of Florida (the "COUNTY") are desirous of having the COUNTY assume maintenance responsibilities of a section of Highway 27 as prescribed in the Memorandum of Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on December 10, 2013 (the "MOA"); and

WHEREAS, the Highway 27 maintenance (the "MAINTENANCE") will be conducted in Leon County by a third party contractor, and will be subject to the guidelines set forth by the DEPARTMENT on an annual basis; and

WHEREAS, the DEPARTMENT is prepared to contribute funds in an amount of FIVE THOUSAND SIX HUNDRED EIGHTY-NINE DOLLARS AND SEVENTY SIX CENTS (\$5,689.76) annually toward the MAINTENANCE; and

WHEREAS, in order to sync with the annual budgetary schedule of the COUNTY, the term of this MOA is for a thirty-three month period, January 1, 2014 through September 30, 2016 .

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 10th day of December, 2013, that the Board hereby approves the MOA and hereby authorizes the County Administrator to execute the MOA in a form approved by the County Attorney.

Passed and adopted on this 10th day of December, 2013.

LEON COUNTY, FLORIDA

BY: _____
Kristin Dozier, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Circuit Court and Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele, Esq.
County Attorney

**Leon County
Board of County Commissioners**


Notes for Agenda Item #14

Leon County Board of County Commissioners

Cover Sheet for Agenda #14

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the Final FY 2012-2013 County Grant Program Leveraging Status Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Don Lanham, Grants Program Coordinator

Fiscal Impact:

This item does not have a fiscal impact; however, it details the County's ability to leverage available grant funds. At the start of the 2012-2013 Fiscal Year, Leon County had more than \$22.8 million in grant funding, consisting of \$1,474,838 in County matching funds and \$21,347,225 million in grant funds, for a leveraging ratio of 14:1. As of September 30, 2013, the County had \$23,292,515 in grant funding, consisting of \$1,278,066 in County matching funds, and \$21,642,913 in grant funds, resulting in a leveraging ratio of 17:1.

Staff Recommendation:

Option #1: Accept the FY 2012-2013 County Grant Program Leveraging Status Report Attachment #1).

Report and Discussion

Background:

Traditionally, the County has aggressively sought state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars.

These activities are primarily the responsibility of the Grants Program Coordinator (Coordinator), supported by the development of "Quick Response Teams" to bring additional resources to the process. The Coordinator, together with the various County divisions explores and pursues federal, state and private sector grant funding and reimbursement opportunities to support priority County programs and projects. The Coordinator seeks grant funding, writes or assists other County staff in writing grant applications, monitors applications through the approval process, maintains an oversight function to ensure that all grant regulations are complied with, and provides limited management and reporting services. This report represents the FY 2012-2013 summary of grant activities.

Analysis:

As a result of the continuing effort to improve processes within Leon County government, the Grants Program Office was relocated from the Office of Economic Development and Business Partnerships to the Office of Financial Stewardship at the end of the fiscal year. The Grants Program Coordinator has continued to pursue and manage grants and now will coordinate all grant related items as necessary to meet the requirements of the Office of Management and Budget.

To keep the Board fully apprised of the success of the County's efforts relating to grants, the following reports are submitted to the Commission covering the FY 2012-2013:

- Table 1 - Grants Leveraging Report (Attachment #1). This report shows a cumulative total for FY 2012-2013 and displays the project name, the County dollars required match the grant, the grant dollars allocated to the project, and comments relating to the grant such as funding source. The County ended FY 2012-2013 with a total of \$23,292,515 in grant funding, consisting of \$1,278,066 in County matching funds, and \$21,642,913 in grant funding with a leveraging ratio of 17:1. It should be noted that much of the County match (\$1.2 million) is in the Joint Dispatch Center Hardening Project and consists of funding currently allocated to the project. Additionally, two new projects of special note are listed on this table. The Lakeside Drainage Project and the HOPE Community Mitigation (hardening) Project were made possible when Public Works completed two of the Disaster Recovery projects (Timber Lake and Selena Road) under budget and time.
- Table 2 - Grants Received Report (Attachment #2). This report shows the grants that have been received during the fiscal year, the name of the project and the amount of the grant.

During the 2012-2013 fiscal year, many of the major grants, including most of the projects within the two primary disaster recovery grants, were closed. This factor, aligned with the ongoing sequestering process affecting grant availability at the Federal level may substantially reduce the amount of reported grant funding in the upcoming year.

Options:

1. Accept the FY 2012-2013 County Grant Program Leveraging Status Report (Attachment #1).
2. Do not accept the FY 2012-2013 County Grant Program Leveraging Status Report.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. General Grant Report
2. Grants Received Report and Grants Researched/submitted Report

VSL/AR/SR/DAL/dal

TABLE 1: LEON COUNTY GRANTS PROGRAM				
GRANTS LEVERAGING SUMMARY - FY 2013				
PROJECT	County \$\$	Grant \$\$	Total	Comments
Development Support & Envir. Management				
Storage Tank Program	0	118,192	118,192	Fl Dept. of Environmental Protection
Wildlife Preservation	0	2,408	2,408	Payment in lieu of tree planting
subtotal	0	120,600	120,600	
Facilities Management				
Joint Dispatch Center Hardening	1,253,128	2,003,963	3,257,091	Fl. Dept. of Emergency Management
Lake Jackson Branch Library	0	500,000	500,000	Fl. Dept. of State
Community Foundation of North Florida	0	750	750	annual wreath at the WWII Memorial
subtotal	1,253,128	2,503,963	3,757,841	
Financial Stewardship				
2008 Disaster Recovery Grant - Admin	0	58,064	58,064	Fl. Dept. of Economic Opportunity
2008 Disaster Recovery Grant - Franklin Blvd	0	3,662,289	3,662,289	Fl. Dept. of Economic Opportunity
2008 Disaster Recovery Grant - HOPE Community	0	317,304	317,304	Fl. Dept. of Economic Opportunity
DREF Disaster Recovery Grant - Oakridge	0	1,585,523	1,585,523	Fl. Dept. of Economic Opportunity
DREF Disaster Recovery Grant - Seg. 3, Cascades	0	1,660,959	1,660,959	Fl. Dept. of Economic Opportunity
Big Bend Scenic Byway - Phase 1	6,333	47,264	53,597	Fl. Dept. of Transportation
subtotal	6,333	7,331,403	7,337,736	
Human Service & Comm. Partnerships - Health				
Closing the Gap (closed)	0	45,775	45,775	Fl. Dept. of Health
subtotal	0	45,775	45,775	
Human Service & Comm. Partnerships - Housing				
SHIP 2012-2015 (Fund 124)	0	144,581	144,581	Affordable housing
SHIP 2013-2015 (Fund 124)	0	168,000	168,000	Affordable housing
CDBG Emergency Housing Set Aside	0	128,696	128,696	Florida Dept. of Economic Opportunity
Housing Services Home Expo	0	315	315	
Florida Hardest Hit Program	0	32,665	32,665	Fl. Housing Finance Corp.
Florida Hardest Hit Program	0	25,000	25,000	Fl. Housing Finance Corp.
subtotal	0	499,257	499,257	

TABLE 1: LEON COUNTY GRANTS PROGRAM				
GRANTS LEVERAGING SUMMARY - FY 2013				
PROJECT	County \$\$	Grant \$\$	Total	Comments
Human Serv. & Comm. Partnerships - Volunteer				
Points of Light	0	840	840	Foundation funding
Hands On Network Family Volunteering	0	1,394	1,394	Hands On Network
The Mission Continues	0	642	642	Supports Day of Service projects
subtotal	0	2,876	2,876	
Intervention and Detention Alternatives				
Byrne Grant - Enhanced Pretrial	0	108,085	108,085	Fl. Dept. of Law Enforcement - JAG
Slosberg Driver Education Act	0	248,694	248,694	\$3 civil traffic penalty for Drivers' Ed.
subtotal	0	356,779	356,779	
Judicial				
Drug Court	0	52,260	52,260	DCF - to Court Admin.
Drug Court	0	50,178	50,178	DCF - to Court Admin.
subtotal		102,438	102,438	
Public Services - Emergency Medical				
FDOT Safe Routes to School	0	24,673	24,673	Fl. Department of Transportation
Matching gt M0004	0	1,911	1,911	Fl. Dept. of Health
Matching gt M0005	10,418	31,352	41,770	Fl. Dept. of Health
Matching gt M1071	2,854	31,466	34,320	Fl. Dept. of Health
Matching gt M1072	0	21,055	21,055	Fl. Dept. of Health
Matching gt M2006	5,333	16,000	21,333	Fl. Dept. of Health
subtotal	18,605	126,457	145,062	
Public Services - Library				
Library E-Rate Program	0	56,566	56,566	FCC funding
Patron Donation - Library	0	60,887	60,887	Individual patron donations
Friends-Main Library	0	16,915	16,915	
Friends Literacy Contract - 2005	0	32,401	32,401	
Ralph Cook Trust	0	23,390	23,390	Specific patron donation
Friends Endowment - 2005	0	57,547	57,547	501 (C)(3) donation
Van Brunt Library	0	177,241	177,241	Proceeds from Caroline Van Brunt estate
subtotal	0	424,947	424,947	

TABLE 1: LEON COUNTY GRANTS PROGRAM				
GRANTS LEVERAGING SUMMARY - FY 2013				
PROJECT	County \$\$	Grant \$\$	Total	Comments
Public Works				
Beechridge Trail Improvements	0	246,662	246,662	Capacity Fee
Boating Improvement	0	53,667	53,667	FFWCC
Miccosukee Greenway.	325,000	173,166	498,166	Fl Dept. of Environmental Protection
North Monroe Turn Lane	0	1,000,000	1,000,000	Fl. Department of Transportation
Pullen/Old Brainbridge Intersection	0	292,903	292,903	Capacity Fee
Miccosukee Road Improvements (Fund 306)	0	375,000	375,000	Fl. Department of Transportation
Lafayette St. Stormwater	0	850,000	850,000	Fl. Department of Transportation
Lanier St/Horace Rd Slope Stabilization	0	154,420	154,420	NRCS Slope Stabilization Grant
Mosquito Control	0	18,500	18,500	Mosquito control activities
Southwood Payment - Woodville Highway	0	151,001	151,001	Proportionate Share Payment
St Marks Headwaters	0	1,510,594	1,510,594	Public access and improvements
Fred George Basin	0	1,087,774	1,087,774	Development of Fred George Park
Intersection & Safety Improvements	0	361,300	361,300	Federal Stimulus and Capacity Fee
Gopher Tortoise Habitat Management	0	9,499	9,499	Improving gopher tortoise habitat
Tree Bank donations	0	56,743	56,743	Payment in lieu of planting
Significant Benefit - District 1	0	370,518	370,518	Capacity Fee
Significant Benefit - District 2	0	65,635	65,635	Capacity Fee
Significant Benefit - District 4	0	62,499	62,499	Capacity Fee
Sidewalk Program - District 1	0	13,033	13,033	sidewalk fees
Sidewalk Program - District 2	0	23,058	23,058	sidewalk fees
Sidewalk Program - District 3	0	37,408	37,408	sidewalk fees
Sidewalk Program - District 4	0	51,299	51,299	sidewalk fees
Sidewalk Program - District 5	0	5,979	5,979	sidewalk fees
Miccosukee Community Center	0	6,173	6,173	Fee revenue
Chairs Community Center	0	7,212	7,212	Fee revenue
Woodville Community Center	0	20,056	20,056	Fee revenue
Ft. Braden Community Center	0	17,487	17,449	Fee revenue
Bradforville Community Center	0	7,706	7,706	Fee revenue
2008 Disaster Recovery Grant - Fairbanks Access	0	335,603	335,603	Fl. Dept. of Economic Opportunity
2008 Disaster Recovery Grant - Lakeside	0	647,211	647,211	Fl. Dept. of Economic Opportunity
DREF Disaster Recovery Grant - Lakeside	0	155,000	155,000	Fl. Dept. of Economic Opportunity
Big Bend Scenic Byway - Phase 2	18,667	729,709	748,376	Fl. Dept. of Transportation
subtotal	343,667	8,896,815	9,240,444	

TABLE 1: LEON COUNTY GRANTS PROGRAM				
GRANTS LEVERAGING SUMMARY - FY 2013				
PROJECT	County \$\$	Grant \$\$	Total	Comments
Resource Stewardship				
Energy Efficiency/Conservation Block Grant (closed)	0	83,013	83,013	Fl. Dept. of Agriculture
Climate Action Summit (closed)	27,157	0	27,157	Fl. Dept. of Agriculture
subtotal	27,157	83,013	110,170	
Resource Stewardship - Cooperative Extension				
Specialty Crop Block Grant - 10 (closed)	0	13,957	13,957	Fl Dept. of Agriculture
Federal Forestry	0	513	513	
Federal Forestry, Title III	0	28,333	28,333	Fed. \$\$ for areas impacted by Fed. Forest
subtotal	0	42,803	42,803	
Sheriff				
Emergency Management Base Grant	0	121,155	121,155	
LCSO - 911 system enhancement	0	984,632	984,632	E911 Board
subtotal	0	1,105,787	1,105,787	
TOTALS	1,278,066	21,642,913	23,292,515	

TABLE 2: GRANTS RECEIVED REPORT				
DATE: FY 2013				
PROJECT	BUDGET			COMMENTS
	Grant	Match	Total	
FDLE JAG	\$108,085	\$0	\$108,085	Pass thru law enforcement grant - DOJ
FDOT, N. Monroe Turn Lane	\$1,000,000	\$0	\$1,000,000	Florida Department of Transportation
BBSB, Phase 1	\$53,950	\$6,686	\$60,636	Florida Department of Transportation
FDOT, Safe Routes to School	\$24,634	\$0	\$24,634	Florida Department of Transportation
HFA, Hardest Hit	\$37,452	\$0	\$37,452	Florida Housing Finance Authority
FDOT - Miccosukee Rd. Improvements (1)	\$375,000	\$0	\$375,000	Florida Department of Transportation
COT - Lafayette St. Improvements (2)	\$436,962	\$0	\$436,962	City of Tallahassee Joint Project Agreement
DOACS, Mosquito Control	\$18,500	\$0	\$18,500	Florida Department of Agriculture
DOH, EMS	\$16,000	\$0	\$16,000	Florida Department of Health
DOH, EMS	\$48,728	\$5,333	\$54,061	Florida Department of Health
BBSB, Phase 2 (3)	\$748,376	\$18,314	\$766,690	Florida Department of Transportation
Total	\$2,867,687	\$30,333	2,898,020	

(1) Placed directly into Fund 305.

(2) Placed directly into Fund 309

(3) Includes \$88,220 in cash match from other local governments.

**Leon County
Board of County Commissioners**

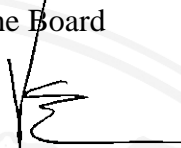
Notes for Agenda Item #15

Leon County Board of County Commissioners

Cover Sheet for Agenda #15

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of Affordable Housing Advisory Committee's 2014 Report of Recommendations

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Candice M. Wilson, Director, Office of Human Services & Community Partnerships
Lead Staff/ Project Team:	Lamarr Kemp, Director, Housing Services

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the 2014 Affordable Housing Advisory Committee's Report of Recommendations.

Option #2: Direct staff to prepare an agenda item for the February 25, 2014 meeting to consider the Affordable Housing Advisory Committee recommendations.

Report and Discussion

Background:

In accordance with Florida Statute and associated State rules, Leon County has an established Affordable Housing Advisory Committee (AHAC). The AHAC is responsible for approving local affordable housing incentive strategy recommendations (Attachment #1). Attachment #2 provides the requirements of what must be considered in developing the Committee's recommendations. The AHAC conducted a public hearing on November 4, 2013 to approve the Committee's recommendations. Notice of the public hearing to adopt the final report was published in the Tallahassee Democrat, October 26, 2013 (Attachment #3).

Analysis:

In accordance with Florida Statutes, the AHAC must present a set of affordable housing recommendations to the local jurisdiction's governing body by December 31, 2013. Once the recommendations are received, the Board has 90 days to consider which recommendations should be implemented and correspondingly amend its Local Housing Assistance Plan (LHAP). Staff is recommending an agenda item be prepared for the Board to consider the AHAC recommendations for the February 25, 2014 Commission meeting. Concurrently, the Local Housing Assistance Plan (LHAP) would be amended to add any new affordable housing incentives. Copies of the final report, any amendments made to County documents and LHAP, and associated Board meeting minutes, must be submitted to the Florida Housing Finance Corporation by May 2, 2014.

Options:

1. Accept the Affordable Housing Advisory Committee's 2014 Report of Recommendations.
2. Direct staff to prepare an agenda item for the February 25, 2014 meeting to consider the Affordable Housing Advisory Committee recommendations.
3. Do not accept the Affordable Housing Advisory Committee's 2014 Report of Recommendations.
4. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Affordable Housing Advisory Committee 2014 Report of Recommendations
2. Requirements for Affordable Housing Advisory Committee Considerations
3. Copy of Public Notice

LEON COUNTY

AFFORDABLE HOUSING ADVISORY COMMITTEE



2014 REPORT OF RECOMMENDATIONS

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EXECUTIVE SUMMARY

In 1992, the Florida legislature enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws (the "Sadowski Act"), allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing. In addition, the Sadowski Act created the State Housing Initiatives Partnership Act (the "SHIP Act"), codified at F.S. Sections 420.907-420.9079.

Subsequent to the enactment of the SHIP Act, the Board adopted Ordinance No. 93-2 in 1993, that was codified in the Code of Laws of Leon County at Chapter 8, Article V, Sections 8-151 through 8-156, entitled Affordable Housing Assistance (AHA). Section 8-156 of the AHA Code has been reserved for future amendments.

During the 2007 legislative session the State Housing Initiative Partnership (SHIP) rule was revised requiring Counties or eligible municipality to appoint and establish by ordinance an Affordable Housing Advisory Committee (AHAC), which must approve local affordable housing incentive strategy recommendations at a public hearing by affirmative vote of a majority of the membership of the Advisory Committee in accordance with F.S. 420.9076, or their SHIP funding would be withheld.

The Advisory Committee was mandated to recommend incentives every three years, and is required to "review established policies, procedures, ordinances, land development regulations, and the comprehensive plan and recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value." (F.S. 420.9076)

The Office of Human Services and Community Partnership, Division of Housing Services, serves as Staff for this Committee. The AHAC 2014 Report of Recommendations delivered herein is the third report since being authorized by the State Legislature.

Appointment of the AHAC

The County Attorney's Office reviewed the Statute and Rule governing the SHIP funds to prepare and revise the Affordable Housing Assistance Ordinance, a Resolution to appoint the members, and the Committee Bylaws. Florida Statutes, Section 420.9076, required local jurisdictions to appoint an 11-member committee with each member representing a different role in the affordable housing industry. The following individuals are the current appointees to the Affordable Housing Advisory Committee in the following categories in which they are actively engaged with affordable housing:

1. Residential home building industry: Mr. Mark Worley
2. Banking or mortgage banking industry: Vacant
3. Area of labor within the home building industry: John B. Clark
4. Advocate for low-income persons: Keishann Corley
5. For-profit provider of affordable housing: Wallisa Cobb
6. Not-for-profit provider of affordable housing: Ms. Regina Davis
7. Real estate professional: Ms. Wanda Carter
8. Local planning agency representative: Mr. Darryl Jones
9. Resident of the jurisdiction: Mr. Charles Milsted
10. Representative of employers in the jurisdiction: Vacant
11. Representative of "essential services personnel" as defined by the jurisdiction: Vacant

AHAC Activity

In alignment with Florida State Statute, Leon County Policy, and the By-Laws of this Committee, the Affordable Housing Advisory Committee conducted meetings March 4, 2013, April 1, 2013, May 23, 2013, June 3, 2013, September 16, 2013, and October 14, 2013, to review current Affordable Housing Incentives and Policy in Leon County, and to make recommendations for improvement of those incentives and policy where applicable. This process was not done in a vacuum. The Affordable Housing Advisory Committee invited and held discussion on affordable housing incentives and policy with Leon County Department of Public Works; Department of Development Support & Environmental Management; Office of Economic Development & Business Partnerships (Grants); Office of Human Services and Community Partnerships (Housing Services & the Housing Finance Authority); the Department of Place (Planning, BluePrint 2000, & CRA); and the Department of Facilities Management (Real Estate Management & the County List of Lands).

AHAC Adoption of the 2014 Report of Recommendations

The AHAC officially adopted the report by affirmative vote of a majority of the membership at a public hearing on November 4, 2013. Notice of the public hearing to adopt the 2014 Report of Recommendations was published in the Tallahassee Democrat.

Plan For Implementation

A request will be made to the BOCC at the March 2014, Regular Commission meeting, to adopt the Final AHAC 2014 Recommendations. The Final AHAC 2014 Recommendation prepared for this BOCC Adoption, will have all county ordinances, policies, incentives, plans, and affordable housing strategies, where applicable, revised and amended.

Thereafter, on or before May 2, 2014, The AHAC 2014 Report of Recommendation, along with supporting documentation, shall be submitted to the Florida Housing Finance Corporation, per Florida Statute.

AHAC 2014 Recommendations:

AFFORDABLE HOUSING INCENTIVES & POLICY RECOMMENDATIONS		
<u>INCENTIVES</u>	AHAC RECOMMENDATIONS	STAFF COMMENTS TO AHAC RECOMMENDATIONS
<i><u>Incentive:</u> (a) The processing of Approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive:</u> (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.</i>	No new recommendations. Leon County does not charge Impact Fees	Leon County does not have Impact Fees for real estate development projects. Since most Counties have Impact Fees, Leon County is looking at policy that would create a Mobility Fee, to be paid by Residential Developers. The use of these new fees, if and when approved, would be reserved for transportation. The Federal Department of Transportation, Leon County, and the City of Tallahassee have an agreement for the use of these funds.
<i><u>Incentive:</u> (c) The allowance of flexibility in densities for affordable housing.</i>	No new recommendation. Provide an Update report.	New Affordable Housing Development has been at a standstill for much of the time since 2011, the last AHAC request
<i><u>Incentive:</u> (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive:</u> (e) The allowance of affordable accessory residential units in residential zoning districts.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive:</u> (f) The reduction of parking and setback requirements for affordable housing.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive:</u> (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive:</u> (h) The modification of street requirements for affordable housing.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A

AFFORDABLE HOUSING INCENTIVES & POLICY RECOMMENDATIONS		
<u>INCENTIVES</u>	AHAC RECOMMENDATIONS	STAFF COMMENTS TO AHAC RECOMMENDATIONS
<i>Incentive: (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<i><u>Incentive: (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.</u></i>	Confirm that Leon County has adhered to Florida Statute, Section 125.379, requiring Florida Counties to prepare an inventory, every three years, on county-owned real property within its jurisdiction that is appropriate for use as affordable housing.	Leon County Board of County Commissioners' adopted a resolution approving an inventory of county-owned, surplus properties, appropriate for affordable housing.
<i>Incentive: (k) The support of development near transportation hubs and major employment centers and mixed-use developments.</i>	No new recommendations for 2014. Recommendations and Staff comments for 2011 submission was sufficient, and Staff continues to support.	N/A
<u>Local Housing Assistance Plan</u>		
<u>Purchase Price Limits</u>	Leon County's 90% benchmark methodology to establish the maximum purchase price for homes purchased through LHAP strategies, should include, in addition to the U.S. Treasury Median Area Purchase Price in our Statistical Area, a Leon County authorized and provided Independent Housing Market Study, with minimum results as required by the Leon County Housing Finance Authority.	Staff Supports
<u>Support Services and Counseling</u>	Make homebuyer education attendance mandatory in various down payment assistance strategies	Staff Supports, and will investigate creation of a written homebuyer education test and test grading process for use with its down payment assistance strategies
<u>Down Payment Assistance with Self Help Recipient Selection Criteria</u>	Add "based on severity of need" after "first-come, first served" and change "first-come, first served basis" to "first-come, first-qualified basis". This language should be applied to all LHAP Housing Strategies. Annually, reconfirm status of all prospective clients.	Staff Supports
<u>Terms, Recapture, and Default</u>	The recapture schedule be consolidated into a simple chart and can be referenced for each strategy from one (1) position for the entire document, thereby physically shortening the LHAP document length.	Staff Supports

AFFORDABLE HOUSING INCENTIVES & POLICY RECOMMENDATIONS		
<u>INCENTIVES</u>	AHAC RECOMMENDATIONS	STAFF COMMENTS TO AHAC RECOMMENDATIONS
<u>New Housing Strategy</u>	<p>Recommendation to create a new housing strategy for non-profit groups to acquisition properties and rehabilitate those properties for resale to low-to-moderate income families and individuals; and that the Leon County Housing Finance Authority may issue a Request For Proposal (RFP) for development of various affordable housing projects and programs serving priorities to any number of variable, such as housing for the elderly or Veterans, new construction for multi-family and single-family, and housing rehabilitation and housing replacement.</p>	<p>Staff Supports. The Leon County Housing Finance Authority has established Sub-Committees to investigate funding affordable housing opportunities per AHAC's recommendation.</p>

Florida Statute 420.9076 mandates The Leon County AHAC to consider the following recommendations:

- Modification or repeal of existing policies
- Creation of exceptions for affordable housing
- Adoption of new policies, procedures, ordinances, or plan provisions
- Evaluation of the affordable housing incentives suggested in 420.9076 F.S.:
 - (a) The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
 - (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
 - (c) The allowance of flexibility in densities for affordable housing.
 - (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
 - (e) The allowance of affordable accessory residential units in residential zoning districts.
 - (f) The reduction of parking and setback requirements for affordable housing.
 - (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
 - (h) The modification of street requirements for affordable housing.
 - (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
 - (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
 - (k) The support of development near transportation hubs and major employment centers and mixed-use developments.
- Evaluation of other affordable housing incentives:
 - (a) Tallahassee-Leon County Comprehensive Plan Housing Elements
 - (b) State Housing Initiatives Partnership-Local Housing Assistance Plan (SHIP-LHAP)

TALLAHASSEE

SATURDAY, OCTOBER 26, 2013

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LEGAL NOTICES

LEGAL NOTICES

NOTICE OF PUBLIC HEARING

The Leon County Affordable Housing Advisory Committee (AHAC) will conduct a public hearing on Monday, November 4, 2013, from 9 a.m. to 10 a.m. in the Community Room of the Historic Amtrak Building, 918 Railroad Ave.

The purpose of this meeting is to discuss recommendations to the County's established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. The AHAC will submit a report to the Board of County Commissioners that includes recommendations on, the implementation of, affordable housing incentives in the following areas:

- (a) The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
- (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) The allowance of affordable accessory residential units in residential zoning districts.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

Other Areas Include:

- Tallahassee-Leon County Comprehensive Plan Housing Elements
- State Housing Initiatives Partnership-Local Housing Assistance Plan SHIP-LHAP)

All interested parties are invited to present their comments at the public hearing at the time and place set out above. To obtain additional information, contact Lamarr D. Kemp, Sr. at (850) 606-1916 or at KempL@LeonCountyFL.gov.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Lamarr D. Kemp, Sr., or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 606-5121 or 606-5000; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), or 711 via Florida Relay service.

PUBLICATION: October 26, 2013

9269935

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

Cover Sheet for Agenda #16

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Acceptance of a Status Report on the Update of the 100-year Floodplain Data in Geographical Information System, Based on Site-Specific Analysis Received During the Development Review Process

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	John Kraynak, P.E., Director, Environmental Services Division

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report on the update of 100-year floodplain data in Geographical Information System, based on site-specific analysis received during the development review process.

Report and Discussion

Background:

Historically, engineering consultants performed flood studies as part of the Site Plan or Environmental Permit review process. Typically, the flood studies are reviewed and approved in conjunction with the site plan and remain in the project file. Similarly, staff routinely performs conservative floodplain analysis for Policy 2.1.9 and Limited Partition subdivisions and reviews flood letters for single-family home sites, which may include flood analyses. These multiple reviews can sometimes result in redundant engineering flood studies being performed on the same floodplain for different development projects. In addition, institutional knowledge can be lost after engineers and permit review staff retire. Even though all floodplain and flood related data is retained in the Department's records repository, it has become apparent that a more streamlined process for accessing this data would further enhance efficiency and reduce the timeframes associated with the permit review and approval process. By entering floodplain and flood-related data into GIS, this information can be accessed and viewed more conveniently by staff and the public.

This update is essential to the following FY2012 & FY2013 Strategic Initiative that the Board approved at the January 29, 2013 meeting:

- Implement strategies to protect natural beauty and the environment, including: update 100-year floodplain data in the GIS (Geographical Information System), based on site-specific analysis received during the development review process (2012).

This particular Strategic Initiative aligns with the Board's Strategic Priority, Environment:

- Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural eco systems and protect our water quality, including the Floridan Aquifer, from local and upstream pollution (EN1 – rev. 2013).
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns (EN2 – 2012)

Analysis:

Currently, the available GIS floodplain data layers include the Federal Emergency Management Agency (FEMA) Digital Flood Insurance Rate Maps (DFIRMs) and observed flood elevations for significant storm events such as Tropical Storm Fay and the floods in 1994. The DFIRM maps are inaccurate in many areas of Leon County, and there are many isolated and smaller floodplains that exist but are not shown on the DFIRM maps. Therefore, a separate flood study is sometimes necessary when a project is proposed for development.

Staff has created a new floodplain layer in GIS to capture floodplain data that is developed as part of the permitting process. This data could be a flood study by a professional engineer, a study performed by staff, or information from flood letters required in the single-family permitting process. In addition, staff can obtain observed flood elevation data from the field after each tropical storm or significant flood event. All of this flood information does not typically meet FEMA's stringent modeling requirements for purposes of amending the DFIRM maps, but can be a useful resource for staff to obtain flood information from one location and disseminate this information to the public.

The new flood layer will be updated continuously with data from the permitting process. This layer will also preserve the institutional knowledge that could be lost by retiring staff.

Options:

1. Accept the status report on the update of the 100-year floodplain data in the Geographical Information System, based on site-specific analysis received during the development review process.
2. Do not accept the status report on the update of the 100-year floodplain data in the Geographical Information System, based on site-specific analysis received during the development review process.
3. Board direction.

Recommendation:

Option #1.

VSL/TP/DM/JK

**Leon County
Board of County Commissioners**


Notes for Agenda Item #17

Leon County Board of County Commissioners

Cover Sheet for Agenda #17

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a Status Report and Approval to Rename the South Segment of Bennett Street to "Preston Court"

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Public Works and Community Development David McDevitt, Dept. of Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Development Services Director Lisa Oglesby, Addressing Program Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report and approve the renaming of the south segment of Bennett Street to "Preston Court."

Report and Discussion

Background:

Bennett Street is a segmented street that is located within the Tallahassee city limits. Residents along this street have experienced ongoing issues with various delays from different agencies, including, but not limited to, the Tallahassee Fire and Police Departments. This issue was originally discussed in 2008 by the Addressing Steering Committee (ASC), which consists of Tallahassee Fire Department, Tallahassee Police Department, Leon County Sheriff’s 911 Emergency Management Services, Leon County Emergency Medical Services, Tallahassee-Leon County Geographic Information Services, Tallahassee Growth Department, Leon County Development Support and Environmental Management Department, Post Office, and the School Board; with technical support from City and County Public Works, City Traffic Engineering, Tallahassee-Leon County Planning Department, Property Appraiser’s Office, and the Supervisor of Elections.

It was determined at that time that the concern was not valid because of new technology within the Geographic Information System (GIS). However, Chief Cindy Dick later requested a second review of this street renaming request because of a delayed response with the Tallahassee Fire Department during an emergency call. A subsequent meeting on the renaming issue was scheduled on July 12, 2010, and the ASC, again, determined that Bennett Street did not have to be renamed due to the pinpoint addresses on the Police-Fire Tactical Mapping System. On May 23, 2013, an email was sent from the City Growth Management Department to both GIS and Development Support and Environmental Management (DSEM), indicating that Bennett Street was still experiencing 9-1-1 response delays.

Analysis:

The ASC was established for the purpose of providing intergovernmental cooperation and to provide oversight as set forth by the Board of County Commissioners on issues relating to property addressing and street naming. In addition, their responsibilities include appeals by citizens and businesses for the purpose of making recommendations to both elected commissions for situations similar to this issue. Final approval for street name changes must be approved by the Board of County Commissioners before any name changes can occur. Pursuant to Section 10-11.108 of Chapter 10 of the Leon County Code of Laws, “any changes in the names of streets must be approved by the Board of County Commissioners” (Attachment #1).

The ASC met on October 24, 2013 to again discuss the request to rename a segment of Bennett Street. After review and discussion, the ASC voted to recommend that the Board approve the renaming of the south segment of Bennett Street, which begins at the intersection of Preston Street and terminates north at the intersection with Brewer Street (Attachment #2). The proposed location of “Preston Court” is shown on the map (Attachment #3), which identifies the property owners that would be impacted by the proposed street name change.

Title: Acceptance of a Status Report and Approval to Rename the South Segment of Bennett Street to "Preston Court"

December 10, 2013

Page 3

Options:

1. Accept the status report and approve the renaming of the south segment of Bennett Street to "Preston Court."
2. Accept the status report and do not approve the renaming of the south segment of Bennett Street to "Preston Court."
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Sections 10-11.104 and 108 of the Leon County Code of Laws
2. Excerpt from the ASC Meeting Minutes dated 10/24/2013
3. Location Map

Sec. 10-11.104. - Uniform street naming and property numbering system implementation.

(c) An addressing steering committee is established for the purpose of providing intergovernmental cooperation and system integrity of the implementation of policies and procedures as set forth by the Board of County Commissioners. The powers and duties of the addressing steering committee are:

(1) To resolve ambiguities in the regulations and policies and procedures relating to implementation; and to provide guidance where there are conflicting regulations or policies.

(2) To hear appeals by citizen residents and businesses of proposed implementation directives concerning addressing assignments and street naming actions.

(3) To make recommendations to both elected commissions regarding street naming and address re-assignments.

(4) To make recommendations to both elected commissions regarding changes to applicable regulations and changes to policies and procedures.

(d) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time by the addressing steering committee.

Sec. 10-11.108. - Authorization for address corrections.

The county administrator and/or city manager or designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system policies and procedures.

(1) *Standards for renaming and renumbering.* Any changes in the names of streets must be approved by the Board of County Commissioners. The county administrator and the city manager shall require address numbers to be changed to streets which are not in reasonable conformance with this article. Street name changes may be required by the Board of County Commissioners only if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the "Enhanced 9-1-1 Emergency Telephone System." Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.

(Ord. No. 09-39, § 4, 11-10-09; Ord. No. 13-06, § 16, 3-12-13)

Excerpt from the ASC Meeting Minutes
of 10/24/2013

New Business

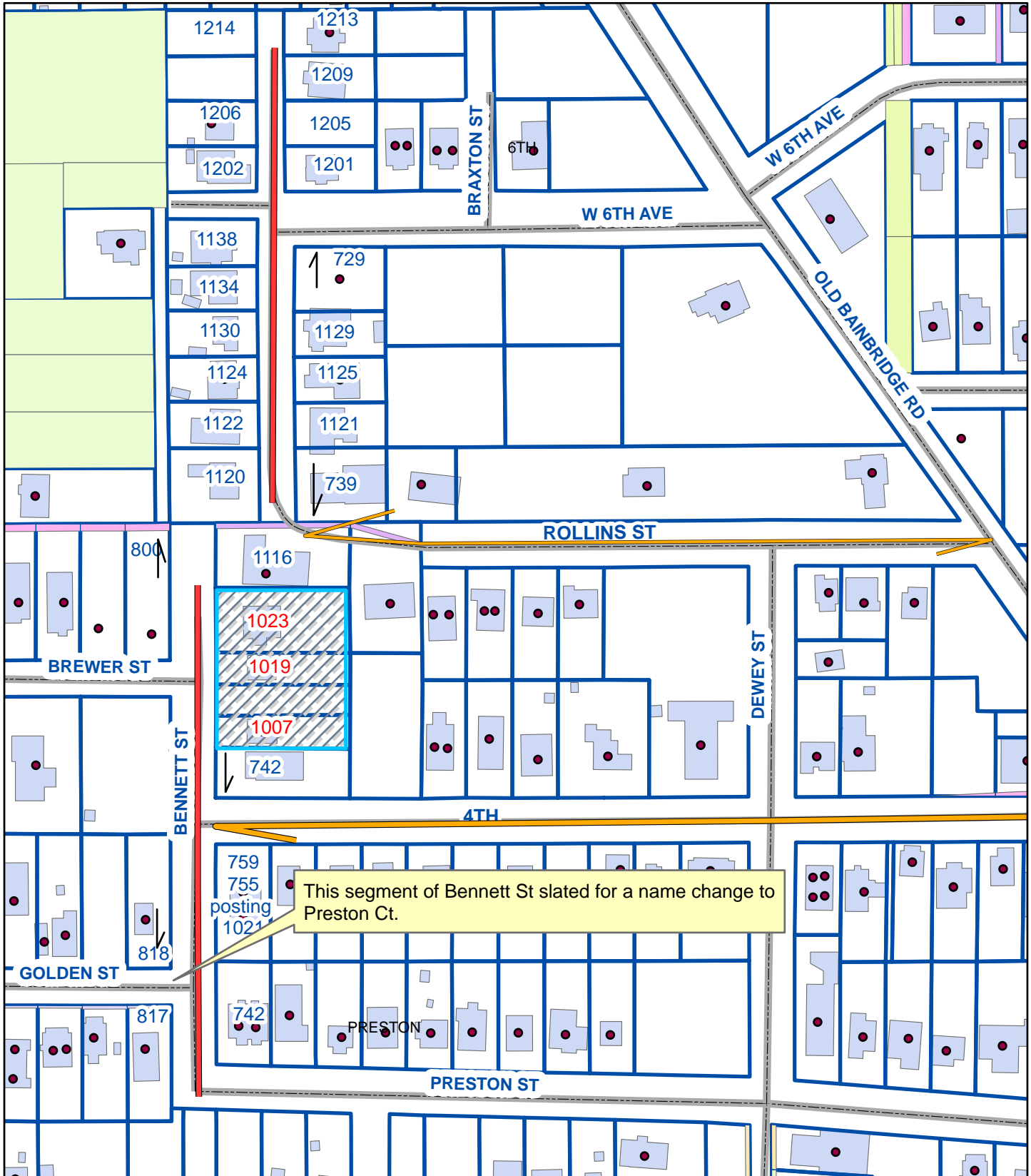
Item 2: Bennett Street 9-1-1 Delay Issue

Lisa gave a timeline and synopsis of ongoing issues with Bennett St. (please see Agenda Narrative Item 2) Mrs. Williams, of 1202 Bennett St spoke to the committee and said that there have been numerous occasions where there were difficulties/issues locating properties on Bennett St, i.e. deliveries, ADT, emergency services as well. Mrs. Williams petitioned the ASC to rename the south portion of Bennett St.

Staff Recommendation: Rename the south segment of Bennett St, as this segment impacts the least number of property owners.

After more discussion there was a motion to rename and renumber the south segment of Bennett St to Preston Ct. The motion was approved and seconded. A status report will have to be presented to the Board of County Commissioners and the actual change may not take place until early next year.

Bennett Street Segmentation Location Map



Leon County Department of Development Support
and Environmental Management
Development Services
Addressing Unit
Renaissance Center - 2nd Floor
435 N. Macomb Street
Tallahassee, FL 32301
Phone: (850) 606-1300
Fax: (850) 606-1301

Date Drawn: October 2013

Bennett Street Segmentation Location Map
Red address numbers are the changes
completed in 2010.

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Posted at 8:15 p.m. on December 2, 2013



**Leon County
Board of County Commissioners**


Notes for Agenda Item #18

Leon County Board of County Commissioners

Cover Sheet for Agenda #18

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a Status Report and Approval to Rename One Block of DeSoto Street to "Officer Dale Green Way"

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Public Works and Community Development Director David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Development Services Director Lisa Oglesby, Addressing Program Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report and approve the renaming of one block of DeSoto Street to "Officer Dale Green Way."

Report and Discussion

Background:

On October 24, 2013, the Addressing Steering Committee (ASC) received a request from Detective Gregory Frost, Director of Administrative Services with the Tallahassee Police Department (TPD), to rename a portion of DeSoto Street in memory of Officer Daniel Dale Green. Officer Green was slain in the line of duty in November 13, 2002. Officer Green joined the TPD in 1989 as a patrol officer. He served as a field-training officer and was on the Tactical Apprehension Control Team (TAC). Officer Green was promoted to Sergeant in 1996. He also served as Sniper Team Leader, Community Oriented Policing Problem Solving (COPPS) Squad Sergeant, and K-9 Team Sergeant. He was a Firearms Instructor, Range Master, and a member of the TPD Pistol Team.

Analysis:

The ASC was established for the purpose of providing intergovernmental cooperation and to provide oversight as set forth by the Board of County Commissioners on issues relating to property addressing and street naming. In addition, their responsibilities include appeals by citizens and businesses for the purpose of making recommendations to both elected commissions for situations similar to this issue. The ASC consists of representatives from the Tallahassee Fire Department, Tallahassee Police Department, Leon County Sheriff's 911 Emergency Management Services, Leon County Emergency Medical Services, Tallahassee-Leon County Geographic Information Services, Tallahassee Growth Department, Leon County Development Support and Environmental Management Department, Post Office, and the School Board; with technical support from City and County Public Works, City Traffic Engineering, Tallahassee-Leon County Planning Department, Property Appraiser's Office, and the Supervisor of Elections.

Final approval for street name changes must be approved by the Board of County Commissioners before any name changes can occur. Pursuant to Section 10-11.108 of Chapter 10 of the Leon County Code of Laws, "any changes in the names of streets must be approved by the Board of County Commissioners" (Attachment #1).

The ASC met on October 24, 2013 to discuss Detective Frost's request. After review and discussion, a motion was made to recommend that the Board consider the renaming of the one block segment of Desoto Street between Lake Ella Drive and North Meridian Road to "Officer Dale Green Way" (Attachment #2). The proposed location of Officer Dale Green Way is shown on the map (Attachment #3), and identifies the property owners that would be impacted by the proposed street name change. This street name change would not impact the addresses of any abutting property owners.

Options:

1. Accept the status report and approve the renaming of one block of DeSoto Street to "Officer Dale Green Way."
2. Accept the status report and do not approve the renaming of one block of DeSoto Street to "Officer Dale Green Way."
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Sections 10-11.104 and 108 of the LDR Code of Laws
2. Excerpt from ASC Meeting Minutes dated 10/24/2013
3. Location Map

Sec. 10-11.104. - Uniform street naming and property numbering system implementation.

(c) An addressing steering committee is established for the purpose of providing intergovernmental cooperation and system integrity of the implementation of policies and procedures as set forth by the Board of County Commissioners. The powers and duties of the addressing steering committee are:

(1) To resolve ambiguities in the regulations and policies and procedures relating to implementation; and to provide guidance where there are conflicting regulations or policies.

(2) To hear appeals by citizen residents and businesses of proposed implementation directives concerning addressing assignments and street naming actions.

(3) To make recommendations to both elected commissions regarding street naming and address re-assignments.

(4) To make recommendations to both elected commissions regarding changes to applicable regulations and changes to policies and procedures.

(d) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time by the addressing steering committee.

Sec. 10-11.108. - Authorization for address corrections.

The county administrator and/or city manager or designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system policies and procedures.

(1) *Standards for renaming and renumbering.* Any changes in the names of streets must be approved by the Board of County Commissioners. The county administrator and the city manager shall require address numbers to be changed to streets which are not in reasonable conformance with this article. Street name changes may be required by the Board of County Commissioners only if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the "Enhanced 9-1-1 Emergency Telephone System." Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.

(Ord. No. 09-39, § 4, 11-10-09; Ord. No. 13-06, § 16, 3-12-13)

Excerpt from ASC Meeting Minutes October 24, 2013
Officer Dale Green Honorary Street Name Request

Item 3: Honorary Street Renaming Request for Officer Dale Green

TPD is requesting to honor Officer Green who was slain in the line of duty in November of 2002. The requested location is within the vicinity of TPD's headquarters. This request was brought before City Commission and approved by them. They were also requesting fees be waived. That will have to be discussed further with upper management.

Staff Recommendation: Complete the street renaming application process, then approve the renaming of this one block segment of DeSoto St.

A motion was made and seconded to approve staff recommendations



Leon County Department of Development Support
 and Environmental Management
 Development Services
 Addressing Unit
 Renaissance Center - 2nd Floor
 435 N. Macomb Street
 Tallahassee, FL 32301
 Phone: (850) 606-1300
 Fax: (850) 606-1301
 Date Drawn: October 2013

Desoto Street
 In township and section 21-25 Location Map

NOTES: This product has been compiled from the most current information available from Leon County. The City of Tallahassee and the Leon County Planning Department are not responsible for any errors or omissions in this product. This product is for informational purposes only and is not to be used for any legal or financial purposes. This product is not a warranty, representation, or agreement of any kind. It is provided as is, with no guarantee of accuracy or completeness. The user assumes all responsibility for the use of this product.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #19

Leon County Board of County Commissioners

Cover Sheet for Agenda #19

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a Status Report on the Leon County Research and Development Authority

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Economic Development and Business Partnerships Director
Lead Staff/Project Team:	Josh Pascua, Management Analyst

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Leon County Research and Development Authority Regarding the Status of Innovation Park.

Report and Discussion

Background:

On September 13, 2011, the Board conducted a workshop examining the County's programs, initiatives, and collaboration with its economic development partners in an effort to continually build upon the strength of the community and enhance the County's ability to stimulate long-term, sustainable economic growth. The 36 recommendations derived from that workshop are the foundation for the Leon County 2012-2013 Job Creation Action Plan. During the workshop, the Board expressed its support of Innovation Park's mission to be a national research, technology, and manufacturing marketplace and requested periodic updates on the Leon County Research and Development Authority's (LCRDA) strategic plan, finances, and accomplishments.

Since that time, LCRDA has provided status reports to the Board on November 8, 2011 (Board Workshop), April 10, 2012, and January 29, 2013. At the Board's November 19, 2013 meeting, Chairman Dozier requested a status report on LCRDA's strategic plan and its Memorandum of Understanding (MOU) with the universities for the December 10, 2013 Board meeting.

Analysis:

LCRDA Executive Director Ronald Miller has provided a memorandum summarizing recent LCRDA activities at Innovation Park, including an update on the strategic plan and MOU with the universities (Attachment #1). At the December 10th meeting, Mr. Miller is prepared to make a brief presentation and answer any questions the Board may have.

Options:

1. Accept the status report on the Leon County Research and Development Authority.
2. Do not accept the status report on the Leon County Research and Development Authority.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. November 22, 2013 memorandum from the Leon County Research and Development Authority



Memorandum

To: Leon County Board of County Commissioners

From: Ronald J. Miller, Jr., Executive Director

Date: December 10, 2013

Subject: Leon County Research & Development Authority Status Update

Introduction:

The Leon County Research and Development Authority (the Authority) was created by the Leon County Board of County Commissioners pursuant to County Ordinance No. 80-68 in accordance with Section 159.703, Florida Statutes. The mission of the Authority is to work in affiliation with Florida State University, Florida A&M University, and Tallahassee Community College to promote scientific research and development activities, and economic development to broaden the economic base of Leon County.

The Authority is a special district managed by a 9 member Board of Governors, an Executive Director, and an Office Manager. Board members appointed by the Commission include: Kristin Dozier, Chair; Barney Bishop, Vice Chair; Tom Allen, Treasurer; Tim Edmond; and David Ramsay. Board members designated by the Mayor and the Universities include: Gil Ziffer, City Commissioner; Holly Newell, FSU; Dr. Shawnta Friday-Stroud, FAMU; and Dr. Jim Murdaugh, TCC. Alternate designees include: Dr. Ross Ellington, FSU; Keith Bowers, FAMU; and Kimberly Moore, TCC.

The Authority manages Innovation Park which is comprised of 208 acres of land leased from the State Internal Improvement Trust Fund, and 17 facilities, 8 of which are owned by the Authority. The research and development park in Southwest Tallahassee is occupied by approximately 50 organizations employing 1500 employees. The Park has approximately 40 acres of developable land remaining. The Authority also owns undeveloped land in an 11.9 acre tract adjacent to the Park, and another 18.3 acre tract on nearby Eisenhower Street.

Accomplishments of the Authority since the January 2013 report:

- Completed Memorandum of Understanding with FSU and FAMU to restructure Innovation Park (see Executive Summary attached)
- Hosted another successful Elevator Pitch Night at the Governors Club where we awarded \$30,000 in technology commercialization grants and to:
 - Specialized Crystal Processing: focused on production of high quality crystal products with novel properties for academic partners (this is the companies second consecutive award)
 - Nuekie, Inc.: an ethnic dermatology company which specializes in creating effective therapeutic dermatological products for the ethnic population
- Hosted three EDC Research & Engineering Roundtables:
 - March: Introduction of new university leadership and their vision of the future:
 - Dr. Gary Ostrander, FSU Vice President of Research
 - Dr. Yaw Yeboah, Dean FAMU-FSU College of Engineering
 - May: Fostering Entrepreneurship in Tallahassee: War Stories from FSU Affiliated Entrepreneurs
 - November: The Entrepreneurial Ecosystem in Tallahassee
- Awarded 8 scholarships to startups which allows them to participate in the EDC's Entrepreneurial Excellence Program
- Completed amendment to the park's Planned Unit Development to add flexibility to future development
- Net income for fiscal year 2012-13 was \$57,000 better than budgeted
- The Authority has had three consecutive unqualified opinions on audited financial statements, and two consecutive years without any material weaknesses in internal controls, or management comments from independent auditors. The audit for this past fiscal year is currently in progress, and we anticipate a clean audit.

Goals for 2014:

- Complete property transfers and related agreements
- Finalize and begin to execute strategic plan including possible development of remaining Authority controlled land, redevelopment of Authority owned buildings, facilitation of university technology commercialization, and creation of a sense of place at Innovation Park.
- Execute 2014 Technology Commercialization Grant Award Program
- Award 10 EEP Scholarships
- Conduct 4 EDC Research & Engineering Roundtables
- Revise Innovation Park Covenants & Restrictions

Memorandum of Understanding to Restructure Innovation Park Executive Summary

The Leon County Research & Development Authority (LCRDA) is in an unsustainable financial situation with projected negative cash flows and insufficient reserves. The result is the LCRDA's inability to fund future needed maintenance and improvements, as well as funding its mission to further develop the park, promote technology commercialization, and economic development.

Issues:

- The universities are effectively paying for, or have paid for, the buildings they occupy with lease payments backing lease revenue bonds issued by the LCRDA.
- Lease payments are reduced to minimal maintenance fees upon retirement of the debt.
- Leases grant the universities renewal rights in perpetuity without the opportunity to increase lease payments beyond the minimal maintenance fees, effectively eliminating any economic value of the buildings to the Authority.
- The LCRDA has no other source of funding beyond lease payments, operating expense reimbursements, common area maintenance charges, and interest income.
- LCRDA buildings were built between 1987 and 1996, have HVAC issues, and are in need of improvements.
- The LCRDA has cash reserves, but the projected costs of HVAC improvements alone exceed the reserves.
- The Centennial building occupied by FAMU has approximately \$2.8 million in outstanding debt.
- The National Park Service is interested in making improvements to the Johnson building and expanding to total occupancy of the building.

Options:

- Make no changes and remain focused on property management. Reserves are expected to be depleted in three to five years.
- Terminate the charter of the LCRDA and split the remaining net assets among FAMU and FSU.
- Transfer to the universities a portion of undeveloped park land, certain ground leases and buildings occupied by the universities, as well as eliminate and reduce fees associated with those properties in exchange for FSU's leasehold interest in the Johnson building.

Memorandum of Understanding Executed November 12, 2013
Agreement Outline

Transfer to FAMU:

- Centennial building and land (3.9 acres); subject to retirement of outstanding debt.
- 17.5 acres of undeveloped land.

Transfer to FSU:

- Sliger building and land (2.7 acres); debt has been retired.
- Shaw building and land (2.7 acres); debt has been retired.
- 16.9 acres of undeveloped land.
- Leasehold interests in ground leases for NWRDC (4.7 acres), and Elbit (9.2 acres).
- Forego collection of “impact fees” on Research Foundation A&B buildings.

LCRDA to receive or retain:

- Receive FSU’s leasehold interest in the Johnson building including its rights to the National Park Service subleases and lease income.
- Retain the Morgan, Knight, Collins and Phipps buildings.
- Retain ground leases with Danfoss, Avalanche, and Sunnyland.
- Retain 7.3 acres of undeveloped State leased land in the park.

Although not delineated in the MOU, LCRDA will retain:

- 11.9 acres of Authority owned undeveloped land adjacent to the park.
- 18.3 acres of Authority owned undeveloped land on Eisenhower.

Increase in Cash Flow:

Based on current occupancy of the buildings the Authority will continue to own, and full occupancy of the Johnson Building by the National Park Service, annual cash flow is expected to increase from a current budgeted cash loss of \$180,000 to a positive \$100,000. Full occupancy of the Collins building could add another \$100,000 to \$150,000 in cash flow.

(See proposed park map attached)



Proposed Park Map

FSU		FAMU		LCRDA	
w/Buildings		W/Building		w/Building	
3A	4.7	4G	3.9	12A	3.0
4-10A	23.5	<u>Undeveloped</u>		1B	5.3
2B/3B	9.0	1A	2.8	5G	3.6
1C/2C	13.1	2A	3.0	6G	2.7
6G	5.4	2F	4.2	6G	2.3
3F	9.2	1G	2.1	<u>Land Leases</u>	
<u>Undeveloped</u>		2G	2.3	1E-3E	6.4
11A	2.1	3G	3.1	1D-3D	9.7
4B	3.7	Total Undev. 17.5		1F/7E	9.8
3C	3.6			<u>Undeveloped</u>	
4C	2.2			4E	3.5
5C	3.7			5E	1.8
6C	1.6			6E	2.0
Total Undev. 16.9				<u>Owned</u>	
				OP	11.9



Bldg ID	Lot	Tenant
1	2C	FSU Research Foundation A
2	1C	FSU Research Foundation B
3	1D/2D	Danfoss Turbocor Compressors
4	1E-3E	Avalanche Partnership/Florida Virtual Campus
5	3F	FSU TEchnology Services (Tall-Com)
6	4G	Centennial Building
7	5G	Collins Building
8	6G	Morgan Building
9	6G	Sliger Building
10	6G	Johnson Building
11	6G	Shaw Building
12	1B	Phipps Building
13	4-10A	National High Magnetic Field Laboratory
14	3A	Northwest Regional Data Center
15	12A	Knight Administrative Centre
16	2B	High Performance Materials Institute
17	3B	Aero-Propulsion, Mechatronics, and Energy

Updated 11-05-2013

**Leon County
Board of County Commissioners**


Notes for Agenda Item #20

Leon County Board of County Commissioners

Cover Sheet for Agenda #20

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc.

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Maggie Theriot, Director, Office of Resource Stewardship Robert Mills, Director, Solid Waste

Fiscal Impact:

This item has no current fiscal impact.

Staff Recommendation:

Option #1: Accept the status update regarding curbside collection service provided by Waste Pro, Inc.

Report and Discussion

Background:

At the November 19, 2013 meeting, at Commissioner Dozier's request, the Board directed staff to prepare a status report regarding the unincorporated area curbside collection contract with Waste Pro, Inc.

During the December 11, 2012 meeting, the Board approved issuance of an Invitation to Bid for the Exclusive Franchise to Provide Waste Collection Services in Unincorporated Leon County. Of the 457 vendors that were notified of the Bid, 25 vendors requested bid packages, and the County received two bids (Waste Management and Waste Pro). On February 12, 2013, the Board deemed Waste Pro the lowest responsive and responsible bidder, as the rate bid by Waste Pro was approximately 25% lower than that bid by Waste Management. As a result, beginning October 1, 2013, citizens' expense was reduced by 30%.

Three different options related to the service area were included in the bid document to provide the greatest flexibility to the Board in selecting the level of service that best meet the needs of residents. Options included Universal and Subscription based service. During the April 23, 2013 Budget Workshop, the Board considered analysis from staff as well as feedback received from three community meetings and directed Subscription service be implemented. The County would maintain the current model, in which Residential Collection Service is provided through subscription only. The new agreement with Waste Pro commenced October 1, 2013 with approximately 23,000 residential units subscribing to curbside service.

Analysis:

While developing the Agreement, staff placed significant emphasis on the customer experience and transitioning to a new vendor as seamlessly as possible. The new vendor, Waste Pro, Inc., had approximately five months from the time the Board selected the subscription service option to commence collection service. Parameters were included in the Agreement to assure Waste Pro would transition service with minimal impact to current customers. The Agreement stipulated a transition plan be created by Waste Pro that featured minimum criteria such as procedures for providing new waste/recycling carts, hiring/training new crews, obtaining new vehicles and equipment, creation of route maps, and a communication outreach plan. Waste Pro was responsible for providing all customers with information regarding collection procedures, rates, and contact information prior to commencement.

Waste Pro sent an informational mailer, websites were created both by Waste Pro and the County, and automated phone calls were placed to remind residents of pending services changes. The transition plan was completed and shared with County staff by the end of July. Despite various meetings and requests, several features of the plan were not completed as scheduled. Additionally, Waste Management provided an incomplete data file to Waste Pro; listing existing accounts and customer detail, causing Waste Pro to initially establish routing on inaccurate data. As a result of the transition plan not being completed as scheduled and the deficient data provided by Waste Management, key components of the transition were not as smooth as intended.

As stipulated in the Agreement, a Waste Pro office has been established in Leon County (1958B Commonwealth Lane) to provide residents in the unincorporated areas with a convenient point of service. Since October 1, 2013, the office has received calls from an estimated 8,750 subscribers with questions or concerns. Due to limited record keeping by Waste Pro in the month of October, a more exact number is not known. The number of customer service representatives was increased from the initial 9 to 12 individuals due to the volume of calls. Of the 8,750 calls, Waste Pro is unable to determine the number of concerns that remain unresolved.

Additionally, Leon County received several hundred calls from residents that were in-turn relayed to Waste Pro for resolution. In many cases, when Waste Pro did not provide immediate attention, County Solid Waste staff took proactive measures to ensure service. Efforts included delivery of Waste Pro carts, collection of waste and recycling, contacting residents to personally address their questions and provide prompt response from a live person. Small adjustments during the first month of transition were anticipated, given the change affected 23,000 residential subscribers. However, the volume and persistence of calls was far more than expected. To accommodate this influx, the County Administrator re-assigned organizational resources to prioritize responses to citizen complaints. Actions included cross-departmental teams assembling to return calls, overtime allotted to field staff, projects within the Solid Waste program being addressed by other County staff or deferred. The nature of citizen complaints has evolved over the first two months of service. Initially, a majority of concerns was related to delivery of new carts; next, were missed pick-ups of household garbage; followed by missed recycling. The removal of waste and recycling were top priority given the sanitation concerns.

As troubles were resolved with waste, calls transitioned to the topics of missed pick-up of yard debris and a delayed response for servicing bulk items (an on-call service). Of all the calls, yard debris has been the predominant concern noted by callers. Citizens expressed confusion and concern over billing, which Waste Pro sent in mid-November. Most recently, calls are coming from residents who have only recently joined Waste Pro as a subscriber. Nearly 1,600 new customers have signed up for service since Waste Pro began in October. It appears nearly all of these new customers are residents who have chosen to switch from using the County's Rural Waste Service Centers to the more convenient curbside service. Waste Pro has depleted its supply of reserve waste and recycling carts, leaving approximately 350 residents without carts. As a result, new customers are often waiting weeks to receive their cart and begin service with minimal communication coming from Waste Pro. Due to the current quality of service provided to new Waste pro customers, County staff has not yet granted permission for Waste Pro to solicit additional new customers via direct mail to non-subscribers to ensure additional new customers receive adequate service.

A common theme for most all calls received by Leon County was the lack of communication or action by Waste Pro. At the urging of the County, Waste Pro has added additional resources such as more customer service representatives (increasing from 9 people to 12) to take calls and additional trucks to service recycling and yard debris. To date the call volume has drastically diminished, with only a few calls a day now being received by the County. Since the commencement of the Agreement, staff has strongly advised that additional management capacity be added to ensure adequate and timely response to service complications and to more closely oversee daily operations. Waste Pro has made a verbal commitment to do so by January 2014.

Service directly impacting residents is the top priority to be addressed by both Waste Pro and the County. The Agreement provides for liquidated damages to be assessed against Waste Pro in the event of unresolved customer complaints. Due to the anticipated complexity of a transition of this magnitude, the County did not levy fees for shortcomings occurring in the first month of service. Waste pro was notified that, beginning November 1, 2013, liquidated damages relating to complaints would be imposed. However, Waste Pro only recently provided the County access to their customer service database as required by commencement of the Agreement. This database tracks the number of complaints, date of call, and date of resolution; all of which are needed for County staff to calculate and impose the fees.

In a letter dated November 18, staff outlined the most critical of concerns and dictated they be resolved by November 30 (Attachment #1). Until recently, Waste Pro had failed to comply with reporting requirements; such as, documentation of Franchise Fee information, number of customer accounts, as well as financial contribution towards recycling education. Waste Pro has yet to resolve issues relating to fleet composition, access to collection data, or report the number of complaints, as requested in the letter.

Leon County recognizes the importance of developing and maintaining a strong working relationship with Waste Pro in order to maximize the service experience of more than 24,000 residents who subscribe to curbside collection. With routine communication and setting clear expectations of performance, it is anticipated Waste Pro's service and response will continue to improve.

Options:

1. Accept the status update regarding curbside collection service provided by Waste Pro, Inc.
2. Do not accept the status update regarding curbside collection service provided by Waste Pro, Inc.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Letter to Waste Pro, November 18, 2013



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Office of Resource Stewardship
Solid Waste Management Division
7550 Apalachee Parkway
Tallahassee, Florida 32311
(850) 606-1810

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

November 18, 2013

Ralph,

As a partner Leon County understands there will be a short growth period associated with the solid waste contract. We are at the end of the growth period and we have identified several contractual issues that need to be resolved. The below items should be resolved by November 30, 2013.

- 40% of the fleet is older than 3 years from the commencement.(6.4.1 No Collection Vehicle shall exceed three(3) years in age at the time of the Commencement Date). Unit #6466~2007, #546~2008, #547~2008, #549~2008, #6315~2008, #432~2007, #6481~2007, and #667~2009.
(With 8 trucks in violation, 6.4.1 equates to \$800 per day)
- We have not received the \$25K for Public Education. Due October 1, 2013.(5.2.1)
- Before the contract commenced we agreed the top of the recycle trucks would be painted blue.(6.4.7)
- Leon County does not have access to RFID visibility as required. (7.2.3)
- By the 10th of each month a list of Commercial Customers collected by WP. The list shall include frequency and container size. (7.2.2)
- By the 10th of each month a list of residential customers receiving service.(7.2.2)
- By the 10th of each month tons of commercial recyclables collected.(7.2.2)
- By the 10th of each month residential recyclable and bulky tons collected.(7.2.2)
- By the 10th of each month a list of complaints filed during the previous month(Missed Pick Up). Also include their disposition.
- By the 10th of each month documentation to verify the amount of franchise fees to be submitted to the county.

Your diligence in correcting these issues is much appreciated. If you have any questions please feel free to call me direct.

Thank you

Robert L Mills Jr

CC: Maggie Theriot, Preston Carter, Shawn Abbott

**Leon County
Board of County Commissioners**


Notes for Agenda Item #21

Leon County Board of County Commissioners

Cover Sheet for Agenda #21

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Tourism Signature Event Grant Program

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Economic Development and Business Partnerships
Lead Staff/ Project Team:	Lee Daniel, Division of Tourism Development

Fiscal Impact:

This item has been budgeted and adequate funding is available. As part of the FY 2014 budget process, the Board approved placing \$125,000 into a proposed Tourism Signature Events Grant Program and directed staff to bring back an agenda item detailing the process and criteria for this grant program.

Staff Recommendation:

Option #1: Approve the Tourism Signature Event Grant Program (Attachment #1).

Report and Discussion

Background:

This item seeks approval of the Tourism Signature Event Grant Program as directed by the Board. On May 28, 2013 the Board discussed a \$100,000 funding request for a new Word of South Festival and expressed concerns about large unanticipated funding requests made through the Tourist Development Council (TDC) and the funding caps imposed under the sports grant process. During the presentation of the Cultural Plan Review Committee's Interim Report on June 18, 2013, the Board reiterated the need for a dedicated revenue source to satisfy the funding requests for large events that have the potential to draw visitors to the community. These one-time requests often target the Division of Tourism Development's unallocated fund balance on a case-by-case basis rather than allowing for a more deliberative process. At the FY 2014 Budget Workshop on July 8, 2013, staff brought back recommendations to address Board concerns over large funding requests for events being brought through the TDC outside of the current grant program cycle and proposed changes to the sports grant process (Attachment #2).

As part of the FY 2014 budget process, the Board approved placing \$125,000 into a proposed Tourism Signature Events Grant Program and directed staff to bring back an agenda item detailing the process and criteria for this grant program. The Board also increased the sports grant funding from \$90,000 to \$115,000 and authorized the elimination of the funding caps for both the sports and special grants which had previously been set at \$6,500 per award. Further, the Board directed staff to develop and bring back specific criteria to evaluate grant applications through the Division of Tourism Development.

Analysis:

With budgetary approval from the Board, the Division of Tourism Development currently operates three grant programs. For FY 2014 the Board increased the sports grants funding from \$90,000 to \$115,000, the special event grant program has a budget of \$60,000, and the meetings and conventions transportation grant program has a budget of \$20,000 that is used to help meeting planners transport delegates from hotels to public meeting spaces. At the Board's direction, staff eliminated the previously established maximum amounts for the sports and special event grants for FY 2014. Of the 17 special event grant recipients for FY 2014, five received awards higher than the previous maximum amount including: the 17th Annual Florida African Dance Festival, Florida History Fair, Springtime Tallahassee, Market Days, and Children's Week. Staff anticipates that there will also be several sports grants in the next application cycle to exceed the former award caps, based on their economic impact.

The allocation of \$125,000 for large-scale events provide an added opportunity for cultural, athletic, or heritage themed events that have the potential to enhance notoriety and draw visitors to the community. The TDC discussed the Tourism Signature Event Grant Program at its meetings on July 2, 2013 and September 17, 2013 and provided feedback and recommendations to staff on the program criteria. To delineate the Signature Event Grant Program from other grant programs, the TDC recommended that proposed signature events generate at least 1,500 room nights to be eligible for funding and that applicants not be limited to a specific application deadline. The will allow for year round consideration of signature event opportunities as they arise.

Staff assisted the TDC in outlining the suggested program objectives, definitions and eligibility criteria, and procedures to access the grant funds, which can be found in Attachment #1. Table #1 illustrates the metrics associated with the 1,500-room night minimum requirement. When evaluating the return on investment for a proposed signature event, it is important to consider the potential tourism and economic impacts relative to the marketplace. To help guide this evaluation, staff has prepared Table #1 to demonstrate the return on investment through the collection of additional tourist development taxes and the estimated economic impact of events based on the number of room nights associated with the event. For example, Leon County has an inventory of approximately 6,000 hotel/motel rooms and an average daily room rate of \$82.51 based on the twelve month average from June 2012 to June 2013 as reported by Smith Travel Research. If a proposed signature event anticipates 1,500 room nights at an average daily rate of \$82.51, approximately \$6,200 will be collected through the five-cent TDT. Further, a successful signature event will also help drive higher room rates, and in return, higher tourist tax collections than the conservative average daily rate calculated in Table #1.

Table #1: Recommended Signature Event Grant Program Funding Levels

Room Nights	Tourist Development Tax Generated	Direct Economic Impact (DMAI Model*)	Recommended Tourism Signature Event Funding Levels
1,500	\$6,188	\$468,329	\$20,000
2,000	\$8,251	\$627,799	\$25,000
2,500	\$10,314	\$787,269	\$30,000
3,000	\$12,376	\$946,739	\$37,000
4,000	\$16,502	\$1,293,398	\$50,000
5,000	\$20,628	\$1,612,338	\$62,000
7,500	\$30,941	\$2,419,566	\$93,000
10,000	\$41,255	\$3,226,995	\$125,000

Average Daily Rate = \$82.51

**The Direct Economic Impact is based on the tourism industry standard model developed by Destination Marketing Association International. It assumes visitors to make up approximately 20% of event participants but calculates the impact based on all attendees.*

The TDC recommended funding levels in Table #1 take into account that other segments of the local economy such as restaurants and retail will benefit from an increase in visitation along with hotels, motels, and other tourism related professions. In addition, the State and Leon County will benefit from the increased direct spending thereby enhancing sales and gas tax collections. Therefore, the recommended funding guidelines do not require a 1:1 return on investment with regard to the TDT. Instead, the proposed funding model is based on an approximate 1:3 return of TDT given the anticipated direct economic impact of signature events. The current TDC special events grant program also uses an approximate 1:3 formula based on a much smaller scale.

For first year events and existing events that are planning for expansion, the number of hotel room nights generated would be an estimate at the time of application. The Division of Tourism Development will direct the County's marketing research firm of record to conduct an economic impact study of each event funded under the Signature Event Grant Program. This would show the actual number of room nights generated and the economic impact of any event receiving funding under this category. This study would be used as a benchmark for consideration of future funding requests.

A key component for the success of the Signature Event Grant Program is that staff actively promotes the availability of these funds and proactively contacts and meets with local event rights holders, potential new event promoters, and those conducting successful events in other parts of Florida and the country. If approved by the Board, staff would initiate the process of publicizing the new signature event program as soon as possible. The TDC would conduct a review of the program near the end of FY 2014 and bring back any recommended changes for Board consideration at that time.

The addition of the Signature Event Grant Program to the three grant programs currently operated by the Division of Tourism Development (sports, special events, and meetings/conventions) combine for a full array of grant opportunities to enhance local cultural, athletic, and heritage themed offerings as envisioned by the Board and area stakeholders.

Options:

1. Approve the Tourism Signature Event Grant Program (Attachment #1).
2. Do not approve the Tourism Signature Event Grant Program.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Tourism Signature Event Grant Program
2. FY 2014 Budget Workshop Item, July 8, 2013

VSL/KM/ld

Tourism Signature Event Grant Program *Proposed Objectives, Definitions/Eligibility, and Procedures*

Objectives:

1. Supports large-scale event(s) that are/will be recognized as synonymous with the destination.
2. Increases the visibility of the destination in state, regional, national and even international media and elevates awareness of tourism's contribution to the local economy with the local media.
3. Helps establish Leon County/Tallahassee as a destination for the planned event and other opportunities.
4. Generates a minimum of 1,500 room nights for Leon County commercial lodging properties during traditionally low times of hotel occupancy.
5. Generates an economic impact for other hospitality related businesses such as restaurants and retail establishments.
6. Regenerates the investment of the Tourist Development Tax funds and also increases local sales tax collections.

Definition/Eligibility:

1. A Signature Event is:
 - a. One that follows the definition of an "event" in section 125.0104, Florida Statutes; to be an authorized use of Tourist Development Tax revenue, an event "shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity or event to tourists." By statute, a tourist is "a person who participates in trade or recreation activities outside of the county of his or her residence, or who rents transient accommodations including any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment hotel, roominghouse, mobile home park, recreational vehicle park, condominium or timeshare resort for a term of 6 months or less."
 - b. One that offers programming for the public over multiple days, or a single day while demonstrating the potential of generating a minimum of 1,500 hotel room nights; Multiple day events, because of their broader economic impact to all aspects of the local economy are preferred.
 - c. An event that occurs during traditionally low times of hotel occupancy (typically below 50%, but not a mandatory number). An event scheduled during Florida State University or Florida A&M University football game weekends, university graduation weekends, or during midweek of legislative session should not be considered for funding.
 - d. An existing event that seeks to expand, merge with other events taking place in the same time frame, or an entirely new event.
 - e. A cultural, historic, literary or musical based festival, sporting event or conference.
 - f. A collaboration between multiple partners such as Florida State University, Florida A&M University, the Florida Restaurant & Lodging Association, VISIT

FLORIDA or others to create a new event, generate added value and benefit to existing events or rebrand a series of festivals into one entity. Such an example might be to create a cultural month in the spring.

- g. One that has an organizational structure in place to fully carry out the planning, marketing and actual event production i.e. a turn-key event.
 - h. An annual, rotational or single-year event; annual events are preferred.
2. Signature events must meet community standards and align with the County's tourism marketing objectives and positioning.
 3. Signature events should not receive funds from any other County source with the exception of in-kind support.

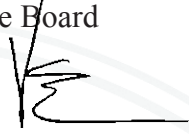
Procedures:

1. Funding for the Tourism Signature Event Grant Program will be included as part of the Division of Tourism Development's normal budget process.
2. Leon County Tourism Development will proactively solicit existing events or new events for use of these funds. Staff will be open to new ideas and give consideration to works in progress.
3. There will be no official grant cycle or deadline to apply; applications will be accepted as long as funds are available.
4. Funds will be available until exhausted.
5. Funds not spent during a fiscal year, may carry-forward to the next fiscal year if the necessary unallocated fund balanced is maintained and approved by Financial Stewardship and the Board.
6. Funds will be primarily used to market the signature event, but may be used for other purposes as authorized by section 125.0104, Florida Statutes, such as programming and production expenses as long as the main focus is the promotion of the event to visitors.
7. Funds will be provided to the recipient on a reimbursement basis upon receipt of a post event report demonstrating proof that the funds were spent as agreed upon.
8. Staff will develop a standard template for use when submitting a request for signature event grant funding to the TDC for consideration; the form will be similar to the special event application form currently in use.
9. Staff will bring all requests that meet the eligibility requirements for signature event grant funding for consideration and approval of the TDC, unless delegated by official action of the TDC.
10. Once approved by the TDC, staff will issue a letter to the grant recipient outlining the amount and authorized uses of the funds.
11. Upon receipt of a standardized post event report, staff will process the grant invoice for payment.

Leon County Board of County Commissioners Budget Workshop Item #11

July 8, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Office of Financial Stewardship Ken, Morris, Economic Development & Business Partnerships
Lead Staff/ Project Team:	Lee Daniel, Division of Tourism Development

Fiscal Impact:

This budget discussion item seeks Board approval of several new expenditures from the Division of Tourism Development's unallocated fund balance, attempts to address some of the long-term community needs identified by the Cultural Plan Review Committee with ongoing operating revenue, and the scheduling of a future workshop on the consideration of funds dedicated to the Florida Center for Performing Arts and Education. This item has a fiscal impact of \$234,500 for FY 2014 and possible implications for an additional \$50,000 in FY 2015 from the unallocated fund balance of the Tourism Development account.

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education
July 8, 2013
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Staff Recommendation:

- Option #1: Approve the \$234,500 from the Tourism unallocated fund balance to support the Red Hills International Horse Trials, the development of the Word of South Festival, and additional marketing activities related to several new area amenities.
- Option #2: Direct staff to set aside \$125,000 in grant funds to support a signature community event fund and to bring back an agenda item detailing the process and criteria to access these grant funds.
- Option #3: Direct staff to increase the sports grants funding by \$25,000 and remove any maximum restrictions for an individual award.
- Option #4: Direct staff to remove any maximum restrictions for an individual grant awarded from the special events grant program.
- Option #5: Schedule a workshop on the consideration of funds dedicated to the Florida Center for Performing Arts and Education for October 22, 2013, from 12 – 3 p.m.

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education
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Report and Discussion

Background:

Over the past several months, the Board has directed staff to provide budget discussion items for consideration as part of the current budget cycle to address a number of funding requests. The following provides a summary of this direction and additional policy guidance that will be addressed in the item:

- On January 29, 2013, the Board approved a funding request in the amount of \$36,350 for the 2013 Red Hills Horse Trials (RHHT) event and directed the Tourist Development Council (TDC) to consider a three-year funding commitment to the RHHT that would be brought back to the Board as a budget discussion item (Attachment #1).
- Following an extensive discussion on a separate issue at the May 28, 2013 Commission Meeting, the Board directed staff to bring back the funding request for the Word of South Festival as a budget discussion item (Attachment #2).
- In addition to the RHHT and Word of South funding requests for the County's FY 2014 budget, the TDC made several recommendations at its June 13th meeting for one-time expenditures from the Division of Tourism Development's unallocated fund balance. These one-time expenditures are designed to further capitalize on a number of new products within our destination to enhance visitor awareness such as the improvements to the cross country course at the Apalachee Regional Park, the launching of the Trailahassee.com website, and the opening of the Capital Cascades Amphitheater at Cascades Park.
- As discussed with the Board at the June 18, 2013 meeting, the Board and the TDC continue to receive a number of requests for funding of significant community events outside of the traditional grant cycles. This item provides an approach to establish a signature event fund to formerly address these types of requests.
- This item provides a remedy to the concerns raised by the Board at the May 28, 2013 meeting regarding the current sports grant process.
- In light of recent activity related to the Performing Arts Center, this item seeks the Board's approval to schedule a future workshop on the repurposing of funds dedicated to the Florida Center for Performing Arts and Education that would address some of the long-term community needs identified by the Cultural Plan Review Committee and provide consistent funding for the cultural grant program.

Analysis:

Over the past year, there have been a number of requests seeking funds from the Division of Tourism Development's unallocated fund balance. This analysis provides an update on the Tourism Division's unallocated fund balance, seeks Board approval of several new expenditures

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education

July 8, 2013

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from the Tourism Division's unallocated fund balance, attempts to address some of the long-term community needs identified by the Cultural Plan Review Committee with ongoing operating revenue, and the scheduling of a future workshop on the repurposing of funds dedicated to the Florida Center for Performing Arts and Education. This item has a fiscal impact of \$234,500 for FY 2014 and possible implications for an additional \$50,000 in FY 2015 from the Tourism Division's unallocated fund balance account.

The unallocated fund balance in the Tourism Division's account is \$1,246,349. This includes recent adjustments and appropriations approved by the Board including the \$125,000 for improvements to the cross country course at the Apalachee Regional Park, \$150,000 to support the hiring of a private management firm and related promotional expenses for the first year of County-sponsored events at the Capital Cascades Amphitheater, \$36,350 to support the 2013 RHHT, and \$35,000 to build a new web site for Trailhassee.com.

Based on the success of recent marketing efforts, the opening of the amphitheater, and the rollout of Trailhassee.com, the TDC would like to invest an additional \$234,500 of resources into the County's FY 2014 marketing efforts to further capitalize on a number of new products within our destination to enhance visitor awareness. The TDC recommends the following expenditures to enhance economic development through tourism:

1. Provide \$84,500 to RHHT to assist with the relocation and rebuilding of the cross country course in time for the group to host the spring 2014 event that continues to draw participants from across the United States and internationally. The Board previously approved \$36,350 for the 2013 RHHT event and RHHT does not anticipate a need for additional funds for the 2014 event beyond the recommended \$84,500 in relocation and rebuilding assistance. RHHT is unable to determine its needs for the spring 2015 event at this time so the TDC was reluctant to make a recommendation for the third year of the County's financial commitment.
2. Provide \$50,000 during FY 2014 to support the development of the Word of South Festival that would commence in the spring of 2015. At the June 13, 2013 meeting of the TDC, staff shared some of the concerns raised at the May 28th Commission meeting including the need for multi-year funding support, the level of financial commitment from the City of Tallahassee, and a review of the process by which such large funding requests are sought through the TDC. The City anticipates providing some unspecified in-kind services through its management and operation of Cascades Park. Mr. Mustian and the KCCI group working to develop the Boca Chuba Music Festival have been meeting and are discussing opportunities to possibly merge these events or work in close collaboration. Board approval would be required to allocate the remaining \$50,000 being sought for this festival. Finally, the next section of this analysis may address some of the Board's concerns about the process in which such large funding requests are made through the TDC and the ongoing need for dedicated funds to satisfy these requests.
3. \$100,000 to be utilized for additional marketing during FY 2014 in a combination of uses by both staff and the advertising/public relations agency to include:

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education
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A. Increase the number of trade shows attended; enhancing the number of media and tour operator familiarization tours; increasing and updating the destination photography and video libraries; and improving signage for the Visitor Information Center.

B. Develop a signature promotion with *Garden & Gun Magazine* or a similar publication; or develop a native application for iPhone users for Trailhassee.com or the new VisitTallahassee.com websites.

If all of the aforementioned budget issues are approved by the Board, the unallocated fund balance for the Tourism Division would be reduced by \$234,500 to \$1,011,849. The remaining unallocated fund balance would be 24% of the Tourism budget, well above the Board's minimum requirement of 15%.

Proposed Signature Event Funding and Adjustments to the Sports and Special Event Grant Process

To address some of the Board's concerns articulated at the May 28th Commission meeting during the Word of South discussion in which such large funding requests are made through the TDC, staff is proposing a remedy to the volume of funding requests for events that occur outside of the current grant program cycle and/or that seek funding beyond the current program thresholds. These requests often target the Division of Tourism Development's unallocated fund balance on a case by case basis rather than allowing for a more deliberative process. During the presentation of the Cultural Plan Review Committee' Interim Report on June 18, 2013, the Board reiterated the need for a dedicated revenue source to satisfy the funding requests for these large events that have the potential to draw visitors to the community.

Staff is seeking Board approval to create a community signature event program fund from recurring Tourism revenue in the amount of \$125,000 previously set aside for the Mary Brogan Museum through the Council on Culture and Arts (COCA) budget. This fund would be available for large cultural, athletic, or heritage themed events that have the potential to draw visitors to the community without regard to the grant cycles. Should the Board approve this option, staff will bring back an item for the Board's consideration outlining the process and strict criteria to access these funds.

Another modification to the allocation process relates to the existing Sports Grant program. Currently, the Sports Grant process has a maximum award of up to \$6,500. Unless otherwise directed by the Board, staff intends to revamp the grant program by removing the maximum award. This will allow the County to not impose artificial caps, but rather award grants based on the overall return on investment an individual event has on the community. Staff, in utilizing the existing grant application process, would further develop specific criteria possibly including such factors as:

- Room nights generated in Leon County commercial lodging establishments
- Tourist Development Tax and Sales Tax generated
- The number of expected participants
- The number of anticipated total visitors (family and friends)

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education

July 8, 2013

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- Timing of the event to coincide with lower hotel occupancy periods
- Potential for future event growth
- Potential for positive media exposure for Leon County
- Total economic impact as calculated by the Florida Sports Foundation or the Destination Marketing Association International economic impact models

To ensure the sports grant has adequate funding, it is recommending that an additional \$25,000 be added to the existing appropriation of \$90,000 for a total of \$115,000. This allocation is in addition to the existing sports “bid pool” funding which is used by the County to proactively seek sporting events to come to our community.

Similar to the sporting events grant fund, there is a special event grant fund with a \$6,500 cap. Staff recommends lifting this cap as well and establishing similar criteria to determine grant awards.

This action will bring the FY 14 COCA funding to \$354,500 for re-granting purposes and provide for \$125,000 to be utilized by the County for large signature events and \$25,000 more for sports grants.

Existing 1 Cent Allocation for the Performing Arts Center

Based on the recent direction of the Leon County Sales Tax Committee to not fund the Florida Center for Performing Arts and Education project by a 12-2 vote and the ongoing cultural needs identified in the Cultural Plan Review Committee’ Interim Report, the Board may want to identify a process for staff to start evaluating the future use of the one-cent bed tax dedicated to the performing arts center and the \$3.5 million currently set aside for its construction. While the final report of the Sales Tax Committee is not anticipated until February 2014, staff is recommending that the Board schedule a workshop for October 22, 2013, from 12 – 3 p.m. to review the existing agreements and obligations with the City and CRA regarding the performing arts center and to provide guidance on the use of these funds for future cultural or other needs.

Based on the needs identified in the Cultural Plan Review Committee’ Interim Report, staff anticipates including for the Board’s consideration, at minimum, the inclusion of grant funding for capital projects, ongoing support of the COCA re-granting process and the possible support for the proposed signature event series. Staff will develop a proposed process by which capital projects would be eligible to apply for and receive capital grant funding. A detailed analysis will be provided examining the statutory uses and limitations of tourism funds for capital improvements and cultural activities.

Title: Approval of \$234,500 in Expenditures from the Tourism Development Unallocated Fund Balance; Creation of a Signature Community Event Fund, and; Scheduling of a Workshop on the Repurposing of Funds Dedicated to the Florida Center for Performing Arts and Education
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Options:

1. Approve the \$234,500 from the Tourism unallocated fund balance to support the Red Hills International Horse Trials, the development of the Word of South Festival, and additional marketing activities related to several new area amenities.
2. Direct staff to set aside \$125,000 in grant funds to support a signature community event fund and to bring back an agenda item detailing the process and criteria to access these grant funds.
3. Direct staff to increase the sports grants funding by \$25,000 and remove any maximum restrictions for an individual award.
4. Direct staff to remove any maximum restrictions for an individual grant awarded from the special events grant program.
5. Schedule a workshop on the repurposing of funds dedicated to the Florida Center for Performing Arts and Education for October 22, 2013, from 12 – 3 p.m.
6. Board direction.

Recommendation:

Options 1, 2, 3, 4 and 5 are included in the preliminary budget.

Attachment:

1. January 29, 2013, agenda item requesting \$36,350 for the 2013 Red Hills Horse Trials.
2. May 28, 2013 agenda item requesting \$100,000 for the Word of South Festival

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**Leon County
Board of County Commissioners
Cover Sheet for Agenda #29**

January 29, 2013

To:	Honorable Chairman and Members of the Board
From:	Vincent S. Long, County Admi
Title:	Approval of Red Hills International Horse Trials Funding Request in the Amount of \$36,350

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Director, Economic Development & Business Partnerships
Lead Staff/ Project Team:	Lee Daniel, Director, Division of Tourism Development

Fiscal Impact:

This item has a fiscal impact. The recommended funding of \$36,350 to support the 2013 Red Hills International Horse Trials would come from the unallocated fund balance of the Tourism Development account. The current balance is approximately \$1 million.

Staff Recommendation:

Option #1: Approve the Resolution and associated Budget Amendment Request to provide \$36,350 from the Tourism Development unallocated fund balance to support the 2013 Red Hills International Horse Trials (Attachment #1).

Report and Discussion

Background:

The Red Hills International Horse Trials (RHHT) is one of Tallahassee's premier events and considered one of the equestrian world's top competitions. Since 1981, this annual competition has drawn spectators and participants from across the United States and numerous other countries. RHHT is governed by the Federation Equestre Internationale (FEI), which sanctions all major international trials. The 2013 event features three days of competition—dressage on March 8 with FEI Show Jumping that afternoon, cross country on March 9 and the national divisions of stadium jumping on March 10. Riders and horses from different skill levels take part, and seven different classifications are offered including: Preliminary Rider, Open Preliminary, Intermediate, and Advanced at the national levels, including the USEA World Cup Series, plus Concours International Combine (CIC) 1 Star, CIC 2 Star and CIC 3 Star at the international levels. Last year, four out of five members of the United States Olympic Team competed at Red Hills.

The 2013 event is expected to draw riders and horses from at least 25 states and 10 countries including many of the leaders in the US and international eventing community. More than 20,000 spectators are anticipated. The 2013 event will celebrate Florida's 500th anniversary of Spanish discovery with the theme "Red Hills salutes VIVA Florida 500—the role of the horse in Florida development." The Five Flags of Florida will fly over the Elinor Klapp Phipps Park and the history of the horse, first brought to the United States by Spanish explorers, will be highlighted in many ways. Exhibitions and a parade of breeds are among the plans. The sport of Eventing will be featured since it evolved from the dressage of the Spanish Riding School and used in cavalry training.

In addition to generating overnight stays in commercial lodging establishments, the RHHT brings national and international media exposure for our destination in both equestrian-related media and non-equestrian print and electronic media.

Analysis

The County has traditionally supported RHHT through the Tourism Development Council (TDC) funds with a special event grant and provided dedicated ambulance and EMS personnel on site. For the 2012 event, the TDC awarded a grant of \$6,500 and contributed \$10,000 for EMS.

Unfortunately, RHHT is facing a number of challenges this year including the following: (1) loss of three major benefactors, (2) departure of its administrative assistant, (3) having to relocate the cross country course beginning in 2014 and (4) inability to generate sponsorship funds in this depressed economy. Total expenses for hosting the 2012 event were in excess of \$320,000. Expenditures for the 2013 event are estimated to be \$355,000.

Red Hills Horse Trials has approached the City of Tallahassee and Leon County for support through cash and in-kind services for the relocation of the cross country course in time for the 2014 event. The estimated cost of moving the course to another part of the property is from \$100,000 to \$125,000.

To host an official competition, RHHT must utilize officials sanctioned by FEI. Just some of these are: two FEI stewards, one foreign and one from the United States, President of the United States Equestrian Team, and President of the International Equestrian Federation, this year from New Jersey, two additional members of each ground jury, dressage judges, two FEI-approved cross country course builders, a safety officer, a cross country controller, a show jumping course designer and five sanctioned veterinarians. The funding request is for \$6,650 to offset costs associated with travel for these sanctioned officials, \$26,200 in salaries, and \$3,500 in housing. If the Board approves the recommendation of the TDC, the funds would come from the approximately \$1 million that is in the unallocated fund balance of the Tourism Development account. At its January 10, 2013 meeting, the TDC unanimously approved a recommendation to provide the additional \$36,350 support for the 2013 event (Attachment #2), with the hope that RHHT officials can raise additional sponsorship money for the 2014 event and beyond.

In March 2009, Dr. Marianne Bonn conducted an estimated economic impact study for RHHT. At that time, the event was estimated to have a total economic impact of almost \$300,000. The event has grown in both national and international importance and recognition in the last five years.

RHHT and Springtime Tallahassee are probably the area's best-known special events. RHHT is the single most important special event from the public relations standpoint, in terms of generating national and international media exposure. Some of the visitors to Tallahassee during the trials are the leaders in the equestrian community and could be excellent contacts for future economic development opportunities. According to the local RHHT organizers, the allocation of the requested funds is critical to the success of the 2013 event.

RHHT officials have expressed some concern about the future sustainability of the event, given the aforementioned challenges. With approval of this one-time funding request, the County will contribute \$50,000 (Funding request of \$36,350, \$10,000 for EMS and awarded grant of \$4,650) toward the 2013 RHHT total expense projections of \$355,000. Staff has provided RHHT a list of local management companies to assist in raising additional sponsorship dollars for future events, and has encouraged RHHT to engage the Cultural Plan Review Committee as they evaluate community programming and funding needs.

Based on TDC's recommendation to support this request, the Board would need to approve the attached Resolution and associated Budget Amendment Request.

Options:

1. Approve the Resolution and associated Budget Amendment Request to provide \$36,350 from the Tourism Development unallocated fund balance to support the 2013 Red Hills International Horse Trials.
2. Do not approve the Resolution and associated Budget Amendment Request to provide \$36,350 from the Tourism Development unallocated fund balance to support the 2013 Red Hills International Horse Trials.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. [Resolution and Associated Budget Amendment Request](#)
2. [Memo from the Chair of the Leon County Tourist Development Council](#)

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**Leon County
Board of County Commissioners
Cover Sheet for Agenda #10**

May 2, 2013

To:	Honorable Chairman and Members of the Board
From:	Vincent S. Long, County Administrator
Title:	Consideration of a One-Time Funding Request for the Ord of South Festival in the Amount of \$100,000

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Ken Morris, Director, Economic Development & Business Partnerships
Lead Staff/Project Team:	Lee Daniel, Director, Division of Tourism Development

Fiscal Impact:

This item has a fiscal impact of \$100,000 to the Tourist Development fund. If the request is funded, staff would be directed to include \$50,000 in the FY 2014 budget from Tourist Development Tax Funds, with the remaining \$50,000 included in the FY 2015 budget.

Staff Recommendation:

Board direction.

Report and Discussion

Background:

Former City Commissioner Mar Mustian is working to develop a new annual festival for Tallahassee and Leon County called Ord of South. The proposed festival would be unique to Tallahassee and would combine literature and music to be held over a weekend beginning in the spring 2015. Mr. Mustian has established a non-profit corporation and has, at present, a 12-member steering committee, with a willingness to add additional members.

Mr. Mustian made a presentation to the Tourist Development Council (TDC) at its March 6, 2013 meeting and requested financial support from the Tourist Development Tax (TDT) in the amount of \$100,000. This amount would be a dollar-for-dollar match to the funds Mr. Mustian is personally contributing. The TDC approved a motion to support the festival in the amount of \$100,000. Mr. Mustian intends to leverage his personal funds and the potential County TDT funds in a state cultural grant application due June 1, 2013.

Analysis:

As a published author, Mr. Mustian has spoken and participated in literary festivals. He has also noted that, in Tallahassee, he began to question why there is not a similar festival in Tallahassee. The Ord of South is a proposed special event designed to draw

people from outside Tallahassee and will feature well-known writers and musicians combining their talents in different ways. The festival has initial funding through a gift of \$100,000 from Mr. Mustian.

The festival is committed to a broad range of programming, including minority authors and musicians, programming for children and other events to match the interests of the community. Although there is some flexibility in the date, the tentative days for the initial year are February 2 to March 1, 2015.

The festival's initial budget is targeted at \$300,000 with one-half of this amount used to pay for bringing artists to Tallahassee. The remaining budget would be used for marketing, publicity and the logistics of putting on the various events. Private companies will be solicited for sponsorships, and Tallahassee Community College has indicated an interest in being a major supporter. The festival has developed an active outreach effort for private and public donations. Additionally, the group expects to submit a state grant application in June 2013.

Mr. Mustian's March 6, 2013 presentation to the TDC requested the council recommend the Board approve matching his initial \$100,000 gift with proceeds from the TDT. There was lengthy discussion followed by a question and answer period (Attachment #1). The TDC unanimously approved a recommendation to the Board in support of \$100,000 from the TDT with funding being spread out over two fiscal years to allow staff to determine the final payment schedule. Should the Board concur with the TDC to provide \$100,000 for the Board of South Festival, staff would recommend using \$50,000 from the unallocated fund balance during FY 2013 and another \$50,000 in FY 2015.

Board of South is not eligible to apply for COCA grants because the festival has not been providing programming in its discipline for at least three complete fiscal years nor does the organization have multiple event cultural programming that is regularly available to the public or produced throughout the year (Attachment #2). Board of South would be eligible to apply under current guidelines for the Tourism Development Special Event Grants, but their application would have to occur in June 2013 for the FY 2013-2015 budget cycle, and the maximum award would only be \$6,500. Aside from the \$6,500 award limit, Mr. Mustian is seeking a commitment from the Board to enhance a cultural grant application due to the state on June 1, 2013.

Members of the TDC, who have worked with Mr. Mustian in the past, expressed confidence in his thoroughness and in the amount of research put into the plan thus far. The fact that he has made a personal financial commitment was also persuasive. Mr. Mustian was able to overcome some concerns that if the total \$300,000 budget is not raised, TDT funds would be returned and that his private donation would be spent before any bed tax funds are used. If successful, Mr. Mustian hopes additional sponsors will help sustain future festivals.

There are a number of ongoing community efforts relating to culture and tourism that will require the Board's attention during the July budget workshops, as they are seeking or contemplating funds from the TDT unallocated fund balance. Some of these programs have been requested by the Board, while others have independently sought support through the TDC. For example, a KCCI Catalyst Group made a presentation at the May 13, 2013 TDC meeting for the Boca Chuba Music Festival, scheduled to take place on April 11-13, 2014 at Cascades Park (Attachment #3). The group did not make a formal request for funding support at that time, but provided the TDC with an update of its activities and suggested that TDC funds may be sought in the future.

At the Board's direction, staff is continuing to work with organizers of the Red Hills International Horse Trials to develop a recommendation for additional funding support through the TDT that would include assistance in relocating the course prior to the 2014 event. This will impact the amount of funds in the unallocated fund balance of the TDC to support the Board of South event or other requests. Therefore, staff will prepare a budget discussion item explaining each of the ongoing funding requests and their impact to the overall TDT fund balance. For these reasons, a Budget Amendment and Resolution (BAR) have not been prepared for this agenda item. Instead, the BAR will be included in the July budget discussion item to offer the Board a comprehensive summary of the expenditures being sought from the TDT fund balance.

The Board's approval to support the recommendation of the TDC by funding the Board of South Festival in the amount of \$100,000 over the next two fiscal years will provide Mr. Mustian the commitment needed to enhance his cultural grant application for state funds.

Options:

1. Approve the recommendation of the Tourist Development Council to support the ord of South Festival in the amount of \$100,000, and direct staff to include \$50,000 in the proposed F 201budget and \$50,000 in the proposed F 2015 budget.
2. Do not approve the recommendation of the Tourist Development Council to support the ord of South Festival in the amount of \$100,000.
3. Board direction.

Recommendation:

Board direction.

Attachments:

1. [Minutes of the March 6, 2013 meeting of the Leon County Tourist Development Council](#)
2. [COCA rant Eligibility uidelines](#)
3. [Boca Chuba Music Festival Fact Sheet](#)

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**Leon County
Board of County Commissioners**


Notes for Agenda Item #22

Leon County Board of County Commissioners

Cover Sheet for Agenda #22

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of Funding Request from the Disabled American Veterans in the Amount of \$10,963 Toward the Purchase of a New Replacement 12-Passenger Van

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Felisa Barnes, Principal Management and Budget Analyst

Fiscal Impact:

This item has a fiscal impact. Funding for the Disabled American Veterans' request is available in the Veterans Services Military Grant Program budget.

Staff Recommendation:

Option #1: Approve the funding request from the Disabled American Veterans' in the amount of \$10,963 toward the purchase of a new replacement 12-passenger van.

Report and Discussion

Background:

At the November 19, 2013 meeting, at Commissioner Lindley's request, the Board directed staff to bring back an agenda item to consider the Disabled American Veterans (DAV) Chapter 5 Tallahassee funding request toward the purchase of a new 12-passenger van (Attachment #1). The van would be used to transport veterans to and from medical facilities throughout North Florida. The previous van was deemed totaled in an accident and was uninsured. The DAV thought the Veterans Administration (VA) had vehicle coverage for the van. Through miscommunication, the van became uninsured, and no funds are available for replacement.

The DAV is a national veteran's advocacy and assistance charitable organization. One of the DAV's missions is "to provide free, professional assistance to veterans and their families in obtaining benefits and services earned through military service and provided by the Department of Veterans Affairs and other agencies of the government." The DAV currently works with the County's Veteran Services Division to transport those veterans needing transportation services to Lake City and Gainesville for compensation and pension examinations.

Analysis:

The local chapter of the DAV serves 47,755 veterans in Leon and 10 neighboring counties in North Florida and South Georgia. A total of 17,451 or 35% of those veterans reside in Leon County.

The DAV proposes the 11 counties it serves pay a "fair share" of the \$30,000 cost to purchase the van. After acquiring the van, the DAV will donate the van to the VA, which will assume all operating expenses, including insurance, maintenance, and fuel; therefore, the counties will bear no additional costs outside the purchase of the van. DAV has assured staff that they will coordinate closely with the VA to ensure the new van has proper vehicle insurance.

At the time of this writing, three counties (Franklin, Gadsden, and Liberty) have committed their share of the costs, and five other counties are taking the request to their Boards for approval.

Leon County's proportionate share is estimated at \$10,963 or 35% percent of the cost of the van. Annually, as part of the budget process, the Board budgets \$100,000 to provide property tax relief grants to qualifying veterans. An analysis of the past year's grant issuances indicates funding will be available to cover the funding request for the van. Grant issuances have been trending at approximately \$75,000 annually. If the Board approves this request, the County Administrator, will administratively amend the budget to ensure the funding is placed in the appropriate expenditure account.

Options:

1. Approve the funding request from the Disabled American Veterans' in the amount of \$10,963 toward the purchase of a new replacement 12-passenger van.
2. Do not approve the funding request from the Disabled American Veterans' in the amount of \$10,963 toward the purchase of a new replacement 12-passenger van.
3. Board direction.

Recommendation:

Options #1

Attachment:

1. Disabled American Veterans Letter



FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

**Chapter 5 Tallahassee
P. O. Box 12005
Tallahassee, FL 32317-2005**

October 30, 2013

Leon County
Board of County Commissioners
301 S. Monroe St. 5th Floor
Tallahassee, FL 32301

Dear Commissioner,

The Disabled American Veterans (DAV) serves our area Veterans who reside in eleven (11) North Florida and three (3) South Georgia counties. Several hundred Veterans require transportation from Tallahassee to and from various North Florida medical facilities.

In addition to providing Veterans with Disability Compensation and Pension Claim services, DAV Chapter 5 Tallahassee provides, at absolutely no charge, a van and a team of volunteer drivers as part of our commitment to the DAV Nationwide Transportation Network. Our all-volunteer driver team donates an average of 200 days and over 2,100 hours a year. Recently, our van was involved in an accident in which the van was "totaled".

We are asking the fourteen (14) county governments we serve to make a 'fair share' donation towards the purchase of a new replacement 12-passenger van which is estimated to cost \$30,000. Please consider asking one or more of your city governments to assist with donating a portion of the 'fair share'. We have enclosed a 'Fair Share Donation by County'spreadsheet. Below is a brief explanation as to how the 'fair share' donations were determined:

Using the overall total of 47,755 Veterans served in the 14 counties, we calculated a "% to Total" for each county and then multiplied this percentage times the goal of \$30,000 to determine a 'fair share' donation.

Your Veterans and the DAV thank you very much, in advance, for your generosity and your acceptance of your vital role which will allow the DAV to continue meeting the medical treatment transportation needs of your resident Veterans. Our goal is to purchase the new van no later than December 31, 2013.

If you have any questions please contact either Mike Ford or Ray Wright, DAV Service Officers, 850-878-0191, ext. 2016, from 8:00 AM to 3:00 PM, Monday thru Thursday. Please make your 'fair share' check payable to DAV Chapter 5 Tallahassee and mail to P.O. Box 12005, Tallahassee, FL, 32317-2005.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Johnnie Jones', is written over the typed name below.

Johnnie Jones, Commander
DAV Chapter 5 Tallahassee

enclosure:

Disabled American Veterans New Veterans Van Project

**DAV Van Purchase Fund Goal - \$30,000
Fair Share Donation by County**

St.	Counties Served by the DAV Van	# of Veterans		Requested Fair Share	Donations Received	
		Total	% to Total		Date	Amount
FL	Franklin	1,236	2.588%	\$ 776.46		
	Gadsden	3,355	7.025%	\$ 2,107.63		
	Holmes	2,127	4.454%	\$ 1,336.20		
	Jackson	4,865	10.187%	\$ 3,056.22		
	Jefferson	1,416	2.965%	\$ 889.54		
	Leon	17,451	36.543%	\$ 10,962.83		
	Liberty	554	1.160%	\$ 348.03		
	Madison	1,796	3.761%	\$ 1,128.26		
	Taylor	2,176	4.557%	\$ 1,366.98		
	Wakulla	2,730	5.717%	\$ 1,715.00		
	Washington	2,220	4.649%	\$ 1,394.62		
GA	Decatur	1,982	4.150%	\$ 1,245.11		
	Grady	1,885	3.947%	\$ 1,184.17		
	Thomas	3,962	8.297%	\$ 2,488.95		
Totals		47,755	100.000%	\$ 30,000.00		

Upon purchasing the new DAV Van, it will be donated to the VA as is the procedure used by the DAV Nationwide Transportation Network. Upon taking possession of the new van, the VA will assume the responsibility for all van operating expenses such as maintenance, fuel, insurance.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #23

Leon County Board of County Commissioners

Cover Sheet for Agenda #23

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of FY 13/14 Insurance Coverages

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Karen Melton, Risk Management

Fiscal Impact:

This item has a direct fiscal impact to the County. The overall cost of insurance premiums (exclusive of health) for FY 13/14 is \$1,634,712. This is a \$99,712 increase over FY 12/13 expiring coverage. Funds are included in the FY 13/14 budget to support this anticipated expenditure.

Staff Recommendation:

Option #1: Approve the FY 13/14 insurance coverages, and authorize the County Administrator to place insurance coverages for Property; Excess Workers' Compensation; and General Liability as specified in Option 1 (Attachment #1).

- Excess Workers' Compensation; Florida Municipal Insurance Trust \$185,294
- General Liability (including Public Official; Employment Practices Liability; Auto and Medical Malpractice): OneBeacon \$436,490 and Admiral Ins. Co. \$11,021.
- Property Insurance (total insured value \$351,218,716); Zurich \$798,110
- As the provider for General Liability, authorize Brown & Brown to place Pollution; Accidental Death & Dismemberment; and, Aviation Liability Coverages.

Report and Discussion

Background:

On October 11, 2011, the Board approved the award of broker services for Leon County, through a Request for Proposals process, to Brown and Brown of Florida, Inc. The contract period is from October 2011 through September 30, 2014, with two optional one-year renewal periods. This process allowed the County's existing brokers and other qualified brokers the opportunity to provide quotes for the County's insurance needs. Additionally, the County reserved the right to place coverage outside of the broker services agreement with trusts, pools, etc. that do not require broker services.

Analysis:

The County purchases three main lines of insurance (property, general liability, and excess workers' compensation) and then a series of smaller coverages. Brown and Brown was required to obtain quotes from the County's current carriers for property and general liability (Zurich and OneBeacon, respectively) and at least two additional quotes (or proof of effort) for each line of coverage from A.M.Best "A+" XV rated carriers to ensure competitive pricing (Attachment #1).

The benefits to the County in utilizing this approach are: 1) to save the County money through the competitive procurement of services, and 2) to validate the current level of insurance and agent/broker services are in the best interest of the County. The County's current coverages expire December 15, 2013.

Property insurance quotes are limited to Zurich as a dedicated (non-shared), 100% total insured value product. Multiple carriers were approached, but all declined to quote, based on the current Zurich pricing, terms and conditions. None of the carriers are able to offer a program with the full limits (current TIV for the County is \$351,218,716) at a rate comparable to Zurich. Zurich is offering a flat-rate renewal for FY 13/14. The increase in premium from FY 12/13 to FY 13/14 is a function of increases in the value of County-owned property; i.e. the Public Safety Complex (note, the City of Tallahassee reimburses the County for the City's pro-rata share of the complex). The total premium increased \$8,274, from \$789,836 to \$798,110.

General liability quotes are limited to OneBeacon with a minimum of \$3,000,000 aggregate loss limit (the limits of coverage for the policy period). The quote includes General Liability, Public Official Liability, and Automobile Liability, packaged together. As with property coverage, multiple carriers were approached for these lines of coverage, but all declined to quote, based on the current OneBeacon pricing, terms and conditions. The total premium increased \$42,941, from \$393,519 to \$436,490.

The Florida Municipal Insurance Trust, working in conjunction with the Florida Association of Counties Trust (FACT), was contacted directly by the County for purposes of soliciting a quote for these property and liability coverages. FACT declined to provide coverage quotes for either Property or General Liability, but did provide quotes for Automobile Liability and Excess Workers' Compensation (Attachment #2).

It is important to note, that if and when the County opts to change carriers for General Liability coverage, a “retro date” is required of the new carrier. This means that the new carrier has coverage responsibilities for claims that arise during the contract period, even if the actual claim event took place prior to the contract period. This removes gaps in coverage between carriers. The County’s current retro date is October 1, 1998.

The County maintains a self-insured retention of \$500,000 per claim for Workers’ Compensation and Excess insurance is triggered only when an individual claim exceeds this retention. The Carriers, in addition to the current carrier, were approached; but again, although there is an increase in the premium, all declined to quote, based on the current pricing from the Florida Municipal Insurance Trust. Excess Workers’ Compensation quote was provided outside the broker services agreement through the Florida Municipal Insurance Trust at a cost of \$185,294.

Table 1 provides a summary of the expiring and renewing coverages with corresponding premiums.

**Table 1:
Comparison of Expiring Insurance Coverages and Renewing Coverages with Corresponding
Premiums Provided by Broker of Record**

Coverage Type	FY 12/13 Expiring Coverage Cost	FY 13/14 Renewing Coverage Cost
Property	\$789,836	\$798,110
General Liability	\$393,519	\$436,490
Public Official	Included in GL	Included in GL
Med/Malpractice	\$10,845	\$11,021
Auto	\$Included in GL	Included in GL
Surcharges	\$5,115	\$8,128
Crime	\$5,191	\$5,514
Excess Workers’ Comp	\$117,418	\$185, 294
Third Party Admin.	\$55,874	\$55,875
Pollution	\$56,913	\$45,417
AD&D	\$310	\$310
AD&D – Law Enforcement	\$18,672	\$18,672
Aviation	\$42,045	\$29,883
Broker Fee	\$39,999	\$39,999
Total	\$1,535,000	\$1,634,712

As reflected in Table 1, the total insurance costs for insurance renewals are approximately 6.25% higher than for FY 12/13. These premium increases are a function of structural improvements to County-owned facilities; newly acquired properties and vehicles; and increases in payroll, as opposed to increases in insurance rates.

Options:

1. Authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation, and General Liability as specified in Option 1:
 - Excess Workers' Compensation; Florida Municipal Insurance Trust, \$185,294
 - General Liability (including Public Official, Employment Practices Liability; Auto and Medical Malpractice); One Beacon \$436,490; and Admiral Ins. Co.; \$11,021
 - Property Insurance (total insured value \$351,218,716; Zurich, \$798,110
 - As the provider for General Liability, authorize Brown & Brown to place pollution, accidental death and dismemberment, and aviation liability coverages.
2. Do not authorize the County Administrator to place insurance coverages for Property, Excess Workers' Compensation, and General Liability, as specified in Option 1.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Quotation Summary and Spreadsheet Provided by Brown & Brown
2. Quotation Summary by Florida Municipal Insurance Trust

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

INSURANCE PROPOSAL

Effective: 12/15/2013 – 12/15/2014

Presented By:

Steve Farmer
Vice President
Sales Manager

Mary Fanning, AAI
Account Manager

Marie Blom, CPSR
Claims Analyst



Leon County Board of County Commissioners

This proposal contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, refer to the policy document. A specimen copy is available upon request. In the event of any differences between the policy and this summary, the policy will control

Leon County Board of County Commissioners

Zurich American Insurance Company

PROPOSED PROPERTY COVERAGES

Client ultimately chooses value insured

Location of Premises:

See Schedule of Locations

Description of Property:

Building & Contents
Flood Limit – Per Occurrence & Aggregate

Limits of Coverage:

\$ 351,218,761
See Schedule

Description of Coverage:

Building & Personal Property Coverage Form
Causes of Loss – Special Form Excluding Earthquake, in addition to standard policy exclusions

Coinsurance:

None

Valuation:

Replacement Cost Coverage

Deductible:

Named Windstorm & Hail: Per Occurrence, Per Location	See Schedule
Flood, Per Occurrence, Per Location	See Schedule
All Other Perils Per Occurrence	\$ 25,000

Forms, Endorsements, Exclusions include (but are not limited to):

Standard Policy Forms, Endorsements, Exclusions as issued by ISO or Carrier
Cap on Losses From Certified Acts of Terrorism
Disclosure of Important Information Related to TRIA
Important Notice – In Witness Clause
Florida Changes – Legal Action Against Us
Florida Changes – Cancellation and Nonrenewal
Common Property & Casualty Risk Management Plans – FL
Enabling Endorsement

NOTE:

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.

Leon County Board of County Commissioners

Zurich American Insurance Company

PROPOSED PROPERTY COVERAGES (Continued)

Client ultimately chooses value insured

Additional Coverages:

Consequential Loss – Net Leasehold Interest	\$ 25,000	Per Premises
Consequential Loss – Tenant’s Improvements and Betterments	\$ 250,000	Per Premises
Consequential Loss – Undamaged Stock	\$ 250,000	Per Premises
Contamination By A Refrigerant	\$ 25,000	Per Premises
Debris Removal – Covered Property	Covered	
Debris Removal – Supplemental Limit	\$ 250,000	Per Occurrence
Debris Removal – Uncovered Property	\$ 2,500	Per Occurrence
Deferred Payments	\$ 50,000	Per Occurrence
Electronic Vandalism Direct Damage	\$ 25,000	Annual Aggregate
Expediting Expense	\$ 25,000	Per Premises
Fairs or Exhibitions Personal Property	\$ 50,000	Per Occurrence
Fire Department Service Charge	\$ 250,000	Per Premises
Fire Protective Equipment Refills	Covered	
Inflation Guard Real Property	4% Annual	
Personal Property	4% Annual	
Lock and Key Replacement	\$ 25,000	Per Premises
Microorganisms	\$ 25,000	Annual Aggregate
Newly Acquired Premises (Applies Separately to Each Premises)		
Real Property	\$ 1,000,000	For 180 Days
Personal Property	\$ 1,000,000	For 180 Days
Newly Acquired Property (180 Days) Real Property	\$ 250,000	Per Premises
Personal Property	\$ 250,000	Per Premises

Leon County Board of County Commissioners

Zurich American Insurance Company

PROPOSED PROPERTY COVERAGES (Continued)

Client ultimately chooses value insured

Additional Coverages:

Off-Premises Service Interruption Direct Damage	\$ 100,000	Per Premises
Outdoor Trees, Shrubs, Plants or Lawns	\$ 250,000 \$ 5,000	Per Premises Per Tree, Shrub, Plant, or Lawn
Pollutant Clean Up and Removal Land and Water	\$ 25,000	Annual Aggregate Per Premises
Preservation of Property	180 Days	
Professional Fees	\$ 25,000	Per Occurrence
Reported Unscheduled Premises Real Property	Not Covered	
Personal property	Not Covered	
Reward Payments	\$ 25,000	Per Occurrence
Salespersons Samples	\$ 25,000	Per Occurrence
Spoilage – Equipment Breakdown	\$ 100,000	Per Premises
Theft Damage to Buildings	Covered	
Unreported Premises Real Property	\$ 100,000	Per Unreported Premises
Personal Property	\$ 100,000	Per Unreported Premises

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 PROPERTY - STATEMENT OF VALUES

BLDG #	DESCRIPTION OF OCCUPANCY (If Vacant, state "Vacant" if Under Construction, state "Under Construction," If Historic Bldg state "Historic")	ADDRESS	City	ST	Zip	Building Replacement Value	Contents Replacement Value	EDP Equipment Replacement Value	Flood Limit	Flood Deductible	Named Storm - Direct Damage Deductible	\$2M A/R	\$2M V/P	\$100K Fine Arts
001	Main Library	200 W. Park Ave.	Tallahassee	FL	32301	15,955,900	9,177,893	413,424	5,000,000	25,000	1,277,400		X	X
002	Library - Fort Braden	16327 Blountstown Hwy.	Tallahassee	FL	32310	661,610	532,324	49,814	1,245,000	25,000	62,200		X	X
003	Cedar Hill Park Boat Landing Lake Immonia	461 Cedar Hill Landing Rd	Tallahassee	FL	32312	7,592	0	0	8,000	1,000,000	5,000			
004	Crowder Landing Lake Jackson	1300 Crowder Road	Tallahassee	FL	32302	6,300	0	0	7,000	25,000	5,000			
005	Fairground - Geddis House	400-600 Paul Russell Rd.	Tallahassee	FL	32301	34,850	0	0	35,000	25,000	5,000			
006	Fairground - Swine Barn	400-600 Paul Russell Rd.	Tallahassee	FL	32301	256,478	0	0	257,000	25,000	12,900			
007	Ft. Braden Community Center	16387 Blountstown Highway	Tallahassee	FL	32310	1,021,100	20,000	0	1,042,000	25,000	52,100			
008	LC SO - Dorm A	2825 Municipal Way	Tallahassee	FL	32310	307,100	0	0	308,000	25,000	15,400			
009	LC SO - Dorm B	2825 Municipal Way	Tallahassee	FL	32310	307,100	0	0	308,000	25,000	15,400			
010	LC SO - Dorm C	2825 Municipal Way	Tallahassee	FL	32310	307,100	0	0	308,000	25,000	15,400			
011	LC SO - Dorm D	2825 Municipal Way	Tallahassee	FL	32310	307,100	0	0	308,000	25,000	15,400			
012	Micosukee Community Center	13887 Moccasin Gap Rd	Tallahassee	FL	32309	226,080	35,300	0	262,000	25,000	13,100			
013	Mosquito Control Trailer Now called "Drug & Alcohol Testing Program"	501 S. Appleyard Dr.	Tallahassee	FL	32304	81,945	10,000	2,800	95,000	25,000	5,000			
014	Operations - Ash Rd Hay Barn	Ash Road	Tallahassee	FL	32301	40,279	2,000	0	43,000	25,000	5,000			
015	Operation - Hay Barn	2280 Micosukee Rd.	Tallahassee	FL	32308	11,275	1,000	0	13,000	1,000,000	5,000			
016	SW Hazardous Waste Warehouse Now used as "Recycling Bldg."	7550 Apalachee Pkwy.	Tallahassee	FL	32311	95,400	56,700	0	153,000	25,000	7,700			
017	Wainwright Landing Lake Talquin	4135 Wainwright Road	Tallahassee	FL	32310	13,137	0	0	14,000	1,000,000	5,000			
018	Courthouse	301 S. Monroe Street	Tallahassee	FL	32301	81,747,840	5,123,600	3,403,340	5,000,000	25,000	4,513,800	X	X	X
019	Fairground Restroom	400-600 Paul Russell Rd.	Tallahassee	FL	32301	134,380	0	0	135,000	25,000	6,800			
020	Fairground Restrooms	400-600 Paul Russell Rd.	Tallahassee	FL	32301	131,180	0	0	132,000	25,000	6,600			
021	Agricultural Center	615 Paul Russell Rd.	Tallahassee	FL	32301	1,070,910	250,300	51,340	1,373,000	25,000	68,700			
022	Coe's Landing	1200 Coe's Landing Rd.	Tallahassee	FL	32310	71,910	0	0	72,000	25,000	5,000			
023	Fairground - Admin Building	400-600 Paul Russell Rd.	Tallahassee	FL	32301	170,800	0	0	171,000	25,000	8,600			
024	Fairground - Food Booths	400-600 Paul Russell Rd.	Tallahassee	FL	32301	295,300	0	0	296,000	25,000	14,800			
025	Fairground - Info. Booth	400-600 Paul Russell Rd.	Tallahassee	FL	32301	31,775	0	0	32,000	25,000	5,000			
026	Fleet Management Building	2288 Micosukee Rd.	Tallahassee	FL	32308	1,836,960	492,200	10,644	2,340,000	25,000	117,000			
027	Halls Landing - Hwy 20E Lake Talquin	2997 Luther Hall Road	Tallahassee	FL	32310	92,940	0	0	93,000	1,000,000	5,000			

**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 PROPERTY - STATEMENT OF VALUES**

BLDG #	DESCRIPTION OF OCCUPANCY (If Vacant, state "Vacant" if Under Construction, state "Under Construction," If Historic Bldg state "Historic")	ADDRESS	City	ST	Zip	Building Replacement Value	Contents Replacement Value	EDP Equipment Replacement Value	Flood Limit	Flood Deductible	Named Storm - Direct Damage Deductible	\$2M A/R	\$2M V/P	\$100K Fine Arts
028	Health Department	2965 Municipal Way	Tallahassee	FL	32304	2,334,640	391,300	143,800	2,870,000	25,000	143,500	X	X	
029	Public Works Center	2280 Miccosukee Rd.	Tallahassee	FL	32308	2,766,560	625,200	211,452	1,000,000	1,000,000	1,820,200		X	
030	Purchasing Warehouse	2288 Miccosukee Rd.	Tallahassee	FL	32308	539,410	412,000	22,877	975,000	25,000	48,800		X	
031	Sunset Landing Lake Jackson	4800 Jackson Cove Road	Tallahassee	FL	32301	62,850	0	0	1,000,000	1,000,000	5,000			
032	SW Landfill Site & Buildings	7550 Apalachee Pkwy.	Tallahassee	FL	32311	1,016,000	98,400	33,524	25,000	25,000	57,400	X		
033	Williams Landing Lake Talquin	951 Williams Landing Road	Tallahassee	FL	32310	67,040	0	0	1,000,000	1,000,000	5,000			
034	LCSO - Sheriff's Dept.	2825 Municipal Way	Tallahassee	FL	32304	5,825,630	1,502,700	149,400	5,000,000	25,000	373,900		X	
035	LCSO - Jail	531 Appleyard Drive	Tallahassee	FL	32304	70,219,240	5,475,600	678,000	5,000,000	25,000	3,818,700		X	
036	Amtrak Station	918 Railroad Avenue	Tallahassee	FL	32310	1,359,170	147,300	54,602	1,562,000	25,000	78,100	X	X	
037	Animal Control	501 S. Appleyard Dr.	Tallahassee	FL	32304	0	39,532	0	40,000	25,000	5,000			
038	Community Services Bldg Inc Mosquito Control & Pre-trial Release	501 Appleyard Dr.	Tallahassee	FL	32304	657,740	252,400	78,510	989,000	25,000	49,500		X	
039	Fac. Mgt. Offices & Storage	1907-A S. Monroe St.	Tallahassee	FL	32301	536,383	283,284	71,764	892,000	25,000	44,600		X	
040	Growth Management (Storage)	3401 W. Tharpe Street	Tallahassee	FL	32301	1,750,554	89,234	0	1,840,000	25,000	92,000			
041	LCSO - Boot Camp	2829 Municipal Way	Tallahassee	FL	32301	1,744,340	146,600	0	1,891,000	25,000	94,600			
042	Library - BL Perry	2817 S. Adams St.	Tallahassee	FL	32301	2,057,771	1,161,993	86,304	2,307,000	25,000	165,400		X	
043	Library Collection	Bookmobile	Tallahassee	FL	32301	N/A	475,514	Incl		25,000	46,100			
044	Mosquito Control - Shop	501 S. Appleyard Dr.	Tallahassee	FL	32301	585,730	336,200	0	922,000	25,000	151,800			
045	Roberts & Stevens Clinic	1515 Old Bainbridge Rd.	Tallahassee	FL	32301	2,542,157	484,300	8,340	3,035,000	25,000	136,600	X	X	
046	Southside Health Clinic	872 W. Orange Ave.	Tallahassee	FL	32301	2,305,690	407,700	16,680	2,731,000	25,000	5,000	X	X	
047	Tax Collector - Blountstown	870-1 Blountstown Highway	Tallahassee	FL	32301	0	21,626	8,800	31,000	25,000	5,000	X	X	
048	Tax Collector - Cross creek	1210 G. Capital Circle S.E.	Tallahassee	FL	32301	0	8,803	13,950	23,000	25,000	5,000	X	X	
049	Tax Collector - Sugar Creek	2810 Sharer Road Suite 17	Tallahassee	FL	32312	0	11,908	6,100	19,000	25,000	48,200	X	X	
050	Tourist Development Center	106 E. Jefferson Street	Tallahassee	FL	32301	901,880	15,000	46,300	964,000	25,000	221,100			X
051	Traffic Court	1920 Thomasville Road	Tallahassee	FL	32301	3,870,498	536,400	13,427	4,421,000	25,000	100,500	X	X	
052	Fac. Mgt. Shop (MVI)	1907 South Monroe Street	Tallahassee	FL	32301	1,265,290	735,000	9,113	2,010,000	25,000	24,100			
053	Fairground - Cattle Barn	400-600 Paul Russell Rd.	Tallahassee	FL	32301	480,220	0	0	481,000	25,000	12,900			

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 PROPERTY - STATEMENT OF VALUES

BLDG #	DESCRIPTION OF OCCUPANCY (If Vacant, state "Vacant" if Under Construction, state "Under Construction," If Historic Bldg state "Historic")	ADDRESS	City	ST	Zip	Building Replacement Value	Contents Replacement Value	EDP Equipment Replacement Value	Flood Limit	Flood Deductible	Named Storm - Direct Damage Deductible	\$2M A/R	\$2M V/P	\$100K Fine Arts
054	Fairground - Goat Barn	400-600 Paul Russell Rd.	Tallahassee	FL	32301	256,478	0	0	257,000	25,000	12,900			
055	Fairground - Petting Zoo	400-600 Paul Russell Rd.	Tallahassee	FL	32301	256,478	0	0	257,000	25,000	12,900			
056	Fairground - Building # 3	400-600 Paul Russell Rd.	Tallahassee	FL	32301	256,478	0	0	257,000	25,000	12,600			
057	Fairground - Building # 1	400-600 Paul Russell Rd.	Tallahassee	FL	32301	251,370	0	0	252,000	25,000	16,800			
058	Fairground - Building # 2	400-600 Paul Russell Rd.	Tallahassee	FL	32301	335,440	0	0	336,000	25,000	14,400			
059	Fairground - Building # 4	400-600 Paul Russell Rd.	Tallahassee	FL	32301	287,950	0	0	288,000	25,000	12,900			
060	Fairground - Building # 6	400-600 Paul Russell Rd.	Tallahassee	FL	32301	256,478	0	0	257,000	25,000	16,400			
061	Heliport	3274 SW Capital Cir.	Tallahassee	FL	32301	301,850	18,200	6,781	327,000	25,000	91,700			
062	Library - Lake Jackson	3840 North Monroe St.	Tallahassee	FL	32301	0	1,784,205	49,052	1,834,000	25,000	263,400		X	
063	Library - Northeast	5513 Thomasville Rd.	Tallahassee	FL	32301	3,066,862	2,145,299	54,610	5,000,000	25,000	5,000		X	X
064	SW Blount Roll-Off	21250 Blount St. 32310	Tallahassee	FL	32301	25,799	3,560	0	30,000	25,000	5,000			
065	SW Ft Braden Roll-Off	2485 Joe Thomas Rd. 32310	Tallahassee	FL	32301	46,198	585	0	47,000	25,000	5,000			
066	SW Miccosukee Roll-Off	711 Miccosukee Rd. 32308	Tallahassee	FL	32301	59,555	10,584	0	71,000	25,000	5,000			
067	Sw Woodville Roll-Off	2485 Henry Jones, Woodville	Tallahassee	FL	32301	46,156	12,625	0	59,000	25,000	5,000			
068	Library - Parkway Crosscreek Shopping Center	1210 Capital Circle VACATED. LEASED PROPERTY	Tallahassee	FL	32301									
069	Transfer Building #1 - Office Building	4900 Gum Rd	Tallahassee	FL	32304	161,460	53,800	26,886	243,000	25,000	12,200			
070	Transfer Building #2 - Scale House	4900 Gum Rd	Tallahassee	FL	32304	26,610	9,800	4,253	41,000	25,000	5,000			
071	Transfer Building #3 - Storage Building	4900 Gum Rd	Tallahassee	FL	32304	64,525	43,100	0	108,000	25,000	5,400			
072	Transfer Building #4 - Transfer Station w/ Tipping Floor	4900 Gum Rd	Tallahassee	FL	32304	1,509,940	200,600	0	1,711,000	25,000	85,600			
073	Bank of America Building	315 S Calhoun St	Tallahassee	FL	32301	18,461,060	3,904,900	644,287	5,000,000	25,000	1,150,600			
074	Stoneler Park	5225 Stoneler Road	Tallahassee	FL	32303	0	3,013	0	4,000	1,000,000	5,000			
075	EMS Bdg - Office	2290 Miccosukee Road	Tallahassee	FL	32308	80,500	107,000	27,305	215,000	25,000	10,800	X		
076	BOA Building - Annex	311 S Calhoun St	Tallahassee	FL	32308	1,220,600	30,500	14,850	1,266,000	25,000	63,300	X	X	
077	Volunteer Fire Department Station #29	4245 Heatherwood Dr	Tallahassee	FL	32309	40,000	0	0	40,000	25,000	5,000			
078	Volunteer Fire Department Station #30	6370 Williams Rd	Tallahassee	FL	32311	40,000	0	0	40,000	25,000	5,000			
079	Volunteer Fire Department Station #32	11829 Blountstown Hwy	Tallahassee	FL	32310	40,000	0	0	40,000	1,000,000	5,000			
080	Volunteer Fire Department Station #31	6525 Smith Creek Rd	Tallahassee	FL	32301	40,000	0	0	40,000	1,000,000	5,000			

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
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081	Chaires Community Center	4768 Chaires Cross Road Also See Loc #95	Tallahassee	FL	32301	191,650	35,300	0	227,000	1,000,000	11,400			
082	Old Bainbridge House, Pavillion	6024 Old Bainbridge Road	Tallahassee	FL	32301	217,957	0	0	218,000	25,000	10,900			
083	Amtrak Warehouse	918 Railroad Avenue	Tallahassee	FL	32301	588,460	4,000	8,000	601,000	25,000	30,100	X	X	
084	Amtrak Dental Clinic	912 Railroad Ave	Tallahassee	FL	32301	614,230	236,300	5,340	856,000	25,000	42,800	X	X	
085	Woodville Park Lighted Ball Fields	1492 J. Lewis Hall, Sr Lane (7575 Old Woodville Road)	Tallahassee	FL	32305	0	1,750,000	0	1,750,000	25,000	87,500			
086	Woodville Park Playground	1492 J. Lewis Hall, Sr Lane (7575 Old Woodville Road)	Tallahassee	FL	32305	0	120,000	0	120,000	25,000	6,000			
087	Woodville Park Concession/Restrooms	1492 J. Lewis Hall, Sr Lane (7575 Old Woodville Road)	Tallahassee	FL	32305	101,170	11,200	0	113,000	25,000	5,700			
089	Renaissance Center	453 North Maccomb St.	Tallahassee	FL	32301	0	391,586	353,962	746,000	25,000	37,300	X	X	
090	Bradfordville Comm. Center	3439 Bannerman Road	Tallahassee	FL	32312	96,200	19,000	0	116,000	25,000	5,800			
091	Woodville Community Center / Woodville Library Branch	8000 Old Woodville Highway	Tallahassee	FL	32310	1,194,820	39,085	7,830	1,242,000	25,000	62,100			
092	Ft. Braden Park - Concession	15100 Blountstown Highway	Tallahassee	FL	32310	159,730	15,500	0	176,000	25,000	8,800			
093	Micosukee Park - Concession	15011 Cromartie Road	Tallahassee	FL	32309	159,730	15,500	0	176,000	25,000	8,800			
094	Canopy Oaks - Concession	3250 Point View Drive	Tallahassee	FL	32303	40,000	0	0	40,000	25,000	5,000			
095	Chaires Park - Concession	4768 Chaires Crossroad Also see Loc #81	Tallahassee	FL	32317	159,740	15,000	0	175,000	1,000,000	8,800			
096	Huntington Oaks Plaza	3840 North Monroe Street	Tallahassee	FL	32303	5,520,000	0	0	5,000,000	25,000	276,000			
097	Micosukee Comfort Station	5848 Micosukee Rd	Tallahassee	FL	32308	167,355	5,000	0	173,000	25,000	8,700			
098	Christine Maples parcel	4830 Fred George Rd	Tallahassee	FL	32303	144,455	0	0	145,000	25,000	7,300			
099	Jim Maples parcel	3043 Capital Cir NW	Tallahassee	FL	32303	184,867	0	0	185,000	25,000	9,300			
100	Fairground - Restroom	400-600 Paul Russell Rd.	Tallahassee	FL	32301	238,330	0	0	239,000	25,000	12,000			
101	LCSSO - Evidence Warehouse (old heliport)	2825 Municipal Way	Tallahassee	FL	32301	110,690	52,500	0	164,000	25,000	8,200			
102	Tax Collector Office	3477 South Monroe	Tallahassee	FL	32301	0	100,000	5,098	106,000	25,000	5,300	X	X	
103	Tax Collector Office	3425 Thomasville Road Suite 20	Tallahassee	FL	32308	0	0	190,259	191,000	25,000	14,600	X	X	
104	Public Works Center Bldg #2 - Crew Truck Bays	2280 Micosukee Rd.	Tallahassee	FL	32308	351,628	25,000	0	377,000	1,000,000	18,900			
105	Public Works Center Bldg #3 - Towed Equipment	2280 Micosukee Rd.	Tallahassee	FL	32308	351,628	25,000	0	377,000	1,000,000	18,900			
106	Public Works Center Bldg #4 - Crew Truck Bays	2280 Micosukee Rd.	Tallahassee	FL	32308	806,621	50,000	0	857,000	1,000,000	42,900			
107	Public Works Center Bldg #5	2280 Micosukee Rd.	Tallahassee	FL	32308	199,940	25,000	0	225,000	1,000,000	11,300			
108	Public Works Center Bldg #6 - Restrooms	2280 Micosukee Rd.	Tallahassee	FL	32308	99,970	5,000	0	105,000	1,000,000	5,300			

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2013 PROPERTY - STATEMENT OF VALUES**

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109	Public Works Center Bldg #9 - Parks & Rec	2280 Miccosukee Rd.	Tallahassee	FL	32308	273,590	25,000	0	299,000	1,000,000	15,000			
110	Public Works Center Bldg #10 - Shed	2280 Miccosukee Rd.	Tallahassee	FL	32308	316,677	25,000	0	342,000	10,000,000	17,100			
111	Apalachee Park Restrooms	7550 Apalachee Pkwy.	Tallahassee	FL	32311	405,000	0	0	405,000	25,000	20,300			
112	Admin Building "Pensacola Care"	455 Appleyard Drive	Tallahassee	FL	32304	5,122,264	Leased Out	0	5,000,000	25,000	256,200			
113	Building B	455 Appleyard Drive	Tallahassee	FL	32304	INCLUDED								
114	Building C	455 Appleyard Drive	Tallahassee	FL	32304	INCLUDED								
115	Building D	455 Appleyard Drive	Tallahassee	FL	32304	INCLUDED								
116	Building E	455 Appleyard Drive	Tallahassee	FL	32304	INCLUDED								
117	Eastside Library	1583 Pedrick Rd	Tallahassee	FL	32317	3,800,000	608,075	72,212	4,481,000	25,000	224,100			
118	Supervisor of Elections	2990 Apalachee Parkway	Tallahassee	FL	32301		1,798,262	267,463	2,066,000	25,000	103,300			
119	Leon County Tax Collector	1276 Metropolitan Blvd Ste 401	Tallahassee	FL	32312	0	100,000	0	100,000	25,000	5,000			
119	Public Safety Complex - Main Bldg	911-A Easterwood Dr	Tallahassee	FL	32301	26,323,211	2,752,530	11,436,374	5,000,000	25,000	2,025,606			
120	Public Safety Complex - EMS Ops Ce	911-B Easterwood Dr	Tallahassee	FL	32301	3,671,332	27,803	115,519	3,815,000	25,000	190,733			
						286,856,166	45,488,209	18,874,386						
						351,218,761								

Signature _____

Date _____

Leon County Board of County Commissioners

Zurich American Insurance Company

PROPOSED INLAND MARINE COVERAGES

Client ultimately chooses value insured

Description of Coverage:

Contractor's Equipment Coverage

Description of Property:

Scheduled Equipment (<i>See Schedule Pg. 14</i>)	\$	15,326,388
Unscheduled Equipment		
Per Any One Item	\$	100,000
Per Occurrence	\$	475,000
 Contractor's Equipment	 \$	 15,801,388

Deductible:

\$5,000 Per Occurrence

Additional Coverages:

Contractor's Employees Property	\$	5,000	Per any one person
	\$	25,000	Per Occurrence
Contractor's Equipment Expediting Expense	\$	25,000	Per Occurrence
Contractor's Equipment Pollutant Clean Up -Land and Water	\$	50,000	Annual Aggregate
Rental	\$	1,000	Per Any Expense In Any One Day
Reimbursement and Continuing Expenses	\$	10,000	Per Occurrence
Newly Acquired Contractor's	\$	150,000	Per Any One Item For 180 Days
Equipment	\$	250,000	Per Occurrence For 180 Days.
Preservation of property	\$	1,000,000	Per Any One Item
Contractor's Equipment	\$	1,000,000	Per Occurrence
Temporary Forms, Shoring and Falsework			Not Covered
Waterborne Equipment			Not Covered

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 INLAND MARINE SCHEDULE

Item #	Equip Type	Dept. / Location #	Description	Serial #	Ded	Value
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UNSCHEDULED EQUIPMENT:

001	Communication Equipment		Unscheduled Items		\$5,000	\$50,000
002	Contractor's / Mobile Equipment		Unscheduled Items		\$5,000	\$100,000
136	Other Inland Marine		Unscheduled Items		\$5,000	\$25,000
137	Rented, Borrowed, Leased Equipment		Unscheduled Items		\$5,000	\$50,000
134	Emergency Serv Portable Equipment		Unscheduled Items		\$5,000	\$250,000
TOTAL VALUES						\$475,000

SCHEDULED EQUIPMENT:

004	Contractor's / Mobile Equipment		2004 Olympian Generator	OLY00000PNAT00929	\$5,000	\$30,000
006	Contractor's / Mobile Equipment		2004 John Deere Backhoe	T0710GX928709	\$5,000	\$94,976
007	Contractor's / Mobile Equipment		Trantec Thermoplastic Trailer (Applies Plastic Painting to Roadways)		\$5,000	\$56,620
008	Contractor's / Mobile Equipment		2004 John Deere Loader	544J2590959	\$5,000	\$80,457
014	Contractor's / Mobile Equipment	1802	2004 Petersen Lightning Loader	0604-027	\$5,000	\$40,068
015	Contractor's / Mobile Equipment	435	1975 Bucyrs Dragline	134323	\$5,000	\$66,583
018	Contractor's / Mobile Equipment	752	1986 Mastercraft Forklift	1013	\$5,000	\$22,989
020	Contractor's / Mobile Equipment	826	1987 Rosco Slagspread	29772	\$5,000	\$51,663
023	Contractor's / Mobile Equipment	858	1989 Rivinius Basespread	6B89221	\$5,000	\$17,562
025	Contractor's / Mobile Equipment	973	1991 Caterpillar Trac/Scrap	5TF00518	\$5,000	\$199,264
026	Contractor's / Mobile Equipment	974	1991 Caterpillar Bulldozer	4RC04169	\$5,000	\$142,545
027	Contractor's / Mobile Equipment	982	1991 Ford Tractor	A930000	\$5,000	\$33,045
028	Contractor's / Mobile Equipment	995	1991 Caterpillar Bulldozer	2SB04108	\$5,000	\$161,080
029	Contractor's / Mobile Equipment	1063	1993 Bower Hay Blower	761092248	\$5,000	\$20,870
030	Contractor's / Mobile Equipment	1124	1993 Gilson Concrete Mixer	3300-1589	\$5,000	\$21,748
031	Contractor's / Mobile Equipment	1152	1995 John Deere Loader	DW544GB546838	\$5,000	\$84,204
036	Contractor's / Mobile Equipment	1318	1997 Vermeer Chipper	1VRC14139T1005710	\$5,000	\$19,268
039	Contractor's / Mobile Equipment	1370	1998 John Deere Backhoe	T0410EX851606	\$5,000	\$89,564
043	Contractor's / Mobile Equipment	1477	1999 Gilson Mixer	48993000841	\$5,000	\$30,000
044	Contractor's / Mobile Equipment	1484	1999 48" Forklift	PJ01A18PV	\$5,000	\$17,928
045	Contractor's / Mobile Equipment	1505	2000 John Deere 7810	RW7810C032319	\$5,000	\$75,760
046	Contractor's / Mobile Equipment	1540	2000 Bomag BW177D-3	1.01581E+11	\$5,000	\$70,175
047	Contractor's / Mobile Equipment	1544	2000 Mastercraft Forklift	4975A	\$5,000	\$36,765
051	Contractor's / Mobile Equipment	1573	2001 Godwin Pump	0025182-14	\$5,000	\$23,745
052	Contractor's / Mobile Equipment	1580	2001 Caterpillar Backhoe	BNK00895	\$5,000	\$68,046
054	Contractor's / Mobile Equipment	1602	2002 Massey Ferguson Tractor	K09117	\$5,000	\$27,600
055	Contractor's / Mobile Equipment	1603	2002 Massey Ferguson Tractor	K10098	\$5,000	\$23,200
056	Contractor's / Mobile Equipment	1635	2002 John Deere Motorgrader	DW770CX783945	\$5,000	\$146,135
057	Contractor's / Mobile Equipment	1646	2002 Howard Rotorvator	804302274	\$5,000	\$16,300
059	Contractor's / Mobile Equipment	1667	2002 John Deere Tractor	LV5320P236365	\$5,000	\$29,565
062	Contractor's / Mobile Equipment	1670	2002 Ver-Mac Message Boards	02081135RS	\$5,000	\$19,095
063	Contractor's / Mobile Equipment	1671	2002 Ver-Mac Message Boards	02081136RS	\$5,000	\$19,095
064	Contractor's / Mobile Equipment	1672	2002 Ver-Mac Message Boards	02081137RS	\$5,000	\$19,095
065	Contractor's / Mobile Equipment	1978	2002 Dynapac Roller	64221259	\$5,000	\$75,848
069	Contractor's / Mobile Equipment	1696	2003 John Deer Loader	DW644HX586652	\$5,000	\$174,800
071	Contractor's / Mobile Equipment	1724	2003 John Deere Skid Steer	T00270B922158	\$5,000	\$30,076
072	Contractor's / Mobile Equipment	1726	2003 Nissan Forklift	9G2691	\$5,000	\$16,040
074	Contractor's / Mobile Equipment	1740	2003 Thompson Pump	6TSC-203	\$5,000	\$26,343
075	Contractor's / Mobile Equipment	1741	2003 Thompson Pump	8TSC-019	\$5,000	\$32,820

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 INLAND MARINE SCHEDULE

Item #	Equip Type	Dept. / Location #	Description	Serial #	Ded	Value
081	Contractor's / Mobile Equipment	1832	2005 Caterpillar Hydraulic Excavator	BCZ01053	\$5,000	\$199,953
085	Contractor's / Mobile Equipment		Water Jet Flush Unit - Trailer Mounted Hydraulic Sewer Cleaner		\$5,000	\$24,640
089	Contractor's / Mobile Equipment	1849	2005 John Deere Tractor	L06415B404729	\$5,000	\$78,783
099	Contractor's / Mobile Equipment	1891	2005 Massey Ferguson Tractor	1138625	\$5,000	\$54,853
100	Contractor's / Mobile Equipment	1897	2005 John Deere Tractor	RW782ODO39374	\$5,000	\$97,230
101	Contractor's / Mobile Equipment	1901	2005 Rainbow Pump	14860	\$5,000	\$33,360
102	Contractor's / Mobile Equipment	1902	2005 Rainbow Pump	14861	\$5,000	\$33,360
111	Contractor's / Mobile Equipment	1924	2006 Caterpillar Motorgrader	CAT0012HAAMZ00986	\$5,000	\$175,967
112	Contractor's / Mobile Equipment	1925	2006 Caterpillar Motorgrader	CAT0012HAAMZ00987	\$5,000	\$175,967
113	Contractor's / Mobile Equipment	1931	A91 4x4 + Menzi Muck Walking Excavator	G036424	\$5,000	\$254,815
117	Contractor's / Mobile Equipment	1932	2006 John Deere Backhoe/Loader Model 410G		\$5,000	\$69,497
118	Contractor's / Mobile Equipment	1933	2006 Rosco Broom Sweeper Model RB48-4800		\$5,000	\$39,253
119	Contractor's / Mobile Equipment	1935	2007 Dynapac CP271 Rubber Tired Traffic Roller		\$5,000	\$111,000
120	Contractor's / Mobile Equipment	1936	2006 John Deere Excavator		\$5,000	\$249,055
125	Contractor's / Mobile Equipment	1946	2006 Athens Harrow		\$5,000	\$16,638
126	Contractor's / Mobile Equipment	1947	2006 Rhino Mower		\$5,000	\$17,950
128	Contractor's / Mobile Equipment		29 Traffic Signals @ \$5,500 each		\$5,000	\$159,500
130	Contractor's / Mobile Equipment		22 pairs of Shoulder Mounted Beacons @ \$6,000 pair		\$5,000	\$132,000
131	Contractor's / Mobile Equipment	1940	2006 John Deere Dump Truck (Not tagged & Not for Road use)	DW300DT606840	\$5,000	\$292,650
132	Contractor's / Mobile Equipment	1941	2006 John Deere Dump Truck (Not Tagged & Not for Road use)	DW300DT607629	\$5,000	\$292,650
135	Fine Arts		MOVED TO PROPERTY SOV 10-1-10			\$0
138	Valuable Papers		MOVED TO PROPERTY SOV 10-1-10			\$0
139	Contractor's / Mobile Equipment	1952	2006 Caterpillar Vibratory Compactor	DF00586	\$5,000	\$165,573
141	Contractor's / Mobile Equipment	1954	2006 Bomag Asphalt Recycler	901A22301540	\$5,000	\$278,000
142	Contractor's / Mobile Equipment	1969	2006 Vermeer Chipper	1VRY131ZX61001464	\$5,000	\$37,688
143	Contractor's / Mobile Equipment	1966	2006 Caterpillar Loader	ZSA03959	\$5,000	\$55,073
143A	Contractor's / Mobile Equipment	1966A	2009 Caterpillar Brushcutter	8009092006	\$5,000	\$18,460
144	Contractor's / Mobile Equipment	1970	2006 Gradall Excavator	0210017929	\$5,000	\$219,939
146	Contractor's / Mobile Equipment	1971	2006 John Deere Backhoe/Loader	T0310GX962306	\$5,000	\$60,797
147	Contractor's / Mobile Equipment	1967	2006 Caterpillar Excavator	JJG00391	\$5,000	\$183,907
156	Contractor's / Mobile Equipment	2005	2007 Leeboy Asphalt Patcher/Maintainer	XXX	\$5,000	\$122,586
158	Contractor's / Mobile Equipment	2009	2008 Rainbow Pump #RBR6445D	15608	\$5,000	\$29,980
159	Contractor's / Mobile Equipment	2010	2007 Caterpillar Bulldozer S/N P0039689	DJY00166	\$5,000	\$215,757
163	Contractor's / Mobile Equipment	2015	2007 John Deere Tractor	LO6715D517532	\$5,000	\$42,894
164	Contractor's / Mobile Equipment	2023	2007 Massey Ferguson Tractor	R100018	\$5,000	\$44,112
165	Contractor's / Mobile Equipment	2020	2007 Bomag Compactor	101570581058	\$5,000	\$419,500
167	Contractor's / Mobile Equipment	2022	2007 Hardee Boom Mower	2035599	\$5,000	\$180,000
170	Contractor's / Mobile Equipment	2034	2007 John Deere Backhoe	LV0110T710033	\$5,000	\$36,725
171	Contractor's / Mobile Equipment	2036	2007 John Deere Loader	DW644JZ618007	\$5,000	\$168,260
172	Contractor's / Mobile Equipment	2035	2008 John Deere Loader	DW644JZ618204	\$5,000	\$165,076
177	Other Inland Marine	4031	2005 Club Car Carry-All 472	QH0602590551	\$5,000	\$22,262
178	Other Inland Marine	4032	2005 Club Car Carry-All 472	QH0602590552	\$5,000	\$22,261
179	Contractor's / Mobile Equipment	2062	2008 Leeboy Broom	48668	\$5,000	\$42,770
180	Contractor's / Mobile Equipment	2037	2008 Caterpillar Loader	K5K02044	\$5,000	\$214,732
181	Contractor's / Mobile Equipment	2066	2008 Massey Ferguson Tractor	T015016	\$5,000	\$45,000

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 INLAND MARINE SCHEDULE

Item #	Equip Type	Dept. / Location #	Description	Serial #	Ded	Value
183	Contractor's / Mobile Equipment	2079	2008 Trantrex Thermasplastic - Pavement Marker	1C9B1162781288331	\$5,000	\$45,450
184	Contractor's / Mobile Equipment	2080	2008 John Deere Backhoe	lv0110t711020	\$5,000	\$36,993
185	Contractor's / Mobile Equipment	2085	2008 John Deere Tractor	LV4320H520263	\$5,000	\$24,494
186	Contractor's / Mobile Equipment	2100	2009 Toro Mower	290000109	\$5,000	\$26,444
187	Contractor's / Mobile Equipment	2103	2009 John Deere Bulldozer	T0850JX174107	\$5,000	\$318,246
188	Contractor's / Mobile Equipment	2109	2009 Massey Ferguson Tractor	T144068	\$5,000	\$36,530
189	Contractor's / Mobile Equipment	2112	2010 Sweepster Sprayer	M20-3007	\$5,000	\$49,036
190	Contractor's / Mobile Equipment	2113	2009 Toro Chem Spray	290000135	\$5,000	\$23,067
191	Contractor's / Mobile Equipment	2117	2009 Tennant Sales Litter/Trash Collector	4300-3077	\$5,000	\$32,274
192	Contractor's / Mobile Equipment	2120	2009 Bobcat ATV - 4X4 Utility	A59Z13302	\$5,000	\$10,148
193	Contractor's / Mobile Equipment	2127	2009 Volvo Motorgrader	VCE0G93A00043188	\$5,000	\$183,237
194	Contractor's / Mobile Equipment	2128	2009 Volvo Motorgrader	VCE0G93L00043189	\$5,000	\$183,237
195	Contractor's / Mobile Equipment	2129	2009 Volvo Motorgrader	VCE0G93V00043187	\$5,000	\$183,237
196	Contractor's / Mobile Equipment	2130	2009 Gradall Excavator - Hydraulic Excavator	000038	\$5,000	\$294,660
197	Contractor's / Mobile Equipment	2006	2007 Toro Groomer - Soft Field Groomer	08705-270000360	\$5,000	\$14,888
198	Contractor's / Mobile Equipment	2102	2006 Ver-Mac Message Boards - Traffic Control Devices	2S9US11195S132356	\$5,000	\$10,500
199	Contractor's / Mobile Equipment	2115	2009 Gravely Trailer - enclosed	16HGB18279H178093	\$5,000	\$8,337
200	Contractor's / Mobile Equipment	2116	2009 Bobcat ATV - 4X4 Utility	A59Y12047	\$5,000	\$10,148
201	Other Inland Marine	2132	2009 AMIDA LIGHTTOWER	RL409-1420	\$5,000	\$7,331
202	Contractor's / Mobile Equipment	2137	2009 Vermeer Chipper	1VRY131Z391002587	\$5,000	\$43,269
203	Contractor's / Mobile Equipment	2145	2010 Caterpillar Roller	24000835	\$5,000	\$38,596
204	Contractor's / Mobile Equipment	2138	2010 Bush Hog Mower	12-02922	\$5,000	\$14,220
206	Contractor's / Mobile Equipment	2152	2010 Scag Mower	D7501490	\$5,000	\$7,940
207	Contractor's / Mobile Equipment	2153	2010 Scag Mower	D7501511	\$5,000	\$7,940
208	Contractor's / Mobile Equipment	2154	2010 Caterpillar Forklift	ETB1451794	\$5,000	\$29,494
209	Contractor's / Mobile Equipment	2149	2010 Massey Ferguson Tractor	JUE51204	\$5,000	\$22,280
210	Contractor's / Mobile Equipment	2155	2010 Massey Ferguson Tractor	JUE51208	\$5,000	\$22,280
211	Contractor's / Mobile Equipment	4058	2010 Polaris R61 (mini-ambulance)	4XARF68A294742922	\$5,000	\$47,095
212	Contractor's / Mobile Equipment	2159	2010 Thermolaser Pave/Marker	569-6307	\$5,000	\$12,460
213	Contractor's / Mobile Equipment	2162	2010 Ferris Mower	2014094518	\$5,000	\$13,999
214	Contractor's / Mobile Equipment	2163	2010 SMC Message Boards	M561	\$5,000	\$13,950
215	Contractor's / Mobile Equipment	2164	2010 SMC Message Boards	M562	\$5,000	\$13,950
216	Contractor's / Mobile Equipment	2158	2010 Bobcat ATV - 4X4 Utility	A59Y12179	\$5,000	\$10,868
217	Contractor's / Mobile Equipment	2167	2010 Massey Ferguson Tractor	T162065	\$5,000	\$48,399
218	Contractor's / Mobile Equipment	2168	2010 Sand Pro Groomer (Softball Field Groomer)	310000338	\$5,000	\$14,892
219	Other Inland Marine		38 Accuvote Voting Machines	Various	\$5,000	\$237,893
220	Emergency Serv Portable Equipment		15 Zoll Medical Autopulse Boards	Various	\$5,000	\$164,925
221	Emergency Serv Portable Equipment		22 Stryker Bariatric Cots	Various	\$5,000	\$229,743
222	Emergency Serv Portable Equipment		17 Eagle Ventilators	Various	\$5,000	\$130,892
223	Other Inland Marine		83 Accuvote Voting Machines w/ Battery	Various	\$5,000	\$437,933
224	Emergency Serv Portable Equipment	32768	Medtronics Defib/Monitor Lifepak 12	38010050	\$5,000	\$17,307
225	Emergency Serv Portable Equipment	29128	Medtronics Defib/Monitor	31767839	\$5,000	\$18,810
226	Emergency Serv Portable Equipment	29129	Medtronics Defib/Monitor	31767840	\$5,000	\$18,810
227	Emergency Serv Portable Equipment	29131	Medtronics Defib/Monitor	31767837	\$5,000	\$18,810
228	Emergency Serv Portable Equipment	29132	Medtronics Defib/Monitor	31767836	\$5,000	\$18,810
229	Emergency Serv Portable Equipment	29133	Medtronics Defib/Monitor	31767841	\$5,000	\$18,810
230	Emergency Serv Portable Equipment	29134	Medtronics Defib/Monitor	31767838	\$5,000	\$18,810
231	Emergency Serv Portable Equipment	31274	Medtronics Defib/Monitor Lifepak 12	34969317	\$5,000	\$20,262

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 INLAND MARINE SCHEDULE

Item #	Equip Type	Dept. / Location #	Description	Serial #	Ded	Value
232	Emergency Serv Portable Equipment	29130	Medtronics Defib/Monitor	31767835	\$5,000	\$18,810
233	Emergency Serv Portable Equipment	32078	Lifepak Defib/Monitor Lifepak 12	37050599	\$5,000	\$18,551
234	Emergency Serv Portable Equipment	30490	Medtronic Lifepak 12 Defib/Monitor	33771139	\$5,000	\$18,982
235	Emergency Serv Portable Equipment	30491	Medtronic Lifepak 12 Defib/Monitor	33771140	\$5,000	\$18,982
236	Emergency Serv Portable Equipment	30492	Medtronic Lifepak 12 Defib/Monitor	33771141	\$5,000	\$18,982
237	Emergency Serv Portable Equipment	30493	Medtronic Lifepak 12 Defib/Monitor	33771142	\$5,000	\$18,982
238	Contractor's / Mobile Equipment	2177	2010 John Deere Tractor 100+ HP	L06430P636576	\$5,000	\$76,594
239	Contractor's / Mobile Equipment	2179	2010 Massey Ferguson Hay Baler	HU64403	\$5,000	\$12,000
240	Bookmobile Library Collection		Moved To Property Form Covered as Property in Transit 10-1-10			\$0
241	Contractor's / Mobile Equipment	442	2010 Bush Hog Mower Mdl 3715	12-02986	\$5,000	\$14,509
242	Contractor's / Mobile Equipment	432	2010 John Deere Riding Mower Model Z920AZTRAK	TC920AAG10076	\$5,000	\$8,138
243	Contractor's / Mobile Equipment	002	2010 Wanco Message Boards	5F12S1616A1001429	\$5,000	\$16,543
244	Contractor's / Mobile Equipment	443	2010 Caterpillar Forklift	AT3430164	\$5,000	\$25,360
245	Contractor's / Mobile Equipment	441	2010 John Deere Backhoe	1T0710JXLA0191854	\$5,000	\$127,600
246	Contractor's / Mobile Equipment	431	2010 John Deere Backhoe	1T0710JXCA0191762	\$5,000	\$121,100
247	Contractor's / Mobile Equipment	433	2010 John Deere Loader	1DW644KZTA0632438	\$5,000	\$201,800
248	Utility All Terrain Vehicle	436	2010 Kubota ATV	16311	\$5,000	\$16,098
249	Contractor's / Mobile Equipment	432	2011 Kuhn Mower	D7201	\$5,000	\$10,990
250	Contractor's / Mobile Equipment	433	2011 Caterpillar Skid Steer	MAS01968	\$5,000	\$80,726
251	Contractor's / Mobile Equipment	432	2011 Scag Mower	D7400689	\$5,000	\$9,128
252	Contractor's / Mobile Equipment	602	2011 Lift King Forklift	NL38908U090875U	\$5,000	\$58,154
253	Contractor's / Mobile Equipment	436	2011 Bobcat	AJNS11271	\$5,000	\$7,380
254	Contractor's / Mobile Equipment	432	2011 Kawasaki Transmule	JK1AFCR14BB508246	\$5,000	\$15,744
255	Contractor's / Mobile Equipment	432	2011 Massey Ferguson Tractor	BV31031	\$5,000	\$43,984
256	Contractor's / Mobile Equipment	431	2001 Caterpillar 12 M Motorgrader	CAT0012MPB9F00939	\$5,000	\$196,998
257	Contractor's / Mobile Equipment	432	2011 Massey Ferguson Tractor	BV37008	\$5,000	\$43,984
258	Contractor's / Mobile Equipment		2011 Club Car	SC1145246323	\$5,000	\$17,513
259	Contractor's / Mobile Equipment	2217	2011 CMS-T333 (Portable Message Board)	1A9BS3339B2228308	\$5,000	\$15,158
260	Contractor's / Mobile Equipment	2218	2012 CMS-T333 (Portable Message Board)	1A9BS3339B2228309	\$5,000	\$15,158
240	Contractor's / Mobile Equipment	2229	2011 Bomag Garbcompac	BC101570481012	\$5,000	\$440,950.00
241	Contractor's / Mobile Equipment	2230	2011 Gradall Excavator	000050	\$5,000	\$359,468.00
242	Contractor's / Mobile Equipment	2237	2011 John Deer Loader	1DW744KXJBE638929	\$5,000	\$301,100.00
243	Contractor's / Mobile Equipment	2238	2011 John Deer Loader	1DW477KXKBE641036	\$5,000	\$328,079.00
244	Contractor's / Mobile Equipment	2242	2012 Grasshopper Mower	6212445	\$5,000	\$12,615.30
245	Contractor's / Mobile Equipment	2231	2012 ExMark Mower	980142	\$5,000	\$5,359.00
246	Contractor's / Mobile Equipment	431	2012 Volvo Motor Grader	575155	\$5,000	\$179,035.00
247	Contractor's / Mobile Equipment	2256	2012 Bandit Chipper	2660	\$5,000	\$51,024.00
248	Contractor's / Mobile Equipment	2254	2012 BUSH HOG MOWER	12-10505	\$5,000	\$19,407.00
249	Contractor's / Mobile Equipment	2262	2012 Bush Hog Mower	1200561	\$5,000	\$14,300.00
250	Contractor's / Mobile Equipment	2263	2012 Grasshopper Mower	6215124	\$5,000	\$12,938.00
251	Contractor's / Mobile Equipment	2264	2012 Finn Hay Blower	MM3127	\$5,000	\$51,740.00
252	Contractor's / Mobile Equipment	2270	2012 Challenger Tractor	B-188013	\$5,000	\$145,580.00
253	Contractor's / Mobile Equipment	2278	2012 ExMark Mower	312634124	\$5,000	\$5,599.99
254	Contractor's / Mobile Equipment	2279	2012 ExMark Mower	312638586	\$5,000	\$5,599.99
255	Contractor's / Mobile Equipment	4077	2012 Electro Bubble	1G9BA4224CG411320	\$5,000	\$15,605.00
256	Contractor's / Mobile Equipment	4078	2012 Electro Bubble	1G9BA4228CG411319	\$5,000	\$13,100.00
257	Contractor's / Mobile Equipment	2287	2012 Challenger Tractor	C244031	\$5,000	\$148,462.00

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
2013 INLAND MARINE SCHEDULE

Item #	Equip Type	Dept. / Location #	Description	Serial #	Ded	Value
258	Contractor's / Mobile Equipment	2271	2012 Superior Broom	813546	\$5,000	\$55,908.00
259	Contractor's / Mobile Equipment	2303	2013 MA OMNI BUSH HOG MOWER	84387	\$5,000	\$12,500.00
260	Contractor's / Mobile Equipment	2310	2013 Polaris Utility ATV	4XARC08GXDE78901	\$5,000	\$11,640.00
261	Contractor's / Mobile Equipment	2311	2013 Challenger Tractor MO	B328022	\$5,000	\$153,787.00
262	Contractor's / Mobile Equipment	2317	2013 Land Pride Drill Seeder	738387	\$5,000	\$14,500.00
263	Contractor's / Mobile Equipment	2316	2013 Grasshopper Mower	6311510	\$5,000	\$13,044.70
264	Contractor's / Mobile Equipment	2320	2013 John Deere Loader	1DW744KXCDE653130	\$5,000	\$318,100.00
265	Contractor's / Mobile Equipment	2323	2013 John Deere Tractor	1LV4720HTDY947020	\$5,000	\$48,028.70
266	Contractor's / Mobile Equipment	2321	2013 Polaris Ranger Utility ATV	4XARC08G7DE223524	\$5,000	\$11,640.00
267	Contractor's / Mobile Equipment	2324	2013 Bush Hog Mower	1200012	\$5,000	\$13,199.00
268	Emergency Serv Portable Equipment	35387	CAT Forklift	FN455504	\$5,000	\$38,278.00
269	Emergency Serv Portable Equipment	35107	Lifepak 15	41321325	\$5,000	\$26,362.00
270	Emergency Serv Portable Equipment	34792	COT, Stryker Power Pro	121140542	\$5,000	\$13,953.60
271	Emergency Serv Portable Equipment	34793	COT, Stryker Power Pro	121140543	\$5,000	\$13,953.60
272	Emergency Serv Portable Equipment	34794	COT, Stryker Power Pro	121140544	\$5,000	\$13,953.60
273	Other Inland Marine	34817	Server, IBM X360	SKQ8Z909	\$5,000	\$9,722.50
274	Other Inland Marine	34818	Server, IBM X360	SKQ8Z904	\$5,000	\$9,722.50
275	Emergency Serv Portable Equipment	35221	Lucas Chest Compression System	12200525	\$5,000	\$7,920.75
276	Emergency Serv Portable Equipment	35222	Lucas Chest Compression System	12200540	\$5,000	\$7,920.75
277	Emergency Serv Portable Equipment	35223	Lucas Chest Compression System	12200559	\$5,000	\$7,920.75
278	Emergency Serv Portable Equipment	35224	Lucas Chest Compression System	12200524	\$5,000	\$7,920.75
279	Emergency Serv Portable Equipment	35225	Lucas Chest Compression System	12200029	\$5,000	\$7,920.75
280	Emergency Serv Portable Equipment	35226	Lucas Chest Compression System	12200635	\$5,000	\$7,920.75
281	Emergency Serv Portable Equipment	35227	Lucas Chest Compression System	12200516	\$5,000	\$7,920.75
282	Emergency Serv Portable Equipment	35228	Lucas Chest Compression System	12200521	\$5,000	\$7,920.75
283	Emergency Serv Portable Equipment	35229	Lucas Chest Compression System	12200519	\$5,000	\$7,920.75
284	Emergency Serv Portable Equipment	35230	Lucas Chest Compression System	12200523	\$5,000	\$7,920.75
285	Emergency Serv Portable Equipment	35231	Lucas Chest Compression System		\$5,000	\$7,920.75
286	Emergency Serv Portable Equipment	35232	Lucas Chest Compression System		\$5,000	\$7,920.75
287	Emergency Serv Portable Equipment	35233	Lucas Chest Compression System		\$5,000	\$7,920.75
288	Emergency Serv Portable Equipment	35234	Lucas Chest Compression System		\$5,000	\$7,920.75
289	Emergency Serv Portable Equipment	35235	Lucas Chest Compression System		\$5,000	\$7,920.75
290	Emergency Serv Portable Equipment	35236	Lucas Chest Compression System		\$5,000	\$7,920.75
291	Emergency Serv Portable Equipment	35102	Rear Storage Cabinet		\$5,000	\$6,594.00
292	Emergency Serv Portable Equipment	35103	Rear Storage Cabinet		\$5,000	\$6,594.00
293	Other Inland Marine	35101	Sharp Aquos Interactive Board		\$5,000	\$6,495.00
294	Emergency Serv Portable Equipment	35104	Harris Mobile Radio		\$5,000	\$6,116.85
295	Emergency Serv Portable Equipment	35105	Harris Mobile Radio	A40201001727	\$5,000	\$6,116.85
296	Emergency Serv Portable Equipment	35106	Harris Mobile Radio	A40201001610	\$5,000	\$6,116.85
Total Value						\$15,024,087

Signature _____

Date _____

Leon County Board of County Commissioners

Atlantic Specialty Insurance Company

PROPOSED LIABILITY COVERAGES

Higher limits may be available upon request

Coverage will pay sums which the insured becomes legally liable to pay for damages because of bodily injury or property damage to which this insurance applies.

Type of Form:

Commercial General Liability – Occurrence Form
Public Officials General Liability Coverage Form
Employee Benefits Liability – Claims Made Form

Commercial General Liability Limits:

Each Occurrence	\$ 1,000,000
Personal Injury & Advertising Injury	\$ 1,000,000
Fire Damage - Any One Fire	\$ 1,000,000
Medical Expense	Excluded
Aggregates	
All Other Coverages	\$ 3,000,000
Products/Completed Operations	\$ 3,000,000
Health Care and Social Services – Each Wrongful Act	\$ 1,000,000
Sexual Abuse – Each Occurrence	\$ 1,000,000

**Deductible (Applies to Bodily Injury & Property Damage)
Per Occurrence** **\$ 10,000**

Public Officials Employee Benefits Liability Limits:

Each Offense	\$ 1,000,000
Aggregate	\$ 3,000,000
Deductible (Per Claim)	\$ 1,000
Retro Date	10/01/1998

Public Officials Employment Practices Liability Limits:

Each Offense	\$ 1,000,000
Aggregate	\$ 3,000,000
Deductible (Per Claim)	\$ 25,000
Retro Date	10/01/1998

Public Officials Errors & Omissions Liability Limits:

Each Wrongful Act	\$ 1,000,000
Aggregate	\$ 3,000,000
Deductible (Per Claim)	\$ 25,000
Retro Date	10/01/1998

Leon County Board of County Commissioners

Atlantic Specialty Insurance Company

PROPOSED LIABILITY COVERAGES *(Continued)*
Higher limits may be available upon request

Standard ISO Coverages include (but are not limited to):

Contractual Liability
Broad Form Property Damage
Non-Owned Watercraft
Limited Worldwide Liability
Additional Persons Insured
Extended Bodily Injury
Newly Acquired Organizations

Forms, Endorsements, Exclusions include (but are not limited to):

Excludes Structural Dam Failure

Leon County Board of County Commissioners

Atlantic Specialty Insurance Company

PROPOSED AUTOMOBILE COVERAGES

Higher limits may be available upon request

Coverage is provided for all sums the insured legally must pay as damages because of bodily injury or property damage to which this insurance applies caused by an accident and resulting from the ownership, maintenance or use of a covered auto.

<u>Limits of Liability:</u>	<u>Symbol*</u>		
Bodily Injury & Property Damage	1	\$ 1,000,000 \$ 10,000	Combined Single Limit Deductible
Personal Injury Protection (Florida No-Fault)	5	Included	Each Person
Medical Payments		\$ 5,000	Each Unit
Uninsured Motorists (Non-Stacked)		Excluded	
Automatic Physical Damage Coverage			
Comprehensive – ACV	10	\$ 1,000	Deductible
Collision – ACV	10	\$ 1,000	Deductible

Type of Vehicle	Number of Vehicles
Trucks	297
Ambulances	31
Trailers	68
PPT (Non-Emergency)	7

Terms and Conditions Include (but not limited to):

Hired & Non-Owned Automobile Coverage Included
Broad Form Endorsement

Subject To:

Subject to favorable motor vehicle reports

Coverage only applies to vehicles that are owned/titled or leased in the corporate name, or business name in case of a partnership that is specifically listed. If a business owned vehicle is furnished for personal use, an extension of coverage form may be required for proper protection.

Uninsured Motorists coverage is available up to the limit of liability. If the limit selected is less than the Bodily Injury and Property Damage limit, a signed selection/rejection form will be required.

Leon County Board of County Commissioners

Old Republic Insurance Company

PROPOSED AIRCRAFT LIABILITY

Higher limits may be available upon

Description of Coverage:

Aircraft Liability
Physical Damage – Rotors in Motion and Rotors Not in Motion

Limits of Liability:

Single Limit Bodily Injury, Including
Passengers and Property Damage \$ 1,000,000 Each Occurrence

The Named Insured affirms that each of the Aircraft Described below has a current
Airworthiness Certificate as defined by the F.A.A. in full force and effect.

Higher limits may be available upon request

<u>FAA #</u>	<u>Make & Model</u>	<u># of Seats</u>	<u>Insured Hull Value</u>
N4092Y	1970 Bell OH-58	4	Not Covered
N40MC	1970 Bell 206	5	\$ 200,000
N308LC	1995 Bell 206 B III	5	\$ 800,000

Additional Equipment:

Valued at \$958,000 and subject to a \$1,000 deductible each and every loss:

- (1) FLIR 8000
- (1) FLIR 8500
- (3) Aero Computer Monitors
- (1) Aero Computers VC5100 Computer
- (3) Technosonic Tactical Radio
- (1) Spectrolab Searchlight
- (2) Aero Computers DVR
- (2) Trakkabeam A800

Deductible:

Rotors Not in Motion: NIL

Rotors in Motion/Including Ingestion: 1% of the Insured Value
Each Loss/Each Engine

Leon County Board of County Commissioners

Old Republic Insurance Company

AIRCRAFT LIABILITY (Continued)

Higher limits may be available upon

Pilot Warranty:

As listed below provided that those pilots have all the qualifications as shown and provided also that all pilots are properly certificated, rated and qualified under the current F.A.A. regulations which apply to the operation of the aircraft.

Jerry Debacker Mitchell Curtis John Rasmussen Joel Lee Majors

Any Commercial Pilot with a rotorcraft rating properly certificated by the F.A.A. having a minimum of 1200 total logged rotorcraft hours, 500 hours in turbine-powered rotorcraft, 50 hours in the make and model being flown, or in lieu of 50 hours make and model a graduate manufacturer's approved ground and flight school.

Territory:

Whilst the aircraft insured is in the United States of America, Canada or Mexico, or while the aircraft is being transported between ports within the territory.

Purpose of Use:

Law Enforcement & Mosquito Control

Regular Location of Aircraft:

Tallahassee Regional Airport, Tallahassee, FL

Endorsements include (but not limited to):

Pilot Endorsement
Additional Insured – Aircraft Owner – Leon County Sheriff's Office
Date Recognition Exclusion Endorsement
Helicopter Amendatory Endorsement
Asbestos Exclusion Endorsement
Helicopter Deductible Endorsement
Additional Equipment Endorsement
Amendatory Endorsement
Mechanical Breakdown- Clarification
Aircraft Turbine Engine Endorsement
Public Use Aircraft
Law Enforcement Endorsement
War, Hi Jacking and Other Perils Clause
Exclusion of Certified Acts of Terrorism
Notice of Terrorism Insurance Coverage
Territorial Exclusion Endorsement
Mexico Warning
Terrorism Coverage – Applies to Hull Coverage for Aviation Only

Leon County Board of County Commissioners

National Union Fire Insurance Company of Pittsburgh, PA
Chartis

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT – LAW ENFORCEMENT

Higher limits may be available upon

Eligibility:

- Class I:** All full-time Law Enforcement Officers of the Policyholder
- Class II:** All part-time Law Enforcement Officers of the Policyholder.
- Class III:** All Auxiliary Reserves of the Policyholder
- Class IV:** All Correctional Officers of the Policyholder.
- Class V:** All Administrative and Clerical Personnel if the Policyholder.
- Class VI:** All Volunteer Firefighters of the Policyholder.

Description of Coverage Bound:

The Company will pay the accidental dismemberment or death benefit for Covered Insured's who:

Coverage IA:

If an insured is killed while: i) in fresh pursuit; or ii) responding to an emergency or what he reasonably believed to be an emergency; or iii) responding to a traffic accident; or iv) while enforcing what is reasonably believed to be a traffic law or ordinance; or v) in the case of a firefighter, participating in a training exercise.

Coverage IB:

If an Insured is killed as a result of an unlawful and intentional act by another person.

Coverage IIA:

If an Insured suffers a dismemberment while i) in fresh pursuit; or ii) responding to an emergency or what he reasonably believed to be an emergency; or iii) responding to a traffic accident; or iv) while enforcing what is reasonably believed to be a traffic law or ordinance; or v) in the case of a firefighter, participating in a training exercise.

Coverage IIB:

If an Insured suffers a dismemberment as a result of an unlawful and intentional act by another.

Leon County Board of County Commissioners

National Union Fire Insurance Company of Pittsburgh, PA Chartis

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT – LAW ENFORCEMENT (*Continued*)

Higher limits may be available upon

Principal Sum:

Any payments made shall consist of the statutory amount adjusted to reflect the price level changes based on the consumer price index for all urban consumers published by the United States Department of Labor. Adjustment shall be made July 1 of each year using the most recent month for which data are available at the time of the adjustment.

Coverage IA:	\$67,340	(Accidental Death & Dismemberment)
Coverage IB:	\$191,660	(Accidental Death & Dismemberment)
Coverage IIA:	\$67,340	(Accidental Death & Dismemberment)
Coverage IIB:	\$191,660	(Accidental Death & Dismemberment)

Higher limits may be available upon request

Burial Benefit	\$	1,000
Day Care Benefit	\$	2,000
Education Benefit	\$	2,000
Medical Continuation Benefit	\$	5,000
Weekly Accident Indemnity	\$	100 Per week 52 Weeks max

Leon County Board of County Commissioners

Hartford Life and Accident Insurance Company

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT – WORK PROGRAM AND COMMUNITY SERVICE

Higher limits may be available upon request

Description of Policy Coverage:

Covered Activities:

(a) Participating in, attending or preparing for the Volunteer Litter control, basic manual labor (no equipment) activity sponsored by the Policy holder while on premises of, designated by and under the direct supervision of the Policyholder, or

(b.) traveling with a group in connection with such activities under the direct supervision of the Policyholder.

Class I

Accidental Death Benefit

Maximum Amount \$10,000

Accidental Dismemberment Benefit

Maximum Amount \$10,000

Accident Medical Expense Benefit

Maximum Amount \$5,000

Deductible NIL

Dental Maximum \$250 per tooth per accident

Leon County Board of County Commissioners

Illinois Union Insurance Company

PROPOSED POLLUTION LIABILITY

Higher limits may be available upon

Pollution Limits of Liability:

Per Claim	\$	6,000,000
Aggregate	\$	7,000,000

Self Insured Retention (Per Loss):

Public Entities	\$	10,000
Storage Tanks (1989 or Earlier)	\$	25,000

Higher limits may be available upon request

Forms & Endorsements:

Public/Educational Entity Pollution Liability Insurance Policy
Specific Dedicated Limits for Financial Responsibility
Policyholder Disclosure Notice of Terrorism Insurance Coverage

Terms & Conditions:

Public Entities Retro Date: October 1, 2001

Subject To:

25% Minimum Earned Premium
ACE Environmental Application
Terrorism Risk Insurance Act Disclosure
Receipt of Updated No Known Loss Letter to Include Tanks at Easterwood Drive

Leon County Board of County Commissioners

Illinois Union Insurance Company

PROPOSED POLLUTION LIABILITY (Continued)

Higher limits may be available upon

Covered Sites:

- 2825 Municipal Way, Tallahassee, FL
Above Ground Storage Tank – (3)

- 2280 Miccosukee Road, Tallahassee, FL
Under Ground Storage Tank – Two (2)

- 7550 Appalachee Parkway, Tallahassee, FL
Above Ground Storage Tank – One (1)
Landfill
Recycling Facility

- 525 Appleyard Drive, Tallahassee, FL
Under Ground Storage Tank – One (1)

- 301 South Monroe Street, Tallahassee, FL
Under Ground Storage Tank – Two (2)

- 200 West Park Avenue, Tallahassee, FL
Above Ground Storage Tank – One (1)

- 911 Easterwood, Tallahassee, FL
Above Ground Storage Tank – (2)
Transfer Station

**All Other Owned or Leased Locations as Per Schedule on File with Company
Not Otherwise Excluded*

Leon County Board of County Commissioners

Admiral Insurance Company

PROPOSED PHYSICIANS, SURGEONS & DENTISTS PROFESSIONAL LIABILITY COVERAGE

Higher limits may be available upon

Type of Form:

Physicians, Surgeons & Dentists Professional Liability - Claims Made Form

Business Services:

Medical Director Services for Leon County FL Emergency Medical Services
Division-No Direct Patient Care

Professional Limits of Liability:

Each Claim	\$	1,000,000
Aggregate Limit	\$	3,000,000

Defense Costs Are Within the Limit of Liability

Deductible:

\$2,500 Per Claim Including Expenses

Retro Date:

10/01/2008

Terms & Conditions (Exclusions Include but not limited too):

Minimum Retained Premium
Coverage Limitation
Limited Liability Company (LLC) as an Insured
Incident Trigger Wording Amended "Claim" Definition
Amended Extended Optional Claims Reporting Period
Florida Changes – Cancellation and nonrenewal
Professional Liability Terrorism Exclusion (Absolute)
Service of Suit

Subject To:

25% Minimum Earned Premium

Leon County Board of County Commissioners

Atlantic Specialty Insurance Company

PROPOSED EXCESS LIABILITY COVERAGES

Higher limits may be available upon request

Excess Liability Limits:

Each Occurrence	\$ 2,000,000
Annual Aggregate	\$ 2,000,000
Self-Insured Retention:	NIL

Required Underlying Insurance and Limits:

Commercial General Liability	\$ 1,000,000	Each Occurrence
	\$ 1,000,000	Personal & Advertising Injury
	\$ 3,000,000	General Aggregate
	\$ 3,000,000	Products and Completed Operations Aggregate
Public Officials Employee Benefits Liability		
	\$ 1,000,000	Each Offense
	\$ 3,000,000	Aggregate
Public Officials Employment Practices Liability		
	\$ 1,000,000	Each Offense
	\$ 3,000,000	Aggregate
Public Officials Errors & Omissions Liability		
	\$ 1,000,000	Each Wrongful Act
	\$ 3,000,000	Aggregate
Automobile Liability	\$ 1,000,000	Combined Single Limit

Forms, Endorsements, Exclusions include (but are not limited to):

Follow Form to Underlying Coverages, EXCEPT
Pollution Exclusion
Failure to Supply Exclusion
Sexual Abuse Exclusion
Uninsured/Underinsured Motorist

Leon County Board of County Commissioners

SUMMARY OF PROPOSED PREMIUMS AND RELATED INFORMATION

<u>Proposed Premiums:</u>	<u>Expiring</u>	<u>Renewal</u>
Property/Flood/Boiler & Machinery	\$ 789,836.03	\$ 798,110.04
Inland Marine	Included	Included
General Liability	\$ 185,582.00	\$ 183,071.00
Umbrella	\$ 16,768.00	\$ 13,051.00
Professional Liability	\$ 40,666.00	\$ 49,247.00
Automobile Liability/Physical Damage	\$ 150,503.00	\$ 191,121.00
Surcharges/Taxes/Fees	\$ 5,115.75	\$ 8,128.05
Crime	\$ 5,190.73	\$ 5,514.18
Aviation Liability	\$ 42,045.00	\$ 29,883.50
AD&D(Law Enforcement)	\$ 310.00	\$ 310.00
AD&D(Work Program/Community Svc.)	\$ 18,672.00	\$ 18,672.00
Pollution Liability	\$ 56,176.00	\$ 45,417.86
Professional Liability (Physicians)	\$ 10,845.00	\$ 11,021.45
Fee	\$ 39,999.00	\$ 39,999.00
TPA Charge	\$ 55,874.00	\$ 55,874.00
Total Premium	\$ 1,417,582.51	\$ 1,449,420.08

Payment Plan:

Agency Bill: Annual premium is due in full at time of binding coverage.
A premium finance agreement is available upon request.

Please refer to the individual Bound coverage parts for terms and conditions that this Summary may be subject to. This Summary is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.

As a course of business, Brown & Brown of Florida, Inc is required to pay premiums to insurers on a monthly basis. In return, we appreciate timely payments by our clients. Outstanding balances over 30 days may be subject to cancellation.

Leon County Board of County Commissioners

A.M. BEST FINANCIAL RATING

The insurance company providing coverage has the following A. M. Best* Financial rating:

*** Rating Guide:** A++ to C- = Highest to lowest rating
15 to 1 = Largest to smallest rating

	<u>Rating for Stability</u>	<u>Rating for Assets/Surplus</u>
Property & Inland Marine		
Zurich American Insurance Company	A+	15
General Liability, POL/EPL/EBL Automobile Liability, Umbrella		
Atlantic Specialty Insurance Company	A	11
Aviation Liability		
Old Republic Insurance Company	A	11
AD&D		
National Union Fire Ins. Co. of Pittsburg, PA	A	15
AD&D		
Hartford Life and Accident Insurance Company	A	15
Pollution Liability		
** Illinois Union Insurance Company	A+	15
Professional Liability (Physicians)		
** Admiral Insurance Company	A+	15

** Denotes excess & surplus lines insurance company. See attached Statement Acknowledging that Coverage has been placed with a Non-Admitted Carrier. Please review and return to Brown & Brown. Brown & Brown does not have direct binding authority with this excess and surplus lines market.

Leon County Board of County Commissioners

MARKET SUMMARY

MARKET	LINE OF COVERAGE	RESPONSE
PGIT	Property	Indicated – Non-Competitive Rate (\$.51)
Travelers	Property	Declined – Unable to Compete With Current Program
Zurich	Property	Quoted – See Proposal

PGIT	Excess Package & Auto	Declined – Rates Have Not Been Reduced Comparative to Terms Offered last Year
Travelers	Excess Package & Auto	Declined – Unable to Compete With Current Program
APEX	Excess Package & Auto	Quoted – See Proposal

AIG	Aviation	Quoted – \$33,761
Allianz	Aviation	Declined – Underwriting Reason
USAIG	Aviation	Declined – Unable to Compete Due to Age of Aircraft
Global Aerospace, Inc.	Aviation	Declined – Due to Age of Aircrafts and Low Values
HCC Insurance Holdings, Inc.	Aviation	Declined – Underwriting Reason
London Aviation Underwriters, Inc.	Aviation	Decline – Underwriting Reason
Old Republic	Aviation	Quoted – See Proposal
Starr	Aviation	Unable to Quote Due to Early Deadline

Chubb	Pollution	Declined – Not a Market for Landfill Exposures
Illinois Union Insurance Company	Pollution	Quoted – See Proposal
Ironshore	Pollution	Declined – Unable to Compete with Current Program
Public Risk Underwriters	Pollution	Quoted – \$58,586.86
United Commercial Programs	Pollution	Quoted - \$56,487.60
XL Insurance Company	Pollution	Quoted - \$46,998.00

Leon County Board of County Commissioners

STATEMENT ACKNOWLEDGING THAT COVERAGE HAS BEEN PLACED WITH A NON-ADMITTED CARRIER

Per Florida Statute, the insured is required to sign the following E&S disclosure:

The undersigned hereby agrees to place insurance coverage in the surplus lines market and understands that superior coverage may be available in the admitted market and at a lesser cost. Persons insured by surplus lines carriers are not protected by the Florida Insurance Guaranty Association with respect to any right of recovery for the obligation of an insolvent unlicensed insurer.

Leon County Board of County Commissioners

Named Insured

Signature of Insured's Authorized Representative

Date

Illinois Union Insurance Company

Name of Excess and Surplus Lines Carrier

Pollution Liability

Type of Insurance

12/15/2013 – 12/15/2014

Effective Date of Coverage

Steve Farmer

A081083

Producing Agent Name

License Number

Leon County Board of County Commissioners

STATEMENT ACKNOWLEDGING THAT COVERAGE HAS BEEN PLACED WITH A NON-ADMITTED CARRIER

Per Florida Statute, the insured is required to sign the following E&S disclosure:

The undersigned hereby agrees to place insurance coverage in the surplus lines market and understands that superior coverage may be available in the admitted market and at a lesser cost. Persons insured by surplus lines carriers are not protected by the Florida Insurance Guaranty Association with respect to any right of recovery for the obligation of an insolvent unlicensed insurer.

Leon County Board of County Commissioners

Named Insured

Signature of Insured's Authorized Representative

Date

Admiral Insurance Company

Name of Excess and Surplus Lines Carrier

Physicians, Surgeons & Dentists Professional Liability

Type of Insurance

12/15/2013 – 12/15/2014

Effective Date of Coverage

Steve Farmer

A081083

Producing Agent Name

License Number

Leon County Board of County Commissioners

APPENDIX

Leon County Board of County Commissioners

RELATED INFORMATION

Compensation: In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products & services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based on the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date the premiums are remitted to the insurance company or intermediary. In the event we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Wholesale Broker/Managing General Agent: *One Beacon Government Risks*

The intermediary is not owned in whole or in part by Brown & Brown, Inc., the parent company of Brown & Brown of Florida Inc. – Daytona Beach.

Wholesale Broker/Managing General Agent: *Macduff Underwriters, Inc.*

The intermediary is owned in whole or in part by Brown & Brown, Inc., the parent company of Brown & Brown of Florida Inc. – Daytona Beach.

Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services may be up to 15% of the premium you pay for coverage, and any compensation paid for those services is derived from your premium payment. The fee, if any, for the Wholesale Insurance Broker’s/Managing General Agent’s services above is **\$39,999**.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.

Leon County Board of County Commissioners

AGREED VALUE ENDORSEMENT IF APPLICABLE

Coverages Provided: The insurance company agrees to waive the Coinsurance Clause, thus eliminating your potential penalty for buying an inadequate amount of insurance to meet the Coinsurance requirement.

Leon County Board of County Commissioners

LIABILITY TERMS

Contractual Liability - Extends coverage to liability assumed under contract. Applies to both oral and written agreements relating to named insured's business.

Personal Injury Liability & Advertising Injury Liability - Covers false arrest, detention or imprisonment, malicious prosecution, libel, slander, wrongful eviction or entry, or other invasion of the right of private occupancy.

Premises Medical Expense - Made if there is reason to believe that the resulting injury would not have occurred but for some condition on the insured premises or operations conducted by the insured. Negligence of the insured need not be established.

Fire Damage - Intended for tenant or lessee of a commercial building who does not agree under contract to be responsible for the building, or for that part of the building, which is in its care, custody or control. Coverage is for one peril, fire, when fire is the result of an insured's negligence.

Non-Owned Watercraft Liability Coverage - (Under 26 feet in length) Provides coverage for liability which arises from any watercraft as long as the watercraft is not owned by the insured nor being used to carry persons or property for a fee.

Limited Worldwide Coverage - Intended to extend the scope of "policy territories" to anywhere in the world. This is limited to the activities of any insured who is domiciled in the United States and the original suit for damage is brought within the United States, its territories, possessions, or in Canada.

Extended Bodily Injury Coverage - Amends definition of occurrence to include any intentional act by or at the direction of the insured, which results in bodily injury, but only if such bodily injury results from the use of "reasonable" force for purposes of protecting persons or property.

Newly Acquired Organizations - Automatic protection for newly acquired organizations until the new organizations are specifically added to the policy or 90 days, whichever occurs first.

Additional Persons Insured - Includes as insureds: (1) Any spouse of a partner concerning business activities of the partnership and (2) any employee of the named insured while acting within the scope of his or her duties. Does not apply to bodily injury or personal injury sustained by a fellow employee which occurs during the course of employment.

Employee Benefits - Provides coverage against damages because of a "Negligent Act" in the "Administration" of "your employee benefits program".

Liquor Liability - Provides coverage against claims for "damages" sustained by any person or organization if such liability is imposed on the insured by reason of the selling, serving, or furnishing of any alcoholic beverage.

Leon County Board of County Commissioners

AUTOMOBILE TERMS

Owned Automobiles - Covers the liability arising out of the ownership, maintenance or use of automobiles.

Personal Injury Protections - Coverage is included for passenger vehicle under No-Fault Law provisions.

Uninsured Motorists - Protects insureds who are not contributory negligent against bodily injury caused by negligent underinsured or uninsured drivers and hit-and-run motorists.

Uninsured Motorists Coverage is offered in two different forms.

Non-Stacked UM - This will provide the limit of Uninsured Motorists coverage shown in the policy schedule, regardless of how many vehicles are owned.

Stacked UM - This will provide the sum of limit of Uninsured Motorists coverage shown in the policy schedule. If there is more than one covered auto, the limit of insurance for the accident would be the sum of the limits for all those owned autos which are covered autos. (If the limit is \$100,000 and there are three insured vehicles, the maximum paid would be the sum of the coverage, or \$300,000).

Stacked UM coverage is only available when the named insured is an individual; entities do not qualify for stacked coverage. Non-stacked UM coverage is available for both entities (corporations, partnerships, etc.) and individuals.

Hired Automobiles - Covers the liability for the use of hired automobiles in your business.

Non-Owned Automobiles - Covers the liability for the use of non-owned automobiles in your business. An example would be an employee using his/her own car on an errand for you.

Comprehensive - Pays for loss of, or damage to, automobiles from perils other than collision.

Collision - Pays for loss of, or damage to, automobiles from collision with another object or upset.

Broad Form Drive Other Car Coverage - Provides coverage for individual named on endorsement and spouse for use of non-owned car, sometimes referred to as "Borrowed Car" coverage. This should be purchased if you do not have a personal auto policy.

NOTE: These coverages may not apply in all states.

Leon County Board of County Commissioners

AUTOMOBILE SYMBOL DEFINITIONS

<u>Symbol</u>	<u>Description</u>
1	<i>Any Auto.</i>
2	<i>Owned Autos only.</i> Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	<i>Owned private passenger autos only.</i> Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	<i>Owned autos other than private passenger autos only.</i> Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	<i>Owned autos subject to no-fault.</i> Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	<i>Owned autos subject to a compulsory uninsured motorists law.</i> Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
7	<i>Specifically Described Autos.</i> Only those autos described in item three of the declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in item three).
8	<i>Hired Autos Only.</i> Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
9	<i>Non-owned Autos Only.</i> Only those "autos" you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business or your personal affairs.

If symbol is not provided in summary, please refer to policy

Leon County Board of County Commissioners

GARAGE COVERAGE TERMS

<u>Symbol</u>	<u>Description</u>
21	<i>Any auto.</i>
22	<i>Owned autos only.</i> Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins
23	<i>Owned private passenger autos only.</i> Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
24	<i>Owned autos other than private passenger autos only.</i> Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
25	<i>Owned autos subject to no-fault.</i> Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
26	<i>Owned autos subject to a compulsory uninsured motorists law.</i> Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
27	<i>Specifically described autos.</i> Only those autos described in <i>item Seven</i> of the Non-Dealers' and Trailer Dealers' Supplementary Schedule or <i>item Nine</i> of the Dealers' Supplementary Schedule for which a premium charge is shown (and for Liability Coverage any "trailers" you don't own while attached to a power unit described in <i>item Seven</i> or <i>item Nine</i>).
28	<i>Hired autos only.</i> Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
29	<i>Non-owned autos used in your garage business.</i> Any "auto" you do not own, lease, hire, rent or borrow used in connection with your garage business described in the Declarations. This includes "autos" owned by your employees or partners or members of their households while used in your garage business.
30	<i>Autos left with you for service, repair, storage, or safekeeping.</i> Any customer's auto while left with your garage operations for service, repair, storage or safekeeping. Customers include your employees or members of their households who pay for the services performed.
31	<i>Dealers autos and autos held for sale by non-dealers or trailer dealers (physical damage coverages).</i> Any autos and the interests in these autos described in <i>item Seven</i> of the Dealers Supplementary Schedule or <i>item Nine</i> of the Non-Dealers' and Trailer Dealers' Supplementary Schedule

Leon County Board of County Commissioners

TRUCKERS' COVERAGE TERMS

<u>Symbol</u>	<u>Description</u>
41	<i>Any auto.</i>
42	<i>Owned autos only.</i> Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins
43	<i>Owned commercial autos only.</i> Only those trucks, tractors and trailers you own and for Liability Coverage any trailers you don't own while connected to a power unit you own. This includes those trucks, tractors and trailers you acquire ownership of after the policy begins.
44	<i>Owned autos subject to no-fault.</i> Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are subject to the no-fault law in the state where they are licensed or principally garaged. The named insured has no-fault coverage in all states subject to no-fault coverage until and unless the coverage is rejected in those states that permit rejection.
45	<i>Owned autos subject to a compulsory uninsured motorists law.</i> Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement. This provides automatic coverage only in those states that do not allow the named insured to reject the coverage.
46	<i>Specifically described autos.</i> Only those autos described in <i>item three</i> of the Declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to a power unit described in <i>item three</i>).
47	<i>Hired autos only.</i> Only those autos you lease, hire, rent or borrow. This does not include any private passenger type auto you lease, hire, rent or borrow from any member of your household, any of your employees or partners or agents or members of their households.
48	<i>Trailers in your possession under a written trailer or equipment interchange agreement.</i> Only those trailers you do not own while in your possession under a written trailer or equipment interchange agreement in which you assume liability for loss to the trailers while in your possession.
49	<i>Your trailers in the possession of anyone else under a written trailer interchange agreement.</i> Only those trailers you own or hire while in the possession of anyone else under a written trailer interchange agreement. When this symbol is entered next to a Physical Damage Coverage in <i>item two</i> of the Declarations, the Physical Damage Coverage exclusion relating to a loss to a trailer in the possession of anyone else does not apply to that coverage.
50	<i>Non-owned autos only.</i> Only those autos you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes private passenger type autos owned by your employees or partners or members of their households but only while used in your business or personal affairs.

Leon County Board of County Commissioners

SURETY BONDS

Brown & Brown has the capability to handle surety bonds. Our experienced professionals are proficient in Construction and Commercial Bonds. Construction bonds typically include Bid, Performance, Payment, Maintenance and Warranty bonds. Commercial bonds cover obligations typically required by law, statute or regulation. The following are just a few of the industry types that we can service:

- Condominium Associations
- Developers
- General Contractors
- Financial Services Industry
- Hazardous Materials and Waste
- Healthcare
- Manufacturing
- Oil & Gas
- Property Managers
- Restaurants
- Retail Industry
- Service Contractors
- Subcontractors
- Wholesalers/Suppliers/Distributors

Types of Commercial Bonds commonly written by Brown & Brown include:

Agricultural Dealers Bond	Medicare/Medicaid Bonds	Release of Lien Bonds
Appeal Bonds	Miscellaneous Bonds	Replevin Bonds
Citrus Dealer Bonds	Mobile Home Dealer Bonds	Right-of-Way Bonds
Court Bonds	Mortgage Broker Bonds	Seller of Travel Bonds
Customs Bonds	Motor Vehicle Dealer Bonds	Supply Bonds
Employee Dishonesty Bonds	Notary Public Bonds	Tax Bonds
Fidelity Bonds	Patient Trust Bonds	Title Agents Bonds
Franchise Dealer Bonds	Professional Solicitors Bonds	Utility Deposit/Payment Bonds
Fuel Tax Bonds	Public Official Bonds	Warehouse Bonds
Garnishment Bonds	Reclamation Bonds	Workers' Compensation Bonds
License & Permit Bonds	Recreational Vehicle Dealer Bonds	Yacht Broker/Salesman Bonds

For more information or questions, please contact our Bond Manager, Ryan Rothrock at 386-239-5716 or email at rothrock@bbdaytona.com.

Leon County Board of County Commissioners

EMPLOYEE BENEFITS

Brown & Brown is an insurance intermediary for Employee Benefits insurance. We are experts in analyzing plan design information and claim experience in order to make sure our clients have the best employee benefits package for their employee's at the most competitive cost. We broker the following products:

- Medical Insurance – Fully Insured / Self Insured / Dividend Plans
- Consumer Driven Health Plans – H.S.A's / HRA's
- Dental Insurance
- Basic and Voluntary Life Insurance
- Short and Long Term Disability
- Vision Insurance
- Flex Spending Accounts
- Employee Assistance Plan
- COBRA Administration
- Voluntary Products
- Legal Plans

We also realize the service intensive nature of Employee Benefits packages. Therefore, we have experienced Account Executives and Account Managers to assist our clients with all aspects of employee benefit plans including:

- Guarantee Renewals 45-60 days in advance
- Billing, Claims, Eligibility issues
- Electronic Enrollment
- Open Enrollment Assistance
- Benefits at a Glance / Benefit Business Cards
- Compensation Statements
- HR/ Benefits Website
- Employee Surveys

For more information or questions, please contact our Employee Benefits Manager, Ryan Rothrock at 386-239-5716 or email at rrothrock@bbdaytona.com.

From: Steve Farmer <SFarmer@BBDAYTONA.com>
To: Karen Melton <MELTONK@leoncountyfl.gov>
Date: 11/19/2013 10:32 AM
Subject: Re: Leon County 12/15/2013 Insurance Proposal

We had great activity in some lines. As we discussed, no one will compete on the property due to pricing and inability to offer full wind limits. Travelers and PGIT also declined Casualty due to loss experience and One Beacon pricing given the every minimal increase.

Abbie and Mary are working on it for you.

Steve Farmer
Senior V.P./Sales Manager
Brown & Brown of Florida

On Nov 19, 2013, at 10:27 AM, "Karen Melton"
<MELTONK@leoncountyfl.gov<mailto:MELTONK@leoncountyfl.gov>> wrote:

Whew!

Karen Melton, Risk Manager
Department of Financial Stewardship, Risk Management
301 S. Monroe St., Room 201
Tallahassee, FL 32301
850-606-5120
meltonk@leoncountyfl.gov<mailto:meltonk@leoncountyfl.gov>
"People Focused. Performance Driven"

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>>> Steve Farmer <SFarmer@BBDAYTONA.com<mailto:SFarmer@BBDAYTONA.com>> 11/19/2013 10:23 AM >>>
Karen,

Marketing will prepare a market summary for you. Thanks!

Steve Farmer
Senior V.P./Sales Manager
Brown & Brown of Florida

On Nov 19, 2013, at 9:04 AM, "Karen Melton"
<MELTONK@leoncountyfl.gov<mailto:MELTONK@leoncountyfl.gov>><mailto:MELTONK@leoncountyfl.gov>> wrote:

At first blush, it appears there is no data that shows efforts to obtain quotes from carriers other than expiring. As you know, our Board is very interested to knowing there was a competitive quality to this process. Please advise. thanks.

Karen Melton, Risk Manager
Department of Financial Stewardship, Risk Management
301 S. Monroe St., Room 201

Tallahassee, FL 32301
850-606-5120
meltonk@leoncountyfl.gov<mailto:meltonk@leoncountyfl.gov><mailto:meltonk@leoncountyfl.gov>
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>>> Steve Farmer
<SFarmer@BBDAYTONA.com<mailto:SFarmer@BBDAYTONA.com><mailto:SFarmer@BBDAYTONA.com>> 11/18/2013 6:11 PM >>>
Karen,

Attached is the proposal for the 12/15/2013 Insurance Renewal. This is a renewal of the expiring Zurich/One Beacon program. The overall premium increase is right at 2% and is mainly due to the claims activity (Auto) with One Beacon. We also have some exposure increase on the Professional Liability (number of employees went from 741 to 819)and Auto (The number of autos went from 372 to 403). The Zurich property rate is flat this year with a slight premium increase coming due to an increase in values. We have offset some of the increases with aggressive marketing of the Aviation and Pollution policies. The Premium Summary on page 29 of the proposal will outline the changes.

Coverage terms remain identical to last year with the exception of an improvement in the Aircraft Liability program (the \$100,000 per person coverage limitation has been removed).

Please let us know if you require anything further for the Agenda item. Mary is available to answer any questions you may have in my absence and I will return to the office on Wednesday, November 27. Thanks and I look forward to speaking with you when I return.

Steve Farmer
Senior Vice President/Sales Manager
Brown & Brown of Florida, Inc.
Direct line: 386-239-7233
Fax line: 386-239-5705
sfarmer@bbdaytona.com<mailto:sfarmer@bbdaytona.com><mailto:sfarmer@bbdaytona.com>

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From: Steve Farmer <SFarmer@BBDAYTONA.com>
To: Karen Melton <MELTONK@leoncountyfl.gov>
CC: Mary Fanning <MFanning@BBDAYTONA.com>
Date: 11/19/2013 12:41 PM
Subject: Re: Leon County 12/15/2013 Insurance Proposal

Karen,

No one can get within 200k of the League pricing in the standard market. PGIT declined as well. If anything has changed with their program I can re open but no one can touch them at current rates and retentions.

Steve Farmer
Senior V.P./Sales Manager
Brown & Brown of Florida

On Nov 19, 2013, at 11:33 AM, "Karen Melton"
<MELTONK@leoncountyfl.gov<mailto:MELTONK@leoncountyfl.gov>> wrote:

Oh, and are there quotes for the Excess Work Comp?

Karen Melton, Risk Manager
Department of Financial Stewardship, Risk Management
301 S. Monroe St., Room 201
Tallahassee, FL 32301
850-606-5120
meltonk@leoncountyfl.gov<mailto:meltonk@leoncountyfl.gov>
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>>> Steve Farmer <SFarmer@BBDAYTONA.com<mailto:SFarmer@BBDAYTONA.com>> 11/18/2013 6:11 PM >>>

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Please let us know if you require anything further for the Agenda item. Mary is available to answer any questions you may have in my absence and I will return to the office on Wednesday, November 27. Thanks and I look forward to speaking with you when I return.

Steve Farmer
Senior Vice President/Sales Manager
Brown & Brown of Florida, Inc.

Direct line: 386-239-7233
Fax line: 386-239-5705
sfarmer@bbdaytona.com<mailto:sfarmer@bbdaytona.com>

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Florida League of Cities, Inc.

125 East Colonial Drive, Orlando, FL 32801
407-425-9142, Toll Free: 1-800-445-6248/Fax: 407-425-9378
www.flcities.com



Leon County Proposal for Property & Casualty Insurance

Represented by:
Tom Conley
Account Executive



November 20, 2013

Karen Melton
Risk Manager
Leon County BOCC
301 S. Monroe Street, Room 201
Tallahassee, FL 32301

Dear Ms. Melton:

We appreciate the opportunity to present you with our proposal for your Insurance Program. As always, we welcome the opportunity to meet with you at any time to discuss this matter.

The Florida League of Cities Insurance Program was established in 1977 to provide an affordable insurance alternative for the governmental entities of Florida. Over the years the Florida Municipal Insurance Trust has evolved into one of the largest public entities programs in the United States and is recognized for its outstanding service and broad coverage forms.

The Trust, governed by a board of elected officials, is a non-assessable, non-profit, tax-exempt risk sharing pool. Each year these elected officials approve an actuarially recommended premium structure based on loss experience. The FMIT has superior financial strength presently highlighted by \$453 million in assets, \$216 million in surplus and over 600 members. With over 100 insurance professionals serving the FMIT, we have the resources and the product offering necessary to design a risk management solution to fit the unique coverage issues facing your City.

When examining other insurance markets, it will become obvious that our self-insured group concept is a most attractive insurance alternative. To be certain, the FMIT is highly qualified to meet all your risk management needs. Our expertise in the areas of public entity coverages, coupled with our outstanding claims, loss control, and a nationally recognized fraud (SIU) department translates to considerable service and savings.

Thank you for your time and consideration. We look forward to the chance to meet with you sometime in the near future.

Sincerely,

A handwritten signature in cursive script that reads "Tom Conley".

Tom Conley, Florida League of Cities
Account Executive
850-251-8722
tconley@flcities.com



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TAB A



Department of Insurance
And Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST

COVERAGE PROPOSAL

FOR

LEON COUNTY

PROPOSED EFFECTIVE DATE: December 15, 2013

ADMINISTERED AND PREPARED BY:

DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES

OF THE

FLORIDA LEAGUE OF CITIES, INC.

P.O. BOX 530065

ORLANDO, FL 32853-0065

"The Florida Municipal Insurance Trust Guarantee"

The FMIT will match any competitor's pricing for similar exposures, coverages, terms and conditions contingent on the ability of the competitor to verify that their rates are established by an independent actuary and that their reinsurance structure is currently in place. The competitor's reinsurer must have an AM Best rating of an A X or better.

A specimen agreement is attached. This proposal contains a brief, general description of coverages. It is not intended to describe or cover all the terms, limits, conditions and exclusions of the agreement.

The FMIT agreement language will supersede any differences between the agreement and this proposal summary.



Department of Insurance
and Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST
Proposal for 2013-2014

Leon County, By and Through Its Board of County Commissioners

AUTOMOBILE COVERAGE	Limits
Comprehensive Automobile Liability	\$3,000,000
Deductible:	\$10,000
Personal Injury Protection	\$10,000
Deductible:	\$0
Medical Payments	\$5,000
Deductible:	\$0
Automobile Physical Damage	
Comprehensive Coverage	\$1,000 Deductible
Collision Coverage	\$1,000 Deductible
Coverage Includes:	
➤ Hired & Non-Owned Liability	
➤ Rental Reimbursement - scheduled vehicles	
➤ Lease Differential - scheduled vehicles	
➤ Limited Replacement Cost - owned private passenger vehicles, SUVs, Pickup Trucks	
➤ Member's Personal Effects	

Note: For Members that choose a deductible - Members are **only** responsible for the deductible if a judgment or settlement occurs. Legal expenses are outside the deductible and paid solely by the Trust for General Liability and / or Automobile Liability.

WORKERS' COMPENSATION PAYROLLS

	Limit
Workers' Compensation	Statutory
Employers Liability	\$1,000,000 / \$1,000,000 / \$1,000,000

CODE	DESCRIPTION	PAYROLL
5506	STREET OR ROAD CONSTRUCTION: Paving or repaving	1,383,912
5509	STREET OR ROAD MAINTENANCE OR BEAUTIFICATION	713,921
7403	AIRCRAFT OR HELICOPTER OPERATION	45,689
7425	AIRCRAFT OR HELICOPTER OPERATION: NOC - HELICOPTER	249,457
7704	FIREFIGHTERS	135,000
7705	AMBULANCE SERVICE	5,021,558
7720	POLICE OFFICERS	27,926,447
8380	AUTOMOBILE SERVICE OR REPAIR	143,053
8392	AUTOMOBILE SERVICE OR REPAIR	123,718
8601	ENGINEERS OR ARCHITECTS	1,356,968
8742	SALESPERSONS, COLLECTORS, MESSENGERS	629,473
8810	CLERICAL	33,317,956
8820	ATTORNEY - ALL EMPLOYEES	819,371
8831	HOSPITAL OR VETERINARY	245,976
8868	COLLEGE OR SCHOOL - PROFESSIONAL EMPLOYEES	117,714
9015	BUILDINGS - OPERATION BY OWNER	1,170,815
9102	PARK NOC	724,070
9402	SEWER CLEANING	1,157,259
9403	GARBAGE, ASHES OR REFUSE	1,197,933
9410	MUNICIPAL, TOWNSHIP, COUNTY EMPLOYEES NOC	2,071,483
TOTAL PAYROLL		\$78,551,773

Self Insured Retention: \$500,000

Experience Modification Factor: 10/1/2013 1.25

Safety Credit: Yes

Drug Free Credit: Yes

The Workers' Compensation premium is subject to adjustment when the October 1, 2013 experience modification is received.

Premium calculation includes 5% Drugfree Credit and 2% Safety Credit - Requires receipt of approved applications.

SIR Services include Risk Control and Defense Costs and Awards or Settlements for Liability, if applicable.

The providers of the TPA service are subject to approval by the Florida League of Cities, Inc.

PREMIUM SUMMARY

Coverage Line	Annual Premium
Automobile Coverage	\$129,818
Workers' Compensation Coverage	\$185,294

Total FMIT Premium	\$315,112
---------------------------	------------------

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

INTEREST FREE INSTALLMENT PLAN

<u>First Installment</u>	<u>Second Installment</u>	<u>Third Installment</u>	<u>Fourth Installment</u>
25% minimum due	25% minimum due	25% minimum due	25% minimum due
December 15, 2013	April 1, 2014	July 1, 2014	October 1, 2014

Payment will be forwarded to the Florida League of Cities in Tallahassee



TAB B



Florida League of Cities, Inc. Florida Municipal Insurance Trust

SUMMARY OF QUALIFICATIONS AND EXCLUSIVE MEMBER ONLY BENEFITS

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HISTORY & STRENGTH OF THE FLORIDA MUNICIPAL INSURANCE TRUST

The Florida League of Cities* (FLC), headquartered in Tallahassee, is the administrator of **The Florida Municipal Insurance Trust (FMIT)** and is the state association for cities, towns and villages of Florida and was created to meet and serve the needs of municipal governments.

The League's purpose is to focus on those legislative issues most likely to affect daily municipal governance and local decision making. The Municipal Home Rule Powers Act and the Florida Constitution provide that cities in Florida have the authority to govern themselves locally, independent of state control.

Preserving Home Rule, educating citizens on this valuable right, and maintaining a focus on those issues that directly affect self-governance, service delivery and the quality of life of each municipality are essential goals of the Florida League of Cities.

The League established its first insurance program in 1977 to provide Workers' Compensation coverage and services to governmental entities. Early success of the Workers' Compensation program soon led to the establishment of trusts for the Liability, Property and Health lines of coverage. This firmly established the League as the recognized leader of such services in the state of Florida.

In 1987, the FLC opened its Public Risk Services office to administer the programs in-house. Subsequently, the insurance programs were consolidated under the name the Florida Municipal Insurance Trust (FMIT).

The FMIT, governed by elected officials, is a non-assessable, non-profit, tax-exempt risk sharing pool. The Trust currently provides insurance services for **over 600 public entities in Florida**, of which 250+ are municipalities. The Trust maintains superior financial stability, presently highlighted by **\$453 million in assets** and **\$216 million in surplus**. We currently insure **approximately \$9 billion in total insured values**. The League administers every facet of the FMIT's operations from claims handling to rate development; and as such, has produced unparalleled claims paying ability and equity returns for its membership.



Insurance and Financial Services

As Administrator for the Florida Municipal Insurance Trust, the League has a longstanding commitment to superiority for its membership.

- **Underwriting and Policy Services** – Customized program and placement capabilities are offered to address the changing needs and exposures of public entities. Policy pricing, processing and issuance are handled on a territorial team approach.
- **Claims Management** – Total in-house adjusting for workers' compensation and liability claims are provided by municipal claims specialist.
- **Member Services** – Licensed league account executives are readily available to review, advise and place coverages.
- **Risk Control** – A full range of programs are offered to promote safe work environments and loss prevention including Drug-Free Workplace, Employment Practices and Return to Work Policies.
- **Risk Management** – Educational seminars and publications such as the quarterly, "TRUST REPORTER", are provided to assist membership in managing risk.
- **SimpliCity/Synergy** – An innovative and comprehensive online software application that provides members who insure property through the trust a resource to use to help minimize risk, better prepare for disasters, and reduce overall recovery costs.
- **Special Investigation Unit (SIU)** - Pursues and otherwise minimizes fraudulent and similar insurance acts.

** The following disclosure is made in accordance with Florida law: The Florida League of Cities serves solely as the sponsor and administrator of the self-insurance programs provided by the Florida Municipal Insurance Trust. The Florida Municipal Insurance Trust exists as an independently governed, separate legal entity under Florida law.*



RISK CONTROL SERVICES



Zero Accident! A lofty goal we admit, but without aiming for the bulls eye how can you expect to hit the target. Risk Control Services is set up to assist your own Safety & Health or Risk Management departments or those employees assigned as the safety coordinator in reducing or eliminating your exposures to loss thereby reducing or eliminating your accidents.

We have a number of services we provide to reach this goal:

- Matching Safety Grant funds
- Field surveys
- Technical field and office assistance
- Customized safety program development and implementation
- Training and educational seminars & workshops
- Comprehensive safety & health video/dvd library
- Poster and video development capabilities
- Quarterly Magazine
- Website with online training
- Tailored Loss Analysis and Loss Runs
- Targeted service for high loss frequency and severity
- Insurable to value capabilities

National Safety Council states:

“Experience has proved that the most effective way to reduce accidents is to concentrate on one phase of the accident problem at a time rather than attempting to stop all accidents at once.”

Your Risk Control Team

- ◆ Scott J. Blaser, CSP
Risk Control Director
- ◆ Rudy Miranda, ALCM
Risk Control Supervisor
- ◆ Dennis D. Hagler
Risk Control Consultant
- ◆ Kenneth J. Blaser
Risk Control Consultant
- ◆ Ronald E. Peters
Risk Control Consultant
- ◆ Robert Hees
Risk Control Consultant
- ◆ Apryl Cordell, CPS,
RMPE, Risk Control Administration
- ◆ Anita Wick, RMPE
Risk Control Administration



Exclusive FMIT Member Programs

Under the Direction of FLC's Insurance & Financial Services, FMIT Members Benefit from Response & Recovery Programs provided by Synergy.

TURNKEY RECOVERY

In an effort to improve the mitigation process and significantly reduce the financial impact a loss can have on one's ability to recover, FMIT *TurnKey Recovery*SM managed by Synergy is offered to Members through the FMIT's Department of Insurance and Financial Services. All recovery services are authorized by the PRS as part of a covered FMIT Claim. Project costs are approved and paid to certified vendors directly by Synergy or the FMIT in order to reduce Member's out-of-pocket costs. FMIT *TurnKey Recovery*SM helps to minimize the financial exposure that SOV Claims can have on Members net cash-flow by eliminating the recovery cost burden and the reimbursement process. Additionally, FMIT *TurnKey Recovery*SM significantly reduces overall recovery costs by leveraging pre-certified vendors, preferred pricing agreements, negotiated general conditions and reduced layering of contractor overhead & profits. Ask your FLC Account Executive for more details.

SIMPLICITYSM SOFTWARE APPLICATION

*simpliCity*SM is the exclusive software solution developed and licensed to the FMIT for use by its Members who insure their property assets through the Trust. FMIT Members often face unique challenges when maintaining accurate schedule of values, tracking assets, overseeing projects, managing certified vendors and documenting the property claims process. *simpliCity*SM was developed for FMIT Members as a single solution to address these needs, minimize insurable risk, and ensure timely & cost-effective recovery. Additionally, *simpliCity*SM provides the FMIT an opportunity to support Member's desire to improve overall risk management and gain greater visibility of their property & assets.

FMIT-ALERT NOTIFICATION

Both prior to and after an event impacts a geographical area, *FMITAlert*SM provides critical information to support Member's needs. Using various platforms to deliver content via SMS, Email, Cellular & RDS/FM technology, *FMITAlert*SM keeps Member's in touch and aware.

MANAGED MUNICIPALITY ASSET PROGRAM (MMAP)

MMAP is a two-tiered program bringing together assets from both the public and private sectors for use by FMIT Members during response and recovery initiatives. More importantly, MMAP ensures that all participating members are fully reimbursed in a timely manner under rental agreements according to either FEMA &/or FMIT Insurance rates. Additionally, in tough economic times, MMAP provides an opportunity for municipalities to realize a return on fixed assets/equipment by contributing to on-demand, state-wide rental/leasing programs to both the public and private sectors. MMAP is accessed through the *simpliCity*SM software application.

FMIT UNIVERSITY TRAINING PROGRAM

At ER² University™, FMIT Members participate in quarterly symposiums designed to educate and better prepare their ability to withstand events that could affect their daily operations. Bringing together industry leaders, Members will benefit from lessons learned in the field of business continuity planning, risk management, first response, public assistance and disaster recovery. Schedule of course curriculum can be found on Member's dashboard located in the *simpliCity*SM software application.



SPECIAL INVESTIGATION UNIT (SIU)

Insurance fraud significantly contributes to increases in insurance costs. Agencies that must pay for fraudulent insurance claims also have higher rates and less money for other expenditures. To reduce the cost and amount of fraud to the Florida Municipal Insurance Trust (FMIT) members, the Special Investigation Unit was created in 1999. The Unit's purpose is to pursue and otherwise minimize fraudulent and similar insurance acts. Using the latest technology and practices when investigating claims, the Unit's efforts have resulted in criminal prosecutions, termination of benefits, reduced settlement amounts and even modified physician and judge's orders. The FMIT's Special Investigation Unit has three full-time investigators that investigate suspected fraud. This unit has been instrumental in referring claims for felony prosecution and securing millions of dollars in court ordered restitution.

The SIU gathers information of possible fraudulent insurance acts, potential abuses or non-existent injuries. Suspected fraud is reported to the Florida Department of Financial Services, division of Insurance Fraud.

FRAUD IS NOT A VICTIMLESS CRIME

Florida Gov. Charlie Crist and the Florida Cabinet present a resolution to the Special Investigation Unit



In March 2009, Florida's Governor and Cabinet presented the SIU with a Resolution recognizing it for its 10th anniversary in identifying, investigating and reporting suspected insurance fraud and abuse for investigation and prosecution. The referrals have resulted in millions of dollars in savings, and in court ordered restitutions, for FMIT members.

Successes To-Date

Estimated Cost Savings: \$6.4 Million
Restitution ordered: \$1.9 Million
Arrests: 57 and counting...

\$5,000 Reward

For information leading to the arrest and conviction of any person found guilty of a crime involving insurance fraud against the Florida Municipal Insurance Trust (Florida League of Cities).

If you suspect fraudulent insurance activity, call 1-(888) 447-5877



HR Risk Management HELPLINE...Employment Law advice is just a click away!

FMIT members face changing employment laws and ongoing employee issues. Employment practices risk management questions about federal and state regulations, hiring, termination, exempt/non-exempt, layoffs, wage/hour, Family and Medical Leave Act (FMLA) are among some of today's top human resource issues.

HELPLINE attorneys are from a national law firm and provide advice and counsel to thousands of government employers across the U.S. HELPLINE clients range in size from small municipalities with under ten employees to large government organizations with in-house legal resources and human resource departments.

How does HELPLINE work?

Employers are provided:

- Toll-free and online access to attorneys from a national law firm. Documented responses to their specific employment law/HR questions are returned no later than the end of the next business day.
- Access to an online destination which includes valuable HR resources, news, model handbook policies, and more...including online unlawful harassment training.

Members can ask risk management questions as often as they have them!

What kind of questions can an employer ask?

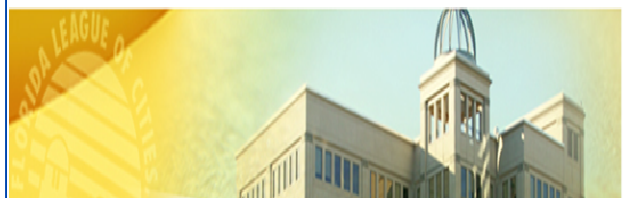
HELPLINE attorneys respond to over 50 different employment law/HR issues.

Questions include:

- I need to fire an employee, what do I do?
- Do we need to comply with FMLA?
- Is my employee considered exempt or non-exempt? And, do I have to pay overtime?
- We are going through a layoff, could you provide me with some guidance?

HELPLINE serves FMIT Members of all sizes...

- Employee issues pressure members financial budgets if not handled properly!
- Larger members with HR departments and in-house general counsel are looking for second opinions on their many daily challenges.





Directory of Services

Insurance and Financial Services

125 East Colonial Drive
P.O. Box 530065
Orlando, FL 32853-0065
Fax: 407-425-9378
Phone: 407-425-9142 or 1-800-445-6248

Property and Liability Claims

P.O. Box 538135
Orlando, FL 32853-8135
Fax: 407-425-9378
Phone: 407-425-9142 or 1-800-445-6248

Special Investigation Unit (SIU)

Florida League of Cities, Inc., Tallahassee Office

P.O. Box 1757
Tallahassee, FL 32302-1757
Fax: 850-222-3806
Phone: 1-800-222-9684 or 1-800-342-8112

Workers' Compensation Claims

P.O. Box 538135
Orlando, FL 32853-8135
Fax: 407-425-9378
Phone: 407-425-9142 or 1-800-756-3042



TAB C



KEY STAFF BIOGRAPHIES

Mrs. Jeannie Garner **Director of Insurance and Financial Services**

Mrs. Garner is the Director of Insurance and Financial Services at the Florida League of Cities, where she has been since 1994. Jeannie has served as the Executive Director for Florida Government Finance Officers Association (FGFOA) since 2001. She oversees all aspects of the administration, including reporting to the Board of Directors. The department provides insurance and financial services for local governments in Florida. As Director, Jeannie is responsible for the overall management, supervision and administration of these services - Florida Municipal Insurance Trust; Florida Municipal Construction Insurance Trust; Florida Municipal Investment Trust; Florida Municipal Pension Trust Fund and the Florida Municipal Loan Council. These were created to provide cities with cost-effective and quality services specifically designed for them. Jeannie is also a former chair for the NLC Public Finance Consortium. A native of Birmingham, Alabama, she graduated with a bachelor of science in finance from Troy State University.

Mr. Donald Lund, CPCU, ARM-P, CPA **Associate Director of Insurance Services**

Mr. Lund is the Associate Director of Insurance Services for the Florida League of Cities. Donald has been employed by the League since April 2000. He is responsible for overseeing the underwriting, finance and claims functions of the Florida Municipal Insurance Trust. Prior to coming to the Florida League of Cities, he worked as the Director of Accounting for a Florida based workers' compensation self-insurance fund. Donald has experience since 1993 in property and casualty insurance. He has a Masters Degree in Risk Management from Florida State University. He also has Bachelors of Science degrees in both Accounting and Finance from Florida State University and is a Certified Public Accountant. Additionally Donald holds seven professional designations: Chartered Property and Casualty Underwriter (CPCU), Associate in Risk Management, (ARM-P), Associate in Reinsurance (ARE), Associate in Surplus Lines Insurance (ASLI), Associate in Premium Auditing (APA), Associate in Insurance Services (AIS) and Construction Risk and Insurance Specialist (CRIS). He is also a member of the Florida Institute of Certified Public Accountants and the CPCU Society.

Mr. David Lodwick, CIC, CRM **Director of Trust Services**

Mr. Lodwick is responsible for leading the Trust Services efforts of Insurance and Financial Services operations for the Florida League of Cities. David joined the FLC on March 1, 2011. David served as a City Councilman for the Village of Royal Palm Beach from 1993-1998 and as Mayor from 1998-2010. During that time he also served seven years on the FMIT Board (2 as Chair) and also served on the FMIvT Board. He served locally on the MPO for Palm Beach County and is the former Chairman of Consumer Credit Counseling of the Palm Beach and Treasure Coast for over a decade. David is a Commercial Insurance Agent with specialty in Risk Management. He is a graduate of Ohio State University with a degree in Chemical Engineering and also holds the Certified Insurance Counselor and Certified Risk Manager designations.



KEY STAFF BIOGRAPHIES

Mr. Scott Blaser, CSP Director Risk Control

Mr. Blaser is the Director, Risk Control Services, Florida League of Cities, Inc. Executive Director, Florida Municipal Association for Safety & Health. Nationally Board Certified Safety Professional. 30 years of Safety and Health experience in the private and public sector. Bachelor of Science, Industrial Technology – Safety Studies, University of New York at Buffalo. Florida General Lines Insurance Broker License. Former Officer and current Professional Member, American Society of Safety Engineers. Technical Committee Member, National Fire Protection Association. Occupational Safety and Health Administration 10 and 30 hour Trainer. Member National Safety Council. Instructor & Disaster Responder, American Red Cross. Nationally Certified Playground Inspector. Technical Advisor and Member, Central Florida Public Risk Management Association. Certified Food Safety Manager.

Mr. Jay R. Goldrick, CWC, RMPE Workers' Compensation Claims Manager

Mr. Goldrick is responsible for Workers' Compensation claims oversight of FLOC and is a Board Certified Workers' Compensation Professional with experience since 1992 in Safety, Risk Control, and Claims management. He has a Bachelors degree in Finance from Florida State University and additional course work towards his Masters in Business Administration. He was a commissioned officer in the U.S. Air Force, reaching the rank of Captain and earned his flight wings by graduating third in his class from flight school. He distinguished himself by being assigned to the flight crew of the commander of the U.S. Central Command prior to Desert Shield and Desert Storm. For five years he was the Risk Manager for the City of Orlando and is a candidate for an ARM designation. He has an all-lines adjuster license and is a former Board member of the Central Florida RIMS Association.

Ms. Jessica A. Sheets, AIC, CPCU, API Property & Liability Claims Manager

Ms. Sheets is the Property & Liability Claims Manager for the Florida League of Cities. She is responsible for administering the Property & Liability department, which handles claims for the various governmental entities throughout Florida. Prior to coming to the League, Jessica worked for Safeco Insurance Company, A Member of Liberty Mutual Group for 17 years in a variety of capacities, the most recent being a Litigation/Large Loss Claims Team Manager for Safeco Personal Insurance. She graduated with a Bachelor's Degree in Political Science from the State University of New York at Brockport in 1993 and has completed various advanced claims/insurance related coursework including the Associate In Claims (AIC) designation, the Chartered Property Casualty Underwriter (CPCU) designation and the Associate In Personal Insurance (API) designation.



KEY STAFF BIOGRAPHIES

Mr. Tom Conley, RMPE **Account Executive**

Mr. Conley is an account executive for the Department of Insurance and Financial Services of the Florida League of Cities. He was born in the Panama Canal Zone spending his formative years there before moving to Florida. He graduated from the Florida State University with a B.S. degree in Finance. Shortly after college, Tom became a registered representative for Prudential Insurance Company, marketing insurance and investment products to commercial clients. During this time, he received the LUTCF professional designation. In 1997, Tom joined the Florida League of Cities as our North Florida account executive. In this capacity, Tom assists members in managing their insurance programs, identifying important issues affecting the financial stability of individual municipalities, and by educating our members on the volatile municipal marketplace. Mr. Conley currently holds the State of Florida insurance licenses for General Lines, and Life and Health.

Mr. Dennis Hagler **Risk Control Consultant**

Mr. Hagler is responsible for the Risk Control operations, in the north territory, for the Florida League of Cities, as a Risk Control Consultant. He has been with the League since 2008. He served a 3-year tour of duty with the United States Army, with 1 year in Vietnam. He has 42 years in safety, beginning with the Workers Compensation Rating Bureau (now NCCI). After this position, he attended Jacksonville University for his last 2 years, obtaining a Bachelor of Science in business administration. After college he has experience with two major, world-wide insurance companies, CIGNA and CNA, in risk control, progressing from trainee to manager. Dennis has extensive experience and training in risk control for all lines of coverage, with a heavy emphasis in property and construction. He currently is a member of the American Society of Safety Engineers and National Fire Protection Association.

Ms. Sharon White **Underwriter**

Ms. White has been with the League for more than ten years in many different capacities. She is currently the Underwriter for the North Territory: responsible for assisting members with quotes, policies, endorsements, certificates of insurance and audits. Ms. White earned her Bachelor of Science in Accounting from the University of Central Florida. Ms. White also completed the Risk Management for Public Entities (RMPE) and holds the designation of Charter Property Causality Underwriter (CPCU). To better understand city government, Ms. White attended and received a certificate of completed for the Institute for Elected Municipal Officials.



TAB D

FLORIDA MUNICIPAL INSURANCE TRUST: PART OF THE FLC FAMILY

Your
Resource.

Your
Advocate.

Your
Partner.

Cities are the heart of Florida. Each of our cities is a unique place where its citizens decide what they value and how they want to live.

With revenues down and pressures from state government high, there's never been a more challenging time to lead our cities.

That's where your choice of a trusted partner makes the difference.



We Know Cities/Local Government

FMIT is part of the Florida League of Cities family. We deeply understand what it takes to make municipal government work, and we exist to serve your needs. We are governed by city/local government officials themselves – the very ones we insure – so our interests are your interests.

Here Today. Here Tomorrow.

Insurance only has value if it's there for you when you need it. FMIT is capitalized for a 1 in 250 year event, the level of protection recommended by Standard & Poors. In Florida's increasingly unstable insurance market, FMIT stands as a fortress for cities against uncertainty and catastrophic loss. As the oldest and largest municipal insurance pool in Florida and one of the nation's largest, FMIT is the protection of choice for 2 out of every 3 Florida cities.

You Profit from our Stability

You are protected by our financial strength when times are bad. And we are the only insurer to pay you back when times are good. In the past six years, we have returned more than \$52 million in unused premiums to our insured members. This ethic serves you in two ways: You can take comfort in knowing that FMIT manages premiums to ensure stability in the event of a truly catastrophic loss, yet we return any additional premium to you. You might say we've got your back – and we pay you back.

Personal Service from People You Know

When you need us, we become an extension of your own staff. We know our insured members by name. If you suffer a loss, a member of the Florida League of Cities family will handle your claim and work with you to minimize disruption and aggravation. FMIT will pay your claim directly, saving you countless phone calls to multiple, nameless adjusters and carriers who don't know you.

Keeping Your Costs Down

Insurance fraud is all too common and expensive to your bottom line. One in four worker's compensation claims, one in three bodily injury claims and one in 10 property and casualty claims are fraudulent, costing each Florida family about \$1,400 a year in additional premiums.

That's why FMIT created our special investigation unit to reduce the frequency and cost of fraud to our members. Since 1999, our fraud investigations have produced \$6.4 million in cost savings and more than \$1.9 million in restitution for our members, earning us recognition from the Florida Governor and Cabinet and reducing the impact of fraud on you.

How We're Different: Exclusive Member-Only Benefits

Investing in Your Safety.

Our Workplace Safety Grant program offers free money for you: Our matching grants of up to \$5,000 help our members pay for projects that make their workplaces safer. Since 2005, we have given out 422 grants totaling nearly \$960,000 for continuing education classes, personal protective equipment, hepatitis A & B immunizations, work zone safety signs, police accreditation program fees, sidewalk repairs and lifeguard training. Anything that reduces or eliminates potential losses or injuries may qualify.

Simplified Pre-Disaster Planning.

What if you could document all your city assets on a single, simple Web site? What if you could produce insurance-ready and FEMA-ready reports at the touch of a button? What if all your preferred local vendors were pre-approved and ready for direct payment in the event of a disaster. Our unique SimpliCity program does all that for you and more – and it's available exclusively for FMIT members.

TurnKey Disaster Recovery.

FMIT's TurnKey Recovery program lets you track your recovery online in real time and minimize out-of-pocket impacts. This exclusive, member-only benefit reduces a claim's impact on your net cash flow by eliminating the recovery cost burden and the reimbursement process. We will pay your preferred, pre-approved, local vendors directly. Adjuster notes, construction and repair progress, and photos for all losses are online and updated in real time, allowing you continuous access to your city's recovery status.

HR Helpline.

Our exclusive HR Helpline delivers online tools for HR professionals, allowing your city to generate customized employment manuals and employee handbooks, and benefit from online assistance, networking opportunities and an extensive bank of employee relations research. This service also extends access to free legal counsel for pre-termination and other HR issues.





TAB E

See Separate Attachment

**Leon County
Board of County Commissioners**

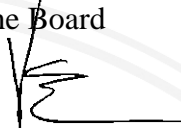
Notes for Agenda Item #24

Leon County Board of County Commissioners

Cover Sheet for Agenda #24

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Agreement Awarding Bid to Capital Asphalt, Inc. in the Estimated Amount of \$7,147,326 for the Asphaltic Concrete Materials and Services, Continuing Supply Contract

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development Kathy Burke, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Sr. Design Engineer Charles Wu, P.E., Chief of Engineering Design Shelly Kelley, Director of Purchasing Shanea Wilks, Director of Minority, Women and Small Business Enterprise

Fiscal Impact:

This item has been budgeted and adequate funding is available. The FY 2013/2014 budget and the proposed FY 2014/2015 budget include Capital Improvement funds for the resurfacing of selected arterial/collector and local roads.

Staff Recommendation:

Option #1: Approve Agreement awarding bid to Capital Asphalt, Inc. in the estimated amount of \$7,147,326 for the Asphaltic Concrete Materials and Services, Continuing Supply Contract for a two-year period (Attachment #1), and authorize the County Administrator to execute.

Report and Discussion

Background:

The County routinely uses continuing supply contracts to accomplish the Capital Improvement Projects (CIPs) approved by the Board during the annual budget process. During that process, the Board approves the projects to be constructed and approves the funding. Several CIPs require asphalt installation and maintenance, particularly the Arterial/Collector Resurfacing Projects, Local Road Resurfacing Projects, 2/3 Projects, and Intersection and Safety Improvements Projects. In addition, the Operations Division uses this Asphalt Continuing Supply Contract for routine road maintenance, installation of traffic calming, and maintenance in other locations as needed.

To provide for the asphalt needs of all of these CIPs and the Division of Operations, the County has historically utilized and established a Continuing Supply Contract. To bid this project, it was necessary to determine bid items and estimated quantities. Staff estimated the quantities of all items necessary for the roads listed to be resurfaced over the next two years, as well as quantities for routine maintenance by the Division of Operations. The combined estimates served as the basis for competitive bidding. The Agreement provides, however, that these quantities are for the establishment of unit prices only, and that actual quantities may vary significantly from the bid quantities.

It should be noted that the award of the Contract is not an authorization for the expenditure of County funds. The authorization for the expenditure of funds, and the funding allocations, are found in the various Capital Improvement Projects and Operating budgets approved by the Board during the annual budget process. The Contract is only a vehicle for the accomplishment of the approved Capital Improvement Projects and other maintenance activities conducted by Leon County.

Analysis:

The Invitation to Bid for the Asphaltic Concrete Materials and Services, Continuing Supply, was advertised locally on September 30, 2013. A total of 273 vendors were notified through the automated procurement system. A total of 12 vendors requested the bid package, and representatives of three vendors attended the mandatory pre-bid conference held on October 8, 2013. The County received three bids on October 30, 2013. Based on the itemized price sheets, the lowest bidder is Capital Asphalt, Inc. for an estimated total of \$7,147,326 (Attachment #2). The second low bid was received from Peavy & Son Construction for an estimated total of \$7,220,721. The bid difference between the lowest and the second lowest is \$73,395. This is a unit price contract and the Contractor would be paid based on the actual quantity used for each individual pay item (Attachment #3).

The Minority, Women and Small Business Enterprise (MWSBE) Division placed an aggregate 14% for M/WBE participation (7% MBE sub-contracting and a 7% WBE sub-contracting) target for this bid. Capital Asphalt, Inc. met the 7% MBE sub-contracting and a 7% WBE sub-contracting target for this bid at the time of bid submittal (Attachment #4).

The FY 2013/2014 budget and the proposed FY 2014/2015 budget include Capital Improvement funds for the resurfacing of selected arterial/collector and local roads. This Agreement, if authorized by the Board, would be used to complete projects for the entire 2013/2014 and 2014/2015 fiscal years. Specifications of the Materials and Services Contract contain 54 items, which include asphalt concrete materials and other services for the construction, maintenance and upkeep of selected roads throughout Leon County.

Options:

1. Approve the Agreement awarding bid to Capital Asphalt, Inc in the estimated amount of \$7,147,326 for the Asphaltic Concrete Materials and Services, Continuing Supply Contract for a two-year period (Attachment #1), and authorize the County Administrator to execute.
2. Do not approve the Agreement awarding bid to Capital Asphalt in the estimated amount of \$7,147,326 for the Asphaltic Concrete Materials and Services, Continuing Supply Contract for a two-year period.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Agreement with Capital Asphalt, Inc.
2. Bid Tabulation Sheet
3. Bid Pricing Sheet
4. MWSBE Statement

VSL/TP/KB/CRM/crm/bp

DRAFT AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and CAPITAL ASPHALT, INC., hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County the following services related to Asphaltic Concrete Materials and Services in accordance with: 1) Asphaltic Concrete Materials and Services, Bid# BC-10-30-13-05 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The Agreement shall be for a period of three (2) years, commencing on _____, 2013, and shall continue until _____, 2015.

The liquidated damages will be set based on the bid price for the individual project and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, Latest Edition.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
BC-10-30-13-05

5. PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Chris Muehlemann
2280 Miccosukee Road
Tallahassee, FL 32308
Telephone: 850-606-1500
E-mail: MuehlemannC@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

C. Notices to the Contractor are to be submitted to:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

D. Invoices are to be submitted to:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing and Minority, Women and Small Business Enterprise Policy details the policy and procedures for payment disputes under the contract.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
BC-10-30-13-05

7. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

1. **General Liability:** \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury (deleting employee and contractual exclusions), and coverage for explosion, collapse, and underground (X,C,U).

B. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. **Other Insurance Provisions** The policies are to contain, or be endorsed to contain, the following provisions:

1. **General Liability and Automobile Liability Coverage's** (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insured's as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall pay for all necessary permits as required by law.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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PUBLIC CONSTRUCTION BOND
Bond No.(enter bond number)

BY THIS BOND, We _____, as Principal and _____, a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, between Principal and Owner for construction of _____, the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____ day of _____, 20__.

(Name of Principal)

By:
(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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13. INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

14. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof except when the County Good Faith Committee approves an exception.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of their Agreement with the County may be suspended from bidding on and/or participation in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing and Minority, Women, and Small Business Enterprise Policy 96-1.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 2284 Miccosukee Road, Tallahassee, Florida or by facsimile to (850) 606-1651.

15. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents

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during the required retention period as specified in paragraph 1 above.

- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

16. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

17. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

18. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

19. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

20. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

- b. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- c. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- d. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- e. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

21. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

22. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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23. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

24. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

25. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

26. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ATTACHMENTS

Exhibit A – Bid Document
Exhibit B – Contractors Bid Submission
Exhibit C – Bid Tabulation

The remainder of this page intentionally left blank.

AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

CONTRACTOR

BY: _____ WITNESS: _____
President

DATE: _____ WITNESS: _____

(CORPORATE SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

By _____ of _____
(Name of officer or agent, title of officer or agent) acknowledging (Name of corporation)

a _____ corporation, on behalf of the corporation. He/she is personally
(State or place of incorporation)

known to me or has produced _____ as identification.

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

**AGREEMENT BETWEEN LEON COUNTY AND CAPITAL ASPHALT, INC.
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LEON COUNTY, FLORIDA

BY: _____

**Vincent S. Long
County Administrator**

DATE: _____

**ATTEST:
BOB INZER, LEON COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER**

By: _____

**APPROVED AS TO FORM:
LEON COUNTY ATTORNEY'S OFFICE**

By: _____
**Herbert W.A. Thiele, Esq.
County Attorney**



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 608-3302 www.leoncountyfl.gov

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM
Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No: BC-10-30-13-05
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened. An electronic copy (disc or thumb drive) of the Excel unit price bid sheet is also required.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

PURPOSE AND SCOPE:

Leon County is seeking the services of a qualified vendor to provide Asphaltic Concrete Materials and Services on a continuing service basis. The County intends to use the asphaltic concrete materials and other services specified within this contract on resurfacing projects, routine road maintenance projects, road construction, in-place asphalt services for various County facilities and any other County approved applications which best serves the interest of the citizens of Leon County. All work within this project is to be provided on an on call basis with both the County and the Contractor complying with the provisions of the written Notice to Proceed document.

For the resurfacing portion of this contract, a project list is provided for arterial, collector, and local roads which Leon County plans to resurface in the next two years. The resurfacing work may also include all associated leveling, shoulder work, turnout construction, final dressing and temporary striping as shown on the project detail sheets or determined by the Engineer. All quantities represent good faith estimates made by Leon County. Actual in-place quantities may vary from those shown and described in the contract documents. Leon County does not guarantee purchase of the full amounts shown or indicated for any item within this document.

The Contractor must be certified by the Florida Department of Transportation (FDOT) for each of the categories listed in this bid document for this type of installation. Certification number and category shall be listed on the bid response sheet and proof of certification must be provided with the bid submission.

Please refer to the technical specifications for further details of the project. The Bid Price Sheet and supplemental **technical** specifications are available on line at <http://www.leoncountyfl.gov/Purchasing/Plan&Specs/index.asp>. The Bid Price Sheet is required manually and electronically at bid submission.

Leon County plans to resurface 32.71 miles of roads shown on the following list. The County reserves the right to segment, add to, or delete roadways within this list and to change any of the identified items, or the estimated quantities shown on the project detail sheets contained in this contract. Leon County reserves the right to shorten or extend, add or delete roads or the anticipated resurfacing mileage in total or on a per road basis. This is a UNIT PRICE CONTRACT and bidders are required to submit an electronic copy of the bid sheet in Excel format.

Arterial Collectors		
Road Name		Miles
Lonnie Road		0.91
Tower Road		1.31
Pedrick Road		0.87
Calhoun Street (Tennessee St. to Gaines St.)		0.59
Gadsden Street (Tennessee St. to Gaines St.)		0.63
Kinhega Drive		1.56
Sharer Road		1.78
Blount Creek Landing		0.55
Tekeska Drive		0.64
Lake Shore Drive		3.98
Fred George Road (Capital Circle to Four Lane)		1.47
Old Bainbridge Road (Tharpe St. to Fred George Rd.)		3.29
Old Bainbridge Road (Fred George Rd. to CCNW)		2.57
Westway Road		0.72
Rainbow / Estates Road		0.77
Old Magnolia Road (Cromartie Rd. to Reeves Rd.)		0.44
Reeves Landing		0.83
Blairstone Road (Lafayette St. to Orange Ave.)		1.40
Benjamin Chaires Road		1.45
Wadesboro Road		0.88
	Arterial Collectors	
	Total Length 27.90 Miles	

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Local Roads		
Road Name	Miles	
Snoopy Lane	0.21	
Belair Road	0.30	
Stoneler Road	1.60	
Balkin Road	0.80	
Ballard Road	0.60	
Holder Lane	0.20	
La France Road	0.80	
Fox Road	0.30	
		Local Roads
		Total Length 4.81 Miles

TOTAL RESURFACING MILES 32.71

Based on tonnage totaled from previous year's usage by Leon County, the following estimates for asphalt products on County trucks and in-place are offered for bidding purposes.

1. Asphalt patching materials for routine road maintenance - 2,250 tons.
2. In-place asphalt for Local and Arterial/Collector Resurfacing Projects, 32.71 miles (estimated).

The estimates for the other items can be found on the Bid Pricing Sheet. All quantities represent good faith estimates made by Leon County.

The agreement term will be two (2) years.

The actual asphalt price at the time of application will be adjusted according to Section 9-2.1.2 of the Leon County Supplemental Specifications to Florida Department of Transportation's Standard Specification for Road and Bridge Construction 2010 edition.

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

Addenda: <http://www.leoncountyfl.gov/purchasing/Addenda>

Public Meetings: <http://www.leoncountyfl.gov/purchasing/PublicMeetingNotices>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
Monday, September 30, 2013	Release of the ITB
Tuesday, October 8, 2013 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
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Opening Date: October 30, 2013 at 2:00 PM

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
Not later than: Thursday, October 17, 2013 at 5:00 p.m.	QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.
Not later than: Wednesday, October 30, 2013 at 2:00 p.m.	BID SUBMISSION DUE DATE/OPENING OF TECHNICAL RESPONSE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

OFFEROR REGISTRATION:

Offerors who obtain solicitation documents from sources other than the Leon County Purchasing Division or Demandstar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Offerors. Also, Offerors should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Offeror through the Purchasing Division or online through Demandstar.com may cause your submittal to be rejected as non-responsive.

CONTRACTOR'S QUALIFICATIONS

All Contractors used on the project shall possess a current and valid FDOT Certificate of Qualifications for each category being bid upon. Notarized copies of both the contractor's and any proposed subcontractors' Certificate of Qualifications shall be submitted to Leon County concurrent with bid. Failure to demonstrate FDOT certification in the fashion described will result in the rejection of bid.

BID INFORMATION AND CLARIFICATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Don Tobin or Jay Kirkland, phone (850) 606-1600; fax (850) 606-1601; E-mail tobind@leoncountyfl.gov or kirklandr@leoncountyfl.gov. Written inquiries are preferred.

Each Vendor shall examine the Bidding Documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

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Opening Date: October 30, 2013 at 2:00 PM

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

PREPARATION AND SUBMISSION OF BID:

Each Vendor shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Vendor. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

REJECTION OF BIDS:

The Owner reserves the right to reject any and/or all bids when such rejection is in the best interest of the Owner.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not

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properly addressed and identified. At the time fixed for the opening of bids, the will be made public and will be posted on the Purchasing Division website at: www.leoncountyfl.gov/Purchasing/Postings/index.asp.

A vendor may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Vendors prior to the time fixed for opening. Negligence on the part of the Vendor in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid/proposal will be awarded as soon as possible to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this invitation to bid. The County reserves the right to waive any informality in bids/proposals and to award a bid/proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at:

<http://www.leoncountyfl.gov/Purchasing/Postings/other.asp>

for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

PLANHOLDERS

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/purchasing/addenda/index.asp>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the

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vendor prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

BID GUARANTEE:

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The Owner reserves the right to hold the Bid Guarantee of the Bidders until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of this contract and may be forfeited due to non-performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful vendor will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the Owner for the full amount of the default.

PAYMENT AND PERFORMANCE BOND

As this is a continuing supply solicitation, there will be many separate projects during the term of the agreement. For each project assigned, a Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of project assignment. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time. The appropriate bonds must be supplied prior to the County Issuing a formal Notice to Proceed.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

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PUBLIC CONSTRUCTION BOND
Bond No. (enter bond number)

BY THIS BOND, We _____, as Principal and _____ a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, between Principal and Owner for construction of _____, the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____ day of _____, 2011.

(Name of Principal)

By: _____
(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

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TIME AND LIQUIDATED DAMAGES:

The Agreement resulting from this solicitation is anticipated to be for a period of two (2) years, commencing on _____, 20__, and shall continue until _____, 20__.

The liquidated damages will be set based on the bid price for the individual project and according to Section 8-10 of the FDOTs Standard Specifications for Road and Bridge Construction, Latest Edition.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.

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5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE's and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by **prime contractors**.
2. The term "**Certified Minority Women Business Enterprise**" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this bid are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Shanea Wilks, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

Respondent must complete and submit the attached Minority and Women Business Enterprise Participation Plan form. **Failure to submit the completed** Minority and Women Business Enterprise Participation Plan form will result in a determination of non-responsiveness for the bid.

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). Failure to complete such good faith effort statement will result in the bid being non-responsive. Below, are policy examples of good faith efforts that respondents can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

- a. Advertised for participation by MAWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MAWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

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- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBES who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBES.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Construction Sub-Contractor Targets:	MBE - 7%
	WBE - 7%

5. Definitions for the above targets follow:

- a. Minority/Women Business Enterprise (MWBE) - a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
- b. Minority Person - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - 1) African/Black Americans - All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
 - 2) Hispanic Americans - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.

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- 3) Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- 4) American Indians, Alaskan Natives and American Aleuts - All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.

c. Women - American Woman

6. Prime contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her

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licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
 - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.
 - b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.

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3. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

PAYMENTS TO THE GENERAL CONTRACTOR

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

INSURANCE:

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance - Contractor shall maintain limits no less than:

General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations; a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury (deleting employee and contractual exclusions), and coverage for explosion, collapse, and underground (X,C,U).

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2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

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Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The vendor will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

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Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

Leon County may terminate this Contract without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Contract for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the seller.

PENALTIES:

BIDS MAY BE REJECTED AND/OR VENDOR(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the vendor has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
7. Other reasons deemed appropriate by the Board of County Commissioners.

PUBLIC ENTITY CRIMES STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

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By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached "IDENTICAL TIE BID" form. Failure to submit a completed form may result in the bid being determined as non-responsive.

WARRANTIES:

Bidder will warrant title to all goods sold and such warranty may not:

1. Be for a period less than five (5) years.
2. Limit the County's remedies under Chapter 672, Florida Statutes;
3. Exclude or modify a warranty of merchantability as provided for in Section 672.314, Florida Statutes; or
4. Exclude or modify a warranty of fitness as provided for in Section 672.315, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The County shall pay for and obtain all necessary permits as required by law.

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ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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I. GENERAL REQUIREMENTS

This is to be a segmented project. Each segment is listed in the PURPOSE AND SCOPE. Upon receiving Notice to Proceed (NTP), the Contractor will have 15 calendar days to begin work on specified segment.

The construction sequence and design notes will be shown on the construction plans when they are available and may be adjusted on site with Engineer's approval. Except as modified by the bid instructions, the technical specifications herein, construction, procedure, materials, and equipment shall be in accordance with the following specifications and contract documents:

- A. All standards and specifications called out on the construction plans.
- B. Manual on Uniform Traffic Control Devices (MUTCD), Federal Highway Administration, Latest Edition.
- C. Leon County Supplemental Specifications (Modification) to Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2010 Edition.
- D. Florida Department of Transportation Standard Specifications for Road and Bridge Construction 2010 Edition.
- E. Florida Department of Transportation Design Standards, 2010 Edition.
- F. Americans with Disabilities Act, Latest Edition.

In the event of any conflict between the F.D.O.T. Standard Specifications and the specifications of this contract the specifications of this contract shall govern. The term "Engineer" represents "Leon County Engineer" or his/her Designee.

The County's Project Manager reserves the right to inspect projects at all stages of completion. In the event of unsatisfactory work, the Contractor shall make corrections or changes at no cost to Leon County. The Contractor shall consult with the County's Project Manager and Chief of Construction Management, or their Designees, for final inspection upon completion of each job.

II. SPECIAL PROVISIONS

1. All equipment must meet minimum F.D.O.T. Standard Specifications. Prior to commencement of each day's work, the On-Site Inspector shall inspect and approve all equipment to be used on the job as to its condition and suitability to perform the necessary task. If any equipment is found by the Inspector to be unacceptable, the Contractor shall repair or replace said equipment to the Inspector's satisfaction prior to initiation of any work.
2. A sufficient labor force shall be maintained to undertake the scope of work that is to be performed. Prior to the commencement of each day's work, the On-Site Inspector shall approve the personnel provided by the Contractor to ensure that an adequate number of workers are available as well as capable of providing the skills necessary to perform the necessary task. If any time, during the working day, the Inspector feels that adequate personnel are not being provided, he or she may stop all work activities until the Contractor corrects the situation. The Contractor's Superintendent shall be free at all times to supervise and coordinate the work in progress with the On-Site Inspector without being required to personally operate the equipment for the project.
3. All conventional type paving equipment used for placing asphalt, both leveling and surface placement, shall be outfitted with electronic devices capable of maintaining uniform cross slope control,

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joint matching, and leveling of the asphalt mix within the allowable tolerances. An Asphalt Transfer Machine shall be used on all Arterial/Collector Roads during the application of the Final Lift of Asphalt. Such equipment must be approved by Leon County prior to use.

4. Leon County shall reserve the right to sample any or all materials to determine that materials meet specifications. Failure to meet specifications shall be cause for cancellation of delivery, rejection of materials provided, or partial or full payment deduction as determined by the County Representative.

Maintenance of Traffic

5. The Contractor shall remove all equipment from the roadway and the shoulder during non-working hours to ensure the least practicable interference with traffic and pedestrians. The Contractor is to provide the area for storing equipment.

6. Working hours will normally be from 9:00 a.m. to 4:00 p.m., Monday through Friday; however, upon request of the Contractor, the Engineer, may consider an alternative to these working hours based on the time of year, site, weather, and traffic conditions.

7. No night work shall be performed unless adequate lighting is provided and approval given by the Engineer. If the existing lighting is not adequate, the Contractor shall be responsible for providing artificial lighting that shall be approved by the Engineer. Night time work Pay Items will be compensated at 10% additional.

8. The Maintenance of Traffic for the project will be done in accordance with the Manual on Uniform Traffic Control Devices, latest edition. The Contractor's plan for maintenance of traffic during construction shall be delivered and approved by the Leon County Engineer prior to commencement of construction.

The Maintenance of Traffic Control (MOT) Plan Developer shall be a Professional Engineer registered in the State of Florida or be certified by FDOT in Advanced MOT. If the MOT Plan Developer holds FDOT Advanced MOT Certificate, a copy of the certificate shall be submitted to the County when submitting the MOT plan for review and approval.

9. The Contractor shall be responsible for temporary pavement markings where required and all necessary materials and equipment to place the markings in accordance with the Manual on Uniform Traffic Control Devices and the direction of the Engineer.

10. The Contractor shall furnish, erect, and maintain all necessary barricades, warning signs, detour signs, and suitable and adequate lights while taking all other precautions to protect the work and the public. Streets, which are closed to traffic by authority of Leon County, shall be adequately barricaded and marked with warning and detour signs, and lights at all intersections and crossings along the detours. Street closing and detour routing shall be requested of and receive approval from the Engineer, prior to implementation. The temporary detour shall be adequately marked throughout its length. All detour routes shall be maintained by the Contractor in a safe and passable condition at all times. When the detour is no longer necessary, the streets constituting the detour route shall be restored to a condition equal to the condition of such streets prior to their use for detours and all to the satisfaction of the Engineer.

12. Obstructions and barricades shall be lighted at night and such lights shall be kept burning from sunset to sunrise. All such signing and traffic control within the limits of the project shall be done in accordance with the Engineer, applicable OSHA regulations and MUTCD, Part 6.

Survey Monuments

13. Any survey monument within the limits of construction is to be protected. If a survey monument is in danger of being destroyed or damaged and has not been properly referenced, the Contractor shall notify the Engineer immediately.

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Utilities

14. All existing drainage structures within the limits of construction shall remain unless otherwise noted.
15. The Contractor shall be responsible for protecting all utilities including, but not limited to, water and gas valve boxes, sanitary and storm sewer manholes, and electric manholes for resurfacing or construction.
16. Expect as specified above, utilities are to be adjusted by others unless directed otherwise. Coordination of utility adjustment shall be the responsibility of the Contractor.
17. The Contractor shall contact the utility owners and request them to properly locate their respective utility on the ground. This notification shall be given at least three (3) working days prior to commencement of operation around the utility.

Special Requirements

18. For all resurfacing projects, the Contractor shall clip any grass, dirt or debris back from the edge of the pavement to the width directed by the County Representative. Contractor shall provide all necessary warning equipment where material has been cut away from edge of pavement in advance of asphalt resurfacing.
19. Before any bituminous material or asphaltic concrete is placed, all loose material, dust, dirt, caked clay and other foreign material, which might prevent proper bond with the existing surface, shall be removed by the Contractor for the full width of the application. All loose and deleterious material shall be removed by the use of power brooms, vacuum units or blowers, supplemented by hand brooming and shovel work where necessary. Any material in excess which cannot be incorporated into the finished shoulder without changing its cross-slope or shape must be removed from the right-of-way or County property by the Contractor at the direction of the County Inspector and deposited at a site acceptable to the County. Clipped material cannot remain on the road shoulder more than 24 hours prior to removal or replacement back to the pavement edge without approval by the County Inspector. All cost associated with this activity will be included within the price per ton of asphalt with no other compensation by the County. If the County determines that unusual conditions exist on any project, the County reserves the right to negotiate a supplemental payment for these services, based on mutual agreement between the County's Representative and the Contractor. However, the County is under no obligation to do so.
20. The Contractor shall coordinate placement of tack, leveling, and surface placement with the County Representative. The County Representative shall have final decision on items of the contract.
21. The Contractor shall place asphalt material at turnouts for all road intersections and driveways as directed by the County Representative.
22. The Contractor shall move shoulder material, which has been clipped back from the edge of the pavement back to the edge of the new pavement as directed by the County Representative (Inspector) within 24 hours after placement of the asphalt or as directed by the County Inspector. This requirement will apply to any resurfacing or road widening project. The County Inspector will determine when this work will be completed and during which phase of the project (widening, leveling or final surface installation). Where widening of the existing roadway creates an excessive amount of material, the Contractor will not only bring the material back to the pavement edge, but he will level any accumulative material onto the shoulder as directed by the County Inspector. All asphalt, concrete, rock or debris, must be removed from the road shoulder. This work could be hand labor with rake and shovel or be accomplished with the Contractor's equipment. There will be no additional compensation for the replacement of the existing shoulder material described above. However, the County Inspector will have the authority to approve compensation to the Contractor in any situation where he determines that extreme conditions exist.

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23. In situations where additional work is required, other than the work described in Special Provision 22 above, the County Inspector will determine what shoulder work is required in order to complete the project and direct the Contractor accordingly. This work will be identified by the Inspector or County Representative as Shoulder Restoration. The work will then proceed as described under this item and will be compensated at the bid price within the contract document. The description of the work required under this item will be according to County Specifications or F.D.O.T. Specifications, which ever applies.
24. The County, or its representative, shall reserve the right to sample any or all loads of asphaltic materials or any other materials associated with this contract, to determine that materials meet specifications. Failure to meet specifications shall be cause for canceling of any delivery with no compensation for the rejected material.
25. Damage to any Public Right-of-Way highway structures during construction shall be the responsibility of the Contractor and shall be repaired or replaced at his expense.
26. Driveways turnouts to private property, dirt road connections, private or public subdivisions shall be constructed according to the plan detail sheet provided or as directed by the Project Inspector. The plans for turnout construction have been coordinated with, and comply with the Leon County Driveway and Street Connection Regulations, Policies, and Procedures, as adopted by the Board of County Commissioners on May 28, 1991. In any situation where the Project Inspector determines that it is in the County's best interest, he or she may adjust the length, width, depth, etc. from the dimensions shown on the detail sheet. Construction of turnouts will be a separate operation, not incorporated with the widening, leveling or surfacing unless requested by the Contractor in writing and approved by the Project Engineer or his representative, and will be completed prior to the start of the final surface.
27. Any mailbox and road signs within the limits of construction, which must be removed to complete any work associated with this contract, shall be reinstalled in its original or better condition as directed by the Project Inspector. Mailboxes and road signs must be replaced in their required location as to not interfere with daily mail delivery or the safety of the public. This is a part of the general work requirements of this contract with no direct or identified compensation for this work.
28. The Contractor is responsible for straight edging all roadways as required by Section 330-12 Surface Requirements, FDOT Standard Specifications for Road and Bridge Construction, 2010 Edition.
29. In residential areas or along right-of-ways where the property owners maintain the road shoulders by mowing, etc., any asphalt or debris from the paved roadway or paving project or the shoulder area affected by the paving or shoulder operation during the course of the project must be removed by the Contractor from the project. This material cannot be buried or incorporated into the road shoulder or other areas of the project. In rural areas, the Contractor must remove any asphalt or debris which is of six inch in size or larger. However, at the County's discretion the Contractor may be asked to remove all of the asphalt and debris. Under no circumstances, where asphalt is allowed to remain in rural areas, will the Contractor leave the asphalt or debris protruding above the finished surface of the shoulder or right-of-way area. All work associated with the removal of this asphalt or any other debris created by any project under this contract will receive no direct compensation. This activity is a general work requirement with compensation contained within the identified items of this contract.
30. The work record containing all quantities and/or services provided to the County during the working day shall be completed and required on a daily basis. The Project Superintendent shall provide a completed copy of the work sheet at the close of each work day to the Project Inspector for his review and approval. A copy of the approved work sheet, containing the approvals of both the Project Superintendent and Project Inspector will be provided by the Contractor to the County and the Contractors Billing Agent at the close of each work day. The County is under no obligation to pay for any materials or services unless this procedure is followed.
31. For projects, which require pavement widening, the Contractor is required to obtain a density of 95% of the modified proctor as determined by the testing laboratory. This applies to any project where asphalt

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widening is installed. Widening strip densities on road widening projects shall be taken at intervals not to exceed 500 feet in length or as directed by the Project Inspector. All cost associated with the testing are the responsibility of the Contractor.

32. All asphalt debris, construction materials or equipment, construction signs or any other items to be cleaned up or removed from the completed project shall be addressed by the Contractor immediately upon completion of the project or associated phases of the project prior to moving any portion of his operation to another project. A Notice to Proceed shall not be given to the Contractor for any additional work until the Project Inspector is satisfied that this issue has been properly addressed by the Contractor.

33. The asphaltic concrete mixes for Leon County paving jobs are based on the Superpave Mix Design Methods. Superpave Mix Production and Placement shall be in accordance with FDOT Standard Specifications for Road and Bridge Construction, 2010 Edition. All quality control test results done by the Contractor shall be provided no later than the next workday after the tests were performed.

34. The County reserves the right to receive asphalt millings during resurfacing operation using County vehicles at no additional compensation to Contractor. The County representative will coordinate with contractor prior to requesting quantity of millings.

35. DELIVERY OF MATERIALS AND SERVICES

a. Asphaltic Mixtures – Patching (Hot Bituminous Asphalt)

Patching material (F.O.B. plant site) will be required on an almost daily (week-day) basis. Quality Assurance will be required on asphaltic material purchased for use as "daily" patching material.

b. Asphalt Mixtures – Paving and Resurfacing

For each project the Contractor shall begin truck loading at the plant or deliver to the job site the specified type and quantity of materials under a schedule set by the County within 3-5 calendar days of notification by the County. The loading or delivery for each project shall begin at a time mutually agreed upon by the County and Contractor. Only one notification shall be given by the County for each project. A project may involve several consecutive days of production (loading or delivery) barring weather and/or equipment failure interruptions. The estimated tonnage for an estimated duration of each project will be given at the time of notification.

After the start of each project, County Representatives on the job site will make adjustments to the daily loading or delivery schedule based on job conditions.

In the case of inclement weather conditions at the plant or mechanical breakdown of the plant, the Contractor shall notify the County at the beginning of the work day, prior to scheduled delivery time or upon occurrence of the situation. When inclement weather or mechanical breakdowns occur at the job site, the County will notify the Contractor of such conditions; no further material shipments will be accepted for payment beyond those loaded prior to the time of notification. Inclement weather conditions include any weather condition that would prevent the proper handling, transport, placement, bonding, and curing of materials as determined by the County.

The Contractor shall coordinate the schedules of loading or shipment with the County Representative. Loadings or shipments shall be scheduled to minimize "down time" of County Crews and to avoid excessive "stack-up" of shipments at the job site. Scheduling shall be coordinated prior to loading or shipment with frequent communication between the County and Contractor.

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36. SPECIFICATIONS

a. Construction Materials and Services:

Materials, equipment, and services provided under this bid shall be in strict accordance with the Leon County Modifications to Florida Department of Transportation Standard Specifications for Road and Bridge Construction 2010 Edition, and the FDOT Standard Specifications for Road and Bridge Construction 2010 Edition and Supplemental Specifications, except where otherwise authorized within this bid specifications.

b. Patch Materials

All construction materials and services provided under this contract for roadway maintenance and repair are to be available on a daily (weekday) basis for loading on County trucks or delivery to the job site by the Contractor. If the Contractor is to deliver materials to the job site for use by the County Crews, a minimum twenty-four (24) hour notification shall be provided by the County to the Contractor.

c. Measurement and Payment

The Measurement and Payment for the individual payments can be found in the Special Provision for UNIT BID PRICES and Bid Pricing Sheet.

37. DEFAULT AND TERMINATION OF CONTRACT

Should the Contractor fail to correct any condition which is in violation of the terms of the contract within 24 hours after having been notified by the County, the County may declare this contract in default and terminate the same.

Failure to correct problems brought to the attention of the Contractor shall be grounds for the County to terminate the contract.

38. UNIT BID PRICES

Items Description	Unit-Bid-Price
FDOT#101-1 Mobilization	\$/_____ /lump sum

Item 101-1 – The Mobilization pay item for each project under this contract will be quoted based on 8% of construction cost excluding Maintenance of Traffic.

FDOT #102-1 Maintenance of Traffic	\$/_____ /per day
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Item 102-1 - Maintenance of Traffic bid price per day shall be quoted on the basis of providing all necessary signs, barricades, flag men, and all work associated with traffic control during construction, in accordance with the Manual of Uniform Traffic Control Devices and FDOT Standards. This Item excludes Portable Changeable Message Sign daily charge.

FDOT #102-60 Work Zone Sign	\$/_____ /per sign – per day
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Item 102-60 - Work Zone Sign bid price per day shall be quoted on the basis of providing all necessary signs (Temporary Regulatory, Warning and Guide) to inform motorists of the work zone related conditions that will be encountered, in accordance with the Manual of Uniform Traffic Control Devices and are not covered under the Maintenance of Traffic pay item.

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FDOT #102-99 Portable Changeable Message Sign \$_____/PS/DA

Item 102-99 - Portable Changeable Message Board Sign bid price per sign/per day on the basis of providing either "large" VMS Board (3 lines-8 characters) or "small" VMS Board (3 lines – 13 characters) used prior to construction for community outreach and during construction as part of MOT.

FDOT #104-10-1 Hay or Straw Bale \$_____/EA

Item 104-10-1 – Hay or Straw Bale is used when directed for erosion control during construction. Synthetic Bales may be used in lieu of Hay or Straw Bales upon approval by the County Engineer.

FDOT #104-13-1 Staked Silt Fence \$_____/LF

Item 104-13-1 – Staked Silt Fence is used when directed for sedimentation control during construction. More details can be found in the FDOT Basis of Estimates Handbook, 2010 Edition.

FDOT #104-18 Inlet Protection System \$_____/EA

Item 104-18 – Inlet Protection System is used for the protection of inlets, where required -because of construction operations as described in the FDOT Basis of Estimates Handbook, 2010 Edition.

FDOT #110-4 Removal of Existing Concrete Pavement \$_____/SY

Item 110-4 Removal of Existing Concrete Pavement consists of removing and disposing of existing concrete pavement, concrete sidewalks, slope pavement, ditch pavement, and curb and gutter, where required because of construction operations as described in the FDOT Basis of Estimates Handbook, 2010 Edition.

FDOT #120-1 Excavation Regular \$_____/CY

Item 120-1 Consists of excavation and utilization or disposal of all material necessary for the construction of the roadway, shoulders and side ditches, unless specifically covered under another item. This item shall not be used when LC-#200 Shoulder Restoration is used.

FDOT #120-6 Borrow Excavation
Specific Material (Topsoil) \$_____/CY

Item 120-6 – Bid price per cubic yard (truck measure) shall be quoted on the basis of material suitable for plant growth and free from appreciable quantities of hard clods, stiff clay, hardpan, gravel, brush, large roots, refuse, or other deleterious materials, and shall be of reasonably uniform quality as described in Section 162 of the Standard Specifications for Road and Bridge Construction, 2010 Edition. This material is primarily for use on road shoulders, but could be used at other areas where needed. Unit price will include the hauling and placement of the material on the designated project.

LC #300 Optional Base \$_____/CY

LC #300 – Bid Price per cubic yard in place will be used only under the County's direction when it is needed to build the new base with LBR 100. This Bid Item includes all costs associated with the base construction such as materials, labor, and compaction in place. This item will be paid based on in situ volume.

LC #400 FDOT Approved Bituminous
Material (tack coat) "in-place" \$_____/gal

FDOT #327-70-05 Milling Existing Asphalt Pavement
(0" to 2") \$_____/SY

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FDOT #327-70-07	Milling Existing Asphalt Pavement (2" to 4")	\$ _____/SY
FDOT #327-70-21	Milling Existing Asphalt Pavement (more than 6")	\$ _____/SY
FDOT #327-70-23	Milling Existing Asphalt Pavement (4" to 6")	\$ _____/SY
FDOT #334-1-13	Type SP 9.5 "in place"	\$ _____/TN
FDOT #334-1-13	Type SP 12.5 "in-place"	\$ _____/TN
FDOT #337-7-22	FC-5 Asphaltic Concrete "in-place"	\$ _____/TN
FDOT #339-1	Miscellaneous Asphalt Pavement	\$ _____/TN
FDOT #400-1-15	Class I Concrete	\$ _____/CY

Item #400-1-15 – Bid price to include pipe endwall construction as per FDOT Design Standards, 2010 Edition Index No. 250.

FDOT #425-5-1	Manholes – Adjust	\$ _____/EA
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Item FDOT #425-5-1 – Bid price for lowering/raising manholes during milling and resurfacing, payment is per manhole. Do not double manhole quantity for each activity.

FDOT #430-175-101	Pipe Culverts, RCP, Round 0-24" Side/Cross Drain	\$ _____/LF
FDOT #430-175-102	Pipe Culvert, RCP, Round 25 – 36" Side/Cross Drain	\$ _____/LF
FDOT #430-984-125	Mitered End Section (18")	\$ _____/EA
FDOT #430-984-129	Mitered End Section (24")	\$ _____/EA
FDOT #430-984-133	Mitered End Section (30")	\$ _____/EA
FDOT #430-984-138	Mitered End Section (36")	\$ _____/EA
LC#500	Type SP 9.5 equivalent of On County trucks	\$ _____/TN
LC#600	Type SP 12.5 equivalent of On County trucks	\$ _____/TN

Items LC#500 & LC#600 – Bid price per ton shall be quoted on the basis of material produced by FDOT approved plant and loaded on County trucks at a plant site located within a 50 mile radius of Leon County Department of Operations. This requirement is due to the County's limited capabilities. The bidder shall attach a copy of current FDOT approval of certification of the plant(s).

Items LC #400, FDOT #334-1-13 and 337-7-22 – Bid price per gallon and per ton shall be quoted on the basis of material "In-Place" and acceptable to the County Representative. This includes all labor and equipment necessary to place, compact and finish the material on an existing pavement in a thickness and

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width prescribed by the County Representative and in accordance with the latest revision of the FDOT Standard Specifications for Road and Bridge Construction (2010) as amended by these specifications. Bid price shall also include compensation for hauling of the materials from the bidder's plant to the job site within Leon County. No separate payment shall be made for site preparation.

NOTES:

1. All mix designs must be submitted to the Engineer for approval prior to initiation of any asphalt production under this contract.
2. Any asphalt produced under this contract which utilizes Recycled Asphalt shall be limited to 30%, unless approved by the Engineer.
3. Asphalt produced for use under this contract will be restricted to granitic aggregate, unless approved by the Engineer.

FDOT #520-1-10	Curb & Gutter (Type F)	\$ _____/LF
FDOT #520-1-7	Curb & Gutter (Type E)	\$ _____/LF
FDOT #520-5-11	Traffic Separator Concrete (Type 1) – 4 ft Wide	\$ _____/LF
FDOT #520-5-12	Traffic Separator Concrete (Type 1) – 6 ft Wide	\$ _____/LF
FDOT #523-1-1	Pavement Texturing	\$ _____/SY
FDOT #570-1	Performance Turf	\$ _____/SY
FDOT #570-2	Performance Turf, Sod	\$ _____/SY
FDOT #706-3	Retro-Reflective Pavement Markers	\$ _____/EA
FDOT #710	Painting Traffic Stripes	
	(Skip Stripe, 10-30)	\$ _____/GM
	(Solid Stripe)	\$ _____/NM
	(Guide Line, Dotted White)	\$ _____/LF
	(Pavement Message)	\$ _____/EA
	(Directional Arrows)	\$ _____/EA
	(Stop Bars – 24" Solid White)	\$ _____/LF
LC #100	Base Repair - Limerock	\$ _____/SY

Item LC-100 – Base Repair bid price per square yard shall be quoted on the basis of providing all necessary materials, equipments, and labor for removing the existing base and pavement, and shall include adding new limerock base and SP 12.5 asphaltic concrete "cap" as indicated on the detail sheet provided with this document (Attachment 1 – Base Repair - Limerock). Contractor is responsible for the proper disposal of all materials removed during the base repair activity and proper clean-up of the work area. All base repair work shall be performed under the direction of the County Inspector, and as indicated by the typical section and FDOT Standard Specifications for Road and Bridge Construction, 2010 Edition, if applicable.

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

LC #150 Base Repair - Asphaltic

\$ _____/SY

Item LC-150 – Base Repair bid price per square yard shall be quoted on the basis of providing all necessary materials, equipment, and labor for removing the existing base and pavement, and shall include adding new asphaltic base (SP 12.5) and SP 12.5 asphaltic concrete "cap" as indicated on the detail sheet provided with this document (Attachment 1 – Base Repair - Asphaltic). Contractor is responsible for the proper disposal of all materials removed during the base repair activity and proper clean-up of the work area. All base repair work shall be performed under the direction of the County Inspector, and as indicated by the typical section and FDOT Standard Specifications for Road and Bridge Construction, 2010 Edition, if applicable.

LC #200 Shoulder Restoration

\$ _____/SY

LC - #200 – Shoulder Restoration bid per square yard based on reworking or restoring the road shoulders to the typical section as shown on the plans for arterial, collector, and local roads, or as directed by the County Inspector. This pay item may be used for projects not being limited to only resurfacing.

In areas where the typical cross section is not applicable to the project or portions of the project, the Contractor will grade the shoulders and if needed the front ditch slope, in a manner to bring the shoulder flush or within 1" of the final surface of the completed road and allow positive drainage away from the pavement. The Contractor will be required to move excess material from areas within the right-of-way where identified and place it in other locations within the right-of-way or areas as directed by the County Inspector. Any additional material required to bring the work area or the shoulders to the finished grade which cannot be obtained from within the project limits will be furnished by the Contractor in the form of borrow (topsoil) as described in pay item #120-6. The desired shoulder width for the completed shoulder is six (6) foot, but may vary between projects or within a project. The County Inspector will direct the Contractor as to the width of reworking or restoration of the shoulder work and will have the final decision making authority on the areas to be worked and the personnel, equipment, and procedure to be utilized. Unit price will include all labor, personnel and equipment required as directed by the County Inspector to complete the described work. All items utilized under borrow, seed and mulch, etc. shall be paid under the unit prices in this contract.

38. A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities applies to this Contract when the project area is greater than one acre. It is the Contractor's responsibility to secure the NPDES permit prior to commencement of construction. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's web site at http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.

39. The Contractor shall exercise extreme care during all construction activities in proximity to utility poles and buried utilities. The Contractor shall be responsible for obtaining all necessary utility locations.

40. The Asphalt Supplier must be a Producer of Asphalt with Accepted QC Program certified by FDOT through the duration of the contract.

41. The Contractor or its Subcontractor shall be certified by FDOT for maintenance of traffic.

42. The Contractor shall furnish signage, barricades, lights and flagmen in accordance with the MUTCD and the FDOT's Maintenance of Traffic Specifications, within all construction areas. Safety equipment shall be kept and maintained in good working order. Should the County's Project Manager determine that an unsafe condition exists, the Contractor shall be required to stop work until the condition has been corrected. The correction of unsafe condition does not warrant extension of contract time.

43. This contract is a Unit Price Contract and the work will be paid based on the actual quantities used during construction.

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
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44. Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

45. The liquidated damages are set based on the contract amount for each individual assigned project and according to the latest FDOT Standard Specifications for Road and Bridge Construction, 2010 Edition.

46. The Bituminous Material, Fuel, and Gas Adjustment will be checked and verified by Leon County following FDOT's standard procedure, upon receipt of each payment request.

47. CONTRACTOR'S QUALIFICATIONS

All Contractors used on the project shall possess a current and valid F.D.O.T. Certificate of Qualifications throughout the term of this contract. Copies of both the Contractor's, and any proposed Subcontractors' Certificate of Qualifications shall be submitted to Leon County concurrently with bid. Failure to demonstrate F.D.O.T. Certification in the fashion described will result in the rejection of bid. The Contractor and Subcontractor shall be pre-qualified by FDOT in Flexible Paving, Hot Plant-Mixed Bituminous Courses, Grassing, Seeding and Sodding, and Grading Work Classes based on the job assigned under this contract.

48. PRE-CONSTRUCTION CONFERENCE

After award of bid and before any work is begun, the Engineer will call a Pre-Construction Conference to discuss the construction aspects of the project. The "Notice to Proceed" may be given at this conference.

49. ENGINEERING DATA SUBMITTAL

The successful bidder will be required to submit the following data on the Asphaltic Concrete:

a. Current copies of Certified Asphalt Design Mixes, utilizing only granitic aggregate, not more than six (6) months old. Design mixes being submitted for approval shall be prepared by an independent testing laboratory, subject to approval by the Engineer, certified by preparing laboratory to meet or exceed the applicable F.D.O.T. Specifications.

During the term of the Contract, any design changes to the asphalt mix must be approved by the Engineer, prior to asphalt production.

b. Current gradation analysis, not more than one (1) month old, from on-site stock piles of granitic material planned for use in submitted Asphalt Design Mixes. Gradation analysis being submitted shall be of materials sampled, tested, and certified by an independent testing laboratory approved by the Engineer. Stock pile gradations will be required each month that the Contract is in progress with reports being furnished to the Department of Public Works.

If recycled asphalt is to be used in the mix design for the County, it will be limited to 30%, unless otherwise approved by the Leon County Engineer, and the stock pile must be approved by the Leon County Engineer. Viscosity tests shall be required on all recycled design mixes within the first 1,000 tons of production and at a continuing frequency of one sample per 4,000 tons of mix as per F.D.O.T. Specifications 334-2.3.4.

c. The Contractor will maintain an F.D.O.T. approved laboratory with adequate testing equipment and supplies at the site of asphalt production for the use of the County's approved testing firm. Asphalt gradation and extraction analysis will be performed at the plant site in accordance with Section 334-5 F.D.O.T. Standards and Specifications 2010 Edition. The County personnel, County's approved testing firm, and the firm's employees, shall be permitted access to the plant site and laboratory at all times during

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

the asphalt production or testing process. The results of the quality assurance testing shall be submitted to the County for verification prior to payment to the Contractor for asphalt produced. All expenses associated with maintaining the plant lab to meet these requirements shall be provided by the Contractor at no cost to the County.

d. All asphalt products produced for use under this contract, shall be from an F.D.O.T. certified plant. The Contractor shall maintain an updated certification from F.D.O.T. at all times during the course of this contract. Any asphalt produced for use under this contract from a non-certified plant will be rejected with the County having no obligation to make payment. Any violation of these provisions constitutes a reason for the County to cancel the contract

50. PERMITS

Leon County will provide and pay for environmental and construction permits necessary for the construction of the improvements and facilities shown on the drawings and described in the project specifications. The Contractor shall obtain and pay for all other incidental permits and licenses that may be required, including but not limited to NPDES Permits and Leon County Temporary Construction Staging Area Permits.

51. ENGINEERING AND LAYOUT

The Contractor will be required to document the existing striping on any project to be resurfaced, produce an accurate written description of the striping as to allow temporary or permanent striping to be installed or as modified by the Engineer. The Contractor will also stake all existing striping in the field, in a manner which is acceptable to the Project Inspector to aid in the reinstallation. The Contractor is responsible for protecting this staking and if necessary, replacing the stakes during the project if needed or required by the Project Inspector.

52. PROGRESS REPORT

In order for Leon County to be advised at regular intervals of the status of the work, the Contractor shall furnish Leon County all data which he has available that is necessary or desirable for the preparation of a progress report. Progress reports are to be supplied to the Chief of Construction Management on a monthly basis and must include not only the status of the work under construction, but a schedule for all future work within the contract.

53. FINAL CONSTRUCTION INSPECTION

The Contractor shall maintain all work in first-class condition until it has been completed as a whole and been accepted by Leon County. Upon seven (7) days notice from the construction of completion of the project, or project segment, the Engineer will set up a semi-final inspection with the Contractor, the Chief of Engineering Design, the Chief of Construction, and himself/herself.

If, at the semi-final inspection, all construction provided for and stipulated by the contract is found completed to the County's satisfaction, such inspection shall constitute the final inspection. If, however, at any semi-final inspection any work is found unsatisfactory, in whole or in part, the Contractor shall be given the necessary instructions as to the replacement of material and performance of re-performance, of work necessary and prerequisite to final completion and acceptance, and the Contractor forthwith shall comply and execute such instructions. When all materials have been furnished, all work performed and all construction stipulated by the contract satisfactorily completed, a written notice of final acceptance will be given to the Contractor.

54. No Value Engineering credits will be considered in this contract.

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

55. The Contractor shall provide a minimum one-year warranty on the materials and workmanship for the work performed under this contract including but not limited to the grass establishment and asphalt pavement. The warranty shall commence upon completion of construction and after final acceptance by the County.

BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Minority/Women Business Enterprise Participation Plan/Good Faith Statement
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Contractor's Business Information Form
- _____ Non Collusion Affidavit
- _____ Certification/Debarment Form
- _____ Applicable Licenses/Registrations
- _____ DOT Certifications
- _____ Electronic copy (Excel) of unit price bid sheet

Bid Title: Asphaltic Concrete Materials and Services, Continulng Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Nicholas Maddox
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY CAPITAL ASPHALT INC
(Firm Name)
[Signature]
(Authorized Representative)
MARC MITCHELL
(Printed or Typed Name)
ADDRESS 1330 CAPITAL CIRCLE NE
TALLAHASSEE, FL 32308
TELEPHONE 850-574-3742
FAX 850-656-6435

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 10-11-13 Initials mm

Addendum #2 dated _____ Initials _____

Addendum

RECEIVED

2013 OCT 30 PM 1:41

PURCHASING DIVISION
LEON COUNTY

ASPHALTIC CONCRETE MATERIALS AND SERVICES CONTINUING SUPPLY SUMMARY OF PAY ITEMS

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
101-1	MOBILIZATION (See Note #1)	LS	1	512,579.74	512,579.74
102-1	MAINTENANCE OF TRAFFIC (See Note #3)	DA	415	\$500.00	207,500
102-60	WORK ZONE SIGN	EA/DA	650	\$0.40	260
102-77	HIGH INTENSITY FLASHING LIGHT, TEMPORARY, TYPE B	EA/DA	650	\$0.40	260
102-99	PORTABLE CHANGEABLE MESSAGE SIGN (See Note 2)	PS/DA	650	\$18.00	11,700
104-10-1	HAY OR STRAW BALE (18"x18"x36")	EA	650	\$4.50	2,925
104-13-1	SILT FENCE, STAKED	LF	1,800	\$3.50	6,300
104-18	INLET PROTECTION	EA	50	\$50.00	2,500
110-4	REMOVAL OF EXISTING CONCRETE PAVEMENT	SY	100	\$30.00	3,000
120-1	EXCAVATION REGULAR	CY	4,690.0	\$4.00	18,760.0
120-6	BORROW EXCAVATION	CY	9,380.0	\$10.00	93,800.0
327-70-05	MILLING EXISTING ASPHALT PAVEMENT (0" TO 2")	SY	328	\$1.50	18,492
327-70-07	MILLING EXISTING ASPHALT PAVEMENT (2" TO 4")	SY	2,328	\$2.00	24,856
327-70-21	MILLING EXISTING ASPHALT PAVEMENT (MORE THAN 6")	SY	2,328	\$4.00	49,312
327-70-23	MILLING EXISTING ASPHALT PAVEMENT (4" TO 6")	SY	2,328	\$3.00	36,984
334-1-13	TYPE SP 9.5 IN PLACE	TN	24,178.3	\$88.00	2,127,690.4
334-1-13	TYPE SP 12.5 IN PLACE	TN	29,491.3	\$88.00	2,595,234.4
337-7-22	FC-5 ASPHALT CONCRETE IN PLACE	TN	250.0	\$100.00	25,000.0
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	250.0	\$125.00	31,250.0
400-1-15	CLASS I CONCRETE	CY	250.0	\$350.00	87,500.0
425-5-1	MANHOLES - ADJUST	EA	30	\$800.00	24,000
430-175-101	PIPE CULVERT, RCP, ROUND, 0-24" SIDE/CROSS DRAIN	LF	200	\$50.00	10,000
430-175-102	PIPE CULVERT, RCP, ROUND, 25 - 36" SIDE/CROSS DRAIN	LF	200	\$65.00	13,000
430-984-125	MITERED END SECTION (18")	EA	20	\$950.00	19,000
430-984-129	MITERED END SECTION (24")	EA	20	\$1,155.00	23,100
430-984-133	MITERED END SECTION (30")	EA	10	\$2,000.00	20,000
430-984-138	MITERED END SECTION (36")	EA	6	\$2,300.00	13,800
520-1-10	CURB & GUTTER (TYPE F)	LF	3,000	\$16.00	48,000
520-1-7	CURB & GUTTER (TYPE E)	LF	1,200	\$16.00	19,200
520-5-11	TRAFFIC SEPARATOR CONC (TYPE 1) (4' WIDE)	LF	1,500	\$45.00	67,500
520-5-12	TRAFFIC SEPARATOR CONC (TYPE 1) (6' WIDE)	LF	500	\$55.00	27,500
523-1-1	PAVEMENT TEXTURING	SY	115	\$70.00	8,050
570-1	PERFORMANCE TURF	SY	194,220	\$0.25	48,555
570-2	PERFORMANCE TURF, SOD	SY	32,370	\$2.50	80,925
706-3	RETRO-REFLECTIVE PAVEMENT MARKERS	EA	3,642	\$5.00	18,210
710-11-231	PAINTED PAVEMENT MARKINGS, STD, YELLOW, SKIP, 6"	GM	27,588	\$600.00	16,552,800

710-11-211	PAINTED PAVEMENT MARKINGS, STD, YELLOW,SOLID, 6"	NM	55.176	\$800.00	44,140.800
710-11-111	PAINTED PAVEMENT MARKINGS, STD, WHITE,SOLID, 6"	NM	55.176	\$800.00	44,140.800
710-11-151	PAINTED PAVEMENT MARKINGS, STD, WHITE, DOTTED, 6"	LF	800	\$2.00	1,600
710-11-160	PAINTED PAVEMENT MARKINGS, STD, WHITE, MESSAGE	EA	18	\$100.00	1,800
710-111-170	PAINTED PAVEMENT MARKINGS, STD, WHITE, ARROWS	EA	24	\$100.00	2,400
710-11-125	PAINTED PAVEMENT MARKINGS, STD, WHITE, SOLID, 24"	LF	1,485	\$3.00	4,455
710-11-124	PAINTED PAVEMENT MARKINGS, STD, WHITE, SOLID, 18"	LF	1,200	\$3.00	3,600
710-11-224	PAINTED PAVEMENT MARKINGS, STD, YELLOW, SOLID, 18"	LF	1,200	\$3.00	3,600
LC-100	BASE REPAIR - LIMEROCK	SY	200	\$35.00	7,000
LC-150	BASE REPAIR - ASPHALIC	SY	200	\$50.00	10,000
LC-200	SHOULDER RESTORATION	SY	238,272	\$0.55	131,050
LC-300	LIMEROCK BASE (LBR 100) IN-PLACE	CY	210.0	\$40.00	8,400.0
LC-400	BITUMINOUS MATERIAL (TACK COAT) IN-PLACE	GA	43,136	\$4.00	172,544
LC-500	TYPE SP 9.5 ON COUNTY TRUCKS	TN	1,125.0	\$70.00	78,750.0
LC-600	TYPE SP 12.5 ON COUNTY TRUCKS	TN	1,125.0	\$70.00	78,750.0
LC-700	SPOT PAVING TYPE SP-9.5 IN PLACE, 0-50 Tons	TN	200.0	\$165.00	33,000.0
LC-800	SPOT PAVING TYPE SP-9.5 IN PLACE, 50-100 Tons	TN	400.0	\$145.00	58,000.0
LC-900	SPOT PAVING TYPE SP-12.5 IN PLACE, 0-50 Tons	TN	200.0	\$165.00	33,000.0
LC-1000	SPOT PAVING TYPE SP-12.5 IN PLACE, 50-100 Tons	TN	400.0	\$145.00	58,000.0
LC-1100	SPOT MILLING, less than 175 SY paid flat daily rate	DA	10.0	\$4,000.00	40,000.0
LC-1200	SPOT MILLING, 175 SY TO 400 SY	SY	1,000.0	\$20.00	20,000.0
Total					\$7,147,326.54

- Note # 1 8% of Construction Cost excluding Maintenance of Traffic on an individual project basis, spreadsheet automatically calculates
 Note #2 Item 102-99 used prior to construction for community outreach and during construction as part of MOT
 Note #3 Item 102-1 shall not include VMS daily charge

Bid Title: Asphaltic Concrete Materials and Services, Continuing Supply
Bid No: BC-10-30-13-05
Opening Date: October 30, 2013 at 2:00 PM

SECTION 3 - RESPONDENT'S PROPOSED MBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MBE firm they intend to use on this project. Attach additional sheets as necessary.

MBE and WBE Intended Utilization

Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Location	Firm's Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)						
a. Florida Developers	6921 NE 15th St Tallahassee, FL 32304		850-334-5253	B	250,000	Trucking, Concrete, Contract Serv
b. Gaines & Sons	5030 Vickroy Hill Rd Aurora, FL 32817		850-853-4024	B	225,000	Striping, MOT, Erosion Control
c. Nova Materials	4997 Daniel Ln Tallahassee, FL 32303		850-564-7338	F	170,000	Trucking + Liquid Asphalt
d. Hale Contracting	1736 Commercial Blvd. Midway, FL 32747		850-575-2500	F	205,000	Trucking, Concrete + Contract Serv
e. Pankhan Sod	3187 Chaires Cross Rd TLH, FL 32317			F	125,000	Sodding + Seeding
f.						

¹ **Certification** – Attach and submit a copy of each MBE and WBE certification with the proposal.

² **Ethnic Group** – Use of the following abbreviations: (a) MBE's include: African American (B), Asian American (A), Hispanic American (H) and Native American (N) owned firms; (b) WBEs include Non-Minority Female (F) owned firms.

LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET

Asphaltic Concrete Materials and Services, CS; Bid No: BC-10-30-15-05

Bid Deadline: October 30, 2013 at 2:00 PM

Item/Vendor	Capital Asphalt	Peavy & Son Const.	C.W. Roberts Const.	
Bid Response Sheet Manual Signature	yes	yes	yes	
Affidavit Certification Immigration Laws	yes	yes	yes	
MW/SBE Statement	yes	yes	yes	
Equal Opportunity Statement	yes			
Ti d Statement	yes	yes	yes	
Contractor's Business Info	yes	yes	yes	
Non-Collusion Affidavit	yes	yes	yes	
Insurance Certification	yes	yes	yes	
Certification of Debarment	yes	yes	yes	
Bond	yes	yes	yes	
FLDOT Certifications	yes		yes	
Addendum #1	yes	yes	yes	
Bid Price	\$ 7, 147, 326.54	\$ 7, 220, 721.04	\$ 7, 365, 908.51	
Certifications	yes	yes	yes	

Tabulated By:

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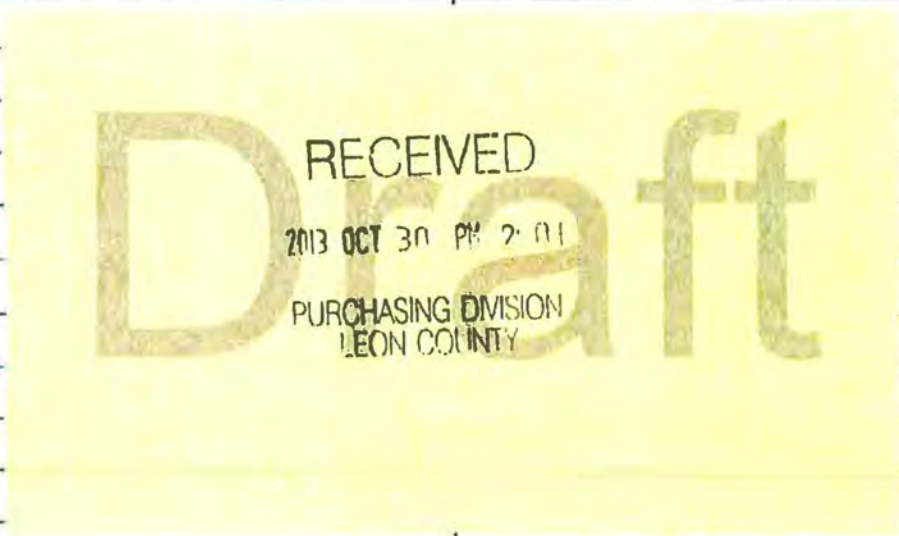
Joanne Jennings

ATTENDANCE LIST
BID OPENING

DATE/TIME: October 30, 2013 - 2:00 PM
 BID #BC-10-30-13-05
 BID TITLE: Asphaltic Concrete Materials and Services, CS

PLEASE PRINT:

	REPRESENTATIVE	COMPANY NAME
1.	Jay Kirkland	LCPD
2.	Marc Mitchell	CAZ
3.	Lee Lavette	Peary
4.	Sorey Lunter	LCPW
5.	Joanne Jennings	LCPD
6.	Chris Hughson	LCPW
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LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET

Asphaltic Concrete Materials and Services, CS; Bid No: BC-10-30-15-05

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Equal Opportunity Statement	yes		
Tie Bid Statement	yes	yes	yes
Contractor's Business Info	yes	yes	yes
Non-Collusion Affidavit	yes	yes	yes
Insurance Certification	yes	yes	yes
Certification of Debarment	yes	yes	yes
Bond	yes	yes	yes
FLDOT Certifications	yes		yes
Addendum #1	yes	yes	yes
Bid Price	\$ 7,147,326.54	\$ 7,220,721.04	\$ 7,365,908.51
Certifications	yes	yes	yes

Tabulated By:

Tr Kunkel

Joanne Jennings

ASPHALTIC CONCRETE MATERIALS AND SERVICES CONTINUING SUPPLY SUMMARY OF PAY ITEMS

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430-175-102	PIPE CULVERT, RCP, ROUND, 25 - 36" SIDE/CROSS DRAIN	LF	200	\$65.00	13,000
430-984-125	MITERED END SECTION (18")	EA	20	\$950.00	19,000
430-984-129	MITERED END SECTION (24")	EA	20	\$1,155.00	23,100
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520-5-11	TRAFFIC SEPARATOR CONC (TYPE 1) (4' WIDE)	LF	1,500	\$45.00	67,500
520-5-12	TRAFFIC SEPARATOR CONC (TYPE 1) (6' WIDE)	LF	500	\$55.00	27,500
523-1-1	PAVEMENT TEXTURING	SY	115	\$70.00	8,050
570-1	PERFORMANCE TURF	SY	194,220	\$0.25	48,555
570-2	PERFORMANCE TURF, SOD	SY	32,370	\$2.50	80,925
706-3	RETRO-REFLECTIVE PAVEMENT MARKERS	EA	3,642	\$5.00	18,210
710-11-231	PAINTED PAVEMENT MARKINGS, STD, YELLOW, SKIP, 6"	GM	27,588	\$600.00	16,552,800
710-11-211	PAINTED PAVEMENT MARKINGS, STD, YELLOW, SOLID, 6"	NM	55,176	\$800.00	44,140,800
710-11-111	PAINTED PAVEMENT MARKINGS, STD, WHITE, SOLID, 6"	NM	55,176	\$800.00	44,140,800
710-11-151	PAINTED PAVEMENT MARKINGS, STD, WHITE, DOTTED, 6"	LF	800	\$2.00	1,600
710-11-160	PAINTED PAVEMENT MARKINGS, STD, WHITE, MESSAGE	EA	18	\$100.00	1,800
710-111-170	PAINTED PAVEMENT MARKINGS, STD, WHITE, ARROWS	EA	24	\$100.00	2,400
710-11-125	PAINTED PAVEMENT MARKINGS, STD, WHITE, SOLID, 24"	LF	1,485	\$3.00	4,455
710-11-124	PAINTED PAVEMENT MARKINGS, STD, WHITE, SOLID, 18"	LF	1,200	\$3.00	3,600
710-11-224	PAINTED PAVEMENT MARKINGS, STD, YELLOW, SOLID, 18"	LF	1,200	\$3.00	3,600
LC-100	BASE REPAIR - LIMEROCK	SY	200	\$35.00	7,000
LC-150	BASE REPAIR - ASPHALIC	SY	200	\$50.00	10,000
LC-200	SHOULDER RESTORATION	SY	238,272	\$0.55	131,050
LC-300	LIMEROCK BASE (LBR 100) IN-PLACE	CY	210.0	\$40.00	8,400.0
LC-400	BITUMINOUS MATERIAL (TACK COAT) IN-PLACE	GA	43,136	\$4.00	172,544
LC-500	TYPE SP 9.5 ON COUNTY TRUCKS	TN	1,125.0	\$70.00	78,750.0
LC-600	TYPE SP 12.5 ON COUNTY TRUCKS	TN	1,125.0	\$70.00	78,750.0
LC-700	SPOT PAVING TYPE SP-9.5 IN PLACE, 0-50 Tons	TN	200.0	\$165.00	33,000.0
LC-800	SPOT PAVING TYPE SP-9.5 IN PLACE, 50-100 Tons	TN	400.0	\$145.00	58,000.0
LC-900	SPOT PAVING TYPE SP-12.5 IN PLACE, 0-50 Tons	TN	200.0	\$165.00	33,000.0
LC-1000	SPOT PAVING TYPE SP-12.5 IN PLACE, 50-100 Tons	TN	400.0	\$145.00	58,000.0
LC-1100	SPOT MILLING, less than 175 SY paid flat daily rate	DA	10.0	\$4,000.00	40,000.0
LC-1200	SPOT MILLING, 175 SY TO 400 SY	SY	1,000.0	\$20.00	20,000.0
				Total	\$7,147,326.54

Note # 1 8% of Construction Cost excluding Maintenance of Traffic on an individual project basis, spreadsheet automatically calculates
 Note #2 Item 102-99 used prior to construction for community outreach and during construction as part of MOT
 Note #3 Item 102-1 shall not include VMS daily charge

BOARD OF COUNTY COMMISSIONERS

Inter-Office Memorandum

Date: November 4, 2013

To: Chris Muehleman, Senior Design Engineer
Division of Engineering Services
Department of Public Works

From: Shanea Y. Wilks, Director
Minority, Women, & Small Business Enterprise (MWSBE) Division
Office of Economic Development & Business Partnerships

Subject: M/WBE Analysis for the Asphaltic Concrete Materials and Services, Continuing Service Project
(BC-10-30-13-05)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the project scope to determine the feasibility of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation for this project. Staff also discussed the subcontracting opportunities with the assigned County Purchasing staff and the Project Engineer to determine a reasonable recommendation for aspirational targets for subcontracting. Based upon the specialized nature of the work to be performed, the number of available certified M/WBE vendors; and the FDOT Certification required, the MWSBE Director recommended that M/WBE participation be lowered to an aggregate 14% (7% MBE/7% WBE). As required by Policy 96-1, the Board was notified of the recommendation and; after five (5) days the lowered aspirational targets were approved.

The M/WBE Participation Plans for three (3) firms were reviewed to determine if aspirational targets were achieved. All bid respondents met the aspirational targets prescribed for this project; therefore, the Good Faith Effort Form is not required.

Capital Asphalt, Inc. met the aspirational targets prescribed for M/WBE participation. The following are the MWBE firms **Capital Asphalt, Inc.** intends to utilize on this project. **Capital Asphalt, Inc.** did not identify Non-M/WBE Subcontractors for this project.

Total Bid Amount		\$7,147,326.54			
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization
Florida Developers, Inc.	African American Male	City of Tallahassee	Trucking, Concrete, & Contract Services	\$280,000.00	3.92%
Gaines & Sons Striping, Inc.	African American Male	City of Tallahassee	Striping, MOT, & Erosion Control	\$225,000.00	3.15%
Nova Materials, Inc.	Non-Minority Female	City of Tallahassee	Trucking & Liquid Asphalt	\$175,000.00	2.45%
Hale Contracting, Inc.	Non-Minority Female	City of Tallahassee	Trucking, Concrete, & Contract Services	\$205,000.00	2.87%
Panther Creek Sod Farms	Non-Minority Female	City of Tallahassee	Sodding & Seeding	\$125,000.00	1.75%
Total M/WBE Dollars				\$1,010,000.00	
Total M/WBE Utilization Percentage					14.14%

Peavy & Son Construction Company, Inc. met the aspirational targets prescribed for M/WBE participation. The following are the M/WBE firms **Peavy & Son Construction Company, Inc.** intends to utilize on this project. **Peavy & Son Construction Company, Inc.** identified the following Non-M/WBE Subcontractor for this project: Cantrell Excavating, LLC; \$21,000.00 for Manhole Adjustment Services.

Total Bid Amount		\$7,220,721.04			
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization
Gaines & Sons Striping, Inc.	African American Male	City of Tallahassee	Striping & Landscaping	\$250,000.00	3.46%
Unique Concrete Construction	African American Male	City of Tallahassee	Concrete Work	\$360,000.00	4.99%
Nova Materials, Inc.	Non-Minority Female	City of Tallahassee	Liquid Asphalt Supply	\$990,000.00	13.71%
Total M/WBE Dollars					
				\$1,600,000.00	
Total M/WBE Utilization Percentage					
					22.16%

C. W. Roberts Contracting, Inc. met the aspirational targets prescribed for M/WBE participation. The M/WBE firms listed below are the firm's **C. W. Roberts Contracting, Inc.** intends to utilize on this project. **C. W. Roberts Contracting, Inc.** did not identify Non-M/WBE Subcontractors for this project.

Total Bid Amount		\$7,365,908.51			
Name of M/WBE	Race/Gender	Certifying Agency	Goods & Services	M/WBE Dollars	M/WBE Utilization
Florida Developers, Inc.	African American Male	City of Tallahassee	Trucking	\$515,700.00	7.00%
Nova Materials, Inc.	Non-Minority Female	City of Tallahassee	Asphalt Supply & Hauling	\$1,288,056.00	17.49%
Total M/WBE Dollars					
				\$1,803,756.00	
Total M/WBE Utilization Percentage					
					24.49%

**Leon County
Board of County Commissioners**


Notes for Agenda Item #25

**Leon County
Board of County Commissioners**

Cover Sheet for Agenda #25

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of Full Board Appointment to the Tourist Development Council

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Make appointment to the Tourist Development Council.

Report and Discussion

Background:

At its August 23, 2011 meeting, the Board approved the revised process for Advisory Committee appointments by having a General Business item prepared for full Board appointments.

Analysis:

Tourist Development Council (TDC)

Purpose: The TDC develops plans for tourist development; makes recommendations for operation of special projects or for uses of tax revenue; and, reviews expenditures of revenue from the Tourist Development trust fund (Attachment #1).

Composition: There are nine members of the TDC: two City Commissioners; three owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County; three persons involved in the tourist industry and who have demonstrated an interest in tourist development; and, the Board Chairman or Commissioner designee, who serves as the vice-chair of the TDC.

Vacancies: Mr. Marc Bauer, Managing Partner of Hunter & Harp Hospitality, has served on the TDC since 2009 in the hotelier category. Hunter & Harp Hospitality has sold the Hotel Duval, effective November 1, 2013, and the company does not own or operate any other commercial lodging establishments in Leon County (Attachment #2). Therefore, Mr. Bauer is no longer eligible to serve as a member of the TDC in the hotel/motel category. This vacancy would need to be filled by a person in the hotelier category. Applications have been submitted by Mr. Sam McKay, General Manager of Staybridge Suites (Attachment #3), and Mr. T. Bo Schmitz, General Manager of Four Points by Sheraton Downtown (Attachment #4).

Table 1: Tourist Development Council

Vacancies	Applicants	Recommended Action
Marc Bauer <i>(no longer eligible)</i>	Sam McKay T. Bo Schmitz	Full Board makes one appointment.

Options:

1. Make appointment to the Tourist Development Council.
2. Board direction.

Recommendation:

Option #1.

Attachments:

1. Eligibility and Criteria – Tourist Development Council
2. Email from Lee Daniel regarding Marc Bauer
3. Application – Sam McKay
4. Application – T. Bo Schmitz

Tourist Development Council

Responsibility:

Develops plans for tourist development; makes recommendations for operation of special projects or for uses of tax revenue. Reviews expenditures of revenue from the development trust fund.

Created By:

Chapter 125.0104(4)(e) Florida Statutes.; Resolution. Nos. R86-01, R02-02; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; County Ordinance 88-01; County Resolution establishing the Council, 10/20/1986

Appointments:

Nine members -

One member - Chairman of the BCC to serve as Vice-Chair of TDC

Eight members - appointed by full Board of County Commissioners

Eligibility Criteria - All must be electors of the Leon County

2 - City Commissioners (Elected Municipal Officials)

3 - Owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the tax

3 - Persons involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the tax.

Terms:

Eight members - 4 year terms. Terms expire October 31.

Chairman or designee of the Board of County Commissioners - Concurrent w/ term as Chair

Number of terms allowed not specified in statute or ordinance. Vacancies are filled for remainder of unexpired term.

Schedule:

The TDC meets at 9:00 a.m. on the first Thursday of every other month beginning in January.

Leon County Commission Chambers, 5th floor
301 S. Monroe Street

Contact Person/Staff:

Lee Daniel, Executive Director

Tourism Development

Office of Economic Development & Business Partnerships

606-2300

daniellee@leoncountyfl.gov

Amie French
Administrative Associate
606-2300
Email: frencha@leoncountyfl.gov

Russell Daws, Chairperson

Members:

Desloge, Bryan Board of County Commissioners	Begin Term: 12/9/2012 End Term: 12/31/2013 Type: one year	Original Date: 1/1/2011 <hr/> Appointed by: Board of County Commissioners	Category: Board representative Email: DeslogeB@leoncountyfl.gov
Miller, Nancy Tallahassee City Commission	Begin Term: 6/1/2011 End Term: 10/31/2014 Type: four years	Original Date: 6/1/2011 <hr/> Appointed by: Tallahassee City Commission	Category: City Commission Representative Email: nancy.miller@talgov.com
Ziffer, Gil	Begin Term: 11/1/2010 End Term: 10/31/2014 Type: four years	Original Date: 11/1/2010 <hr/> Appointed by: Tallahassee City Commission	Category: City Commission Representative Email: Gil.Ziffer@talgov.com
Master, Paresh Comfort Suites	Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years	Original Date: 10/19/2010 <hr/> Appointed by: Board of County Commissioners	Category: Hotel/Motel Email: paresh.master@gmail.com
Bauer, Marc B. Hunter and Harp Hospitality NO LONGER ELIGIBLE	Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years	Original Date: 4/17/2009 <hr/> Appointed by: Board of County Commissioners	Category: Hotel/Motel Email: marc@hunterandharp.com

<p>Daws, Russell Tallahassee Museum of History & Natural Science</p>	<p>Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years</p>	<p>Original Date: 3/27/2004 <hr/>Appointed by: Board of County Commissioners</p>	<p>Category: Tourism Interest Email: rdaws@tallahasseeemuseum.org</p>
<p>Barber, Chucha</p>	<p>Begin Term: 10/25/2011 End Term: 10/30/2015 Type: four years</p>	<p>Original Date: 11/27/2007 <hr/>Appointed by: Board of County Commissioners</p>	<p>Category: Tourism Interest Email: chuchabarber@gmail.com</p>
<p>McGee, Marion</p>	<p>Begin Term: 10/23/2012 End Term: 9/30/2016 Type: four years</p>	<p>Original Date: 10/23/2012 <hr/>Appointed by: Board of County Commissioners</p>	<p>Category: Tourism Interest Email: mmcgee@rileymuseum.org</p>
<p>Brashier, Jonathan</p>	<p>Begin Term: 11/19/2013 End Term: 9/30/2017 Type: four years</p>	<p>Original Date: 11/19/2013 <hr/>Appointed by: Board of County Commissioners</p>	<p>Category: Hotel/Motel Email: jonathan.brashier@alofthotels.com</p>

Christine,

Hunter & Harp Hospitality has sold the Hotel Duval effective November 1, 2013, and the company does not own or operate any other commercial lodging establishments in Leon County. Therefore, following consultation with the County Attorney's office, Marc Bauer is no longer eligible to serve as a member of the Leon County Tourist Development Council in the hotel/motel category. Mr. Bauer, as Managing Partner of Hunter & Harp Hospitality, would be eligible to serve as one of the three members in the Tourism Related category, but all positions are filled at this time with Russell Daws, Chucha Barber and Marion McGee.

My understanding is that the County has received two applications for Board consideration on December 10, 2013 in order to fill this hotel/motel vacancy. The next TDC meeting will be on January 30, 2014.

Mr. Bauer has done an outstanding job as a TDC member since 2009 and more recently as Chair. It has been a great pleasure to work with him, and I sincerely appreciate his great counsel and ideas to help improve economic development through tourism in Leon County. His contributions will be missed.


Please let me know if you have questions or need additional information.



Lee Daniel, CDME
Executive Director
Visit Tallahassee
A Division of Leon County
106 East Jefferson Street
Tallahassee, FL 32301
850-606-2310
www.VisitTallahassee.com
"People Focused. Performance Driven"

Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov</p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>	
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Name: Sam McKay	Date: 02-Nov-2013	
Home Phone: (850) 590-6541	Work Phone: (850)219-7000X	Email: smckay@staybridgeth.com
Occupation: GENERAL MANAGER / VP OF OF		Employer: STAYBRIDGE SUITES / SUMMIT EAST INVESTORS
Preferred mailing location: Work Address Work Address: 1600 SUMMIT LAKE DRIVE		
City/State/Zip: TALLAHASSEE FL 32317		
Home Address 3233 MAJESTIC PRINCE TRAIL		
City/State/Zip: TALLAHASSEE FL 32309		
Do you live in Leon County? Yes If yes, do you live within the City limits? Yes		
Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes		
For how many years have you lived in and/or owned property in Leon County? 6.00 years		
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: Tourist Development Council		2nd Choice:
What cultural arts organization do you represent, if any?		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested: TOURIST DEVELOPMENT COUNCIL		
<u>If you are appointed to a Committee, you are expected to attend regular meetings.</u>		
How many days permonth would you be willing to commit for Committee work? 2 to 3		
And for how many months would you be willing to commit that amount of time? 6 or more		
What time of day would be best for you to attend Committee meetings? Day		
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.		
Race: Caucasian	Sex: Male	Age: 40
Disabled? No	District:	

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

HIGH SCHOOL GRADUATE, 19 YEARS OF HOTEL MANAGEMENT EXPERIENCE WITH ALL MAJOR BRANDS (MARRIOTT, HILTON, IHG, HYATT). SKILL SET INCLUDES FULL SERVICE AND LIMITED SERVICE PROPERTIES. VERY PASSIONATE ABOUT OUR COMMUNITY. I AM A CERTIFIED FOOD OPERATOR AND A CERTIFIED POLL OPERATOR WITH THE STATE OF FLORIDA. MY CURRENT PROPERTY HAS BEEN THE #1 HOTEL ON TRIP ADVISOR FOR OVER 2YRS NOW AND WE HAVE BEEN NOMINATED FOR A TALLY AWARD TWICE. WE ARE AN AWARDED WINNING HOTEL WITHIN OUR BRAND OF IHG PROPERTIES. OUR HOTEL IS LOCALLY OWNED AND LOCALLY OPERATED AND DO OUR BEST TO KEEP ALL PURCHASES LOCALLY, EVEN THOUGH IT SOMETIMES COSTS MORE. I WAS A BOY SCOUT LEADER FOR PACK 23 WHILE MY TWO SONS PARTICIPATED IN THE SCOUTS. I WAS A VOLUNTEER FOR DESOTO TRAIL ELEMENTARY IN THE POSITION OF BUSINESS PARTNER COORDINATOR FOR 2 YEARS, AND A STANDING BOARD MEMBER FOR THE FLORIDA RESTAURANT AND LODGING ASSOCIATION FOR THE LAST 3 YEARS.

BEFORE RELOCATING TO TALLAHASSEE, I WORKED IN CHATTANOOGA TENNESSEE AND WAS AN AWARD WINNING MANAGER FOR THE STATE OF TENNESSEE FOR COMMUNITY SERVICE.

References (you must provide at least one personal reference who is not a family member):

Name: ADRIENE TRIKOWSKY
Address: 4900 HEATHE DRIVE

Telephone: 850 510 4378

Name: CLAUDE WALKER
Address: 2073 SUMMIT LAKE DRIVE

Telephone: 850 219 8216

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No

If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No


If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Sam McKay

This application was electronically sent: 11/2/2013 9:56:54PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov</p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>	
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Name: T. Bo Schmitz Date: 13-Nov-2013

Home Phone: (616) 644-5874 | Work Phone: (850)422-4205X | Email: bo.schmitz@fourpointstallahasseedowntown

Occupation: GENERAL MANAGER | Employer: FOUR POINTS BY SHERATON DOWNTOWN

Preferred mailing location: Work Address

Work Address: 316 W TENNESSEE STREET

City/State/Zip: TALLAHASSEE FL 32301

Home Address 2522 MARSTON ROAD

City/State/Zip: TALLAHASSEE FL 32308

Do you live in Leon County? Yes If yes, do you live within the City limits? Yes

Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes

For how many years have you lived in and/or owned property in Leon County? 3.00 years

Are you currently serving on a County Advisory Committee? No

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference

1st Choice: Tourist Development Council 2nd Choice:

What cultural arts organization do you represent, if any?

N/A

If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:

INCREASING TOURISM TO LEON COUNTY

If you are appointed to a Committee, you are expected to attend regular meetings.

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 6 or more

What time of day would be best for you to attend Committee meetings? Day

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 40

Disabled? No District: District 3

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.

PRIOR TO MOVING TO TALLAHASSEE IN 2011 AND TRANSFORMING THE CITY'S ICONIC ROUND HOTEL INTO THE NEW FOUR POINTS BY SHERATON DOWNTOWN, I WAS ACTIVELY INVOLVED ON THE KENT COUNTY (GRAND RAPIDS, MICHIGAN) HOTEL ADVISORY BOARD AND SERVED AS BOARD CHAIR FROM 2008-2010. UNDER MY LEADERSHIP AND DIRECTION, THE TOURISM INDUSTRY GREW EXPONENTIALLY IN GRAND RAPIDS, EVEN DURING A FINANCIALLY TUMULTUOUS TIME. I BRING VALUABLE EXPERIENCE AND A UNIQUE PERSPECTIVE FROM A MARKET SHOWING INCREDIBLE GROWTH AS TALLAHASSEE CONTINUES ON A SIMILAR PATH. I GRADUATED FROM MICHIGAN STATE UNIVERSITY'S SCHOOL OF HOSPITALITY BUSINESS. I TAKE GREAT PRIDE IN PASSING ALONG MY EARNED KNOWLEDGE OF THE TOURISM INDUSTRY TO UP AND COMING STUDENTS. I TAUGHT HOSPITALITY CLASSES AT GRAND VALLEY STATE UNIVERSITY, HAVE BEEN A GUEST SPEAKER AT THE FSU DEDMAN SCHOOL OF HOSPITALITY, AND HAVE GIVEN PROPERTY TOURS TO TALLAHASSEE MIDDLE SCHOOL STUDENTS INTERESTED IN THE TOURISM INDUSTRY. THIS COMMITMENT TO PASSING ALONG KNOWLEDGE AND EXCITEMENT, DEMONSTRATES MY PASSION FOR HELPING GROW THIS INDUSTRY.

References (you must provide at least one personal reference who is not a family member):

Name: NANCY GOODSON Telephone: 850-205-0660
Address: PO BOX 10568 TALLAHASSEE, FL 32302

Name: LISA GARCIA Telephone: 850-222-1996
Address: 114 S. DUVAL STREET TALLAHASSEE, FL 32301

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? No

If yes, please explain.

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No

If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: T. Bo Schmitz

This application was electronically sent: 11/13/2013 10:47:46AM

**Leon County
Board of County Commissioners**


Notes for Agenda Item #26

Leon County Board of County Commissioners

Cover Sheet for Agenda #26

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards, Committees and/or Councils

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Christine Coble, Agenda Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Make appointment of a Commissioner to:
 - a. Apalachee Regional Planning Council for a term of two years
 - b. Tourist Development Council for a term of two years.
- Option #2: Appoint a Commissioner as a Substitute Member to the Canvassing Board and appoint a Commissioner as an Alternate Substitute Member to the Canvassing Board.
- Option #3: Appoint two Commissioners to the Economic Development Council for terms of two years.
- Option #4: Reconfirm the appointment of Commissioner Maddox to the Workforce Region 5 Consortium.

Report and Discussion

Background:

Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities", was written to delineate the authority to appoint members of the Board of County Commissioners to various boards, committees, councils, and authorities (collectively, Committees), and the terms of those appointments (Attachment #1). The Policy, revised April 23, 2013, represents those Committees that require County Commission membership and appointments to be appointed by the full Board.

Analysis:

Policy 11-2 provides that for FY 2014 the full Board make Commissioner appointments to the Apalachee Regional Planning Council, Canopy Roads Citizen Advisory Committee, Canvassing Board, Economic Development Council, and Tourist Development Council. Additionally, the Commissioner member on the Workforce Region 5 Consortium serves at the discretion of the Board and would need to be reconfirmed.

- Apalachee Regional Planning Agency – Geographically, Leon County has three appointments: one County Commissioner, appointed by the full Board; one City Commissioner, selected by the City Commission; and, the Governor appoints the third representative. The appointees will serve a two-year term. Currently, Commissioner Sauls is the Commission's representative.

Full Board to make one Commissioner appointment to the Apalachee Regional Planning Agency.

- Canvassing Board - Section 102.141, Florida Statutes (2010) identifies the Chairman as a member of the Canvassing Board, unless ineligible. If the Chair of the Board of County Commissioners is unable to serve or is disqualified, the Board would appoint, as a substitute member, one of its members who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. The Board needs to appoint a Commissioner as a substitute member to the Canvassing Board; and, appoint a Commissioner as an alternate substitute to the Canvassing Board. Currently, the County designates a one-year term.

Currently, Commissioner Desloge serves as the Substitute Member and Commissioner Proctor serves as the Alternate Substitute. Commissioners seeking re-election that have opposition in the election being canvassed (November 2014) are ineligible; therefore, Chairman Dozier and Commissioners Dailey and Maddox may be ineligible to serve.

Full Board to make one appointment of a Commissioner as a Substitute Member of the Canvassing Board.

Full Board to make one appointment of a Commissioner as an Alternate Substitute Member of the Canvassing Board.

- Economic Development Council (EDC) –Two Commissioners are appointed by the full Board to serve on the EDC for a term of two years. Currently, Commissioners Dailey and Dozier serve on the EDC.
Full Board to make two Commissioner appointments to the Economic Development Council.
- Tourist Development Council (TDC) – The full Board appoints one Commissioner to serve a two-year term as the Vice-Chairperson on the TDC. Currently, Commissioner Desloge is the Board appointee.
Full Board to make one Commissioner appointment to the Tourist Development Council.
- Workforce Region 5 Consortium - The WORKFORCE *plus* Interlocal Agreement requires an appointment of a Commissioner designee to a Consortium of representatives, which make up Region 5. At its June 12, 2012 meeting, Commissioner Nick Maddox was appointed as the Board's designee and serves at the discretion of the Board.
Full Board to reconfirm the appointment of Commissioner Maddox.

Options:

1. Make appointment of a Commissioner to:
 - a. Apalachee Regional Planning Council for a term of two years
 - b. Tourist Development Council for a term of two years.
2. Appoint a Commissioner as a Substitute Member to the Canvassing Board and appoint a Commissioner as an Alternate Substitute Member to the Canvassing Board.
3. Appoint two Commissioners to the Economic Development Council for terms of two years.
4. Reconfirm the appointment of Commissioner Maddox to the Workforce Region 5 Consortium.
5. Board direction.

Recommendation:

Options #1a-b, #2, #3, and #4.

Attachment:

1. Policy No. 11-2, “Membership on Boards, Committees, Councils, and Authorities,” revised April 23, 2013

VSL/AR/CC

Board of County Commissioners Leon County, Florida

Policy No. 11-2

Title: Membership on Boards, Committees, Councils, and Authorities

Date Adopted: April 23, 2013

Effective Date: December 1, 2013

Reference: See Footnotes for references

Policy Superseded: Policy No. 93-13, Membership by the Board of County Commissioners on Boards, Committees, Councils and Authorities, adopted January 12, 1993; Policy No. 98-6, Membership by the Board of County Commissioners on Boards, Committees, Councils, Authorities, and Liaison, adopted October 13, 1998; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised February 26, 2008; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised July 13, 2010; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised November 16, 2010; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised December 14, 2010; Policy No. 11-2, Membership on Boards, Committees, Councils, and Authorities; Policy No. 11-2, Membership on Boards, Committees, Councils, and Authorities, revised August 23, 2011;

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-2, revised by the Board of County Commissioners on August 23, 2011, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

1. The following table represents the Boards, Committees, Councils, and Authorities, which require County Commission membership and appointments of some, but not all, Commissioners who shall serve on the basis of their position. In addition, the table establishes the appointing authority, the eligibility for appointment, and term of appointment for such membership. The table also reflects the appointing authority, the eligibility for appointment, and term of appointment for the other members of such Boards, Committees, Councils, and Authorities.
2. Full Board (Appointing Authority) appointments shall be made at the first regularly scheduled meeting of the Board of County Commissioners during the month of December or as soon thereafter as possible.
3. The administration and maintenance of the list of Chairman and Full Board appointments is assigned to the Agenda Coordinator.
4. Each Commissioner appointee shall endeavor to keep the Board of County Commissioners advised of those significant actions taken within their area of appointment.

Policy No. 11-2
Membership on Boards, Committees, Councils, and Authorities

Name	Type	Eligibility	Term	Appointing Authority
Apalachee Regional Planning Council¹	Member	One Commissioner	Two Years	Full Board
	Member	One City Commissioner	One Year	Full Board
Canopy Roads Citizen Advisory Committee²	Liaison <i>(not a member)</i>	One Commissioner	Two Years	Full Board
	Members	Four Citizens*	Three Years	Full Board
Canvassing Board³	Member	Chairman	Concurrent w/ term as Chair	Chairman
	Member <i>(Substitute)</i>	One Commissioner	Two Years	Full Board
	Member <i>(Alternate Substitute)</i>	One Commissioner	Two Years	Full Board
Challenger Learning Center Board⁴	Member	One Commissioner	Two Years	Chairman
Civic Center Authority⁵	Member	One Commissioner	Four Years	Chairman
	Member	One Citizen or One Commissioner	Four Years	Chairman
Community Redevelopment Agency (CRA)⁶	Members	Four Commissioners	Two Years	Full Board
Council on Culture & Arts⁷	Member <i>(Ex Officio voting)</i>	One Commissioner	Four Years	Full Board
	Members	Eight Citizens*	Four Years	Full Board
	Members	Seven Citizens*	Four Years	Mayor
	Member <i>(Ex Officio voting)</i>	One City Commissioner	Four Years	Mayor
Criminal Justice Coordinating Council⁸	Member	One Commissioner	Two Years	Chairman
Downtown Improvement Authority (DIA)⁹	Member <i>(Ex Officio voting)</i>	One Commissioner	Two Years	Chairman
Downtown Merchants & Business Association	Member	One Commissioner	Two Years	Chairman

Policy No. 11-2
Membership on Boards, Committees, Councils, and Authorities

Name	Type	Eligibility	Term	Appointing Authority
Economic Development Council (EDC)¹⁰	Members	Two Commissioners	Two Years	Full Board
	Member	County Administrator or Employee designee	N/A	County Administrator
Educational Facilities Authority¹¹	Liaison (<i>not a member</i>)	One Commissioner	Two Years	Full Board
	Members	Seven Citizens	Five Years	Full Board
Enterprise Zone Development Agency (EZDA)¹²	Member	One Commissioner (<i>Chairman or Chairman's designee</i>)	Four Years	Full Board
	Member	One Commissioner (<i>Vice Chairman or Vice Chairman's designee</i>)	Four Years	Full Board
	Members	Nine Citizens*	Four years	Full Board
	EZDA Chair	Current EZDA Members	Concurrent w/ term as Chair	Chairman
	EZDA Vice Chair	Current EZDA Members	Concurrent w/ term as Vice-Chair	Vice-Chairman
Geo-based Information Systems¹³	Member	One Commissioner	Two Years	Chairman
ICLEI – Local Governments for Sustainability¹⁴	Elected Official Liaison	One Commissioner	Concurrent w/ term of office	Full Board
	Staff Liaison	County Administrator or Employee	N/A	County Administrator
Joint City/County/School Board Coordinating Committee¹⁵	Member	One Commissioner	Four Years	Full Board
	Member	One Citizen*	Four Years	Full Board
Joint Planning Board (CHSP)¹⁶	Member	One Commissioner	Two Years	Chairman
	Member	One Citizen*	Two Years	Full Board
Palmer Munroe Youth Center Community Executive Committee¹⁷	Member	One Commissioner	Three Years	Full Board
	Member	One Citizen*	Three Years	Full Board

Policy No. 11-2
Membership on Boards, Committees, Councils, and Authorities

Name	Type	Eligibility	Term	Appointing Authority
Public Safety Coordinating Council¹⁸	Member	One Commissioner	Two Years	Chairman
	Member	County Probation Director	Four years	County Administrator
	Members, at Chairman's Discretion	Representatives from county and state jobs programs and other community groups who work with offenders and victims	Four Years	Chairman
Research and Development Authority¹⁹	Member	One Commissioner	Four Years	Full Board <i>(By Resolution)</i>
	Members	Four Citizens*	Four Years	Full Board <i>(By Resolution)</i>
Tallahassee Sports Council²⁰	Member	One Commissioner	Three Years	Chairman
	Members	Six Citizens	Three Years	Full Board
	Members	Twelve Members, specified by position	Three Years	Full Board
Tourist Development Council²¹	Member <i>(Serves as TDC Vice Chair)</i>	One Commissioner <i>(Chairman or Chairman's designee)</i>	Two Years	Chairman
	Members	Six Citizens* <i>(consistent with Leon County Code)</i>	Four Years	Full Board
	Members	Two City Commissioners	Four Years	Full Board
Transportation Disadvantaged Coordinating Board²²	Member <i>(Serves as TDCB Chair)</i>	One Commissioner	Two Years	Chairman
Value Adjustment Board²³	Members <i>(one selected as VAB Chair)</i>	Two Commissioners	Two Years	Full Board
	Member	One Citizen*	Two Years	Full Board
Workforce Region 5 Consortium²⁴	Member	One Commissioner	Two Years	Full Board

Policy No. 11-2
Membership on Boards, Committees, Councils, and Authorities

Foot Notes:

- * *Leon County Citizen shall be a qualified elector residing in Leon County and shall complete a Committee Application prior to Board consideration for appointment.*
1. *Apalachee Regional Council: Section 186.504 F.S.; FL Admin Code 29-L*
 2. *Canopy Road Committee Bylaws*
 3. *Section 102.141 F.S.; Canvassing Board members must not be a candidate with opposition in the election being canvassed, or an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed (Disqualified to Serve) Substitute Member serves if Chairman is unable or Disqualified to Serve; and Alternate Substitute Member serves if the Chairman and Substitute Member are unable or Disqualified to Serve.*
 4. *Challenger Learning Center Board Bylaws*
 5. *Civic Center Authority: Laws of FL, Chapter 2004-435*
 6. *Community Redevelopment Agency: City Code of Law, Chapter 6, Art. II, Div 2; Terms shall be consistent with City of Tallahassee Ordinance No. 07-O-35AA, which currently stipulates terms are concurrent with term of office; however, the County has requested a revision to provide for bi-annual appointments*
 7. *Sec. 265.32, F.S.; Res. R85-46, 10/29/1985; Interlocal Agreement, 10/18/1985; COCA Bylaws; During Board's meeting of October 14, 2003, the Board voted to fill seven positions on the COCA Board through the Mayor, and that COCA adopt revisions to its Bylaws consistent with the Board's vote. COCA members selected from list of three candidates submitted by COCA for each Citizen Appointment vacancy, consistent with Sec. 265.32, F.S.*
 8. *Criminal Justice Coordinating Council: Admin Order 2002-10*
 9. *Downtown Improvement Authority: Laws of FL Chapter 2003-356 Sec. 5(1)*
 10. *Economic Development Council Bylaws*
 11. *Sec. 243.21(4) F.S.; Resolutions R90-42, Resolution R07-65; Term for Educational Facilities Authority (members is five years; one of such members shall be a trustee, director, officer, or employee of an institution for higher education. (Sec. 243.21, F.S., and Resolution Resolutions R90-42; members required to file financial disclosures (R07-65)*
 12. *Leon County Code of Laws Chapter 2, Art. III, Div. 4; Selection Criteria for EZDA members: One representative from each of the following: 1. Chamber of Commerce, 2. A local financial or insurance entity, 3. A business operating within the proposed EZ area, 4. A resident residing within the proposed EZ area, 5. Non-profit, community-based organization operating within the proposed EZ area, 6. Local Workforce Development Board, 7. Local Code Enforcement Board, 8. Local Law Enforcement, 9. Chairperson of the Board of County Commissioners or Commissioner designee, 10. Vice-chairperson of the Board of County Commissioners or Commissioner designee, and, 11. Mayor of the City of Tallahassee or designee*
 13. *Geo-based Information Systems: Interlocal Agreement, May 1990*
 14. *ICLEI – Leon County is a member of ICLEI and entitled to a representative*
 15. *Joint City/County/School Board Coordinating Committee: Interlocal Agreement, September 2006*
 16. *Joint Planning Board: Leon County Board Policy No. 01-04; October 23, 2013, Agenda Item #7, Revised JPB Bylaws*
 17. *Palmer Munroe Youth Center Community Executive Committee – Memorandum of Understanding (MOU) Between City of Tallahassee and Leon County; Palmer Munroe Youth Center Bylaws*
 18. *Public Safety Coordinating Council: Sec. 951.25 F.S.; PSCC membership shall be consistent with Sec. 951.26, F.S. and include "...representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms."*
 19. *Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution Nos. R10-100, R11-07; members required to file financial disclosures (R07-65)*
 20. *Tallahassee Sports Council; Enabling Resolution No. R12-05– February 28, 2012*

Policy No. 11-2
Membership on Boards, Committees, Councils, and Authorities

21. *Sec. 125.0104(4)(e) F.S.; Ordinance No. 2011-10; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; Appointments to Tourist Development Council (TDC) shall be consistent with Ordinance No. 2011-10, Leon County Code, Chapter 11, III; and Sec. 125.0104(4)(e), F.S. Selection Criteria for TDC members: One member of the Council shall be the current Chairman of the Board of County Commissioners of Leon County, or any other member of the Board as designated by the Chairman, who shall serve as Vice Chairman of the Tourist Development Council. Two members of the Council shall be Elected Municipal Officials. Three (3) members of the Council shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax. Three (3) members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.*
22. *Transportation Disadvantaged Coordinating Board: Section 427.0157 F.S.; 41-2.012(1) FLAdministrative. Code*
23. *Sec. 194.015 F.S.; FAC Code 12D-9.004; Selection Criteria for Value Adjustment Board (VAB Citizen Appointment: (1) Person above the age of 18; (2) Owns homestead property within Leon County (3) Is not a member or employee of any taxing authority (4) Does not represent property owners in any administrative or judicial review of property taxes; and (5) Is not engaged in litigation against any County in the State of Florida. The Citizen will be appointed for a one-year Value Adjustment Board Cycle, and appointments will be made as soon as possible after the prior cycle has been completed.*
24. *Sec. 445.007, F. S.; 2013 Interlocal Agreement between Workforce plus, Leon County, Gadsden County, and Wakulla County*

Revised 4/23/2013

**Leon County
Board of County Commissioners**


Notes for Agenda Item #27

Leon County Board of County Commissioners

Cover Sheet for Agenda #27

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First and Only Public Hearing on a Cycle 2013-1 Comprehensive Plan Amendment to Expand the Woodville Rural Community

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development Wayne Tedder, Director, Planning, Land Management and Community Enhancement (PLACE) Cherie Bryant, Planning Department Manager
Lead Staff/ Project Team:	Brian Wiebler, Principal Planner Steve Hodges, Senior Planner

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the Cycle 2013-1 Comprehensive Plan Amendment to expand the Woodville Rural Community (Attachment #1).

Report and Discussion

Background:

On May 28, 2013, the City and County Commissions continued the proposed Comprehensive Plan amendment to expand the Woodville Rural Community to the October 8, 2013 regularly scheduled meeting of the Board of County Commissioners to allow the applicant additional time to seek approval of a Planned Unit Development that addresses recommendations associated with the amendment. On October 8, 2013, the Board continued the hearing, again, to allow the applicant additional time to work on the Planned Unit Development.

The proposed Planned Unit Development is now ready for review and potential approval by the Board. The City Commission does not take action on the Planned Unit Development, as it is a re-zoning in the unincorporated County. However, the City Commission will act on the Comprehensive Plan amendment to change the property from Rural to Woodville Rural Community at their December 11, 2013 regular meeting. The full staff report analyzing the proposed amendment is included as Attachment #2, and was part of the public process for the 2013-1 amendment cycle reviewed from January 2013 through May 2013.

Analysis:

Staff members from the County Attorney's Office, County Public Works, County Development Support and Environmental Management, and the Planning Department have coordinated with the applicant on the proposed Planned Unit Development (PUD) and implementation of the following recommendations from the staff analysis for the Comprehensive Plan Amendment.

“Approve proposed amendment PCM130105 subject to approval of a Planned Unit Development that:

1. Limits the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).
2. Requires Advanced Wastewater Treatment within a specified period of time.
3. Requires use of Low Impact Development design approach for all new development and redevelopment.
4. Addresses transportation concurrency.”

Staff has determined that the proposed PUD addresses the recommended conditions for adoption of the Comprehensive Plan. The following information describes how the PUD addresses these four conditions.

Condition 1: Limit the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).

The Woodville Retirement Community PUD is limited to 414 residential units.

Condition 2: Require Advanced Wastewater Treatment (AWT) within a specified period of time;

The Development Review Committee (DRC) required the following Condition of Approval in the PUD Concept Plan:

The wastewater treatment plant must be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with these conditions will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational.

Condition 3: Require use of Low Impact Development Design approach for all new development and redevelopment;

The DRC required that the PUD Concept Plan include a condition requiring development to use low impact development design practices. The specific practices required are as follows:

1. Provide conservation easements over the most sensitive areas, ensuring preservation of their natural state, with the exception of passive recreation (i.e. walking trails);
2. Provide clustered development on the areas that are least constrained for new development. Redevelop areas where possible to minimize additional impacts;
3. Minimize the use of structured facilities, such as pipes and conveyances or retaining walls within stormwater facilities;
4. Utilize grass swales where possible for stormwater conveyance. Minimize the use of curb and gutter;
5. Minimize stormwater facilities' depth to less than 4 feet;
6. Minimize pond side-slopes to a 4:1 ratio;
7. Decentralize stormwater facilities; and
8. Minimize impervious areas by utilizing efficient parking lot designs. Utilize ribbon driveways for detached or duplex style housing.

Condition 4: Address transportation concurrency.

As a PUD, the Woodville Retirement Community is allowed to waive a complete concurrency review. Each component of the PUD will be reviewed as a site plan. During this final review, concurrency will be assessed based on the detailed development parameters that will be known at the time, such as the exact size and locations of specific land uses. If the concurrency analysis indicates mitigation is needed to offset the traffic impacts of the development, the financial assessment of those impacts will be done at that time.

However, in accordance with Condition #4 of PCM130105 approval, a preliminary concurrency traffic report and an analysis of the intersection of State Road (SR) 363 and Natural Bridge Road was performed and included as Section 16 in the Woodville Retirement Community PUD Concept Plan. There is no present estimate of this amount.

The preliminary concurrency analysis indicated that the Woodville Retirement Community PUD would impact the presently constrained Woodville Highway in the southbound direction. It is anticipated that the Woodville Retirement Community will likely require some form of traffic mitigation along this roadway to meet concurrency requirements. There is no present concurrency cost estimate.

The analysis of the SR 363 intersection at Natural Bridge Road indicated that project trips would adversely affect the westbound approach to the intersection. At the point of full project build-out, an improvement to increase capacity at this intersection will be required. This improvement is likely to be the addition of a right turn lane.

The public hearing was properly noticed in the *Tallahassee Democrat* (Attachment #3).

Options:

1. Conduct the first and only public hearing and adopt the Cycle 2013-1 Comprehensive Plan Amendment to expand the Woodville Rural Community (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the Cycle 2013-1 Comprehensive Plan Amendment to expand the Woodville Rural Community
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Ordinance Amending Comprehensive Plan
2. Staff Report for the Proposed Comprehensive Plan Amendment
3. Public Notice

1 having been provided, to obtain public comment, and has considered all written and oral
2 comments received during said work sessions, public meetings and public hearings; and

3 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
4 Commissioners of the County of Leon transmitted copies of the proposed amendments of the
5 comprehensive plan to the Department of Economic Opportunity as the State Land Planning
6 Agency and other state and regional agencies for written comment, and transmitted one copy to
7 each of the local government or governmental agencies in the State of Florida having filed with
8 the County of Leon a request for a copy of the amended version of the comprehensive plan; and

9 WHEREAS, the Department of Economic Opportunity transmitted its Objections,
10 Recommendations, and Comments Report on the amended version of the comprehensive plan;
11 and

12 WHEREAS, the amendments to the comprehensive plan were reviewed in view of the
13 Objections, Recommendations, and Comments Report by the Department of Economic
14 Opportunity; and

15 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
16 Commissioners of the County of Leon held a public hearing with due public notice having been
17 provided on these amendments to the comprehensive plan; and

18 WHEREAS, the Board of County Commissioners of the County of Leon further
19 considered all oral and written comments received during such public hearing, including the data
20 collection and analyses packages, the recommendations of the Tallahassee-Leon County Local
21 Planning Agency, and the Objections, Recommendations, and Comments Report of the
22 Department of Economic Opportunity; and

23 WHEREAS, in exercise of its authority, the Board of County Commissioners of the
24 County of Leon has determined it necessary and desirable to adopt these amendments to the
25 comprehensive plan to preserve and enhance present advantages; encourage the most appropriate

1 use of land, water and resources, consistent with the public interest; overcome present handicaps;
2 and deal effectively with future problems that may result from the use and development of land
3 within Leon County, and to meet all requirements of law;

4 BE IT ORDAINED by the Board of County Commissioners of Leon County, Florida,
5 that:

6 **Section 1. Purpose and Intent.**

7 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the
8 authority set out in, the Local Government Comprehensive Planning and Land Development
9 Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

10 **Section 2. Map Amendment.**

11
12 The Ordinance does hereby adopt the following portion of the text attached hereto as
13 Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030
14 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030
15 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the
16 following Plan element:

17 Map Amendment PCM 130105, which relates to the Future Land Use Map.
18

19 **Section 3. Conflict with Other Ordinances and Codes.**

20 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in
21 conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

22 **Section 4. Severability.**

23 If any provision or portion of this Ordinance is declared by any court of competent
24 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
25 portions of this Ordinance shall remain in full force and effect.

26 **Section 5. Copy on File.**

1 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public,
2 a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon
3 County 2030 Comprehensive Plan and these updates thereto, shall also be located in the
4 Tallahassee-Leon County Planning Department. The Planning Director shall also make copies
5 available to the public for a reasonable publication charge.

6 **Section 6. Effective Date.**

7 The effective date of this Plan update shall be according to law and the applicable statutes
8 and regulations pertaining thereto.

9 DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon
10 County, Florida, this 10th day of December, 2013.

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LEON COUNTY, FLORIDA

BY: _____
NICHOLAS MADDOX, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

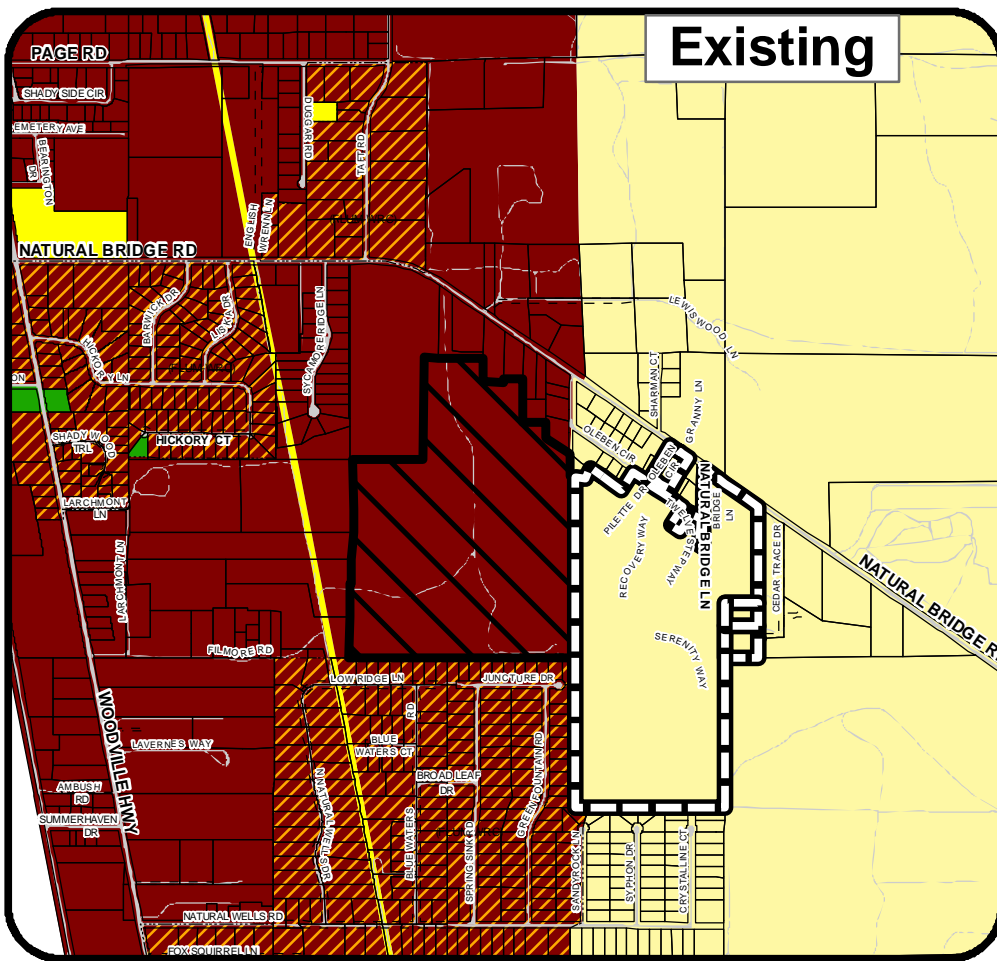
ATTESTED BY:
BOB INZER, CLERK OF THE COURT

BY: _____
CLERK

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA






BY: _____
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

Existing



Future Land Use

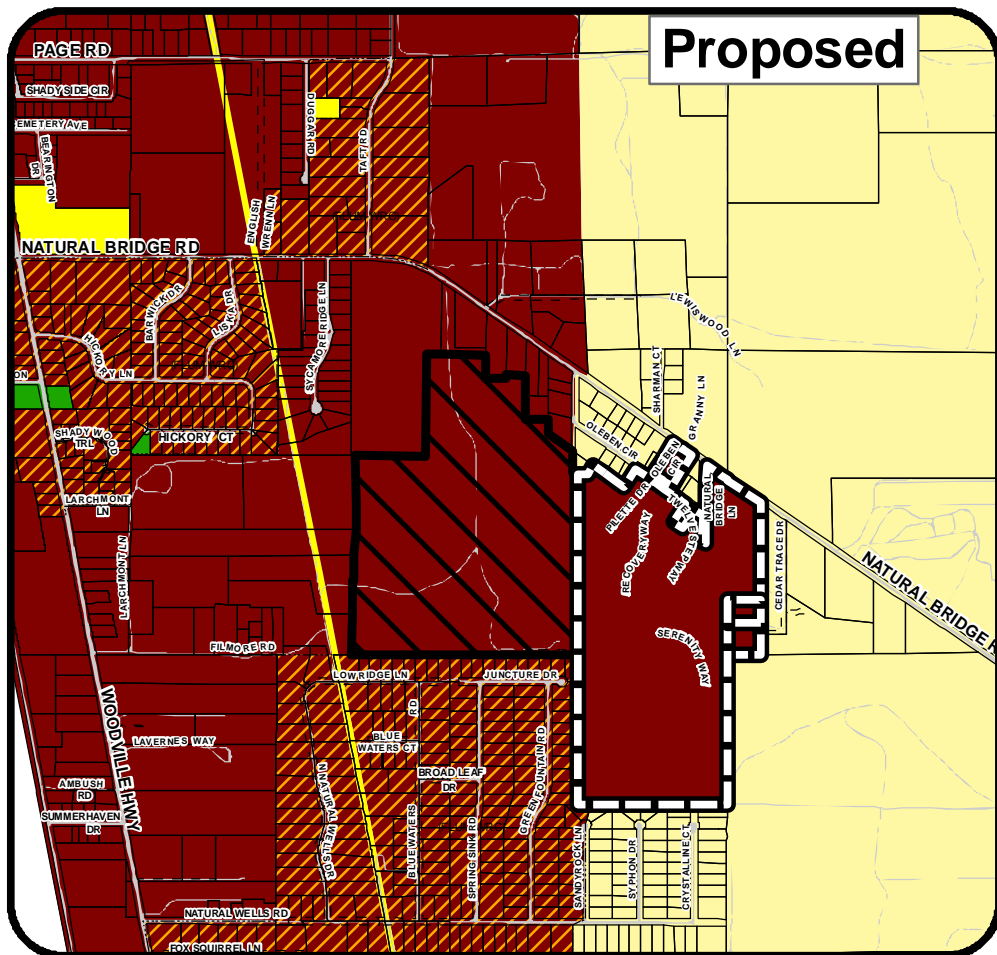
Legend

-  Rural
-  Woodville Rural Community
-  Woodville RC with RP overlay
-  Subject Parcel
-  Owners Adjacent Parcel To be Included in a PUD with Subject Parcel

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

**Existing
Rural
Proposed
Woodville
Rural Community**

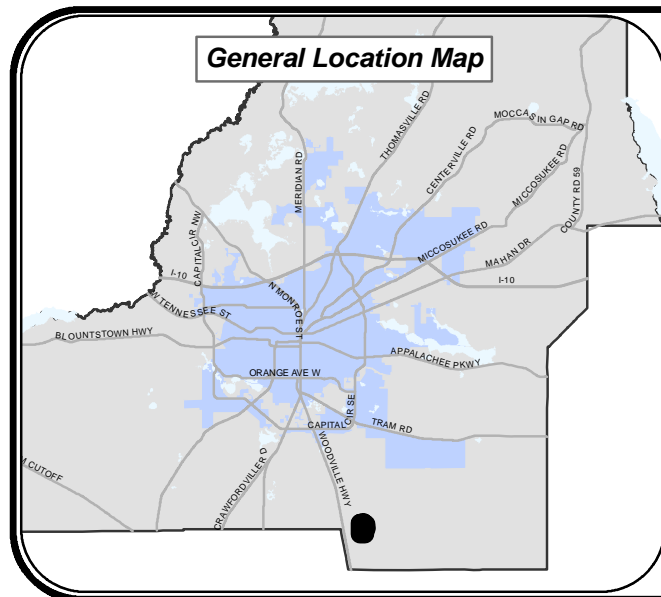
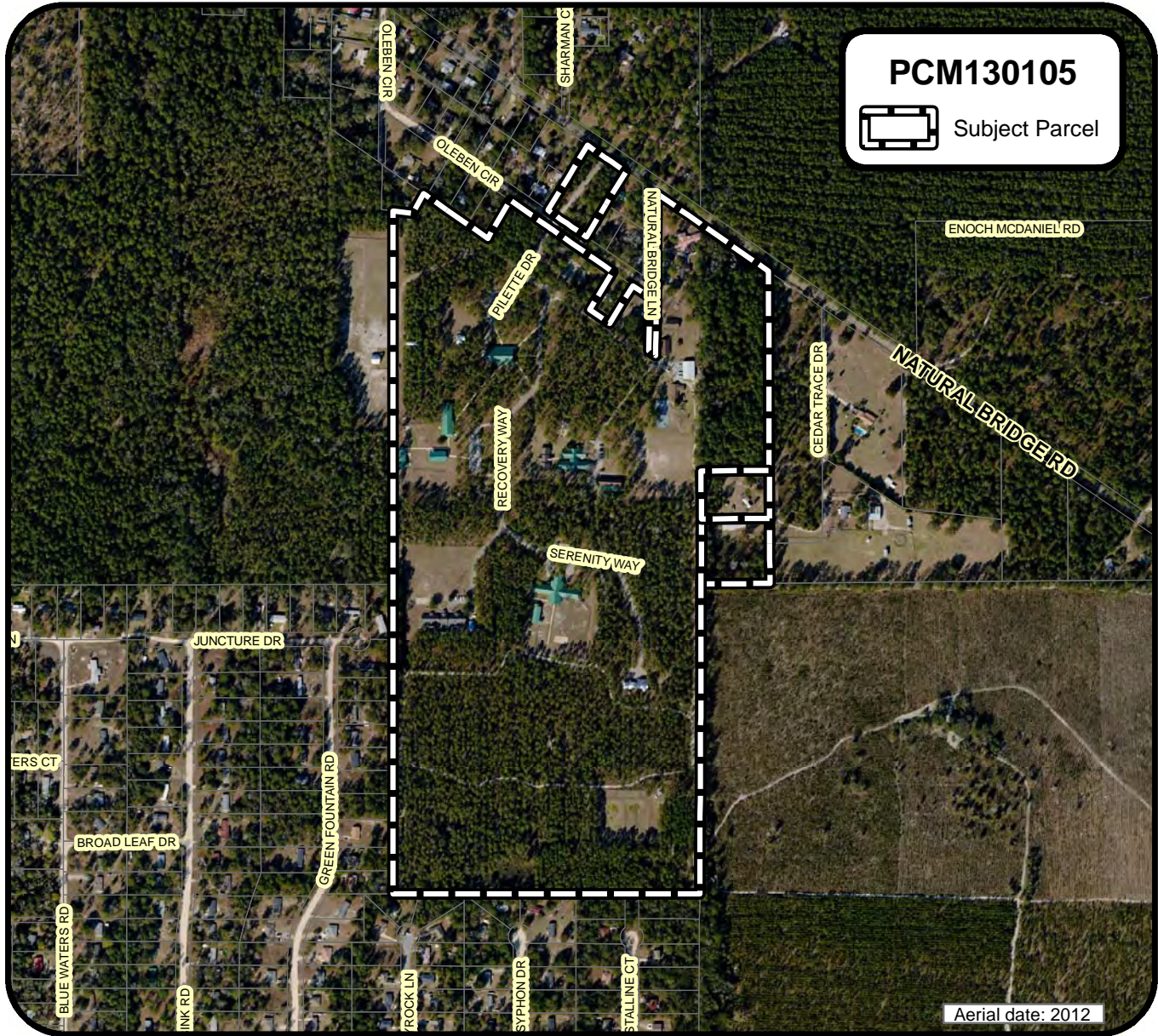
Proposed



SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000

ACRES: 98.04 ±



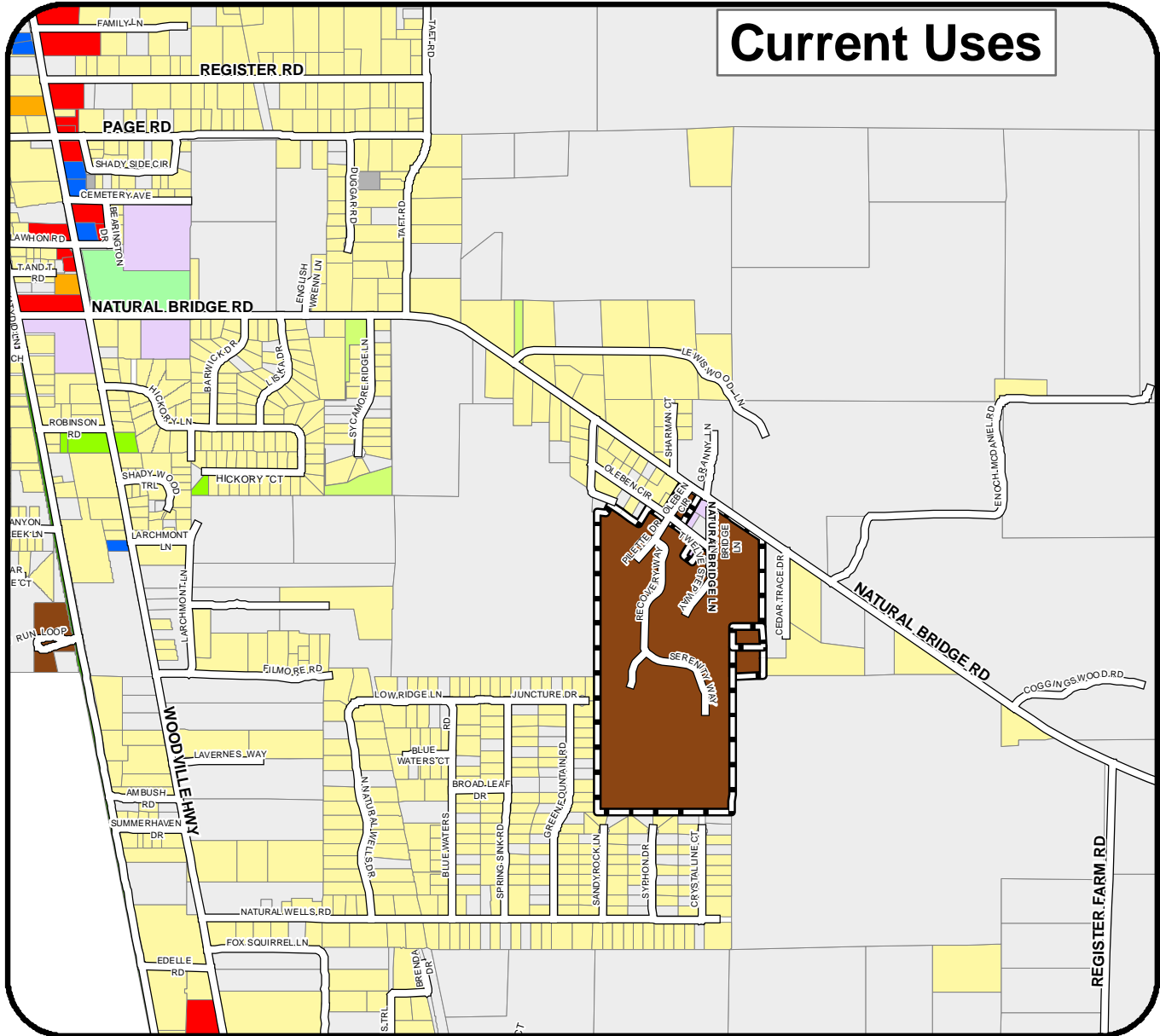


**Woodville
Rural Community Expansion
PCM130105
Disc Village**

SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000



ACRES: 98.04 ±



















Current Uses

Legend

 S1Seg_20120612
 Subject Parcel

Current Uses (Oct. 2012)

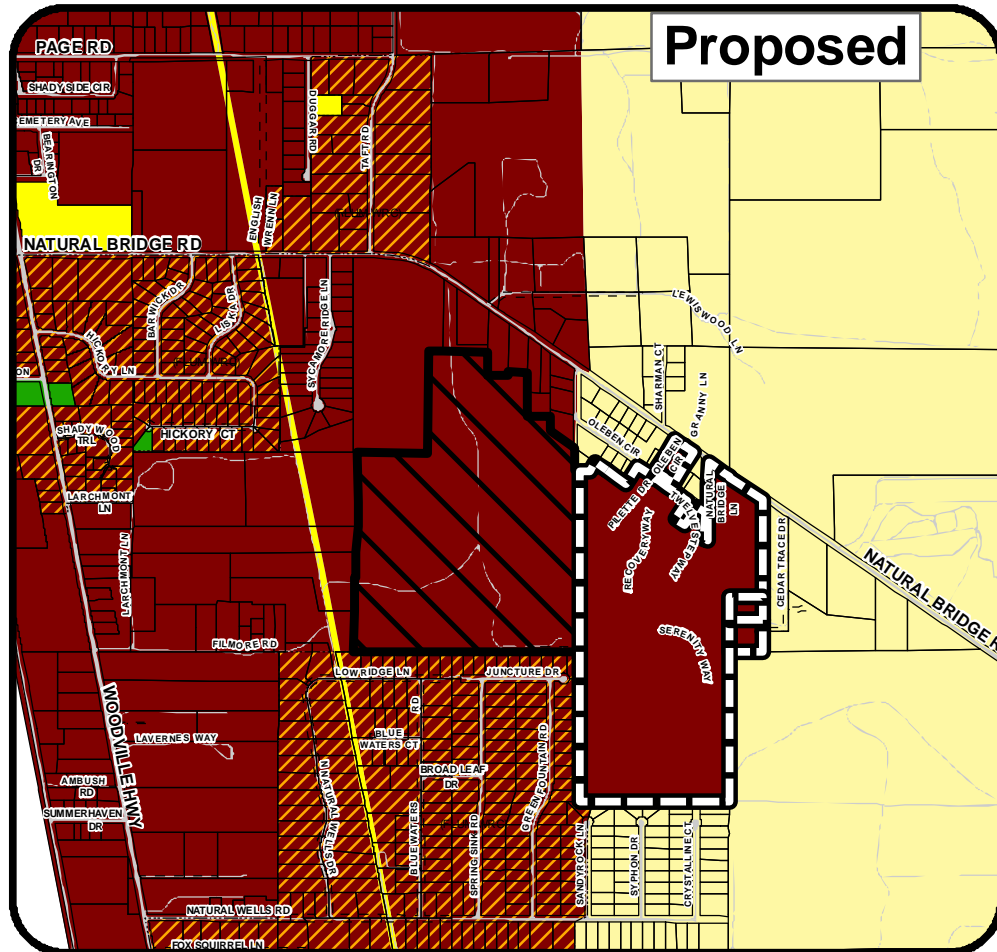
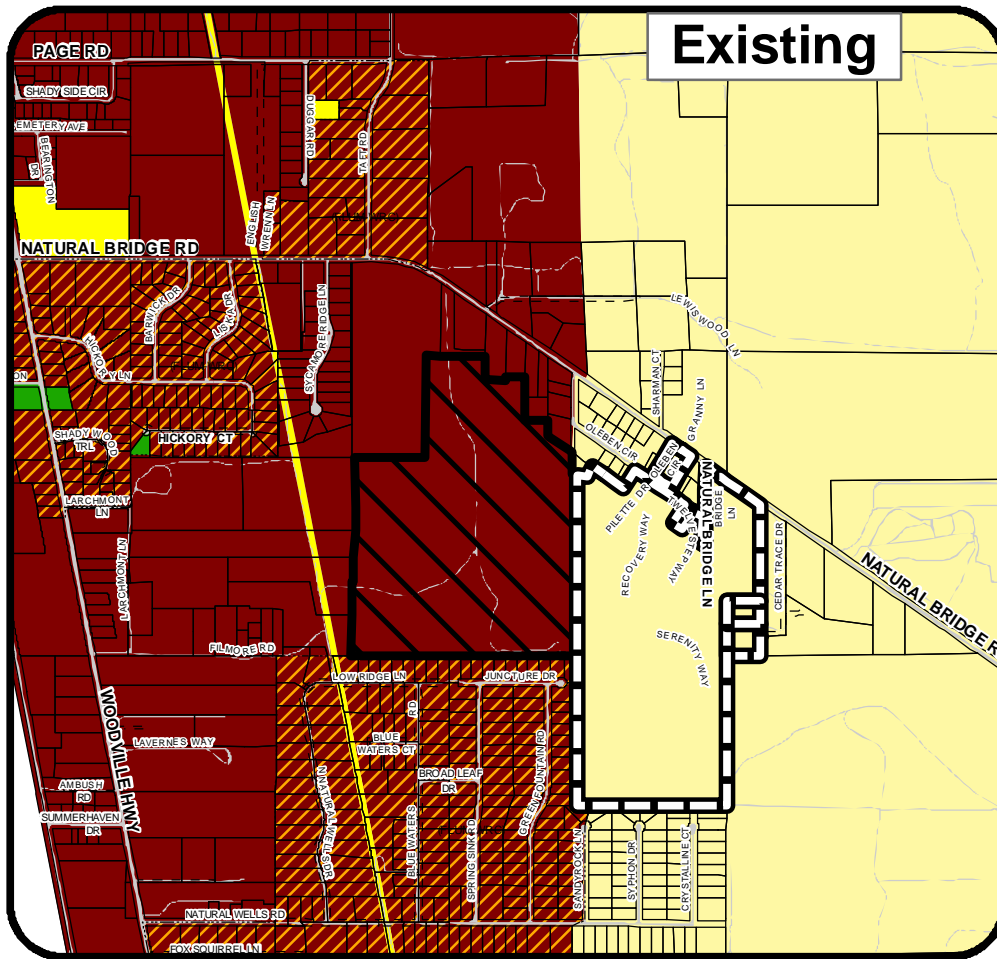
- | | |
|--|---|
|  Single Family Detached/Mobile Home |  Two-Family Dwelling |
|  Multi-Family |  Warehouse |
|  Retail |  School |
|  Office |  Open Space Common Areas |
|  Government Operation |  Open Space Resource Protection |
|  Religious/Non-profit |  Open Space Recreation/Parks |
|  Vacant |  Transportation/Communications/Utilities |

Woodville Rural Community Expansion PCM130105 Disc Village

SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000






ACRES: 98.04 ±





Future Land Use

Legend

-  Rural
-  Woodville Rural Community
-  Woodville RC with RP overlay
-  Subject Parcel
-  Owners Adjacent Parcel To be Included in a PUD with Subject Parcel

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

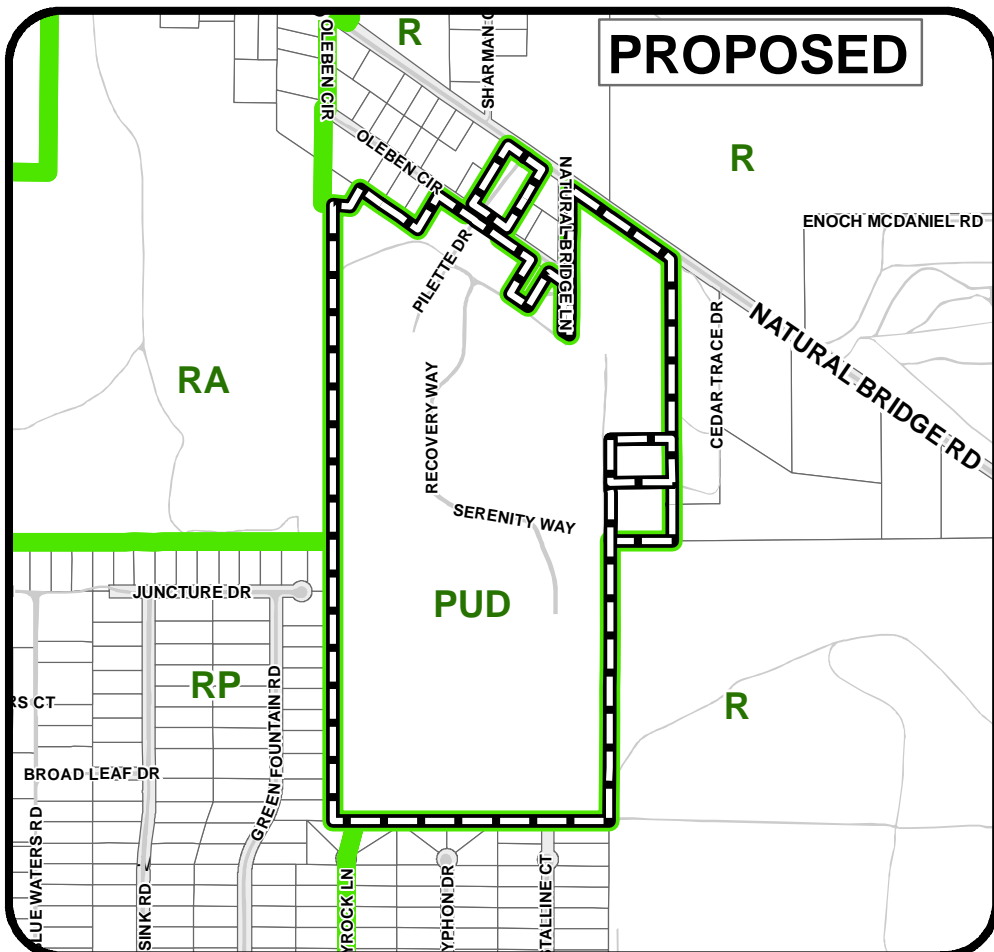
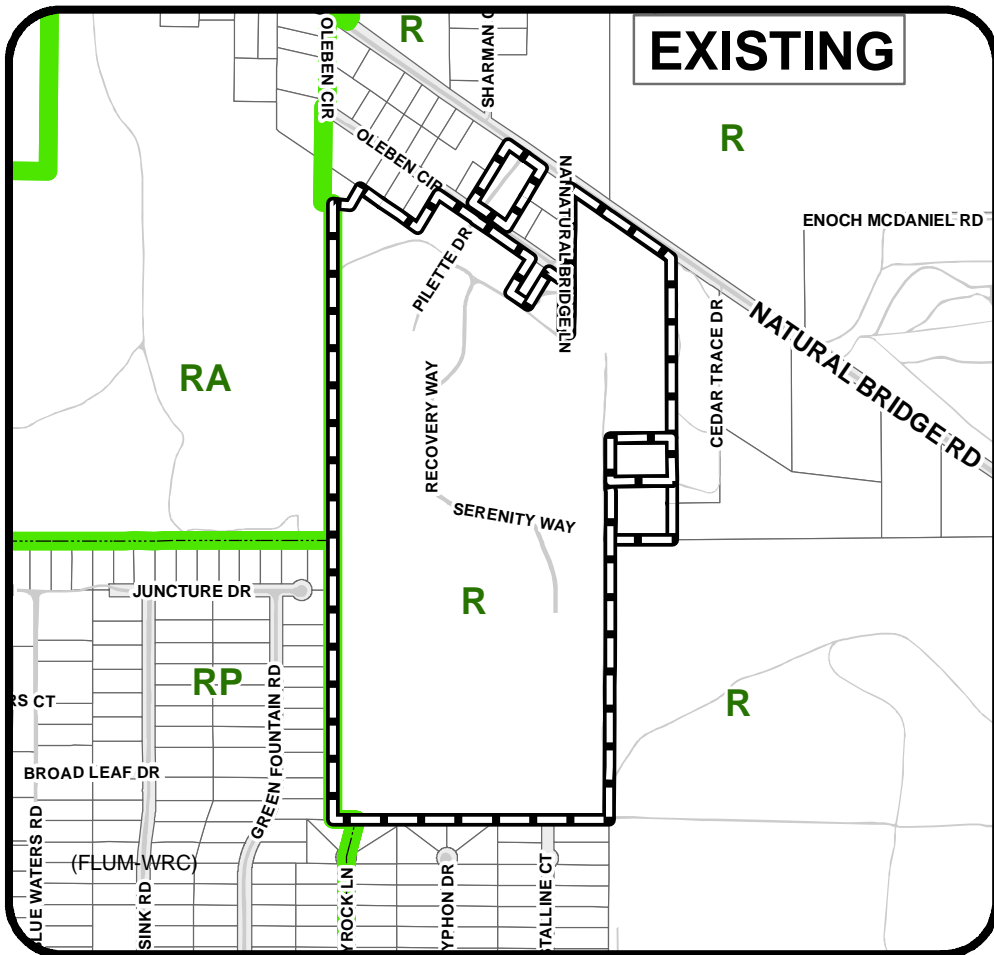
**Existing
Rural
Proposed
Woodville
Rural Community**



SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000

ACRES: 98.04 ±





ZONING

Legend



Subject Parcel



zoning

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

Existing

**R
(Rural)**

Proposed

**PUD
(Planned
Unit Development)**



**SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000**

ACRES: 98.04 ±



MAP AMENDMENT: PCM130105

APPLICANT: Woodville Properties

TAX I.D. #: 33-15-20-407-000 (94.6 acres), 33-15-20-602-000 (1.5 acres), 33-15-20-603-000, (2 acres)

CITY COUNTY X

CURRENT DESIGNATION: Rural

REQUESTED DESIGNATION: Woodville Rural Community

DATE: January 9, 2013

PRELIMINARY STAFF RECOMMENDATION: Approve proposed amendment PCM130105 subject to approval of a Planned Unit Development that:

- 1. Limits the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).**
- 2. Requires Advanced Wastewater Treatment within a specified period of time.**
- 3. Requires use of Low Impact Development design approach for all new development and redevelopment.**
- 4. Addresses transportation concurrency.**

A. SUMMARY:

This is a request to change the Future Land Use Map designation from “Rural” to “Woodville Rural Community” for three contiguous, developed parcels with a combined area of 98 acres located on the south side of Natural Bridge Road approximately one and 1/3rd of a mile east of Woodville Highway.

The current Rural future land use category allows single-family housing up to one dwelling unit per ten acres, minimal commercial uses designed to service basic household needs of adjacent residents, and passive recreational land uses. The proposed Woodville Rural Community category allows non-residential development limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. Residential development is limited to a density of four (4) dwelling units per acre. Residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units system as provided for in Policy 4.2.5 of the Conservation Element.

The applicant is simultaneously proposing a Planned Unit Development (PUD) for the subject properties and an additional adjacent 101.4 acres currently within the Woodville Rural Community under the same ownership as the subject parcels (see Attachment #1). A PUD is a unique zoning district intended to accommodate development proposals not provided for or allowed in the current established zoning districts. This proposed PUD will incorporate the combined 199.4 acres (consisting of five parcels), and will allow only the current, pre-amendment development rights to build an estimated maximum of 416 residential dwelling units.

The intent of the land use change and PUD is to convert over time the existing DISC Village into an independent and assisted living retirement community.

B. REASONS FOR RECOMMENDATION FOR APPROVAL:

1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to estimated maximum of 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

C. APPLICANT'S REASON FOR THE AMENDMENT:

The applicant has stated that their purpose for requesting this land use change is to make the land use designation conform to the existing use of the property as the non-profit DISC Village. Another reason is to allow more flexibility for the reuse and redevelopment of the Village and a 101.4 acre parcel immediately west of the subject property (this adjacent property is currently within the Woodville Rural Community). The applicant is proposing the conversion of a portion of the existing facilities into a residential and nursing home facility for senior citizens with a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities.

D. STAFF ANALYSIS

DISC Village is a non-profit community-based agency that has been in operation for nearly 40 years. It is one of the largest and most comprehensive prevention, intervention and treatment agencies in Florida. DISC Village provides delinquency and substance abuse prevention/intervention programs in Leon County and North Florida.

Originally established as a Drug Information Service Center (DISC) on the grounds of Florida State University, DISC Village established in 1971 one of the state's first therapeutic communities for adolescents. This therapeutic community provides services for delinquent adolescent males and substance abusing adults on a residential services campus in Woodville, Florida. The Woodville Campus, approximately 15 miles south of Tallahassee, includes several program buildings, an educational/vocational facility, recreational building, sports areas and a ROPES course, community meeting space, central nursing center, and an administrative building. The campus serves as a location for both juvenile and adult residential programs. Clients may be voluntary or court-ordered to the programs on this campus.

The applicant has stated that the funding sources that have historically supported the DISC Village are declining over time. Therefore, in order to keep the facilities and land intact, it is necessary for the Village to change its focus and use. The market for personal services for a facility the size and type of the Village is in senior citizen residential-based care, which is a growing market nationwide. The proposed land use change and accompanying rezoning is intended to allow more flexibility for the reuse and redevelopment of the Village and a 99.6 acre parcel immediately west of the subject property into a residential and nursing home facility for senior citizens. The applicant is proposing to provide a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities. This will include the conversion of one or more of the existing DISC Village buildings into facilities to serve the daily care needs of the anticipated resident population, and the construction over time of several hundred residential "cottages" for senior citizens who are able to and prefer to remain independent. A more reduced version of the present DISC Village would be relocated to the northeast portion of the subject property.

The requested zoning is a Planned Unit Development (PUD) for the subject property and the co-owned parcel to the west. The applicant proposes to work with the County's Department of Development Support and Environmental Management to develop a PUD concurrent with the proposed land use amendment.

Existing FLUM & Zoning

The subject parcels are within the unincorporated area and have a current Future Land Use Map (FLUM) and zoning designation of Rural. This area is characterized by low-density residential housing and larger parcels utilized for silvicultural activities.

Rural/Agriculture (Rural¹) Land Use

The Rural land use category is characterized by largely undeveloped acreage remotely located away from urbanized areas containing the majority of the County's present agricultural, forestry and grazing activities. These areas are intended to maintain and promote present and future agriculture land uses, and prohibit residential sprawl into remote areas lacking basic urban infrastructure services. They are not intended to be scheduled for urban activity during the Plan Horizon due to lack of present and/or scheduled urban infrastructure services.

The Rural FLUM designation is further characterized by very low residential density (1 unit per 10 acres) and minimal commercial uses designed to service basic household needs of adjacent residents, as well as passive recreational land uses. Industrial and

¹Leon County refers to this category as "Rural" only.

ancillary commercial land uses associated directly with the timbering and/or agribusiness are permitted.

Rural Zoning

The Rural zoning district includes undeveloped and non-intensively developed acreage remotely located away from urbanized areas. This district contains the majority of the county's present agricultural, forestry, and grazing activities.

Urban land use intensities are not anticipated during the time frame of the comprehensive plan, due to lack of urban infrastructure and services. Very low residential density (one unit per ten acres) and small scale commercial activities designed to service basic household needs of area residents are allowed, as well as passive recreational land uses. Industrial and ancillary commercial land uses directly associated with the timbering and/or agribusiness are permitted. This district is intended to maintain and promote present and future agricultural and silvicultural uses, and to prohibit residential sprawl into remote areas lacking basic urban infrastructure and services.

Proposed FLUM & Zoning

Woodville Rural Community Land Use

The primary intent of the Woodville Rural Community land use category is to protect this unique rural community through specific objectives and policies designed to address the issues unique to Woodville. Towards this goal, residential development is limited to a density of four (4) dwelling units per acre. However, residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units as provided for in Policy 4.2.5 of the Conservation Element.

Non-residential development is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel.

Planned Unit Development Zoning

The planned unit development (PUD) zoning district is intended to provide a method by which proposals for a unique zoning district which are not provided for or allowed in the zoning districts otherwise established by the land development code may be evaluated.

In the County, the standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the Board of County Commissioners the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety, and general welfare.

As described in Section 10-6.696 of Leon County's land development regulations, the PUD district is intended to:

- (1) Promote more efficient and economic uses of land.
- (2) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
- (3) Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.
- (4) Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.
- (5) Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.
- (6) Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- (7) Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.

E. ENVIRONMENTAL FEATURES & IMPACT ON INFRASTRUCTURE:

1. Environmental Features

The subject parcels are located within the Woodville Recharge drainage basin and the Primary Springs Protection Zone as mapped in the City and County Code. Approximately half of the subject area is forested, but it has been clear-cut in the past.

County environmentally sensitive area maps indicated the presence of several potential karst features on the southern half of the subject area, which is presently primarily undeveloped, but does include the 0.8 acre wastewater spray field for the existing facility. This karst potential is based on digital elevation modeling, and review by a licensed geologist is appropriate prior to any development in these areas. There are no other known environmentally sensitive features in the subject area.

2. Water/Sewer

The subject property is outside of the established Urban Services Area. However, according to the City of Tallahassee, adequate water service is available for the proposed land use and zoning categories.

DISC Village currently has an active permit issued by the Florida Department of Environmental Protection for an existing activated sludge wastewater treatment facility (WWTF) with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow. The residual materials are transported to the City of Tallahassee's T.P. Smith WWTF for disposal.

3. Other

Roads

Natural Bridge Road is a major collector. The applicant has provided a preliminary traffic impact analysis as part of the land use amendment application. This analysis acknowledges that, based on the maximum development potential allowed by the requested land use

change, it is anticipated that the proposed land use designation of Woodville Rural Community will have some level of impact on the local transportation network, including Natural Bridge Road.

A more precise accounting of these impacts will depend on the number and type of residential or other units, access points, and any additional development or redevelopment. This accounting is normally analyzed in detail at the site plan level prior to the issuance of any development permits, but, given the unique nature of the proposed development and the desire of the applicant to create a PUD, it will be more useful to analyze the transportation impacts at this level.

Policy 1.2.2 of the Capital Improvements Element requires that future development shall pay for its proportional share of the capital improvements needed to address the impact of such development. If deficiencies are anticipated, local government may use a “significant benefit” approach to assess proportionate fair-share mitigation in order to schedule improvements addressing the identified deficiency(ies) on the impacted facility(ies) to meet the requirements for financial feasibility. Future development on the subject site can mitigate under this policy by paying its proportional share of any needed improvements to provide sufficient capacity into the Significant Benefits account for this area of the County.

Transit Availability

StarMetro does not provide bus service south of Capital Circle South.

Bicycle/Pedestrian Facilities Availability

No sidewalks or bicycle facilities currently exist along Natural Bridge Road east of Woodville Highway. Bicycle lanes have been proposed by the Capital Regional Transportation Planning Agency along Natural Bridge Road from Woodville Highway to Taff Road, as well as paved shoulders from Taff Road east to Old Plank Road, but to date no funding has been identified for either of these projects.

4. Schools

The site is zoned for Woodville Elementary School, Nims Middle School, and Rickards High School. The potential impact on available public school capacity is indicated in the following table:

School Name	Woodville Elementary	Nims Middle	Rickards High
Potential Students Generated	0	0	0
Present Capacity	0	0	0
Post Development Capacity	0	0	0

Preliminary calculations are provided by School Board staff based on the maximum residential development allowed under the requested future land use category. Because the proposed development on the subject site will be limited to residents 55 or older, it is anticipated that there will be no students generated as a result of this land use amendment.

Final school concurrency calculations will be conducted during the development of a PUD for the subject property and an adjoining parcel, and when a site plan for proposed development is submitted.

5. 5-Year Capital Improvements Projects

None.

F. VESTED / EXEMPT STATUS:

Not applicable.

G. PLANNING ISSUES

Wastewater Treatment

Policy 4.2.5 of the Conservation Element (Attachment #2) addresses protection of Wakulla Springs by requiring the establishment of a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs that is based on the Leon County Aquifer Vulnerability Assessment (LAVA). Subsection 1 of this policy requires that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the Urban Services Area shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. The subject property is presently serviced by an existing activated sludge wastewater treatment facility with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow.

If this WWTF facility is intended to be utilized by the redevelopment of the subject property, its present capacity will need to be expanded to treat the anticipated 300-400 residential units being planned. In addition, this facility at present is required to meet state drinking water quality standards for total nitrogen (10mg/L) in the effluent released to the sprayfield. Given the eventual 3.0 mg/L water quality standard for total nitrogen that the City of Tallahassee is required by its state permit to achieve for its sprayfield north of the subject property, and the location of the subject property within the PSPZ, the DISC Village WWTF should be required to meet similar advanced wastewater treatment standards as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

In addition, this policy requires new development and redevelopment in the PSPZ to use a Low Impact Development (LID) approach to minimize adverse impacts of development on water quality and Wakulla Springs. The development and redevelopment of the subject property should use LID design principles to the maximum extent possible as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

Transportation

The applicant has conducted a preliminary traffic impact analysis that indicates potential impacts on the local transportation system from an increase in automotive trips resulting from the proposed land use amendment. This analysis was submitted as part of the land use amendment application.

At a public meeting held by the applicant at the Woodville Elementary School on November 28, 2012, there were several concerns voiced by members of the public about transportation impacts from the redevelopment of the DISC Village. These issues included speeding and the number of

potential trips this proposed development would create. Other similar concerns were expressed to the Planning Department through several letters and telephone calls.

The applicant stated in their preliminary traffic impact analysis that the proposed use of the property as a senior assisted living facility and nursing home would not generate the number of trips estimated by standard professional manuals for a development of this kind, and that the number of trips would be substantially lower than initially calculated. No other materials were provided in the application to substantiate this claim.

Based on public concerns, the lack of specificity as to exactly what is proposed, where it would be located, and the timing of its development, as well as the lack of sidewalks and traffic lights in the Woodville area, it is recommended that the applicant conduct a more formal traffic study as part of the requested PUD as a condition of the applicant receiving the requested land use change. The Concurrency Management Section of DSEM further recommends that the proposed traffic study be consistent with the Leon County Concurrency Management Policies and Procedures Manual, 2006, or as may be amended from time to time.

Allowable Residential Density

At present, the total number of allowable dwelling units within the subject property is 11. If the proposed land use amendment is approved, the current number of allowed dwelling units in the subject property would increase from 11 to 390. The number of allowed dwelling units in the two adjacent parcels in the Woodville Rural Community area that will be incorporated into the PUD is 379.

The total of currently allowed dwelling units for the five parcels together is 390. If the proposed land use amendment is approved and these parcels are incorporated into the proposed PUD, the total number of allowed dwelling units for the five parcels together would be 769.

Policy 4.2.5 of the Conservation Element prohibits any net increase in dwelling units in the PSPZ as allowed by the Future Land Use Map on April 10, 2009. Parcels for which an increase in allowable dwelling units is requested (from a land use or zoning change) must transfer an existing equivalent number of development rights from another area within the PSPZ so that no net increase in allowable residential units can occur.

If the land use amendment is approved, the number of allowed dwelling units in the five parcels would result in a net increase in the number of legally allowed dwelling units within the PSPZ by 379 units. In order for this to occur, the development rights for the estimated 416 residential dwelling units would have to be transferred from other areas in the PSPZ to be consistent with Policy 4.2.5. In order to avoid doing this, the applicant has proposed a PUD that would cap the allowable number of dwelling units to that currently allowed (an estimated 416 residential dwelling units). The table below indicates the acreage, units per acre, and total estimated residential units for this area.

Tax ID	Acreage²	Current Allowable Density (Residential Units/Acre)	Current Number Of Units Allowed (Residential Units/Acre)	New Allowable Density (Residential Units/Acre)	New Number of Units Allowed (Residential Units/Acre)
Subject Parcels					
3316204070000	94.6	1/10	9	4/1	378
3315206020000	1.5	1/10	1	4/1	5
3315206030000	2.0	1/10	1	4/1	8
total	98.0		11		390
Additional Parcels to be Incorporated Into PUD					
3316204020000	99.6	4/1	398	4/1	398
3316200020000	1.8	4/1	7	4/1	7
total	101.4		405		405
Grand Total	199.4		416		795

Limiting the total allowed dwelling units in the PUD to those currently allowed would result in an estimated 416 residential dwelling units spread across the combined 199.4 acres presently under common ownership as the DISC Village. If the proposed land use amendment is approved and the number of dwelling units capped to 416, the land use change with the PUD in place would be consistent with Section 4 (c) of Policy 4.2.5 [C].

Allowable Non-residential Uses

The allowed square footage of non-residential uses within the Woodville Rural Community land use category is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. If the land use designation of the subject property (comprising three parcels) is allowed to be changed to the requested category, the applicant would be entitled to a maximum of 150,000 square feet.

At present, there are approximately 85,000 square feet of existing non-residential development on the subject property. If the land use change occurs, the applicant would gain an additional 65,000 square feet of non-residential development rights.

There are two parcels already designated Woodville Rural Community that the applicant intends to include in the PUD. If added to the three parcels that comprise the subject property, if the PUD is assembled, the applicant would have a maximum allowed 250,000 square feet of non-residential development rights (a net gain of 165,000 square feet, given the existing 85,000 square feet on the subject property). The following table summarizes the existing and proposed non-residential uses.

² From Property Appraiser's Legal Description.

Tax ID	Current Allowable Non-Residential Use (Square Feet)	Proposed Allowable Non-Residential Use (Square Feet)
Subject Parcels		
3316204070000	0	50,000
3315206020000	0	50,000
3315206030000	0	50,000
total		150,000
Additional Parcels to be Incorporated Into PUD		
3316204020000	50,000	50,000
3316200020000	50,000	50,000
total	100,000	100,000
Grand Total		250,000

The specific uses and maximum square footage allowed will be established within the PUD.

Local Government Priorities

The Leon County Board of County Commissioners' FY 2012 & FY 2013 Strategic Plan includes several strategic priorities and corresponding initiatives designed to implement these priorities. One of the initiatives under the Environmental strategic priority includes developing and implementing strategies which plan for environmentally sound growth in the Woodville Rural Community. These strategies that this proposed amendment may be consistent with include:

- (1) Bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension; and
- (2) Promote concentrated commercial development in Woodville.

The provision of sanitary sewer as part of the proposed conversion and expansion of the DISC Village, while not connected with the City's existing centralized sanitary sewer system, nevertheless will provide a similar level and scope of wastewater treatment in an area that is serviced at present by onsite sewer treatment and disposal systems (OSTDS). It is also possible that this system could be connected to a more centralized sewer system in the future, which would reduce the number of conversions from OSTDS to centralized wastewater treatment.

The increased number of residential units, including those oriented towards a senior citizen population that may not choose or cannot drive to Tallahassee to shop, eat, and take advantage of other commercial services, may also help promote additional commercial development in Woodville.

Regional Mobility Plan

A significant component of the Capital Regional Transportation Planning Agency's Regional Mobility Plan (RMP) is the selection of a "preferred growth scenario" that will affect growth patterns and the nature of transportation infrastructure investment over the coming decades. The

CRTPA Board selected Scenario #3, termed “Quality Growth Plus.” This scenario is intended to promote infill development, optimize current transportation infrastructure, and focus growth in concentrated areas.

Implementation of this scenario is intended to lead to a regional urban structure that consists of a primary core (the Tallahassee multi-modal transportation district) and a series of outlying nodes that represent smaller urban centers in Gadsden, Jefferson, Leon, and Wakulla counties. The Woodville Rural Community is one of these nodes.

The nodes are intended, among other objectives, to foster access to goods and services, provide interconnectivity, including regional connectivity to employment, education, and activity centers, and to utilize multiple modes of transportation.

H. CONCLUSION:

Based upon the above data and analysis, Planning Department staff concludes the following:

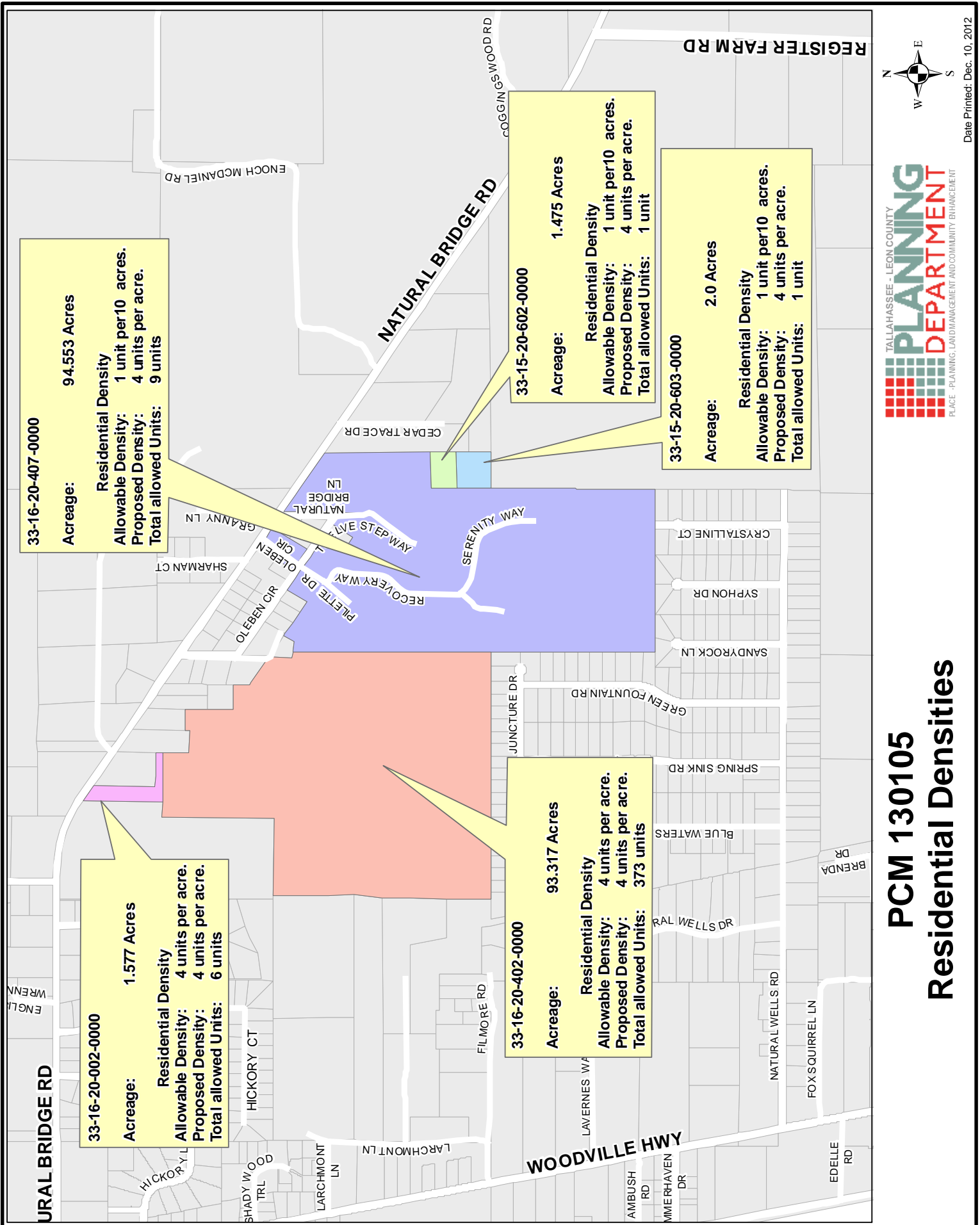
1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to an estimated 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

Based on this analysis and its conclusions, Planning Department staff recommends the approval of the proposed amendment PCM130105 subject to the approval of a Planned Unit Development that:

1. Limits the maximum allowed dwelling units to an estimated 416 residential dwelling units for the combined site,
2. Requires Advanced Wastewater Treatment within a specified period of time,
3. Requires use of Low Impact Development design approach for all new development and redevelopment,
4. Addresses transportation concurrency.

I. ATTACHMENTS:

Attachment #1: Location of Proposed PUD, Acreage, and Existing and Allowable Densities
Attachment #2: Policy 4.2.5 of the Conservation Element



PCM 130105 Residential Densities

Policy 4.2.5: [C] *(Effective 4/10/09; Revision Effective 12/15/11)*

By 2010, local government shall adopt in the Land Development Regulations a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs based on the Leon County Aquifer Vulnerability Assessment (LAVA). Land development regulations shall be adopted to establish additional requirements and regulations within the PSPZ to minimize the adverse impacts of development on groundwater recharge quality and quantity. At a minimum, local government shall address the items below:

1. The preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. Land development regulations and the Water and Sewer Agreement shall be amended to include enhanced requirements for new development and redevelopment to connect to Advanced Wastewater Treatment facilities. The costs of required sewer connections in the PSPZ shall be borne in part or in whole by the developer.
2. When connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards is not available, new development and redevelopment in the PSPZ shall use Performance Based On-Site Treatment Disposal Systems (OSTDS) as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to Performance Based OSTDS when the traditional OSTDS fails, as defined in the Florida Administrative Code. A process providing alternatives to upgrading to a Performance Based OSTDS at the time of traditional OSTDS failure may be developed for low-income households. To ensure that all existing traditional OSTDS and new Performance Based OSTDS function effectively, local government shall designate or institute a Responsible Management Entity and supporting fee structure.
3. New development and redevelopment in the PSPZ shall use a Low Impact Development approach, in addition to conventional water quality treatment infrastructure required outside the PSPZ, to minimize adverse impacts of development on water quality and Wakulla Springs. Land development regulations shall specify the mechanism for implementing the Low Impact Development planning and design approach.
4. Establish a transfer of development units system within the PSPZ to foster growth in Woodville Rural Community, increase the feasibility of providing centralized sewer service, and protect Wakulla Springs. The transfer of development units system shall be based on the policies below:
 - (A) The Rural and Urban Fringe Future Land Use Map categories inside the PSPZ shall be designated as the sending areas to transfer dwelling units out of. Expansion of the Urban Fringe Future Land Use Map category shall not be allowed in the PSPZ.
 - (B) Areas inside the Woodville Rural Community Future Land Use Map category, where connection to sewer facilities designed to achieve Wastewater Treatment standards is available and required, shall be designated to receive dwelling units.
 - (C) No net increase in dwelling units, as allowed by the Future Land Use Map on the effective date of this policy, shall be allowed in the PSPZ. Areas inside the USA are

exempt from this policy and may increase in allowed density when consistent with applicable Comprehensive Plan policies. Approval of a Future Land Use Map amendment outside the USA that would allow an increased number of dwelling units shall require appropriate documentation that rights to the number of increased dwelling units have been, or are committed by a legally binding agreement to be, acquired from the designated sending areas.

5. Restrict fertilizer content and application rates within the PSPZ.
6. Protection of environmentally sensitive areas and features within the PSPZ shall be a priority for the local government environmental land acquisition program.

**NOTICE OF CHANGE OF
LAND USE
COMPREHENSIVE PLAN
AMENDMENT
PUBLIC HEARING**

**COUNTY COMMISSION ADOPTION
PUBLIC HEARING
TUESDAY DECEMBER 10, 2013 AT 6:00 PM
5TH FLOOR, LEON COUNTY COURTHOUSE**

**CITY COMMISSION ADOPTION
PUBLIC HEARING
WEDNESDAY DECEMBER 11, 2013 AT 6:00 PM
CITY COMMISSION CHAMBERS, CITY HALL**

GENERAL LOCATION MAP



At the above public hearings the Board of County Commissioners and the Tallahassee City Commission will take public comments on and consider adoption of ordinances, which adopt the map and text amendments in this advertisement. The Ordinance titles are included below.

ORDINANCE NO. 13-

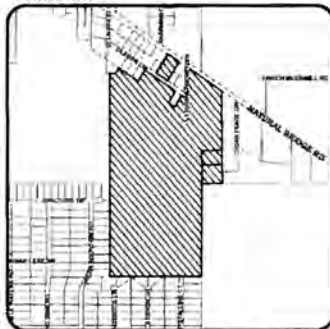
AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2010 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN, ADOPTING A MAP AMENDMENT WHICH RELATES TO DISC VILLAGE PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY, PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT, AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE NO. 13-O-33

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A MAP AMENDMENT FOR DISC VILLAGE TO THE 2010 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN, PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

MAP AMENDMENT

PCM130105



TAX ID ON FILE WITH PLANNING

This is a request to change the Future Land Use Map designation from "Rural" to "Woodville Rural Community" on three adjoining parcels (totaling approximately 93 acres) located on the south side of Natural Bridge Road, approximately one mile east of Woodville Highway.

The purpose of the hearings is to consider an amendment to the Tallahassee-Leon County Comprehensive Plan. Additional information can be obtained from the Tallahassee-Leon County Planning Department on the third floor of Frenchtown Renaissance Center, or by calling 991-6400. The Plan provides a blueprint of how the community is intended to develop over the next 15-20 years.

If you have a disability requiring accommodations, please call the Planning Department at least three (3) working days prior to the hearing. The phone number for the Florida Relay Service TDD Service is 1-800-955-8771.

Be advised that if a person decides to appeal any decision made with respect to any matter considered at this hearing, such person will need a record of these proceedings. For this purpose such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal will be based.



**Leon County
Board of County Commissioners**

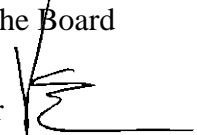
Notes for Agenda Item #28

Leon County Board of County Commissioners

Cover Sheet for Agenda #28

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community AKA DISC Village Planned Unit Development Zoning District

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Director, Public Works and Community Development Wayne Tedder, Director, Planning, Land management, and Community Enhancement (PLACE) Cherie Bryant, Planning Department Manager
Lead Staff/ Project Team:	Russell Snyder, Land Use Planning Administrator Susan Denny, Senior Planner

Fiscal Impact:

This item has no current fiscal impact; however, development of the Woodville Retirement Community PUD will result in increased ad valorem taxes to Leon County.

Staff Recommendation:

Option #1: Conduct the first and only quasi-judicial public hearing and adopt a proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community aka DISC Village Planned Unit Development Zoning District (Attachment #1), based upon the findings and conclusions of the Planning Commission, the information contained in this report, and any evidence submitted the hearing hereon.

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development Zoning District.

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Report and Discussion

Background:

This application requests a change to the Official Zoning Map from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community AKA DISC Village PUD zoning district. The proposed project is a mixed-use retirement community (residential, nursing home, day care, medical offices, and community services) on 199.53 acres, located at and adjacent to the DISC Village site on Natural Bridge Road. The PUD allows for a maximum of 414 residential units and 100,000 square feet of non-residential use, which includes the redevelopment of 85,000 square feet of the existing DISC Village site. The applicant is Woodville Properties, Inc., and the agent is Poole Engineering & Surveying, Inc. The proposed Ordinance, including a location map, is included as Attachment #1. The Woodville Retirement Community AKA DISC Village Concept Plan is included as Attachment #2.

HISTORY

Pre-1973: The subject property was in the Agricultural 2 (A-2) zoning district, which permitted agricultural and rural land uses, along with some community services.

1973: DISC Village, a youth residential treatment facility, was opened on the eastern 98 acres of the subject site.

1992: As a result of the adoption of the Comprehensive Plan, the western 101.53 acres of the site was zoned Rural Community (RC) consistent with the Rural Community future land use map (FLUM) category, which allowed up to four single-family per acre, and some commercial development. The DISC Village portion of the site was zoned Rural (R), which allowed one dwelling unit per 20 acres consistent with the Rural FLUM category.

2002: The western 98 acres of the site was rezoned to Residential Acre (RA) in association with comprehensive plan amendments establishing the Woodville Rural Community FLUM Category and associated policies. The RA zoning district permits residential densities up to four units an acre.

2012-2013: Comprehensive Plan Amendment PCM130105 (Attachment #3) proposes to change the FLUM category of the eastern 98 acres of the proposed PUD from Rural to Woodville Rural Community. The Planning Commission recommended the amendment for approval. The Board of County Commissioners voted to transmit it to the State Department of Economic Opportunity. The public did not challenge the amendment.

October 2, 2013: The Development Review Committee voted 3-0 to approve the Woodville Retirement Community AKA DISC Village PUD, with conditions.

November 5, 2013: The Planning Commission held a public hearing on this item and voted 3-1 to find the proposed Ordinance consistent with the Comprehensive Plan and to recommend adoption of Ordinance 13-Z-26 with conditions.

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development Zoning District.

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Analysis:

In accordance with Section 10-6.696 (2)(c)(1) of the *Leon County Land Development Code*, the following eligibility requirements must be met in determining whether to approve the proposed planned unit development district:

- (a) **Minimum area** – the minimum area required for a PUD is five acres. The proposed PUD is approximately 199 acres; the minimum area requirement for a PUD has been met.
- (b) **Configuration** – the proposed site appears to have sufficient width and depth to accommodate the proposed use.
- (c) **Unified control/ownership** – All land included within the application is under the ownership and control of Woodville Properties Inc.

The following is the review criteria for evaluating the proposed planned unit development, pursuant to Section 10.6.696(2)(c)(4):

1. ***Consistency with the Comprehensive Plan.*** *The proposed PUD district shall be consistent with the Comprehensive Plan.*

The subject property is presently in the Rural and Woodville Rural Community FLUM. A joint meeting of the City of Tallahassee City Commission and Leon County Board of County Commissioners is scheduled on December 10, 2013 to consider the adoption of Comprehensive Plan amendment PCM130105, which would change the designation of the eastern 98 acres in the Rural FLUM to the Woodville Rural Community FLUM (Attachment #3). If PCM130105 is adopted, the Woodville Retirement Community PUD will be consistent with the requirements of the Woodville Rural Community FLUM. PCM130105 has been thoroughly reviewed and vetted through the Comprehensive Plan amendment process, including two public meetings held in the community of Woodville on the proposed amendment. The adoption of the Woodville Rural Community PUD with four specific conditions is required as a condition for the adoption of PCM130105 by the Board of County Commissioners. The following is a list of the PCM130105 required conditions and an indication of how these conditions have been met in the proposed PUD:

Condition 1: Limit the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).

The Woodville Retirement Community PUD is limited to 414 residential units.

Condition 2: Require Advanced Wastewater Treatment (AWT) within a specified period of time;

The DRC required the following Condition of Approval in the PUD Concept Plan:

The wastewater treatment plant must be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as a residential building, apartment, assisted living or equivalent dwelling unit. Failure to comply with these conditions will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational.

After the DRC meeting, staff realized that a clarification was necessary to fulfill the intent. The third sentence in this condition should be revised as follows: “Monitoring wells shall be installed to verify that the Total Nitrogen concentration from the DISC Village sprayfield does not exceed 3 mg/L outside the groundwater zone of discharge.” This clarifies that any nitrogen entering the sprayfield from other sources upgradient, such as the City’s sprayfield or septic systems, should not be the responsibility of DISC Village. The monitoring/compliance well system will be designed to accomplish this intent at the time of permitting by the Environmental Services Division of Leon County and the Florida Department of Environmental Protection (FDEP). The minor change is reflected in the proposed Ordinance.

Condition 3: Require use of Low Impact Development Design approach for all new development and redevelopment;

The DRC required that the PUD Concept Plan include a condition requiring development to use low impact development design practices. The specific practices required are as follows:

1. Provide conservation easements over the most sensitive areas, ensuring preservation of their natural state, with the exception of passive recreation (i.e. walking trails);
2. Provide clustered development on the areas that are least constrained for new development. Redevelop areas where possible to minimize additional impacts;
3. Minimize the use of structured facilities, such as pipes and conveyances or retaining walls within stormwater facilities;
4. Utilize grass swales where possible for stormwater conveyance. Minimize the use of curb and gutter;

5. Minimize stormwater facilities' depth to less than 4 feet;
6. Minimize pond side-slopes to a 4:1 ratio;
7. Decentralize stormwater facilities; and
8. Minimize impervious areas by utilizing efficient parking lot designs. Utilize ribbon driveways for detached or duplex style housing.

Condition 4: Address transportation concurrency.

As a PUD, the Woodville Retirement Community is allowed to waive a complete concurrency review. Each component of the PUD will be reviewed as a site plan. During this final review, concurrency will be assessed based on the detailed development parameters that will be known at the time, such as the exact size and locations of specific land uses. If the concurrency analysis indicates mitigation is needed to offset the traffic impacts of the development, the financial assessment of those impacts will be done at that time.

However, in accordance with Condition #4 of PCM130105 approval, a preliminary concurrency traffic report and an analysis of the intersection of State Road (SR) 363 and Natural Bride Road was performed and included as Section 16 in the Woodville Retirement Community PUD Concept Plan. There is no present estimate of this amount.

The preliminary concurrency analysis indicated that the Woodville Retirement Community PUD would impact the presently constrained Woodville Highway in the southbound direction. It is anticipated that the Woodville Retirement Community will likely require some form of traffic mitigation along this roadway to meet concurrency requirements. There is no present concurrency cost estimate.

The analysis of the SR 363 intersection at Natural Bridge Road indicated that project trips would adversely affect the westbound approach to the intersection. At the point of full project build-out, an improvement to increase capacity at this intersection will be required. This improvement is likely to be the addition of a right turn lane.

General Comprehensive Plan Requirements

In addition to meeting the specific conditions of the PCM130105 amendment, the proposed PUD must also be consistent with the Comprehensive Plan. After the adoption of PCM130105, the entire PUD site will be in the Woodville Rural Community FLUM. The primary intent of the Woodville Rural Community FLUM category is to protect this unique rural community through specific objectives and policies designed to address the issues unique to Woodville. Towards this goal, residential development is limited to a density of four (4) dwelling units per acre. However, residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units as provided in Policy 4.2.5 of the Conservation Element. Non-residential development is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. During the final site planning process, lot lines will be adjusted to ensure that no parcel exceeds the parcel square footage limitation.

The proposed PUD is consistent with Land Use Policy 1.1.1 of the Tallahassee-Leon County Comprehensive Plan because it concentrates new development in the Woodville Rural Community future land use category to discourage urban sprawl. The subject property is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.

The proposed PUD is also consistent with Comprehensive Plan Land Use Policy 1.1.4 by providing central water and sewer facilities. It is also consistent with Policy 4.2.5 of the Conservation Element, which states:

The preferred method of wastewater treatment in the Primary Springs Protection Zone within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. Land development regulations and the Water and Sewer Agreement shall be amended to include enhanced requirements for new development and redevelopment to connect to Advanced Wastewater Treatment facilities. The costs of required sewer connections in the PSPZ shall be borne in part or in whole by the developer.

The proposed PUD will utilize City of Tallahassee water service. The development will use the existing wastewater treatment facility until it is upgraded within four years, or the construction of 131st residential unit, whichever comes first. At that time, the wastewater treatment facility will be upgraded to achieve Advanced Wastewater Treatment standards. In addition, Low Impact Development planning and practices, particularly as they apply to stormwater management, will be used to further protect the springs from the adverse impact of the proposed development.

2. ***Consistency with other Ordinances.*** *The proposed PUD district shall be consistent with other ordinances adopted by the county, including but not limited to the applicable environmental and concurrency ordinances.*

Yes. The Woodville Retirement Community PUD has been reviewed by all applicable County departments for consistency and compliance with all codes and ordinances. As part of the PUD rezoning process, the Development Review Committee (DRC), comprised of the Development Support and Environmental Management, Public Works, and Planning Departments, reviewed the application. Detailed comments are included herein as Attachment #4. These reviewing departments provided the following conditions of approval, which are included in the DRC recommendation:

Development Support and Environmental Management:

1. As proposed, Component "A" seeks to establish 100,000 square feet of non-residential development on one parcel. As noted in the staff reports from the Planning Department and Development Services, the Woodville Rural Community Future Land Use category allows a maximum of 50,000 square feet of non-residential development per parcel. Therefore, the applicant shall complete a Boundary Settlement application, or other such subdivision process, at the time of final site plan review.

2. Pursuant to a recommendation made by the DRC, the following suggested low impact development strategies shall be included into the PUD Final Plan application to solidify the applicant's commitment to providing low impact development.
 - a. Provide conservation easements over the most sensitive areas, ensuring preservation of their natural state, with the exception of passive recreation (i.e walking trails);
 - b. Provide clustered development on the areas that are least constrained for new development. Redevelop areas where possible to minimize additional impacts;
 - c. Minimize the use of structured facilities, such as pipes and conveyances or retaining walls within stormwater facilities;
 - d. Utilize grass swales where possible for stormwater conveyance. Minimize the use of curb and gutter;
 - e. Minimize stormwater facilities' depth to less than 4 feet;
 - f. Minimize pond side-slopes to a 4:1 ratio;
 - g. Decentralize stormwater facilities; and
 - h. Minimize impervious areas by utilizing efficient parking lot designs. Utilize ribbon driveways for detached or duplex style housing.
3. The development standard chart for Components "A" and "B" in the PUD concept plan shall be revised to reflect the proposed perimeter setbacks.
4. The PUD Concept Plan shall include the following language: "Article VII, Division 2, Section 10-7.200 of the Land Development Code includes restrictions on new development proposing subdivision of property that will utilize privately maintained infrastructure.

While the application does not propose subdivision with this PUD, it should be noted in the PUD development standards chart that any future division of the property shall require dedication of streets, right-of-way, and any supporting infrastructure to the County. These improvements shall meet the design specifications and requirements of the Leon County Public Works prior to subdivision approval or acceptance of any infrastructure by the County."

5. In the PUD narrative, text shall be added to the **Natural Features and Environmental Constraints** section stating:

"The minimum natural area was reduced from 25% of the project area to 22% in order to dedicate an additional 3% of the project area to spray irrigation application of wastewater treatment facility (WWTF) effluent. As such, a minimum of 23% of the total project area shall be dedicated to landscaping and include the spray irrigation area for the WWTF."

6. References to minimum 25% natural area or 25% conservation easement shall be revised to 22% throughout the PUD document (including maps).
7. In the PUD narrative, text shall be added to the **Conceptual Stormwater Management Plan** section stating:

"Vegetation within the spray irrigation infiltration area shall be converted to a ground cover characterized by high nutrient uptake and approved by Leon County Environmental Services Division during Development Site Plan/Permitting process."
8. In the PUD narrative, the last sentence within the **Conceptual Stormwater Management Plan** section shall be revised to remove the term *"Therefore"* and to read as follows:

"The PUD area is located within several designated closed basin drainage areas. Stormwater facilities will be designed to provide 100 year full retention of the post-development runoff."
9. In the PUD narrative, the last paragraph within the **Utilities** section is not consistent with the specifications approved within the Conceptual EIA for the Advanced Wastewater Treatment system. The language shall be revised consistent with the approved Conceptual EIA, to indicate that all effluent shall be disposed of via spray irrigation (not just the increase in capacity). The approved language reads as follows:

"The wastewater treatment plant will be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as either a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with this condition will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational."
10. In the **Development Standards Table**, Part 11, Landscape Standards, indicate that a minimum of 23% of the project area shall be dedicated to landscaping. A notation that native plant species shall be used to the extent practicable for landscape plantings shall be added.
11. In the PUD Concept Plan, Part 11, Wastewater Treatment Facility (WWTF) Information, the **Required WWTF Upgrade and Expansion** section shall be revised to be consistent with the terms defined in the approved Conceptual EIA.
12. In the PUD Concept Plan, Part 13, Natural Features Inventory Application with Cultural Clearance Letter, the final approved NFI maps shall be included. The maps included in the section are not entirely consistent with the final approved maps.

13. A note shall be added to the project indicating that concurrency reservation will occur with site plan.

Public Works:

14. The Traffic Impact and Driveway Connections portion of the Project Narrative in the PUD Concept Plan shall be revised to state the following: “An operational analysis of the intersection of Woodville Highway and Natural Bridge Road shall be done at the time of development and should the results of analysis warrant the installation of a signal and/or turn lanes the developer, at their expense, shall be required to design and construct any warranted improvement, separate from concurrency.”

Planning:

No Conditions.

3. ***Consistency with the purpose and intent of the Planned Unit Development (PUD) district.***
An application for a Planned Unit Development district shall indicate how the proposed Planned Unit Development district meets the purpose and intent of the planned unit development district, as set forth in Section 10-6.696(2)(a)(1) through(7) of the Leon County Land Development Code. The applicants’ responses to these criteria and staff comments follow.

1. ***Promote more efficient and economic uses of land.***

This development promotes the efficient and economic use of the subject property and the existing infrastructure as well as existing buildings and amenities that includes tennis courts, opportunities for passive recreation, provisions for on-site dining and opportunities of social gathering at the proposed community center.

Staff concurs.

2. ***Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.***

The Woodville Retirement Community provides an important opportunity for lower cost senior housing in a rural setting. The PUD promotes a community, which can take advantage of changing social trends and appropriate range of housing and the potential for care facilities for the community’s aging population. The range of housing opportunities and the setting will meet the preferences.

Staff concurs.

3. ***Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.***

- This land use, catering to retirees and senior living, reduces the demand on transportation needs and impacts to area roadways from that of a typical residential subdivision. This PUD will cluster development allowing for significant natural areas and open spaces that can be enjoyed by the community residents and their guests. On-site amenities including on-site dining opportunities and social activities will conserve energy.

Staff concurs, and notes that the future interconnection to vacant parcels to the eastern and westward residential development may reduce trip times currently required of area residents.

4. *Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features, and amenities.*

This community provides harmonious development for retirees and seniors. Housing is reasonably clustered for the more active seniors and provides for sufficient congregate living. The result is extensive green area and appropriate amenities for a fulfilling and active lifestyle while also providing for the skilled care as the community population ages.

Staff concurs.

5. *Provide for more usable and suitably located recreational facilities, open spaces, and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.*

This retirement community provides for open space and passive recreational opportunities including pedestrian and golf cart paths that connect to various residential nodes and amenity areas.

Staff concurs.

6. *Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.*

Lower development and building costs are permitted through the smaller network of utilities and roadways as opposed to a non-clustered housing development. The renovation and expansion of existing buildings provide a unique opportunity for independent and assisted congregate living. The extension of on-site sewer collection mains and water distribution mains provide a significant opportunity for minimizing infrastructure development costs.

Staff concurs.

7. *Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.*

This PUD promotes a wide range of retirement and senior living and the opportunity for complimentary non-residential uses, which would otherwise not be provided under conventional zoning districts. This development has a unique opportunity to provide a complete retirement and senior living development that will be enjoyed by the aging population. The existing infrastructure development and modifications and renovations to existing buildings will allow housing and social opportunities to be provided at a lower cost than comparable developments.

Staff Concurs.

4 Land Use Compatibility. *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

DISC Village, which composes approximately half of the proposed PUD site, has been operated as a residential treatment program since 1973 in a fashion compatible with the surrounding vacant and low-density development. The conversion of the DISC Village facility and the development of the adjacent area to an integrated retirement and senior living community including independent residential cottages and assisted living and skilled care facilities will also be compatible with the surrounding and nearby land uses.

The PUD concept plan provides for large buffers and conservation areas to insulate the more intense development for its rural neighbors. Additionally, the Concept Plan provides for interconnectivity within the PUD, both for vehicles and non-motorized transportation, to keep the development self-contained. The applicant has committed to paying for traffic concurrency and traffic operational improvement if required to minimize the traffic impacts of the proposed PUD.

Table 1: Surrounding Zoning and Land Use			
Area	Zoning	Land Use	Physical Use
Subject Parcels	RA, R	Woodville Rural Community and Rural	Residential Treatment Facility and Vacant
North	RA, R	Woodville Rural Community and Rural	Single-family Residential, Mobile Home and Vacant
South	RA, R	Rural	Single-family Residential, Mobile Home and Vacant
East	R	Rural	Mobile Home and Vacant
West	RA	Woodville Rural Community	Vacant, Timberland

School Impacts:

The School Board has indicated that the assessment of impacts to area schools from this site plan will be performed at the time of site plan review. The School Impact analysis form is included as Attachment #5.

Planning Commission Public Hearing Discussion

The Tallahassee-Leon County Planning Commission held a public hearing on this item on November 5, 2013 and voted 3-1 to recommend that the Board of County Commissioners adopt the proposed PUD Ordinance, which includes the DRC conditions approval.

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development Zoning District.

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At the public hearing, it was clarified, at a Commissioner's request, that the proposed PUD was market-driven and would not seek to qualify for any government assistance to help lower income individuals. In addition, a representative from the Public Works Department confirmed to the Planning Commission that if a required traffic study indicated that a turn lane or signal was needed at the intersection of Woodville Highway and Natural Bridge Road, the necessary improvements would be completed when the improvement was needed, and the expense of the design and construction of the improvement would be borne by the developer, in addition to any concurrency obligations.

At the meeting, one citizen spoke in opposition to the PUD due to concerns that higher densities would adversely affect the springs that feed into Wakulla Springs. Additionally, the Planning Commission discussed the findings of the Water Resource Committee (WRC). However, County staff had not yet had the opportunity to fully assess the WRC findings; therefore, the Planning Commission did not include them in their recommendation.

Water Resources Committee Recommendations

Attachment #6 is the statement of the Leon County Countywide Water Resources Citizen Advisory Committee that was finalized after the Planning Commission public hearing on this item. In their statement, the Committee indicates that it supports the staff recommendations in the Woodville Retirement Community PUD that implement the Comprehensive Plan amendment PCM13105 conditions related to the protection of water resources. These conditions are:

- #2 "Requires Advanced Wastewater Treatment within a specified period of time" and
- #3 "Requires use of a Low Impact Development design approach for all new development and redevelopment."

Comprehensive Plan Amendment conditions #2 and #3, and associated PUD development approval conditions, are discussed further in this report.

The Committee also had the following two suggestions for consideration by the Board of County Commissioners related to the adoption of the proposed Woodville Retirement Community PUD.

1. *Groundwater monitoring sampling locations should be placed so as to capture all flow paths, including straight down into the aquifer. Given the reliance upon the spray field for further nitrogen reduction and the karst features of the Woodville area, we believe it would provide a more accurate assessment of the permitted performance level of the wastewater treatment facility if one of the test wells were located directly beneath the spray field; and*
2. *The proposed sprayfield(s) should be designed and engineered so as promote denitrification and maximize, at all times, the biological degradation of residual chemical compounds in the wastewater effluent.*

The placement of the sampling wells and the design and engineering of the proposed sprayfield will be finalized at the time of permitting by the Environmental Division and the Florida Department of Environmental Protection. The WRC recommendations will be considered at that time, and care will be taken to ensure that the monitoring sampling locations and the proposed sprayfield are as efficient as possible.

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development Zoning District.

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In addition to permitting suggestions, the WRC expressed concern at the use of the term “*Advanced Wastewater Treatment (AWT)*” being used to describe the required Wastewater Facility upgrade in the PUD. The WRC felt the use of the term “Advanced Wastewater Treatment (AWT)” may become confusing because of the varying levels of nitrogen reduction that are being associated with it, and the fact that AWT is a treatment designation that covers many other components of wastewater than nitrogen.

The Committee suggested that a consistent numerical reference value be utilized for local AWT nitrogen standards and that this value is the same as the permit for the City of Tallahassee’s T.P. Smith wastewater treatment facility, i.e., 3 mg/L for Total Nitrogen at the effluent outfall point. However, the Committee recognized the current legal constraints on this terminology given that the wastewater treatment facility is permitted by the State of Florida. Regardless, they cautioned care with the use of the term “Advanced Wastewater Treatment (AWT),” so that its meaning should not become vague in the future when referring to other facilities and/or developments.

The Water Resources Committee’s concern about the use of the term “Advanced Wastewater Treatment (AWT)” was assessed by the County Attorney’s Office and the Environmental Services Division, all of which agree that the AWT is the correct terminology for the development condition.

Public Notification & Response:

This request has been noticed and advertised in accordance with the provisions of the *Leon County Land Development Code*. The Planning Department mailed 85 notices to property owners within 1000 feet of the subject property. To date, the Planning Department has received no responses. Additionally, the advertisement for this public hearing appeared in the Tallahassee Democrat on November 29, 2013 (Attachment #7).

Options:

1. Conduct the first and only quasi-judicial public hearing and adopt a proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community aka DISC Village Planned Unit Development Zoning District (Attachment #1), based upon the findings and conclusions of the Planning Commission, the information contained in this report, and any evidence submitted the hearing hereon.
2. Conduct the first and only quasi-judicial public hearing and do not adopt a proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community aka DISC Village Planned Unit Development Zoning District, based upon the findings and conclusions of the Board.
3. Board direction.

Recommendation:

Option #1.

Title: First and Only Quasi-Judicial Public Hearing on a Proposed County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development Zoning District.

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Attachments:

1. Proposed Ordinance
2. Woodville Retirement Community PUD
3. PCM130105 Staff Report
4. DRC Reports and Recommended Conditions of Approval
5. School Impact Analysis Form
6. Statement of the Leon County-Wide Water Resources Citizens Advisory Committee
7. Tallahassee Democrat Public Advertisement

LEON COUNTY ORDINANCE NO. ____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL R AND RESIDENTIAL ACRE RA ZONING DISTRICTS TO THE PUD PLANNED UNIT DEVELOPMENT DISTRICT IN LEON COUNTY, FLORIDA; APPROVING THE ASSOCIATED CONCEPT PLAN FOR THE WOODVILLE RETIREMENT COMMUNITY PUD; APPROVING THE CONDITIONS OF APPROVAL FOR SAME; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA:

SECTION 1. The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

Parcel Identification Nos. 33-15-20-606-000-0, 33-15-20-602-000-0, 33-16-20-407-000-0, 33-16-20-402-000-0 & 33-16-20-002-0000.

DISC VILLAGE WOODVILLE – East Parcels

Commence at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida and run thence South 00 degrees 07 minutes 12 seconds West a distance of 493.72 feet; thence North 89 degrees 59 minutes 04 seconds West, 306.59 feet; thence South 00 degrees 08 minutes 14 seconds West, 248.69 feet; thence South 00 degrees 02 minutes 31 seconds West, 1088.07 feet; thence South 89 degrees 59 minutes 37 seconds West, 1326.98 feet; thence North 00 degree 05 minutes 51 seconds East, 1343.97 feet; thence North 00 degrees 08 minutes 46 seconds East, 624.20 feet; thence North 00 degrees 08 minutes 46 seconds East, 977.29 feet; thence South 82 degrees 04 minutes 02 seconds East, 85.40 feet; thence North 27 degrees 35 minutes 10 seconds East, 97.88 feet to a point on the Southerly boundary of Natural Bridge Road Estates (an unrecorded subdivision); thence South 55 degrees 16 minutes 00 seconds East along said Southerly boundary, 320.88 feet to the Southeast corner of Lot 35 of said Natural Bridge Road Estates; thence North 27 degrees 24 minutes 00 seconds East, 189.73 feet to a point of intersection with a 60-foot wide ingress and egress easement as recorded in Official Records Book 920, Page 1628, Public Records of Leon County, Florida; thence South 55 degrees 16 minute 00 seconds East along the Southerly boundary of said easement, 500.91 feet; thence leaving said Southerly boundary run South 27 degrees 24 minutes 00 seconds West, 189.73 feet; thence South 55 degrees 16 minutes 00 seconds East, 142.00 feet; thence North 27 degrees 24 minutes 00 seconds East 189.73 feet to a point of intersection with the Southerly boundary of said ingress and egress easement; thence South 55 degree 16 minutes 00 seconds East along said Southerly boundary, 110.40 feet; thence South 00 degrees 09 minutes 18 seconds East, 229.41 feet; thence South 55 degrees 16 minutes 00 seconds East, 36.60 feet; thence North 00 degrees 08 minutes 18 seconds West, 703.84 feet to a point of intersection with the Southerly maintained right of way boundary of Natural Bridge Road; thence along said Southerly right of way boundary as follows: South 55 degrees 18 minutes 32 seconds East , 239.01 feet; thence South 55

degrees 26 minutes 08 seconds, 371.63 feet; thence leaving said Southerly right of way boundary run South 00 degrees 07 minutes 47 seconds West, 853.00 feet to the POINT OF BEGINNING, containing 96.62 acres, more or less.

AND ALSO,

Commence at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida and run thence North 00 degrees 07 minutes 47 seconds East, 853.00 feet to a point of intersection with the Southerly maintained right of way boundary of Natural Bridge Road; thence along said Southerly right of way boundary as follows: North 55 degrees 26 minutes 08 seconds West, 371.63 feet; thence North 55 degrees 18 minutes 32 seconds West, 239.01 feet; thence North 56 degrees 01 minutes 41 seconds West, 73.76 feet; thence North 55 degrees 13 minutes 31 seconds West, 112.33 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING and leaving said Southerly right of way boundary run South 29 degrees 48 minutes 22 seconds West, 329.36 feet to a point on the Northerly boundary of a 60-foot wide ingress and egress easement as recorded in Official Records Book 920, Page 1628, Public Records of Leon County, Florida; thence North 55 degrees 21 minutes 09 seconds West along said Northerly boundary, 200.00 feet; thence leaving said North boundary run North 29 degrees 48 minutes 22 seconds East, 329.36 feet to aforementioned Southerly maintained right of way boundary; thence South 55 degrees 21 minutes 09 seconds East along said right of way boundary, 200.00 feet to the POINT OF BEGINNING, containing 1.51 acres, more or less.

DISC VILLAGE WOODVILLE – West Parcels

COMMENCE at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida, as agreed on by property owners and marked by a concrete monument (no identification); thence run along the South line of Section 16 by agreement, North 89 degrees 39 minutes 53 seconds West a distance of 1325.97 feet to a found concrete monument (LB3293) for the POINT OF BEGINNING. From said POINT OF BEGINNING, continue along the South line of Section 16 by agreement, the following courses and distances: North 89 degrees 34 minutes 26 seconds West a distance of 180.56 feet to a found iron rod and cap (LS3328), thence South 88 degrees 42 minutes 34 seconds West a distance of 422.88 feet to a found concrete monument (broken), thence North 89 degrees 50 minutes 48 seconds West a distance of 1169.27 feet to a found iron rod and cap (LS3328); thence leaving said South line of Section 16, North 00 degrees 25 minutes 49 seconds East a distance of 661.43 feet to a found axle; thence North 01 degrees 03 minutes 33 seconds East a distance of 439.89 feet to a found concrete monument (no identification); thence North 00 degrees 02 minutes 59 seconds East a distance of 654.26 feet to a found concrete monument (LB4923); thence North 89 degrees 11 minutes 29 seconds East a distance of 664.46 feet to a set iron rod and cap (LB7865); thence North 00 degrees 15 minutes 08 seconds East a distance of 936.39 feet to found concrete monument (broken); thence North 89 degrees 46 minutes 03 seconds East a distance of 125.24 feet to a found pinched iron pipe (no identification); thence North 00 degrees 20 minutes 45 seconds West a distance of 614.61 feet to a found iron rod and cap (not legible) on the Southerly apparent edge of maintenance for Natural Bridge Road; thence South 56 degrees 50 minutes 43 seconds East, along said Southerly apparent edge of maintenance, a distance of 120.31 feet to a found concrete monument (LS1771); thence leaving said Southerly apparent edge of maintenance, South 00 degrees 20 minutes 02 seconds East a distance of 516.07 feet to a found concrete monument (no identification); thence North 89 degrees 52 minutes 25 seconds East a distance of 282.79 feet to a found concrete monument (no identification); thence South 00 degrees 08

minutes 56 seconds East a distance of 254.27 feet to a found concrete monument (LS3328); thence North 89 degrees 53 minutes 08 seconds East a distance of 171.10 feet to a found concrete monument (LS3328); thence North 00 degrees 07 minutes 04 seconds East a distance of 18.50 feet to a found concrete monument (LS3328); thence North 89 degrees 46 minutes 39 seconds East a distance of 171.05 feet to a found concrete monument (LS3328); thence South 00 degrees 05 minutes 41 seconds East a distance of 386.88 feet to a found concrete monument (LS3328); thence North 89 degrees 51 minutes 59 seconds East 207.88 feet to a found concrete monument (LS3328); thence South 00 degrees 12 minutes 26 seconds East a distance of 149.13 feet to a found iron rod (no identification); thence South 55 degrees 18 minutes 37 seconds East a distance of 270.82 feet to a found iron rod and cap (not legible); thence South 00 degrees 18 minutes 25 seconds East a distance of 192.47 feet to a found concrete monument (LS3328); thence South 82 degrees 15 minutes 56 seconds East a distance of 48.91 feet to a found concrete monument (LS3328); thence S 00 degrees 10 minutes 34 seconds West a distance of 1601.27 feet to the Point of Beginning of the herein described parcel. Containing 101.4 acres, more or less.

(See Exhibit "A")

SECTION 2: Development of the above-referenced real property shall comply with all applicable standards and regulations included within the Woodville Retirement Community Planned Unit Development (PUD) Concept Plan document dated October 11, 2013, incorporated herein by reference.

SECTION 3: The Woodville Retirement Community PUD Concept Plan shall comply with the following conditions of approval:

1. As proposed, Component "A" seeks to establish 100,000 square feet of non-residential development on one parcel. As noted in the staff reports from the Planning Department and Development Services, the Woodville Rural Community Future Land Use category allows a maximum of 50,000 square feet of non-residential development per parcel. Therefore, the applicant shall complete a Boundary Settlement application, or other such subdivision process, at the time of final site plan review.
2. Pursuant to a recommendation made by the DRC, the following suggested low impact development strategies shall be included into the PUD Final Plan application to solidify the applicant's commitment to providing low impact development.
 - a. Provide conservation easements over the most sensitive areas, ensuring preservation of their natural state, with the exception of passive recreation (i.e walking trails);
 - b. Provide clustered development on the areas that are least constrained for new development. Redevelop areas where possible to minimize additional impacts;
 - c. Minimize the use of structured facilities, such as pipes and conveyances or retaining walls within stormwater facilities;

- d. Utilize grass swales where possible for stormwater conveyance. Minimize the use of curb and gutter;
 - e. Minimize stormwater facilities' depth to less than 4 feet;
 - f. Minimize pond side-slopes to a 4:1 ratio;
 - g. Decentralize stormwater facilities; and
 - h. Minimize impervious areas by utilizing efficient parking lot designs. Utilize ribbon driveways for detached or duplex style housing.
3. The development standard chart for Components "A" and "B" in the PUD concept plan shall be revised to reflect the proposed perimeter setbacks.
 4. The PUD Concept Plan shall include the following language: "Article VII, Division 2, Section 10-7.200 of the Land Development Code includes restrictions on new development proposing subdivision of property that will utilize privately maintained infrastructure. While the application does not propose subdivision with this PUD, it should be noted in the PUD development standards chart that any future division of the property shall require dedication of streets, right-of-way and any supporting infrastructure to the County. These improvements shall meet the design specifications and requirements of the Leon County Public Works prior to subdivision approval or acceptance of any infrastructure by the County."
 5. In the PUD narrative, text shall be added to the **Natural Features and Environmental Constraints** section stating:

"The minimum natural area was reduced from 25% of the project area to 22% in order to dedicate an additional 3% of the project area to spray irrigation application of wastewater treatment facility (WWTF) effluent. As such, a minimum of 23% of the total project area shall be dedicated to landscaping and include the spray irrigation area for the WWTF."
 6. References to minimum 25% natural area or 25% conservation easement shall be revised to 22% throughout the PUD document (including maps).
 7. In the PUD narrative, text shall be added to the **Conceptual Stormwater Management Plan** section stating:

"Vegetation within the spray irrigation infiltration area shall be converted to a ground cover characterized by high nutrient uptake and approved by Leon County Environmental Services Division during Development Site Plan/Permitting process."
 8. In the PUD narrative, the last sentence within the **Conceptual Stormwater Management Plan** section shall be revised to remove the term "Therefore" and to read as follows:

“The PUD area is located within several designated closed basin drainage areas. Stormwater facilities will be designed to provide 100 year full retention of the post-development runoff.”

9. In the PUD narrative, the last paragraph within the **Utilities** section is not consistent with the specifications approved within the Conceptual EIA for the Advanced Wastewater Treatment system. The language shall be revised consistent with the approved Conceptual EIA, to indicate that all effluent shall be disposed of via spray irrigation (not just the increase in capacity). The approved language reads as follows:

“The wastewater treatment plant will be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration from the DISC Village sprayfield does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as either a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with this condition will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational.”

10. In the **Development Standards Table**, Part 11, Landscape Standards, indicate that a minimum of 23% of the project area shall be dedicated to landscaping. A notation that native plant species shall be used to the extent practicable for landscape plantings shall be added.

11. In the PUD Concept Plan, Part 11, Wastewater Treatment Facility (WWTF) Information, the **Required WWTF Upgrade and Expansion** section shall be revised to be consistent with the terms defined in the approved Conceptual EIA.

12. In the PUD Concept Plan, Part 13, Natural Features Inventory Application with Cultural Clearance Letter, the final approved NFI maps shall be included. The maps included in the section are not entirely consistent with the final approved maps.

13. A note shall be added to the project indicating that concurrency reservation will occur with site plan.

Public Works:

14. The Traffic Impact and Driveway Connections portion of the Project Narrative in the PUD Concept Plan shall be revised to state the following: “An operational analysis of the intersection of Woodville Highway and Natural Bridge Road shall be done at the time of development and should the results of analysis warrant the installation of a signal and/or turn lanes the developer, at their expense, shall be required to design and construct any warranted improvement, separate from concurrency.”

Planning:

No Conditions.

SECTION 4. All Ordinance or parts of Ordinance in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2010 Comprehensive Plan as amended ,which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with said Comprehensive Plan.

SECTION 5. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6. This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this ___ day of _____, 2013.

LEON COUNTY, FLORIDA

Kristin Dozier, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court

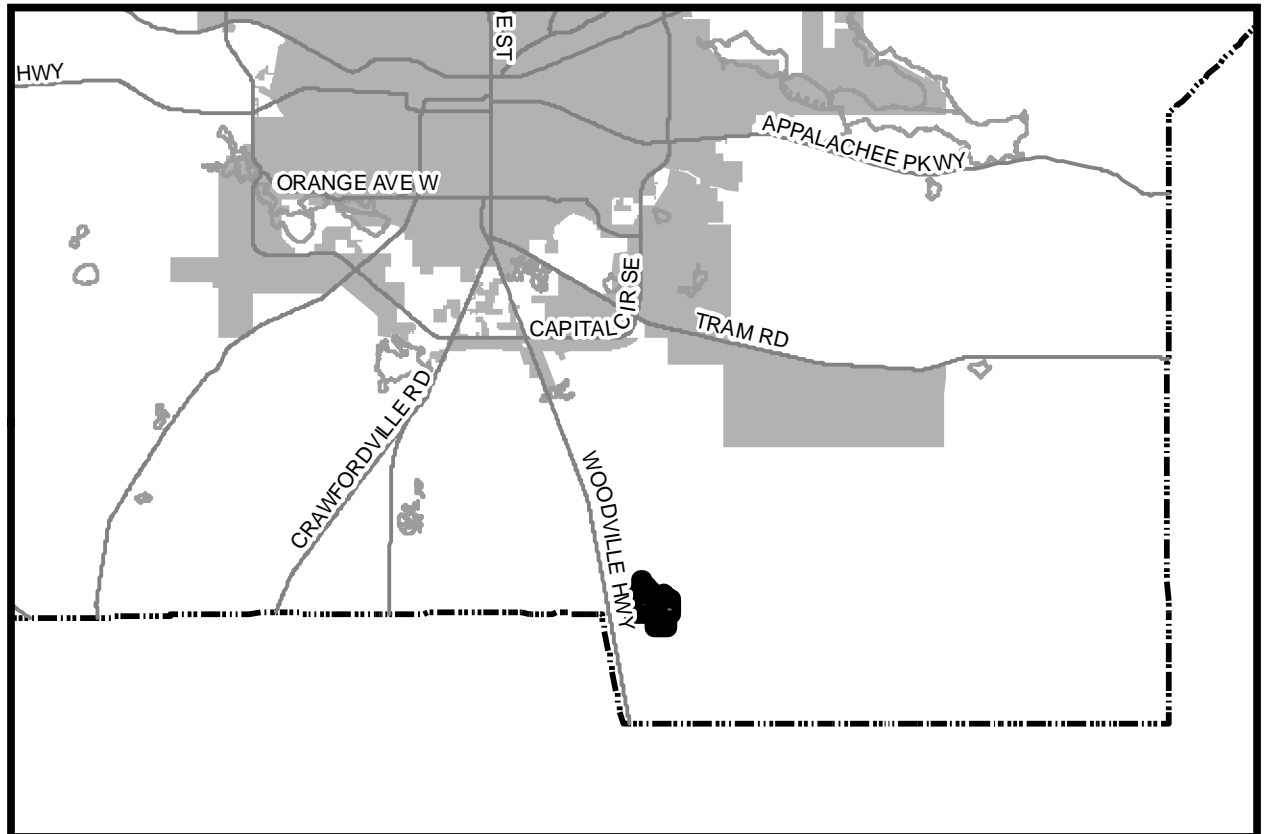
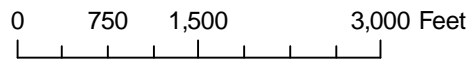
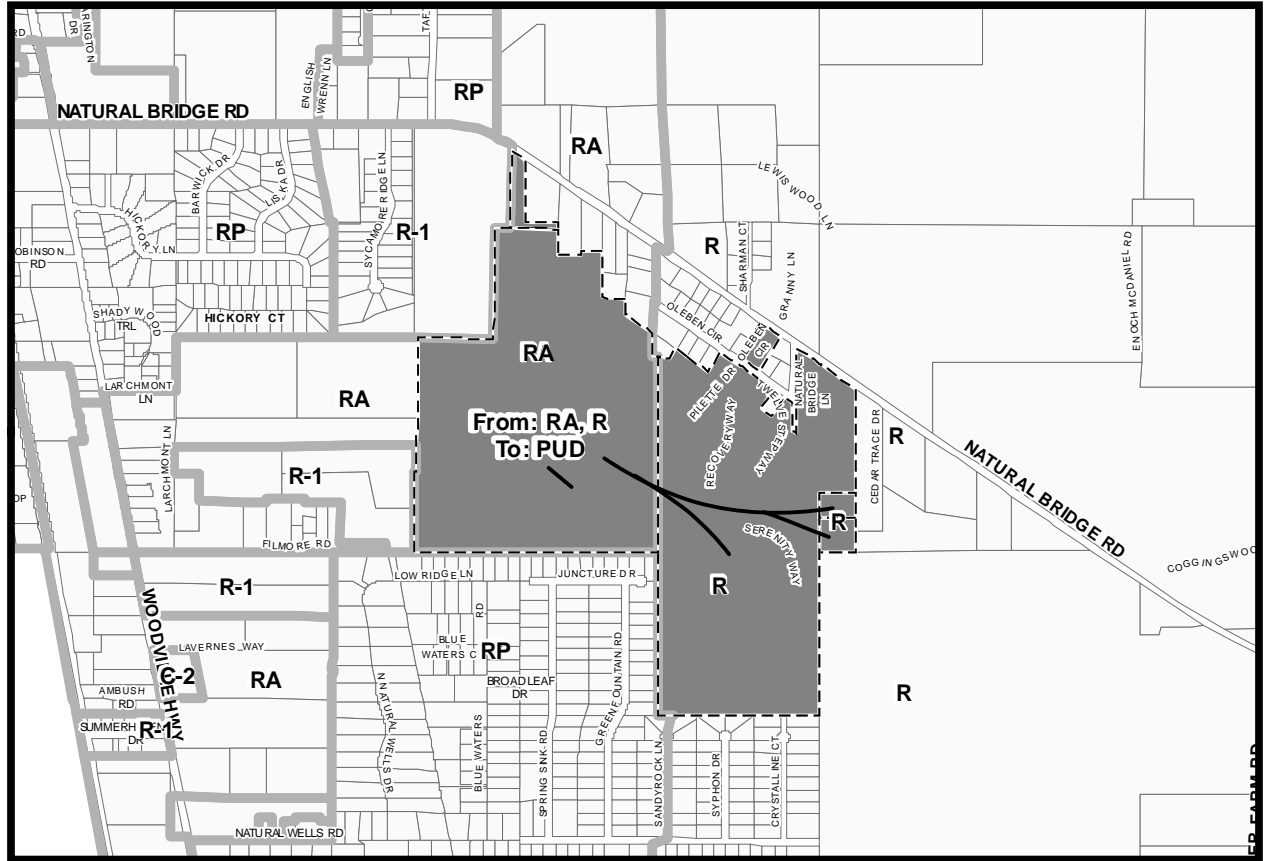
By: _____

APPROVED AS TO FORM:
County Attorney's Office
Leon County, Florida

By: _____
Herbert W. A. Thiele, Esq.
County Attorney

Woodville Retirement Community PUD Rezoning

PRZ #130015



Woodville Retirement Community AKA DISC Village

199.53 acres
Natural Bridge Road
Woodville, Florida

Planned Unit Development

October 2013

Prepared by:

POOLE **ENGINEERING &
SURVEYING, Inc.**

2145 Delta Boulevard, Suite 100
Tallahassee, FL 32303

On Behalf of:



Disc Village, Inc

DRC Approval

Tallahassee-Leon County Planning
Department
Public Works Department

Department of Development Support
and Environmental Management

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Development Team with Contact Information

Development Team

- Owner/Developer
Mr. Tom Olk, President
Woodville Properties, Inc
3333 W. Pensacola Street
Tallahassee, Florida 32304
Phone: 575-4388
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- Project Civil Engineer
Ms. Cheryl Poole, P.E.
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- Project Manager
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- Wastewater Treatment Facility
Consultant
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- Environmental/Natural Features
Consultant
Ms. Elva Peppers
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Tallahassee, FL 32303
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- Geotechnical
Mr. Steve Shanley, P.E.
Alpha Geotechnical and Testing
Services
4778-B Woodlane Circle
Tallahassee, FL 32303
Phone: 850-514-4171

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Narrative

POOLE

**ENGINEERING &
SURVEYING, Inc.**

October 11, 2013

Mr. Scott Brockmeier
Development Services Administrator
Department of Development Support and Environmental Management

Re: Woodville Retirement Community AKA DISC Village
Planned Unit Development (PUD) Concept Plan Application Narrative

Dear Mr. Brockmeier,

Poole Engineering and Surveying, Inc, on behalf of Woodville Properties, Inc has prepared a PUD application for 199.53 acres with access to Natural Bridge Road. The following document incorporates changes resulting from the Technical Review Meeting on July 10th and on August 21st along with the DRC conditions of approval granted on October 2nd.

General Introduction

The subject property contains the DISC Village community service and has operated at this location since 1973. DISC Village provides a wide range of rehabilitative and social services for adults, juveniles, and families involved in the criminal justice system, alcohol and drug abuse, and domestic violence. Available funding for these programs has been dramatically reduced, resulting in this PUD proposal to redevelop the subject property as a retirement or senior living community.

The 200 acre campus consists of approximately 25 buildings containing +/- 85,000 square feet. An inventory of the buildings is provided within this application.

The vision of this PUD concept plan application is to convert the subject property to a retirement community by taking advantage of the existing buildings and infrastructure. The proposal includes developing approximately one-half of the subject property into detached or duplex style cottages for the more active seniors and redeveloping the balance of the property to independent living, assisted living, and skilled care facilities through renovation and expansion of the existing buildings.

Land Use and Zoning

The westerly 101.4 acres is within the Woodville Rural Community (WRC) Land Use Map Designation and is zoned Residential Acre (RA). The WRC authorizes a maximum density of 4 units/acre. This portion of the subject property would be rezoned to PUD.

The easterly 98.13 acres is currently designated Rural (R) but is subject to a Comprehensive Plan Future Land Use Map Amendment to re-designate the parcels to the WRC Land Use and a zoning designation of PUD.

The ultimate approval of this PUD application is contingent on the Board of County Commission approval which will be concurrent with the adoption of the Comprehensive Plan Map Amendment PCM130105.

The PUD development standards restrict the entire 199.53 acres to the equivalent density authorized per conventional zoning on the westerly 101.4 acres at 4 units/acre and the density currently allowed on the easterly 98.13 acres at 1 unit/10 acres. Therefore, the maximum density for the entire 199.53 acres would be 414 residential units, which equates to 2.07 units/acre. The easterly properties equaling 98.13 acres would be restricted to 100,000 sf of non-residential building square footage, which is the square footage currently authorized by the westerly 101.4 acres. The WRC district allows 50,000 sf of non-residential building square footage per parcel. In order to comply with the WRC district, the easterly acreage within Component A will undergo a Boundary Settlement or subdivision equivalent during the final site plan process.

Each component has indicated a maximum number of residential units and corresponding density. Component A will have a maximum 254 units at 2.59 units / acre while Component B will have a maximum 160 units at 1.58 units / acre.

Natural Features and Environmental Constraints

The subject property, as a result of past development site plan approvals, has designated 9.52 acres as natural area, with at least 6.33 acres of natural area being contained within a future Conservation Easement. The approved Natural Features Inventory (LEA 13-0008) contains a detailed narrative and classification of protected environmental features including wetlands, floodplain, closed basins, karst features, vegetative communities and listed animal species found on the subject property. A small area of wetlands consisting of 0.05 acres is located along the western most boundary of the subject property. Several karst features are found on the site and have been located in the map found within the NFI application. The NFI approval letter has been included as Item 14.

Protected features will be placed within a conservation easement and/or drainage easement. The minimum natural area was reduced from 25% of the project area to 22% in order to dedicate an additional 3% of the project area to spray irrigation application of wastewater treatment facility (WWTF) effluent. As such a minimum of 23% of the total project area shall be dedicated to landscaping and shall include the spray irrigation area for the WWTF. Easements will meet Leon County Land Development Code provisions, with final locations to be delineated during final permitting/site plan process. Management plans for Gopher Tortoise and Fox Squirrels will be coordinated with The Florida Fish and Wildlife Conservation Commission and the Leon County Department of Development Support and Environmental Management for submittal during the Final Site Plan process. Future development will

comply with landscaping and tree protection requirements of the Leon County Land Development Code and as allowed in the Development Standards of this PUD document.

Conceptual Stormwater Management Plan

Stormwater management facilities are proposed to be decentralized, avoiding the appearance of large, unsightly facilities. The facilities will be shallow in depth with gentle side slopes. Depths will be limited to 3 feet, if possible. Side slopes will be no greater than a 4 to 1 slope as feasible. These parameters will allow the shallow swale-like facilities to avoid fencing and can be better integrated with the development features. The PUD area is located within several designated closed basin drainage areas. Stormwater facilities will be designed to provide 100 year full retention of the post development runoff.

Vegetation within the spray irrigation infiltration area shall be converted to a ground cover characterized by high nutrient uptake and approved by Leon County Environmental Services Division during Development Site Plan / Permitting process.

Traffic Impacts and Driveway Connections

The project trips and their impacts to the Concurrency Street segments will be evaluated during the final permitting/site plan process for each phase of development. Should the project significantly impact a roadway segment within the Comprehensive Traffic Analysis Network and the Immediate Transportation Impact Network there is a mechanism in place through the County's Concurrency Management to mitigate for those impacts. In addition an operational analysis of the intersection of Woodville Highway and Natural Bridge Road will be evaluated during the final permitting/site plan process for each phase of development. Should the results of the analysis warrant the installation of a signal and/or turn lanes the developer, at their expense, will be required to design and construct any warranted improvement.

Access to the properties included in the PUD is at three locations on Natural Bridge Road shown on Sheet 3C. The westernmost access is new and will include a right turn lane for safety, if warranted by a traffic analysis. Driveway separation will be 300' to the west and 325' to the east from existing driveways. The easternmost access is existing through a private access easement. The deeded documentation showing the right to use the private easement is included in this PUD document and will be included with the final permitting/site plan process. Permit applications for the new driveway connection will be made at the time of final permitting/site plan process.

Utilities

The subject property is currently served by City of Tallahassee potable water. The existing development constructed water distribution lines and dedicated the lines to the City of Tallahassee on the 98.13 acres. Fire hydrants are distributed throughout the site. The property is served by City of Tallahassee Electric.

The significant building square footage associated with the DISC Village operation dictated the construction of the existing 30,000 gallon per day (GPD) wastewater treatment facility (WWTF). This

application contains monthly analytical reports for 2012. The reports indicate that the facility is operating well within the design parameters. The facility currently reports an average of 5 mg/L of Nitrates within the effluent discharge. The facility treats an average 3,625 gpd of wastewater. Therefore, on average, less than 15% of the available capacity in the facility is being utilized.

The wastewater treatment plant will be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as either a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with this condition will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational.

Purpose and Intent of District (Section 10-6.696)

The purpose and intent of the Woodville Retirement Community PUD is to provide a flexible zoning district that would otherwise not be allowed by a standard zoning district. This PUD is tailored to the unique qualities of the subject property which include intense development that occurred as part of the DISC Village operation which has a presence at this location since 1973. The property provides for appropriate infrastructure including a central wastewater treatment facility, central potable water provided by the City of Tallahassee, and electric from the City of Tallahassee.

This PUD is consistent with the Comprehensive Plan by providing a range of residential uses and an appropriate level of non-residential uses. Overall densities are capped at 2.07 units / acre and limited non-residential use to 100,000 square feet, which is an increase of only 15,000 square feet of building over and above the existing building square footage. The PUD will provide a range of senior housing including the potential for skilled care. Providing appropriate housing and care facilities for our aging population is an important and critical community need. These facilities will take advantage of existing infrastructure to minimize continued escalation of cost associated with the housing and care of our aging population.

Specifically this PUD district meets the Comprehensive Plan requirements as follows:

1. This development promotes the efficient and economic use of the subject property and the existing infrastructure as well as existing buildings and amenities which includes tennis courts, opportunities for passive recreation, provisions for on-site dining and opportunities of social gathering at the proposed community center.
2. The Woodville Retirement Community provides an important opportunity for lower cost senior housing in a rural setting. The PUD promotes a community which can take advantage of changing social trends and appropriate range of housing and the potential for care facilities for

the community's aging population. The range of housing opportunities and the setting will meet the preferences.

3. This land use, catering to retirees and senior living, reduces the demand on transportation needs and impacts to area roadways from that of a typical residential subdivision. This PUD will cluster development allowing for significant natural areas and open spaces which can be enjoyed by the community residents and their guests. On-site amenities including on-site dining opportunities and social activities will conserve energy.
4. This community provides harmonious development for retirees and seniors. Housing is reasonably clustered for the more active seniors and provides for sufficient congregate living. The result is extensive green area and appropriate amenities for a fulfilling and active lifestyle while also providing for the skilled care as the community population ages.
5. This retirement community provides for open space and passive recreational opportunities including pedestrian and golf cart paths that connect to various residential nodes and amenity areas.
6. Lower development and building costs are permitted through the smaller network of utilities and roadways as opposed to a non-clustered housing development. The renovation and expansion of existing buildings provide a unique opportunity for independent and assisted congregate living. The extension of on-site sewer collection mains and water distribution mains provide a significant opportunity for minimizing infrastructure development costs.
7. This PUD promotes a wide range of retirement and senior living and the opportunity for complimentary non-residential uses which would otherwise not be provided under conventional zoning districts. This development has a unique opportunity to provide a complete retirement and senior living development that will be enjoyed by the aging population. The existing infrastructure development and modifications and renovations to existing buildings will allow housing and social opportunities to be provided at a lower cost than comparable developments.

In summary this project is on target with the intent of the comprehensive plan for PUD districts.

Low Impact Development Guidelines

The Woodville Retirement Community Planned Unit Development has committed to low impact development, given the property's location within the Primary Springs Protection Zone (PSPZ), the close proximity to karst features, and the high potential for aquifer recharge. Although there are no specific guidelines for low impact development, this project is committing to the following:

1. Provide conservation easements over the most sensitive areas, ensuring preservation of their natural state, with the exception of passive recreation (i.e. walking trails).
2. Provide clustered development on the areas that are least constrained for new development. Redevelop areas where possible to minimize additional impacts.
3. Minimize the use of structured facilities, such as pipes for conveyances or retaining walls within stormwater facilities.
4. Utilize grassed swales where possible for stormwater conveyance. Minimize the use of curb and gutter.

5. Minimize the stormwater facilities' depth to less than 4 feet.
6. Minimize pond side-slopes to a 4:1 ratio.
7. Decentralize stormwater facilities.
8. Minimize impervious areas by utilizing efficient parking lot designs. Utilize ribbon driveways for detached or duplex style housing.

Construction activity on site shall utilize natural vegetation to minimize the potential for erosion in the transportation of sediments outside of the defined development areas.

Conclusion

The Woodville Retirement Community is uniquely positioned to take advantage of the beautiful natural landscape and existing infrastructure as well as existing buildings on the subject property. The project has received significant support from reviewers including the Water Resource Committee and we look forward to the continued interest throughout the review process.

Please do not hesitate to call should you have any questions or comments.

Sincerely,

Barry W Poole
Executive Vice President
Poole Engineering and Surveying, Inc

Cheryl Poole, P.E.
Vice President - Engineering
Poole Engineering and Surveying, Inc

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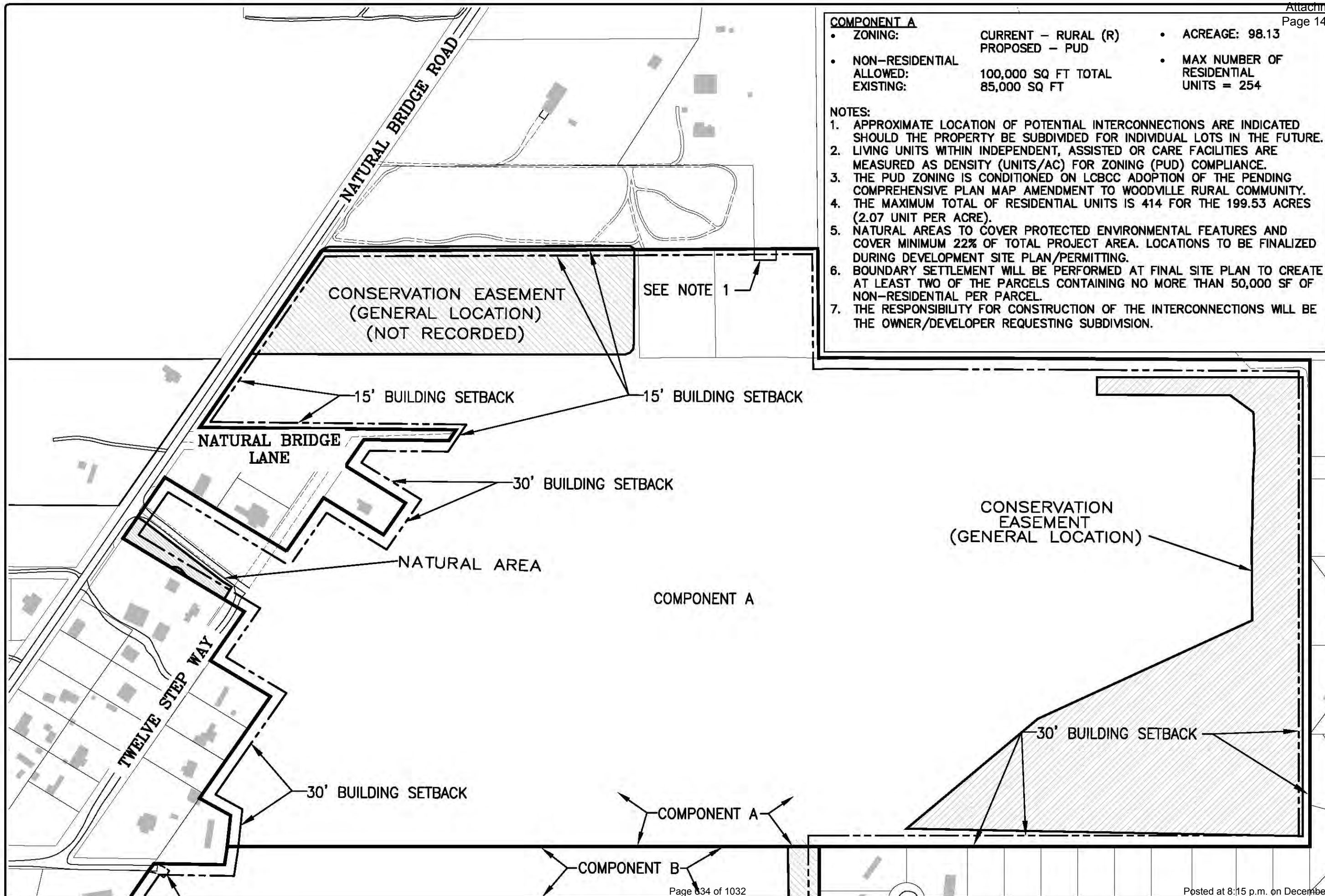
Concept Site Plan for Components 'A' and 'B'

COMPONENT A

- ZONING: CURRENT – RURAL (R)
PROPOSED – PUD
- ACREAGE: 98.13
- NON-RESIDENTIAL ALLOWED: 100,000 SQ FT TOTAL
- EXISTING: 85,000 SQ FT
- MAX NUMBER OF RESIDENTIAL UNITS = 254

NOTES:

1. APPROXIMATE LOCATION OF POTENTIAL INTERCONNECTIONS ARE INDICATED SHOULD THE PROPERTY BE SUBDIVIDED FOR INDIVIDUAL LOTS IN THE FUTURE.
2. LIVING UNITS WITHIN INDEPENDENT, ASSISTED OR CARE FACILITIES ARE MEASURED AS DENSITY (UNITS/AC) FOR ZONING (PUD) COMPLIANCE.
3. THE PUD ZONING IS CONDITIONED ON LCBCC ADOPTION OF THE PENDING COMPREHENSIVE PLAN MAP AMENDMENT TO WOODVILLE RURAL COMMUNITY.
4. THE MAXIMUM TOTAL OF RESIDENTIAL UNITS IS 414 FOR THE 199.53 ACRES (2.07 UNIT PER ACRE).
5. NATURAL AREAS TO COVER PROTECTED ENVIRONMENTAL FEATURES AND COVER MINIMUM 22% OF TOTAL PROJECT AREA. LOCATIONS TO BE FINALIZED DURING DEVELOPMENT SITE PLAN/PERMITTING.
6. BOUNDARY SETTLEMENT WILL BE PERFORMED AT FINAL SITE PLAN TO CREATE AT LEAST TWO OF THE PARCELS CONTAINING NO MORE THAN 50,000 SF OF NON-RESIDENTIAL PER PARCEL.
7. THE RESPONSIBILITY FOR CONSTRUCTION OF THE INTERCONNECTIONS WILL BE THE OWNER/DEVELOPER REQUESTING SUBDIVISION.

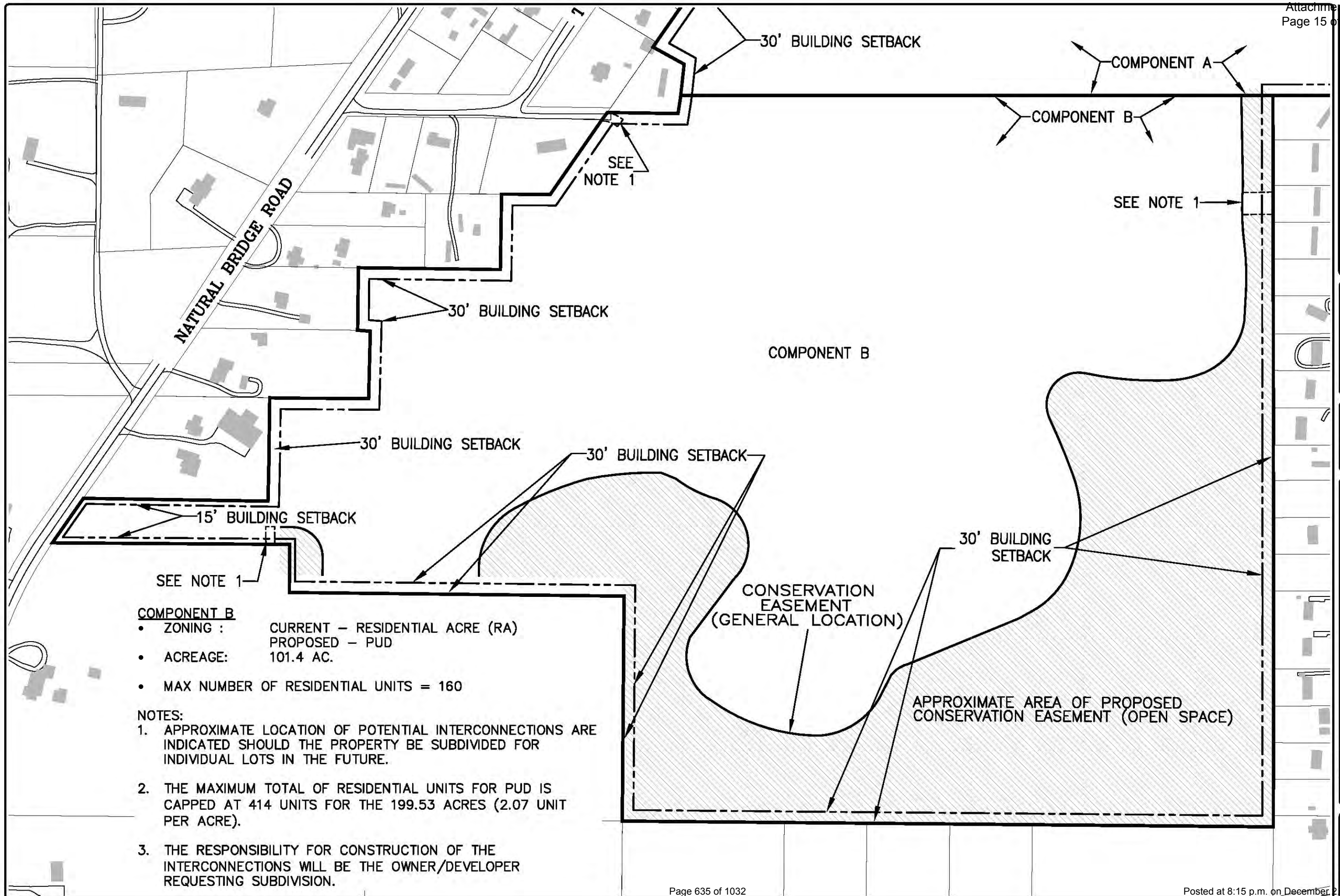


REVISED:	07-08-13 ENVIRON. COMMENTS
	09-18-13 TECHNICAL REVIEW

DATE:	06-18-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:	WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:	CONCEPT PLAN - COMPONENT A

DATE: 12/14/13	4:20:37
JOB NUMBER:	12142
SHEET NUMBER:	3A



COMPONENT B

- ZONING : CURRENT – RESIDENTIAL ACRE (RA)
PROPOSED – PUD
- ACREAGE: 101.4 AC.
- MAX NUMBER OF RESIDENTIAL UNITS = 160

NOTES:

1. APPROXIMATE LOCATION OF POTENTIAL INTERCONNECTIONS ARE INDICATED SHOULD THE PROPERTY BE SUBDIVIDED FOR INDIVIDUAL LOTS IN THE FUTURE.
2. THE MAXIMUM TOTAL OF RESIDENTIAL UNITS FOR PUD IS CAPPED AT 414 UNITS FOR THE 199.53 ACRES (2.07 UNIT PER ACRE).
3. THE RESPONSIBILITY FOR CONSTRUCTION OF THE INTERCONNECTIONS WILL BE THE OWNER/DEVELOPER REQUESTING SUBDIVISION.

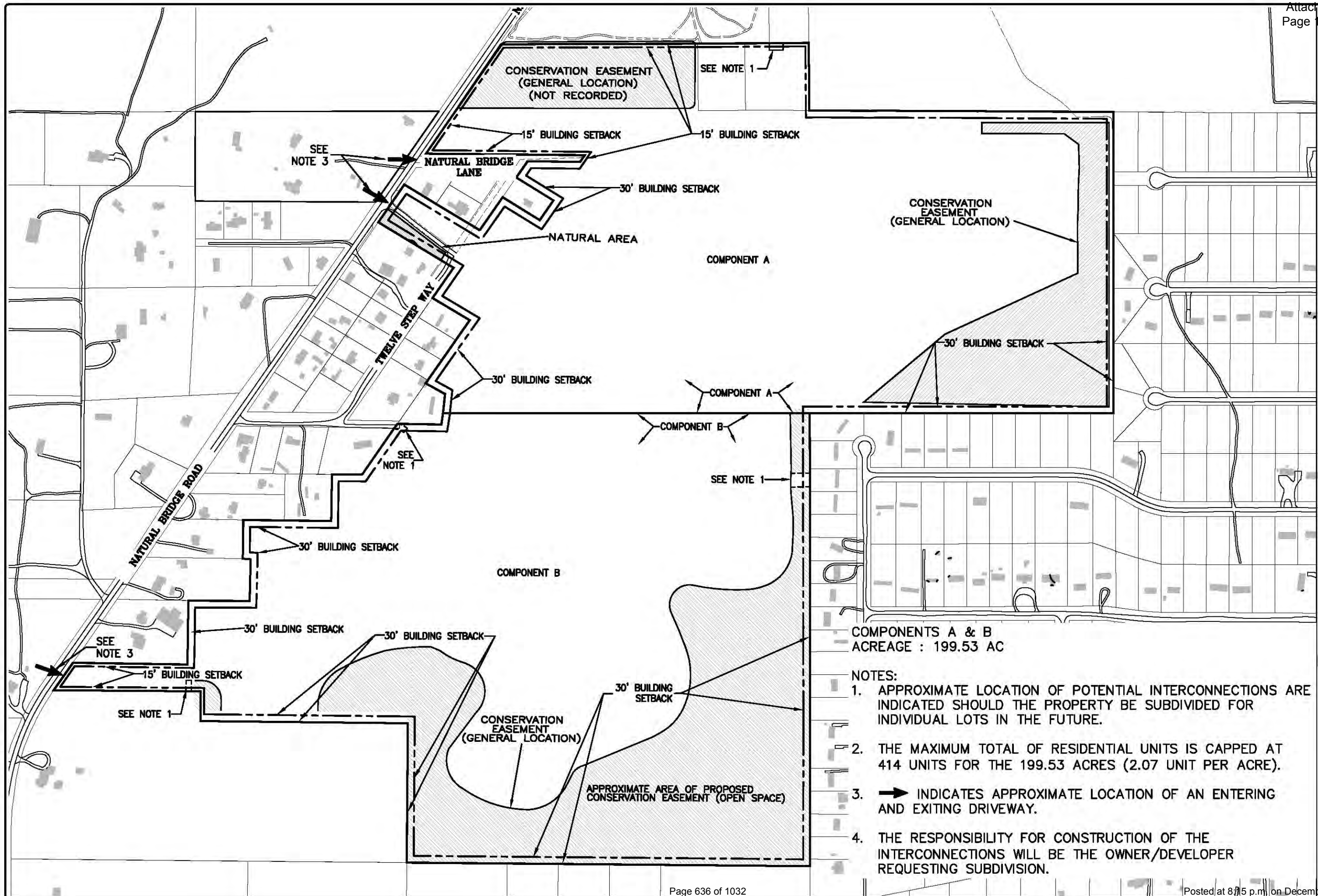
POOLE ENGINEERING & SURVEYING, Inc.
2145 DELTA BLVD. • TALLAHASSEE, FL 32303 • (904)388-9117 • LICENSE # 000745

REVISED:	07-08-13 ENVIRON. COMMENTS
	09-18-13 TECHNICAL REVIEW

DATE:	06-18-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:	WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:	CONCEPT PLAN – COMPONENT B

DATE PLOTTED:	05/20/17
JOB NUMBER:	12142
SHEET NUMBER:	3B



COMPONENTS A & B
ACREAGE : 199.53 AC

- NOTES:
1. APPROXIMATE LOCATION OF POTENTIAL INTERCONNECTIONS ARE INDICATED SHOULD THE PROPERTY BE SUBDIVIDED FOR INDIVIDUAL LOTS IN THE FUTURE.
 2. THE MAXIMUM TOTAL OF RESIDENTIAL UNITS IS CAPPED AT 414 UNITS FOR THE 199.53 ACRES (2.07 UNIT PER ACRE).
 3. ➔ INDICATES APPROXIMATE LOCATION OF AN ENTERING AND EXITING DRIVEWAY.
 4. THE RESPONSIBILITY FOR CONSTRUCTION OF THE INTERCONNECTIONS WILL BE THE OWNER/DEVELOPER REQUESTING SUBDIVISION.

REVISED:	06-18-13	TECHNICAL REVIEW
DATE:	06-18-13	SCALE: N/A
DRAWN BY:	BRP	

PROJECT:	WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:	OVERALL CONCEPT PLAN

SHEET NUMBER:	12142
SHEET NUMBER:	3C

DATE:	06-18-13
SCALE:	N/A
DRAWN BY:	BRP

4

Development Standards

				PERMITTED USES			
1. District Intent				2. Principal Uses		3. Accessory Uses	
<p>This planned unit development has been created to provide a flexible zoning district for seniors and retirees as well as allowing a scaled down DISC Village service operation providing community services including rehabilitation and social services for juveniles and adults. The PUD also allows a range of residential uses and Component 'A' allows a limited amount of non-residential uses that are compatible with the intent of the proposed retirement community. Emphasis to provide housing facilities for our senior population diminishes the impact to the area roadways and school facilities. This PUD allows the development of a retirement community and relevant uses that would otherwise not be allowed by a standard zoning district.</p> <p>Residential units are capped at 414 units which equates to a density of 2.07 units/acre. Component A – maximum 254 units, 2.59 units/acre. Component B – maximum 160 units, 1.58 units/acre. The property contains approximately 85,000 square feet of existing buildings which can be renovated and expanded for congregate living and skilled care. This PUD caps non-residential uses at 100,000 square feet and 50,000 square feet/parcel.</p>				<p>COMPONENT 'A'</p> <ol style="list-style-type: none"> Community services, including the rehabilitative and social service currently administered by DISC Village, libraries, law enforcement, fire stations, and vocational facilities. Nursing and skilled care facilities. Independent Living, Assisted and Memory Care Facilities. Congregate living use comprised of single-family detached, duplex, triplex, or quadraplex style buildings are allowed. <p>COMPONENT 'B'</p> <ol style="list-style-type: none"> Congregate living use comprised of single-family detached, duplex, triplex, or quadraplex style buildings are allowed. Single –family or duplex residential uses and associated subdivision. See note 3. 		<ol style="list-style-type: none"> A use or structure on the same lot with, and of a nature customarily incidental and subordinate to the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee. Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee. Food services, dining, personal services and other uses typically provided and associated independent, assisted, or care facilities are to be considered accessory uses. 	
				<p>4. Prohibited Uses</p> <p>Billboards, digital and animated signs, communication/cellular towers shall not be allowed within the PUD.</p> <p>Stand-alone bars for the sale of alcoholic beverages and package stores are prohibited.</p>			
DEVELOPMENT STANDARDS							
5. Minimum Lot or Site Size			6. Minimum Building Setbacks and Separation		7. Maximum Building Restrictions		
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	30 foot setback from property lines adjacent to existing single-family home parcels. 15 foot setback from all other property lines. Buildings must be separated by a minimum of 6 feet.	a. Building Size/ Density	b. Building Height	b. Floor Area Ratio (Applies to non-residential only)
Any Permitted Principle Use	None	None	None		Max: 50,000 square feet (sf)/parcel or 10,000 sf/acre Min: None	3 stories	Max: 1:4.35 Min: None
Single-family residential	3,000 sf	30'	100'				
<p>8. Age Restrictions Within Lease Agreement: Lease agreements containing age restrictions such as a minimum age of 55 years in order to qualify as a tenant within the senior living facilities cannot be enforced by Leon County or other governmental entities. Age restrictions however can be recognized for determining school impacts and traffic generation studies.</p>							
<p>9. Streets: Proposed streets are private and shall provide a sidewalk on at least one side.</p>							
<p>10. Solid Waste: The central garbage collection facilities shall be screened from the view of residents to the extent reasonably feasible using a planted buffer at a minimum.</p>							
<p>11. Landscape Standards: Single-family detached and duplex style congregate living residential unit parking spaces will not be subject to canopy tree cover requirements. Residential subdivision standards for landscaping will apply to the single-family detached and duplex style congregate living residential unit development. A minimum of 23% of the project area shall be dedicated to landscaping. Native plant species shall be used to the extent practicable for landscape plantings.</p>							
<p>12. Lighting Standards:</p>							
(a) All exterior lighting shall have recessed bulbs and reasonably conceal the source of illumination. Security lighting that is downward directed is permitted.							
(b) Lighting for off-street walkways shall be spaced no more than 30 feet apart and shall not exceed 10' in height							
(c) Parking lighting shall not exceed 20' in height.							
(d) Lighting levels at the property line (six feet above ground) adjacent to residential areas shall not exceed 0.5 footcandles.							
<p>13. Parking Standards: (Any use may utilize the Parking Standards process allowed within the Leon County Code of Laws)</p>							

(a) Single Family Units shall be allowed a maximum of 2 parking spaces per unit
(b) Independent, assisted living, and memory care units shall be allowed a maximum of 0.8 parking spaces/unit, not including handicap parking
(c) Nursing/skilled care units shall be allowed a maximum of 0.6 parking spaces/unit, not including handicap parking
14. Buffers: Provide a 30 foot Type B buffer at the outside perimeter of the property where existing adjacent lots are developed with single-family residential dwellings. Existing vegetation may be used to meet the buffer requirements where present. No buffering is required along adjacent vacant parcels or parcels developed with uses other than single-family residential.

General Notes:

1. Central sewer and water are available to the site.
2. The final development plans will be subject to the requirements of the Leon County Land Development Code Environmental Management Article.
3. Subdivision of lands within the PUD lands will require review as outlined in the Leon County Code of Laws and require a recorded plat per the Florida Statutes. Subdivision will also require compliance with the policy on interconnections with adjacent properties.
4. Any future subdivision shall require dedication of streets, right of way and any supporting infrastructure to the County. These improvements shall meet the design specifications and requirements of the Leon County Public Works prior to the subdivision approval or acceptance of any infrastructure by the County. This does not include the subdivision process necessary to create the parcels within Component "A" for the maximum 50,000 sf nonresidential development / parcel compliance.

5

Vehicular and Pedestrian Circulation Plan and Water Concept Plan

TOTAL ACREAGE 199.53

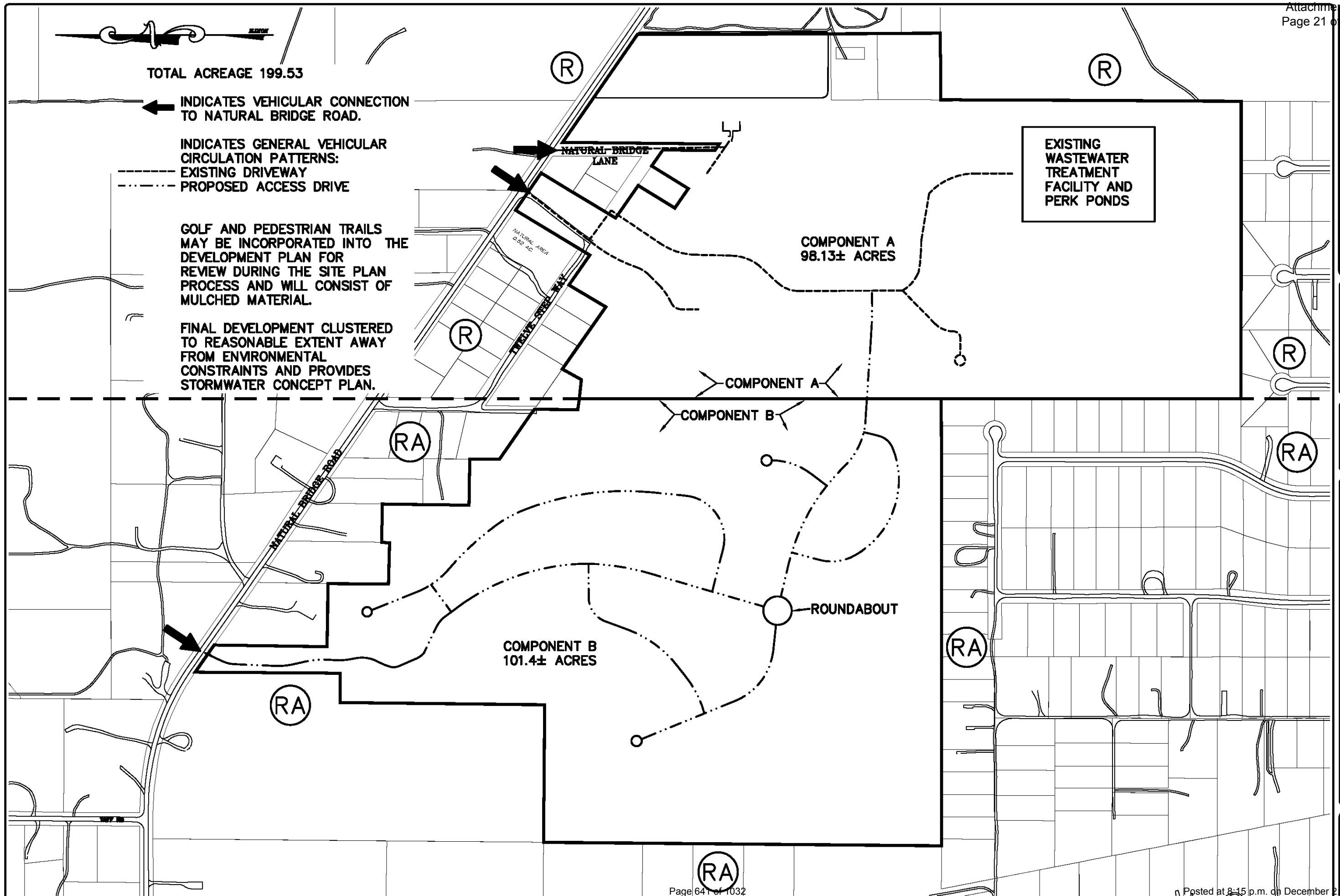
← INDICATES VEHICULAR CONNECTION TO NATURAL BRIDGE ROAD.

INDICATES GENERAL VEHICULAR CIRCULATION PATTERNS:

- - - - - EXISTING DRIVEWAY
- · - · - · - PROPOSED ACCESS DRIVE

GOLF AND PEDESTRIAN TRAILS MAY BE INCORPORATED INTO THE DEVELOPMENT PLAN FOR REVIEW DURING THE SITE PLAN PROCESS AND WILL CONSIST OF MULCHED MATERIAL.

FINAL DEVELOPMENT CLUSTERED TO REASONABLE EXTENT AWAY FROM ENVIRONMENTAL CONSTRAINTS AND PROVIDES STORMWATER CONCEPT PLAN.

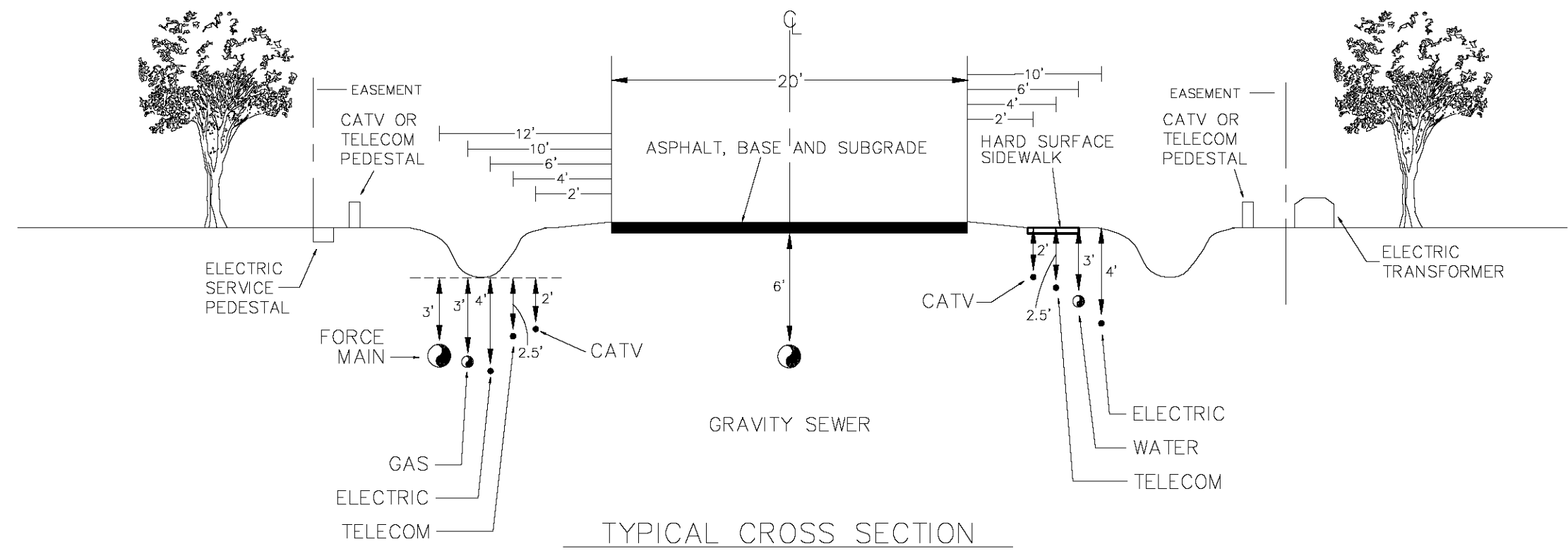


REVISED:	
06-18-13 TECHNICAL REVIEW	

DATE:	06-18-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:	WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:	VEHICULAR CIRCULATION CONCEPT PLAN

GRAPHIC SCALE:	42037
JOB NUMBER:	12142
SHEET NUMBER:	5A



TYPICAL CROSS SECTION

NOTE: SUBJECT TO CHANGE IN FINAL DESIGN.

ALL DEPTHS ARE MINIMUM BELOW FINISHED GRADES.

GOLF AND PEDESTRIAN TRAILS THAT MAY BE INCORPORATED SHALL BE MULCHED MATERIAL.

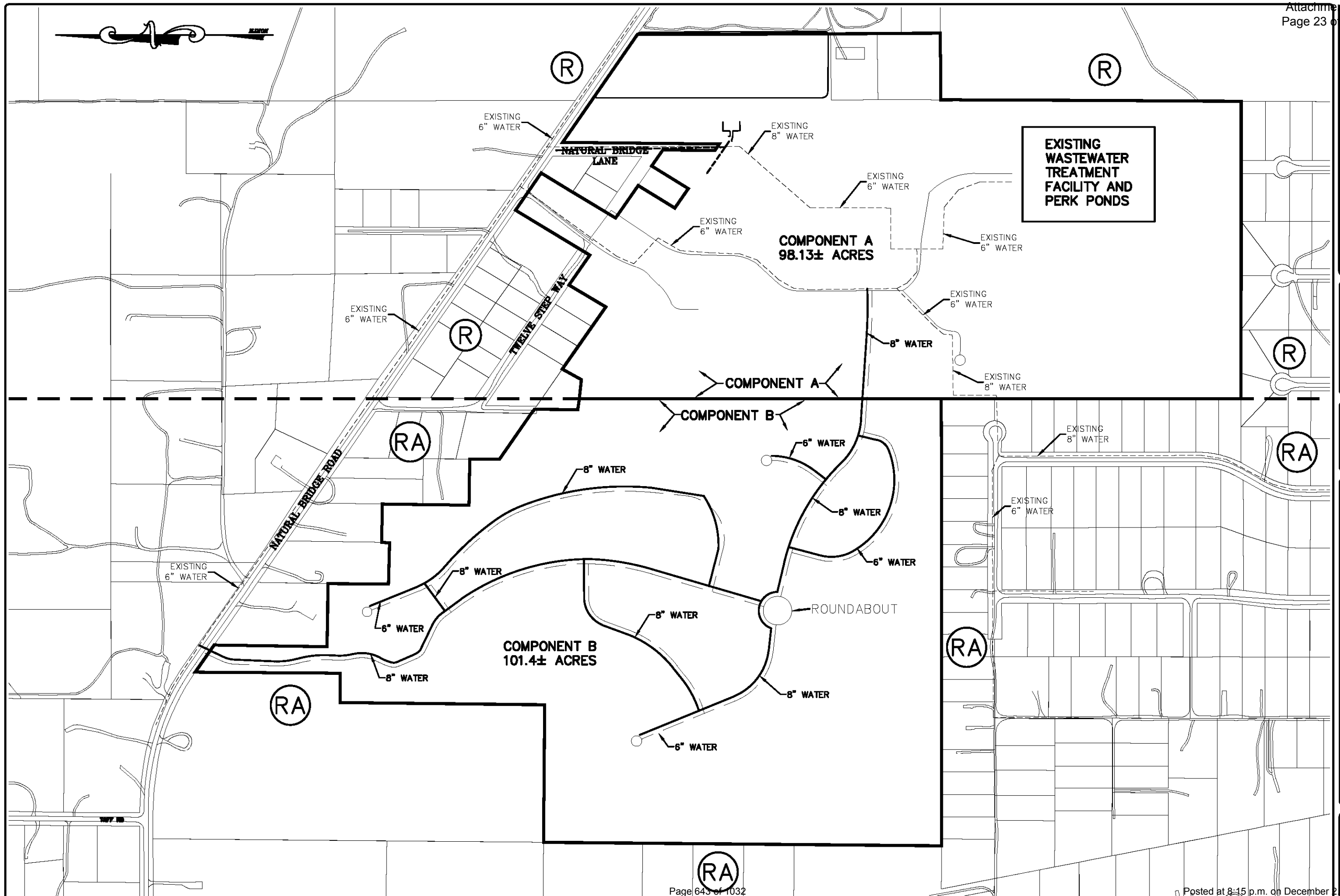
TREES WILL BE PLACED ALONG STREET IN AREAS WHERE FEASIBLE FOR STORMWATER DESIGN.

REVISED:	
TO-08-13 DRC CONDITION	

DATE:	09-18-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:	WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:	TYPICAL SECTION

DATE PLOTTED	12/03/13
JOB NUMBER	12142
SHEET NUMBER:	5B



REVISED:	

DATE:	08-06-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:
WOODVILLE RETIREMENT COMMUNITY PUD

TITLE:
WATER CONCEPT PLAN

SHEET NUMBER:	5C
JOB NUMBER:	12142
DATE:	4/20/17

6

Site Maps



NATURAL BRIDGE ROAD

RA

R

TWELVE STEP WAY

NATURAL BRIDGE
LANE

RA

R

POOLE & POOLE, P.C.
LICENSE No. 42037
JOB NUMBER:
12142
SHEET NUMBER:
6A

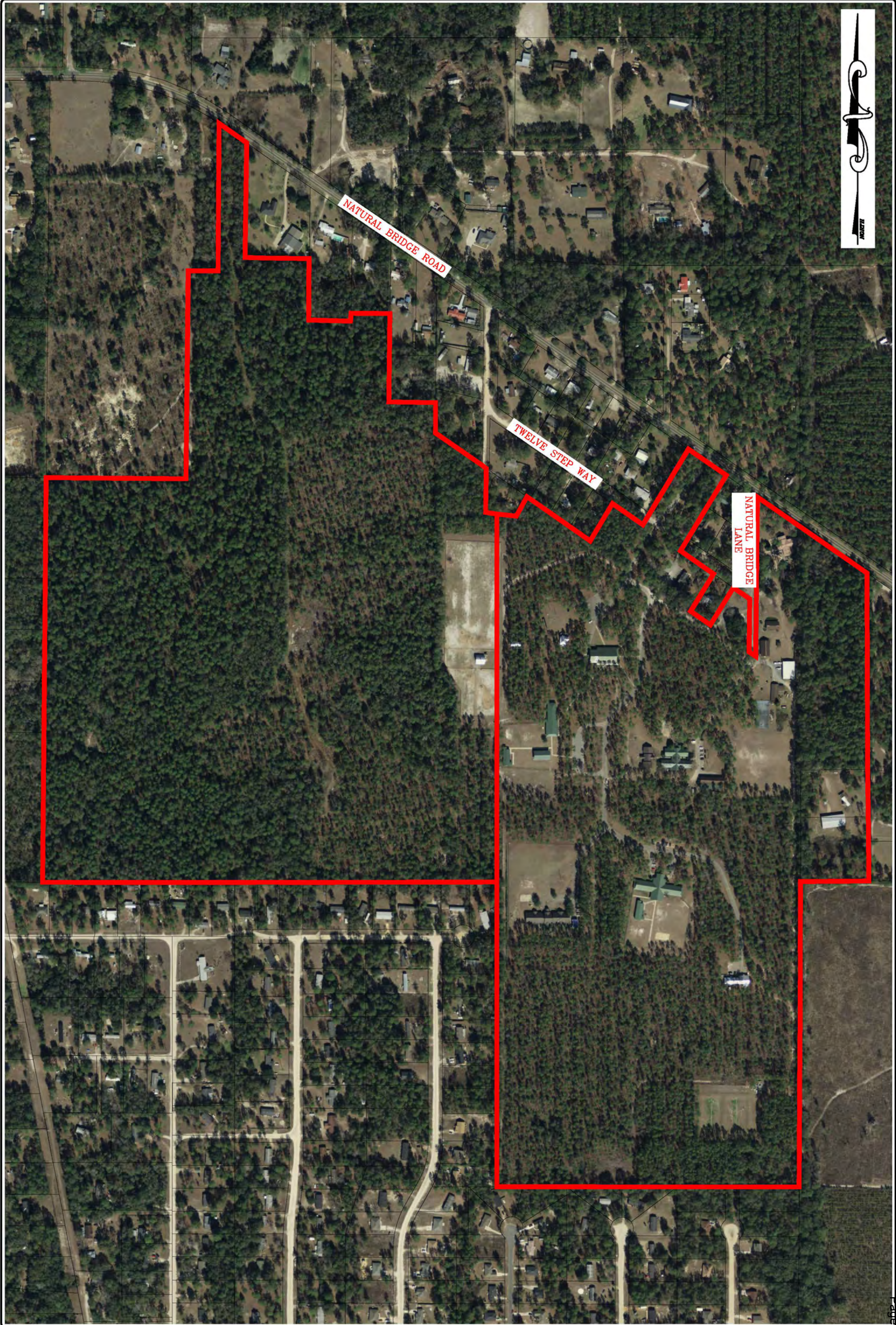
PROJECT:
WOODVILLE RETIREMENT COMMUNITY PUD
TITLE:
LOCATION PARCEL MAP WITH ZONING

DATE:
03-07-13
SCALE:
N/A
DRAWN BY:
BRP

REVISED:
07-31-13 TECHNICAL REVIEW

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2145 DELTA BLVD. • TALLAHASSEE, FL 32303 • (904)398-8117 • LICENSE 006745

Page 25 of 25



POOLE P.E.
 JOB NUMBER:
 12142
 SHEET NUMBER:
 6B

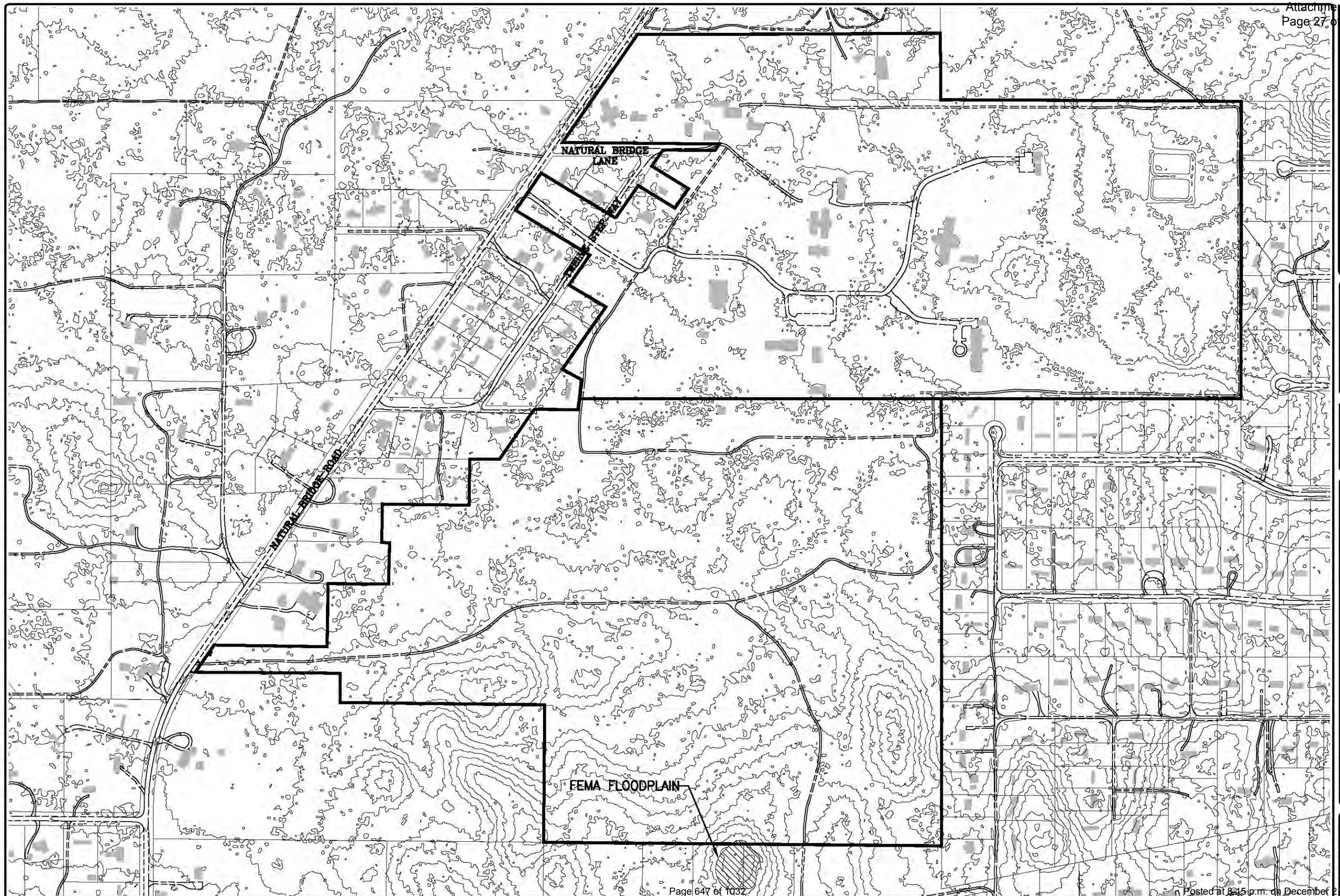
PROJECT:
 WOODVILLE RETIREMENT COMMUNITY PUD
 TITLE:
 AERIAL IMAGE OF EXISTING CONDITIONS

DATE:
 03-07-13
 SCALE:
 N/A
 DRAWN BY:
 BRP

REVISED:
 07-31-13 TECHNICAL REVIEW

POOLE ENGINEERING & SURVEYING, Inc.
 2145 DELTA BLVD. • TALLAHASSEE, FL. 32303 • (850)388-5117 • LICENSE 006745

Page 26 of 276
 Attachment #2



POOLE
ENGINEERING & SURVEYING, Inc.
 2748 DELTA BLVD. • TALLAHASSEE, FL 32303 • (904)388-8717 • LICENSE # 000494

REVISED:	

DATE:	05-07-13
SCALE:	N/A
DRAWN BY:	BRP

PROJECT:
WOODVILLE RETIREMENT COMMUNITY PUD

TITLE:
GIS EXISTING CONDITIONS WITH TOPO AND FEMA

DATE: 05-07-13	42037
JOB NUMBER:	12142
SHEET NUMBER:	6C

POOLE ENGINEERING & SURVEYING, Inc.

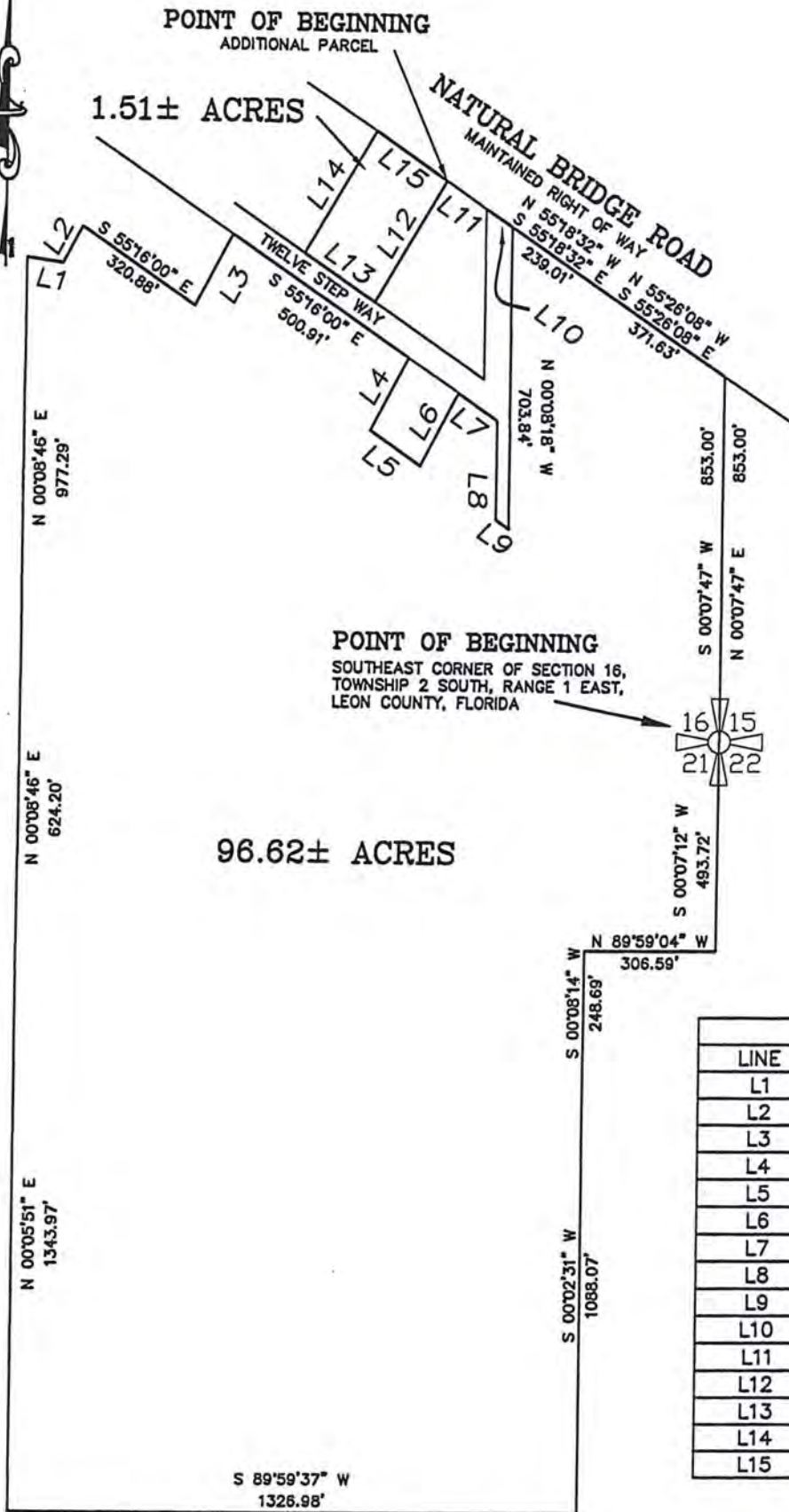
LB NO. 6745

2145 DELTA BOULEVARD, SUITE 100
TALLAHASSEE, FLORIDA 32303
TELEPHONE #: (850) 386-5117

SCALE: 1" = 400'

LEGEND

- △ CENTRAL ANGLE
- C CHORD
- CB CHORD BEARING
- (D) DEED INFORMATION
- E EAST
- LB LICENSED BUSINESS
- L LENGTH
- N NORTH
- NW NORTHWEST
- ORB OFFICIAL RECORDS BOOK
- (P) PLATTED DATA
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- PRM PERMANENT REFERENCE MONUMENT
- PT POINT OF TANGENCY
- R RADIUS
- R RANGE
- R/W RIGHT OF WAY
- (S) SURVEY INFORMATION
- S SOUTH
- SEC. SECTION
- T TOWNSHIP
- W WEST



LINE TABLE		
LINE	BEARING	LENGTH
L1	S 82°04'02"E	85.40'
L2	N 27°35'10"E	97.88'
L3	N 27°24'00"E	189.73'
L4	S 27°24'00"W	189.73'
L5	S 55°16'00"E	142.00'
L6	N 27°24'00"E	189.73'
L7	S 55°16'00"E	110.40'
L8	S 00°09'18"E	229.41'
L9	S 55°16'00"E	36.60'
L10	N 56°01'41"W	73.76'
L11	N 55°13'31"W	112.33'
L12	S 29°48'22"W	329.36'
L13	S 55°21'09"E	200.00'
L14	S 29°48'22"W	329.36'
L15	N 55°21'09"W	200.00'

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Barbara Jo Bergstrom
BARBARA JO BERGSTROM
PROFESSIONAL SURVEYOR & MAPPER
STATE OF FLORIDA
LICENSE NO. 5754

SKETCH OF DESCRIPTION
DISC VILLAGE - WOODVILLE, FL
98.13± ACRES LOCATED IN SECTIONS
16 & 22, TOWNSHIP 2 SOUTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

WOODVILLE RETIREMENT COMMUNITY

SHEET NO.

1
OF 2

JOB NO.

12142

LB NO. 6745

2145 DELTA BOULEVARD, SUITE 100
TALLAHASSEE, FLORIDA 32303
TELEPHONE #: (850) 386-5117

DISC VILLAGE WOODVILLE – East Parcels

Commence at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida and run thence South 00 degrees 07 minutes 12 seconds West a distance of 493.72 feet; thence North 89 degrees 59 minutes 04 seconds West, 306.59 feet; thence South 00 degrees 08 minutes 14 seconds West, 248.69 feet; thence South 00 degrees 02 minutes 31 seconds West, 1088.07 feet; thence South 89 degrees 59 minutes 37 seconds West, 1326.98 feet; thence North 00 degree 05 minutes 51 seconds East, 1343.97 feet; thence North 00 degrees 08 minutes 46 seconds East, 624.20 feet; thence North 00 degrees 08 minutes 46 seconds East, 977.29 feet; thence South 82 degrees 04 minutes 02 seconds East, 85.40 feet; thence North 27 degrees 35 minutes 10 seconds East, 97.88 feet to a point on the Southerly boundary of Natural Bridge Road Estates (an unrecorded subdivision); thence South 55 degrees 16 minutes 00 seconds East along said Southerly boundary, 320.88 feet to the Southeast corner of Lot 35 of said Natural Bridge Road Estates; thence North 27 degrees 24 minutes 00 seconds East, 189.73 feet to a point of intersection with a 60-foot wide ingress and egress easement as recorded in Official Records Book 920, Page 1628, Public Records of Leon County, Florida; thence South 55 degrees 16 minute 00 seconds East along the Southerly boundary of said easement, 500.91 feet; thence leaving said Southerly boundary run South 27 degrees 24 minutes 00 seconds West, 189.73 feet; thence South 55 degrees 16 minutes 00 seconds East, 142.00 feet; thence North 27 degrees 24 minutes 00 seconds East 189.73 feet to a point of intersection with the Southerly boundary of said ingress and egress easement; thence South 55 degree 16 minutes 00 seconds East along said Southerly boundary, 110.40 feet; thence South 00 degrees 09 minutes 18 seconds East, 229.41 feet; thence South 55 degrees 16 minutes 00 seconds East, 36.60 feet; thence North 00 degrees 08 minutes 18 seconds West, 703.84 feet to a point of intersection with the Southerly maintained right of way boundary of Natural Bridge Road; thence along said Southerly right of way boundary as follows: South 55 degrees 18 minutes 32 seconds East, 239.01 feet; thence South 55 degrees 26 minutes 08 seconds, 371.63 feet; thence leaving said Southerly right of way boundary run South 00 degrees 07 minutes 47 seconds West, 853.00 feet to the POINT OF BEGINNING, containing 96.62 acres, more or less.

NOTE

AND ALSO,

Commence at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida and run thence North 00 degrees 07 minutes 47 seconds East, 853.00 feet to a point of intersection with the Southerly maintained right of way boundary of Natural Bridge Road; thence along said Southerly right of way boundary as follows: North 55 degrees 26 minutes 08 seconds West, 371.63 feet; thence North 55 degrees 18 minutes 32 seconds West, 239.01 feet; thence North 56 degrees 01 minutes 41 seconds West, 73.76 feet; thence North 55 degrees 13 minutes 31 seconds West, 112.33 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING and leaving said Southerly right of way boundary run South 29 degrees 48 minutes 22 seconds West, 329.36 feet to a point on the Northerly boundary of a 60-foot wide ingress and egress easement as recorded in Official Records Book 920, Page 1628, Public Records of Leon County, Florida; thence North 55 degrees 21 minutes 09 seconds West along said Northerly boundary, 200.00 feet; thence leaving said North boundary run North 29 degrees 48 minutes 22 seconds East, 329.36 feet to aforementioned Southerly maintained right of way boundary; thence South 55 degrees 21 minutes 09 seconds East along said right of way boundary, 200.00 feet to the POINT OF BEGINNING, containing 1.51 acres, more or less

NOTES:

- 1) Bearing based on overall composite map and Preliminary Site Plan as prepared by Capital Engineering Consultants, Inc. dated 6/4/91, Job No. 91-117.
- 2) No field survey performed to verify the accuracy of the base map performed by others.

NOT A BOUNDARY SURVEY

SKETCH OF DESCRIPTION
DISC VILLAGE – WOODVILLE, FL
98.13± ACRES LOCATED IN SECTIONS
16 & 22, TOWNSHIP 2 SOUTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

SHEET NO.

2
OF 2

JOB NO.

BARBARA JO BERGSTROM
PROFESSIONAL SURVEYOR & MAPPER
STATE OF FLORIDA
LICENSE NO. 5754

WOODVILLE RETIREMENT COMMUNITY

12142

POOLE ENGINEERING & SURVEYING, Inc.

LB NO. 6745

2145 DELTA BOULEVARD, SUITE 100
TALLAHASSEE, FLORIDA 32303
TELEPHONE #: (850) 386-5117

LEGEND

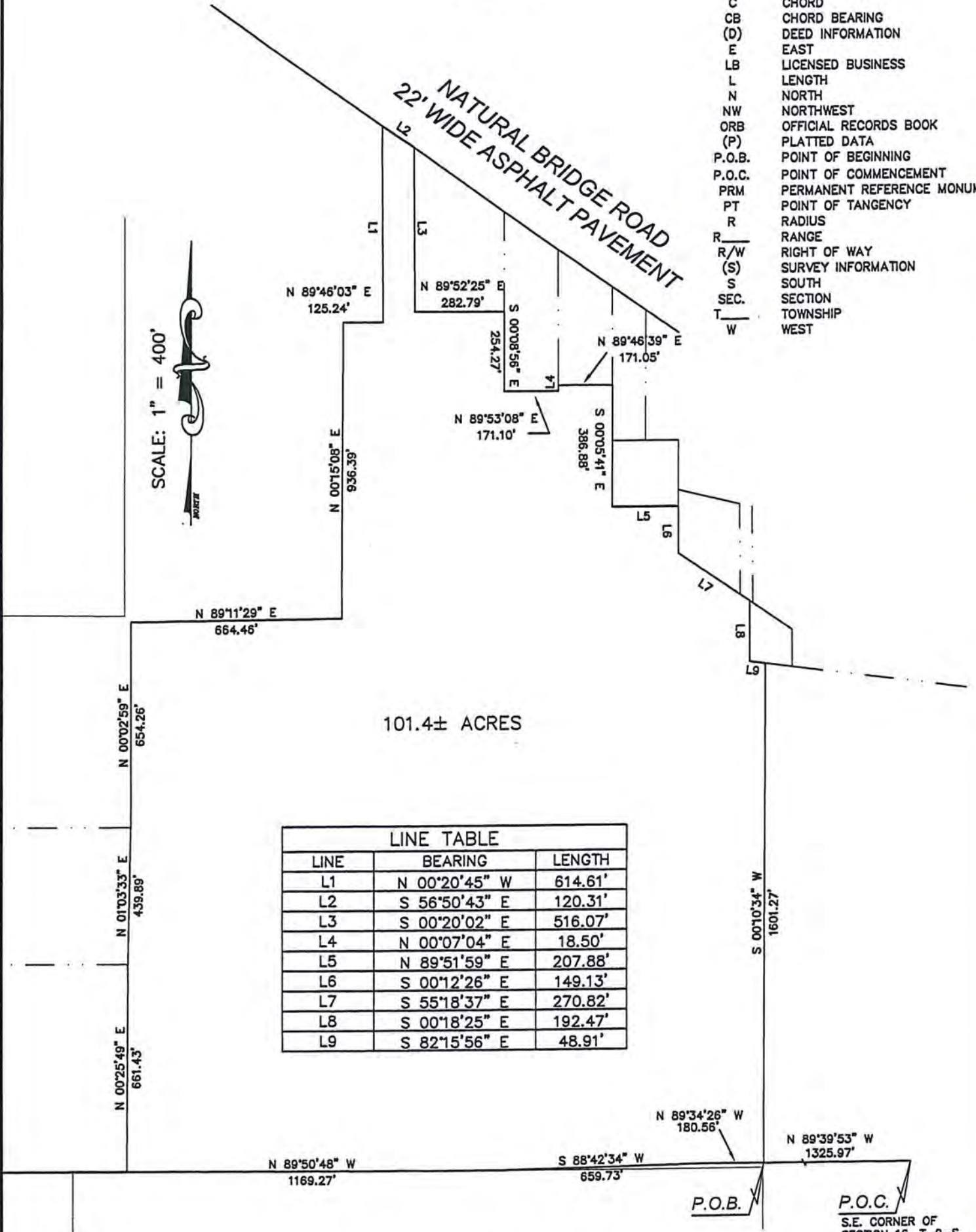
- △ CENTRAL ANGLE
- C CHORD
- CB CHORD BEARING
- (D) DEED INFORMATION
- E EAST
- LB LICENSED BUSINESS
- L LENGTH
- N NORTH
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- P.O.B. POINT OF BEGINNING
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- R RADIUS
- R RANGE
- R/W RIGHT OF WAY
- (S) SURVEY INFORMATION
- S SOUTH
- SEC. SECTION
- T TOWNSHIP
- W WEST



NATURAL BRIDGE ROAD
22' WIDE ASPHALT PAVEMENT

101.4± ACRES

LINE TABLE		
LINE	BEARING	LENGTH
L1	N 00°20'45" W	614.61'
L2	S 56°50'43" E	120.31'
L3	S 00°20'02" E	516.07'
L4	N 00°07'04" E	18.50'
L5	N 89°51'59" E	207.88'
L6	S 00°12'26" E	149.13'
L7	S 55°18'37" E	270.82'
L8	S 00°18'25" E	192.47'
L9	S 82°15'56" E	48.91'



NOT A BOUNDARY SURVEY

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Barbara Jo Bergstrom

BARBARA JO BERGSTROM
PROFESSIONAL SURVEYOR & MAPPER
STATE OF FLORIDA
LICENSE NO. 5754

SKETCH OF DESCRIPTION
DISC VILLAGE - WOODVILLE LOCATED
IN SECTION 16, TOWNSHIP 2 SOUTH
RANGE 1 EAST, LEON COUNTY
FLORIDA

WOODVILLE RETIREMENT COMMUNITY

SHEET NO.

1
OF 2

JOB NO.

WEST
12142

LB NO. 6745

2145 DELTA BOULEVARD, SUITE 100
TALLAHASSEE, FLORIDA 32303
TELEPHONE #: (850) 386-5117

BEING MORE PARTICULARLY DESCRIBED BY SURVEY:

COMMENCE at the Southeast corner of Section 16, Township 2 South, Range 1 East, Leon County, Florida, as agreed on by property owners and marked by a concrete monument (no identification); thence run along the South line of Section 16 by agreement, North 89 degrees 39 minutes 53 seconds West a distance of 1325.97 feet to a found concrete monument (LB3293) for the POINT OF BEGINNING. From said POINT OF BEGINNING, continue along the South line of Section 16 by agreement, the following courses and distances: North 89 degrees 34 minutes 26 seconds West a distance of 180.56 feet to a found iron rod and cap (LS3328), thence South 88 degrees 42 minutes 34 seconds West a distance of 422.88 feet to a found concrete monument (broken), thence North 89 degrees 50 minutes 48 seconds West a distance of 1169.27 feet to a found iron rod and cap (LS3328); thence leaving said South line of Section 16, North 00 degrees 25 minutes 49 seconds East a distance of 661.43 feet to a found axle; thence North 01 degrees 03 minutes 33 seconds East a distance of 439.89 feet to a found concrete monument (no identification); thence North 00 degrees 02 minutes 59 seconds East a distance of 654.26 feet to a found concrete monument (LB4923); thence North 89 degrees 11 minutes 29 seconds East a distance of 664.46 feet to a set iron rod and cap (LB7865); thence North 00 degrees 15 minutes 08 seconds East a distance of 936.39 feet to found concrete monument (broken); thence North 89 degrees 46 minutes 03 seconds East a distance of 125.24 feet to a found pinched iron pipe (no identification); thence North 00 degrees 20 minutes 45 seconds West a distance of 614.61 feet to a found iron rod and cap (not legible) on the Southerly apparent edge of maintenance for Natural Bridge Road; thence South 56 degrees 50 minutes 43 seconds East, along said Southerly apparent edge of maintenance, a distance of 120.31 feet to a found concrete monument (LS1771); thence leaving said Southerly apparent edge of maintenance, South 00 degrees 20 minutes 02 seconds East a distance of 516.07 feet to a found concrete monument (no identification); thence North 89 degrees 52 minutes 25 seconds East a distance of 282.79 feet to a found concrete monument (no identification); thence South 00 degrees 08 minutes 56 seconds East a distance of 254.27 feet to a found concrete monument (LS3328); thence North 89 degrees 53 minutes 08 seconds East a distance of 171.10 feet to a found concrete monument (LS3328); thence North 00 degrees 07 minutes 04 seconds East a distance of 18.50 feet to a found concrete monument (LS3328); thence North 89 degrees 46 minutes 39 seconds East a distance of 171.05 feet to a found concrete monument (LS3328); thence South 00 degrees 05 minutes 41 seconds East a distance of 386.88 feet to a found concrete monument (LS3328); thence North 89 degrees 51 minutes 59 seconds East 207.88 feet to a found concrete monument (LS3328); thence South 00 degrees 12 minutes 26 seconds East a distance of 149.13 feet to a found iron rod (no identification); thence South 55 degrees 18 minutes 37 seconds East a distance of 270.82 feet to a found iron rod and cap (not legible); thence South 00 degrees 18 minutes 25 seconds East a distance of 192.47 feet to a found concrete monument (LS3328); thence South 82 degrees 15 minutes 56 seconds East a distance of 48.91 feet to a found concrete monument (LS3328); thence S 00 degrees 10 minutes 34 seconds West a distance of 1601.27 feet to the Point of Beginning of the herein described parcel. Containing 101.4 acres, more or less.

NOTES:

- 1) BASE MAP AND LEGAL DESCRIPTION AS PERFORMED BY LM2 CONSULTING, INC., DATED 07/14/12, PROJECT NO. 1205-001 AND USED FOR DEPICTION PURPOSES ONLY.
- 2) NO FIELD WORK PERFORMED TO VERIFY THE ACCURACY OF THE INFORMATION SHOWN HEREON.

NOT A BOUNDARY SURVEY

SEE SHEET 1 OF 2 FOR DETAIL SKETCH OF DESCRIPTION

**SKETCH OF DESCRIPTION
DISC VILLAGE - WOODVILLE LOCATED
IN SECTION 16, TOWNSHIP 2 SOUTH
RANGE 1 EAST, LEON COUNTY
FLORIDA**

SHEET NO.

**2
OF 2**

JOB NO.

WOODVILLE RETIREMENT COMMUNITY

**WEST
12142**

~~monument; thence North 89 degrees 35 minutes 56 seconds West 417.35 feet to a concrete monument; thence South 00 degrees 08 minutes 12 seconds West 631.42 feet to a concrete monument; thence South 88 degrees 39 minutes 49 seconds West 422.88 feet to the POINT OF BEGINNING.~~

~~Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by W. A. Register a/k/a W. A. Register, Jr., and Eliza M. Register, his wife, by Warranty Deed dated December 30, 1993, and recorded in Official Records Book 1700, Page 316 of the Public Records of Leon County, Florida.~~

~~PARCEL SIXTEEN (Parcel Number: 3316204070000)~~

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, Leon County, Florida, thence run South 00 degrees 07 minutes West, 1136.8 feet to a point on the South right-of-way boundary line of the Natural Bridge Road, thence continue South 00 degrees 07 minutes West 700.0 feet; thence North 55 degrees 16 minutes West, 810.0 feet to the POINT OF BEGINNING, also being a point on the Southeasterly corner of Lot 39, Natural Bridge Unrecorded. From said POINT OF BEGINNING continue North 55 degrees 16 minutes West, 321.0 feet; thence North 27 degrees 24 minutes East, 189.73 feet to a point on the South right-of-way boundary line of a 60 foot roadway easement, thence South 55 degrees 16 minutes East along the South right-of-way boundary line of said 60 foot roadway easement a distance of 321.0 feet; thence South 27 degrees 24 minutes West, 189.73 feet to the POINT OF BEGINNING; containing 1.40 acres, more or less. Said property also being known as Lots 36, 37 and 38, Natural Bridge Unrecorded.

TOGETHER WITH a perpetual non-exclusive easement for ingress and egress over, across and upon the roadway described as follows:

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, Leon County, Florida, thence run South 00 degrees 07 minutes West a distance of 1136.8 feet to a point on the South right-of-way boundary line of the Natural Bridge Road, thence run North 55 degrees 16 minutes West along said right-of-way boundary a distance of 238.7 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run South 00 degrees 09 minutes East 702.14 feet to a point, thence run North 55 degrees 16 minutes West 36.6 feet to a point, thence run North 00 degrees 09 minutes West 229.4 feet to a point, thence run North 55 degrees 16 minutes West 1397.80 feet to a point, thence run South 00 degrees 09 minutes East 229.4 feet to a point, thence run North 55 degrees 16 minutes West 36.6 feet to a point, thence run North 00 degrees 09 minutes West 702.60 feet to a point

on the South right-of-way boundary line of the Natural Bridge Road, thence run South 55 degrees 16 minutes East 73.2 feet to a point on the South right-of-way boundary line of the Natrual Bridge Road, thence run South 00 degrees 09 minutes East 400 feet to a point, thence run South 55 degrees 16 minutes East 1324 feet to a point, thence run North 00 degrees 09 minutes West 400 feet to a point on the South right-of-way boundary line of the Natural Bridge Road, thence run South 55 degrees 16 minutes East 73.2 feet to the POINT OF BEGINNING.

Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by A. B. Taff & Sons, Inc., by Warranty Deed dated December 31, 1986, and recorded in Official Records Book 1241, Page 801 of the Public Records of Leon County, Florida.

AND

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, Leon County, Florida, and run South 00 degrees 07 minutes West along the Section Line 1136.8 feet to a concrete monument on the Southwestern right-of-way line of the Woodville and Natural Bridge Road, thence continue South 00 degrees 07 minutes West 700.0 feet, along the Section Line, to a concrete monument which is the POINT OF BEGINNING. From said Point of Beginning continue South 00 degree 07 minutes West, along the Section Line, 417.42 feet to a concrete monument, thence North 89 degrees 53 minutes West 181.60 feet to a concrete monument, thence North 00 degree 07 minutes East 542.78 feet to a concrete monument, thence South 55 degrees 16 minutes East 220.67 feet to the point of beginning, containing 2.00 acres.

Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by W. A. Register and Eliza M. Register, husband and wife, by Warranty Deed dated October 13, 1978 and recorded in Official Records Book 910, Page 1581 of the Public Records of Leon County, Florida.

AND

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, and run South 0 degrees 07 minutes West a distance of 1136.8 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run thence South 0 degrees 07 minutes West 700 feet to a point, thence North 55 degrees 16 minutes West 235.1 feet, to a concrete marker thence North 0 degree 09 minutes West 702.44 feet to a point on the Southwesterly right of way line of Natural Bridge Road, thence run along said

right of way South 55 degrees 16 minutes East 238.7 feet to the POINT OF BEGINNING.

Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by Jeannette C. Woolum and Laymon E. Carlile, as Personal Representatives of the Estate of J. O. Carlile, by Warranty Deed dated December 4, 1979 and recorded in Official Records Book 948, Page 32 of the Public Records of Leon County, Florida.

AND

Lot 42 of an unrecorded plat on Natural Bridge Road.

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, Leon County, Florida, and run South 0 degrees 07 minutes West 1136.8 feet to a point on the South boundary line of the Natural Bridge Road, thence continue South 0 degrees 07 minutes West 700.0 feet to a point, thence North 55 degrees 16 minutes West 271.7 feet to the Point of Beginning. From said Point of Beginning, continue North 55 degrees 16 minutes West a distance of 217.4 feet, thence run North 27 degrees 24 minutes East 189.73 feet to a point on the South boundary of a 60-foot road right-of-way, thence run South 55 degrees 16 minutes along said right-of-way a distance of 110.4 feet, thence run South 0 degrees 09 minutes East a distance of 229.4 feet to the POINT OF BEGINNING, containing 0.77 acre, more or less.

Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by Ray Gross, a single man, by Warranty Deed dated June 14, 1983 and recorded in Official Records Book 1071, Page 182 of the Public Records of Leon County, Florida.

AND

Commence at the Northeast corner of the Southeast Quarter of Section 16, Township 2 South, Range 1 East, Leon County, Florida, and run thence South 00 degrees 07 minutes West along the Section line 1136.80 feet to a concrete monument on the Southwestern right-of-way line of the Woodville and Natural Bridge Road, thence continue South 00 degrees 07 minutes along the Section Line 1147.42 feet to a iron pipe and cap for a POINT OF BEGINNING. From said POINT OF BEGINNING continue South 00 degrees 07 minutes West 100.00 feet to a concrete monument, thence North 89 degrees 53 minutes West 764.50 feet to a concrete monument, thence North 00 degrees 07 minutes East 1075.15 feet to a concrete monument, thence South 55 degrees 16 minutes

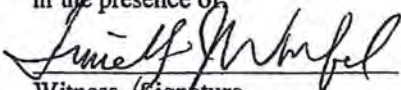
East 121.51 feet to a concrete monument, thence South 00 degrees 07 minutes West 906.12 feet to a concrete monument, thence South 89 degrees 53 minutes East 664.50 feet to the POINT OF BEGINNING, containing 3.914 acres, more or less.

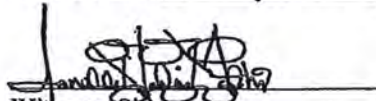
Said property being the same conveyed to DISC Village, Inc., a Florida corporation, by W. A. Register and Eliza M. Register, husband and wife, by Warranty Deed dated January 15, 1985, and recorded in Official Records Book 1146, Page 1139 of the Public Records of Leon County, Florida.

together with all improvements thereon and appurtenances thereto. Grantor furnished the above legal description to the preparer hereof and no examination of title has been performed. Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever, except taxes for 2001 and subsequent years. Grantor does hereby further fully warrant that the above-described property does not constitute Grantor's homestead property. The terms "Grantor" and "Grantee" shall, where the context requires, include the singular and plural, and the masculine, feminine and neuter genders.

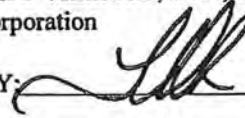
IN WITNESS WHEREOF, Grantor has executed or caused this deed to be executed under seal the day and year first above written.

Signed, sealed and delivered
in the presence of:


Witness - Signature
Printed Name: TIMOTHY J. WARFEL


Witness - Signature
Printed Name: JENNIFER N. MATHIS

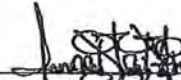
DISC VILLAGE, INC., a Florida corporation

BY:  (SEAL)
As Its CEO
Thomas K. OIK

R20010063814
RECORDED IN
PUBLIC RECORDS LEON CHTY FL
BK: 02542 PG: 02268
AUG 17 2001 08:39 AM
BOB INZER, CLERK OF COURTS

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 15th day of August, 2001, by Thomas K OIK, as CEO of DISC Village, Inc. He/She is personally known to me or Y has produced a Florida Driver's License as identification, and who did not take an oath.



NOTARY PUBLIC - Signature
Printed Name: _____
My commission expires: _____

G:\ACTIVE\OR\DISC\VILLAREALESTA\DEED.LEO



Janelle Mathis
MY COMMISSION # CC970233 EXPIRES
September 25, 2004
BONDED THRU TROY FAIR INSURANCE, INC

Inventory of Existing Buildings



Building	Address	Square feet	Use	Building	Address	Square feet	Use
1	10942 Recovery Way	8766	Female Residential Facility	13	2872 Twelve Step Way	1560	Adult Education School
2	2923 Serenity Way	8948	Vacant	14	2878 Twelve Step Way	1914	Chapel
3	10914 Recovery Way	5800	Residential Facility	15	2881 Twelve Step Way	2112	Maintenance Building
4	2935 Serenity Way	628	Staff Housing	16	2882 Twelve Step Way	3750	Paint and Body Building
5	2931 Serenity Way	1320	Staff Housing	17	2883 Twelve Step Way	2684	Maintenance Building
6	2967 Natural Bridge Road	1626	Administration Building	18	2896 Twelve Step Way	856	Storage
7	2824 Twelve Steps Way	2166	Arts and Crafts	19	2900 Twelve Step Way	5000	Maintenance Building
8	2829 Twelve Steps Way	3122	Vacant	20	2887 Twelve Step Way	5336	Storage Facility
9	2837 Twelve Steps Way	1114	Staff Housing	21	2884 Twelve step Way	7448	Adolescent Residential Facility
10	11730 Natural Bridge Road	5924	Future site of Female Residential Program	22	2880 Twelve Steps Way	2750	Woodville Alternative Learning Center
11	11737 Natural Bridge Road	2362	Future site of Female Residential Program	23	10795 Recovery Way	6441	Kitchen
12	2868 Natural Bridge Road	902	Storage	24	10803 Recovery Way	1064	Ropes Course Learning Center
				25	Stables	400	Stables

*Buildings 6, 7, and 9 are not included in the PUD

7

Application for PUD Rezoning Review



Tallahassee-Leon County
Planning Department

Leon County APPLICATION FOR PUD REZONING REVIEW

The undersigned, owner of the hereinafter-described property, hereby petitions Leon County for the following amendment to the Official Zoning Map:

Change in Zoning District Write in the name of the current zoning district(s) in which the property is currently located.

From: Rural (R) / Residential Acre (RA)

To: **PUD (Planned Unit Development)**

Location: The property is designated by the following Leon County Property Tax identification number(s): 33-15-20-603-000-0, 33-15-20-602-000-0
33-16-20-407-000-0, 33-16-20-402-000-0 AND
33-16-20-002-000-0

Legal Description: Attach a legal description of the property requested to be rezoned.

Disclaimer: Granting of requested zoning district does not grant the applicant all development rights prescribed within the zoning district. Subsequent permitting, preliminary site plan and plat review, and final plat review may limit the ability to construct allowable land uses as well as construct allowable land uses to the maximum intensity and/or density of the approved zoning district. All proposed development shall be subject to the applicable land development regulations including, but not limited to the *Tallahassee Land Development Code*, *Environmental Management Ordinance*, and the *Concurrency Management System Policy and Procedures Manual*.

Note: An electronic version of this application and all supporting documentation shall be submitted on a CD or DVD. Also, an original signed copy of the complete application and supporting documentation shall be submitted to the Planning Department.

The required file format for all text documents is Microsoft Word, WordPerfect or Adobe Acrobat PDF.

The required file format for all maps and drawings is either Adobe Acrobat PDF or TIFF.

NOTE: In accordance with Leon County Policy 02-08, beginning January 1, 2003, all paid lobbyists intending to engage in any lobbying activities before the Leon County Board of County Commissioners on behalf of any person or entity must register with the Clerk of Court, Finance Department by filing a completed Leon County Lobbyist Registration form and paying an annual registration fee of \$25.

Updated 10-06-2011

Page 1

Leon County
PUD Rezoning Review Application & Information Packet

Submitted By:

<u>Owners' Name(s)</u>	<u>Phone #</u>	<u>Address</u>
WOODVILLE PROPERTIES (TOM OLK)	575-4388	3333 W. RENSACOLA ST. STE. 300 TALLAHASSEE, FL. 32304

<u>Agent' s Name(s)</u>	<u>Phone #</u>	<u>Address</u>
POOLE ENGINEERING & SURVEYING	386-5117	2145 DELTA BLVD. STE. 100 TALLAHASSEE, FL. 32303

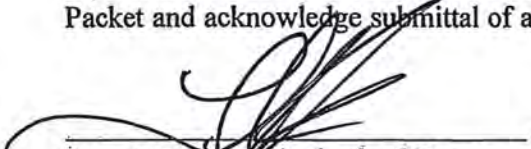
<u>Optionee' s Name(s)</u>	<u>Phone #</u>	<u>Address</u>

Please provide identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.


Leon County
PUD Rezoning Review Application & Information Packet

Letter of Understanding

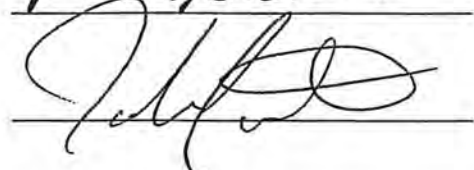
I Thomas K. OLK (print name) as the property owner or authorized property owner representative have read and understand the Leon County Application for PUD Rezoning Review Information Packet and acknowledge submittal of a rezoning review application from Rural / RA (district) to PUD.



Property Owner/Authorized Representative Signature 9-26-12 Date



Witness 9/26/2012 Date



Witness 9/26/12 Date

Application Submittal Checklist

The application of the owner for a change or amendment to the Official Zoning Map shall include the following:

Applicant Verification	Staff Verification	
✓	_____	1. Completed Application for Rezoning Review to be submitted to the Leon County Department of Development Support and Environmental Management.
✓	_____	2. Applicant' s Affidavit of Ownership and Designation of Agent indicating agent if application is not submitted by the property owner.
✓	_____	3. An environmental analysis approved by the Leon County Department of Development Support and Environmental Management as required pursuant to the Environmental Management Act. Contact the Leon County Department of Development Support and Environmental Management at 606-1300 for more information.
✓	_____	4. A preliminary concurrency or appropriate documentation issued by the Leon County Department of Development Support and Environmental Management. Contact the Leon County Department of Development Support and Environmental Management at 606-1300 for more information.
✓	_____	5. Identification of any individual, neighborhood association, or business association with which you have voluntarily met prior to submission of this application.
✓	_____	6. Letter of Understanding.
✓	_____	7. A general plan for the use of all lands within the proposed PUD. Such plans shall indicate the general location of residential areas (including density and unit types), open space, parks, passive or scenic areas, and commercial areas (including building square footage and height).
✓	_____	8. A plan of vehicular and pedestrian circulation showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network.

Quantitative summary of land uses (maximum acres, maximum non-residential building square feet, maximum number of residential dwelling units). A report shall be submitted to the County that includes a statement indicating how the proposed development complies with the Comprehensive Plan and a general description of the proposed development including:

✓	_____	9. The total acreage of the project.
✓	_____	10. The number of acres proposed to be developed in the various categories of land shown on the Concept Plan; the percentage of total acreage represented by each category of use and each component of development; and an itemized list of uses proposed for each of the components which shall be the range of uses permitted for that section of the PUD.

- _____ 11. The number and type of dwelling units proposed for the overall site and for its components, including dwelling unit per acre calculations and population projections for each or for nonresidential projects, gross square footage devoted for each land use.
- _____ 12. The establishment of minimum development standards which shall govern the site and development such as lot shape and size, internal streets and pedestrian ways, open space provision, off-street parking, buffers, and landscape areas.
- _____ 13. A binding commitment to develop the property in accordance with the approved Concept Plan and conditions of approval. The commitment shall bind all subsequent owners.

A site conditions map which includes:

- _____ 14. Legal description and boundary survey signed and sealed by a registered Florida land surveyor or a deed description. **NOTE: An electronic version of the legal description shall be included with the application on a CD or diskette. Failure to provide an electronic version may delay your approval schedule.**
- _____ 15. Name of the PUD; owner; subdivider/lessee/optionee (if applicable), and address and phone number of each; surveyor and engineer of record; and date of drawing.
- _____ 16. Scale, date, north arrow, and general location map showing relationship of the site to external uses, structures, and features.
- _____ 17. Boundaries of the subject property, all existing streets, buildings, water courses, easements, section lines, and other important physical features.
- _____ 18. Existing topography (latest U.S. Department of the Interior Geological Survey).
- _____ 19. The location and size of all existing drainage facilities and a utility concept plan.
- _____ 20. Information about the existing vegetation cover and general soil types, and their appropriateness for the proposed project.
- _____ 21. The location and function of all other existing public facilities which would serve the residents of the site including but not limited to schools, parks, and fire stations. The requirements to provide this information may be waived for small projects. If required, notation of this information on a scaled map is acceptable.
- _____ 22. Completed School Impact Analysis Form

Submittal Review Fees and Copies:

- _____ 23. Submittal review fees payable to the Leon County Board of County Commissioners.
- _____ 24. Provide nineteen (19) sets of the application and accompanying materials. Additional sets may be requested for the Planning and/or City Commission meetings.

*Electronic
Submission*

Binding Commitment by the Applicant

In Compliance with the Leon County Development code, Woodville Properties, Inc commits itself and any subsequent assigns, purchasers, and users to compliance with this Planned Unit Development Application.

Signature  Date 7/30/13
Property Owners Authorized Representative

Signature  Date 7/30/13
Witness

Signature  Date 7/30/13
Witness

8

School Impact Analysis Form

SCHOOL IMPACT ANALYSIS FORM

Agent Name: POOLE ENGINEERING & SURVEYING Applicant Name: WOODVILLE PROPERTIES Address: 3333 W. PENSACOLA ST. 32304	Date: Telephone: 850-575-4388 Fax: 850-576-3317 Email: TO1995@AOL.COM or barry@poole-eng.com
--	---

① **Location of the proposed Comprehensive Plan Amendment or Rezoning:**
 33-15-20-603-000-0, 33-15-20-602-000-0, 33-16-20-407-000-0
Tax ID #: 33-16-20-402-000-0, 33-31-62-000-200-0
Property address: 2878 TWELVE STEP WAY, WOODVILLE, FL. 32305
Related Application(s): PUD

② **Type of requested change (check one):**

Comprehensive plan land use amendment that permits residential development.
 Rezoning that permits residential development.
 Nonresidential land use amendment adjacent to existing residential development.
 Nonresidential rezoning adjacent to existing residential development.

③ **Proposed change in Future Land Use or Zoning classification:**

Comprehensive plan land use From: R To: WRC
 Zoning From: R/RA To: PUD

Planning Department staff use only:

④ **Maximum potential number of dwelling units permitted by the request:**

Number of dwelling units: _____
Type(s) of dwelling units: _____

Leon County Schools staff use only:

⑤ **School concurrency service areas (attendance zones) in which property is located.**

Elementary:	Middle:	High:
Present capacity _____ %	_____ %	_____ %
Post Development capacity _____ %	_____ %	_____ %

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.



9

Leon County Property Appraiser Information Sheets

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents. Parcel ID numbers are for the certified year only.

Parcel Information

Parcel ID : 3316200020000
 Parent Parcel: N/A
 Owner(s) : WOODVILLE PROPERTIES INC
 3333 W PENSACOLA ST STE
 300
 TALLAHASSEE FL 32304

Location : NATURAL BRIDGE RD
 Legal : 16 2S 1E 1.577 A
 IN SW 1/4 OF NE 1/4
 OR 1700/318

ACREAGE: 1.577 DEEDED

Sales Information

Date	Price	Book	Page	Imp/Vac	Instrument Type
08/2001	\$100.00	<u>2542</u>	<u>2254</u>	V	WARRANTY DEED
12/1993	\$100.00	<u>1700</u>	<u>0318</u>	V	WARRANTY DEED

All information provided by this online Internet resource is subject to verification by the Leon County Property Appraiser office. The Parcel and Sale Information is updated daily.

2012 Certified Property Value

Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
County	8.3144	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00
MSTU -EMS	0.5	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00
School - State Law	5.459	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00
School - Local board	2.248	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00
City	3.7	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00
Water Management	.004	\$22,078.00	\$22,078.00	\$22,078.00	\$0.00

Building Value: \$0.00 Land Value: \$22,078.00 SOH Differential: \$0.00

2012 Building Information

Property Use :0000 - Vacant Residential

Actual Year Built	Base SQ Ft	Auxiliary SQ Ft	Millage Code	Classified Use	Number of Buildings
	0	0	2	0	0

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents. Parcel ID numbers are for the certified year only.

Parcel Information

Parcel ID : 3316204020000	Location : NATURAL BRIDGE RD
Parent Parcel: N/A	Legal : 16 2S 1E 93.317 A
Owner(s) : WOODVILLE PROPERTIES INC	IN S 1/2
3333 W PENSACOLA ST STE	OR 1362/1902 1678/1340
300	1700/316
TALLAHASSEE FL 32304	OR 1700/318
	ACREAGE: 93.317 DEEDED

Sales Information

Date	Price	Book	Page	Imp/Vac	Instrument Type
08/2001	\$100.00	<u>2542</u>	<u>2254</u>	V	WARRANTY DEED
12/1993	\$100.00	<u>1700</u>	<u>0318</u>	V	WARRANTY DEED
12/1993	\$336,400.00	<u>1700</u>	<u>0316</u>	V	WARRANTY DEED

All information provided by this online Internet resource is subject to verification by the Leon County Property Appraiser office. The Parcel and Sale Information is updated daily.

2012 Certified Property Value

Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
County	8.3144	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00
MSTU -EMS	0.5	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00
School - State Law	5.459	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00
School - Local board	2.248	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00
City	3.7	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00
Water Management	.004	\$466,585.00	\$466,585.00	\$466,585.00	\$0.00

Building Value: \$0.00 **Land Value:** \$466,585.00 **SOH Differential:** \$0.00

2012 Building Information

Property Use :0000 - Vacant Residential

Actual Year Built	Base SQ Ft	Auxiliary SQ Ft	Millage Code	Classified Use	Number of Buildings
	0	0	2	0	0

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents. Parcel ID numbers are for the certified year only.

Parcel Information

Parcel ID : 3316204070000
Parent Parcel: A BUNCH 33-16

Owner(s) : WOODVILLE PROPERTIES INC
3333 W PENSACOLA ST STE
300
TALLAHASSEE FL 32304

Location : 2881 TWELVE STEP WAY
Legal : 16 & 21 2S 1E 94.553 A
W 72 FT OF LOT 40 ALL OF
LOTS 39 42
43 44 45 46 47 48 & 36 37 38 16
17
21 & 22 OR 1241/801 1250/2227
OR 910/1581 948/32 1008/245
OR 1071/182 1101/1929
1146/1139
ACREAGE: 94.553 DEEDED

Sales Information

Date	Price	Book	Page	Imp/Vac	Instrument Type
08/2001	\$100.00	<u>2542</u>	<u>2254</u>	I	WARRANTY DEED
01/1978	\$10,000.00	<u>0910</u>	<u>1581</u>	I	WARRANTY DEED

All information provided by this online Internet resource is subject to verification by the Leon County Property Appraiser office. The Parcel and Sale Information is updated daily.

2012 Certified Property Value

Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
County	8.3144	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00
MSTU -EMS	0.5	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00
School - State Law	5.459	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00
School - Local board	2.248	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00
City	3.7	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00
Water Management	.004	\$3,299,911.00	\$3,299,911.00	\$3,299,911.00	\$0.00

Building Value: \$2,827,161.00 Land Value: \$472,750.00 SOH Differential: \$0.00

2012 Building Information

Property Use :7500 - Orphanages, Other Services

Actual Year Built	Base SQ Ft	Auxiliary SQ Ft	Millage Code	Classified Use	Number of Buildings
1959	72999	10720	2	0	20

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents. Parcel ID numbers are for the certified year only.

Parcel Information

Parcel ID : 3315206020000
 Parent Parcel: 3315204090000
 Owner(s) : WOODVILLE PROPERTIES NON-PROFIT CORP
 3333 W PENSACOLA ST STE 300
 TALLAHASSEE FL 32304

Location : 2896 TWELVE STEP WAY
 Legal : 15 2S 1E 1.475 A
 IN SW 1/4 OF SW 1/4
 OR 1317/324 1658/618

ACREAGE: 1.475 DEEDED

Sales Information

Date	Price	Book	Page	Imp/Vac	Instrument Type
04/2006	\$17,400.00	3493	988	V	QUIT CLAIM
04/2005	\$17,400.00	3288	1698	V	QUIT CLAIM
08/2001	\$100.00	2542	2254	I	WARRANTY DEED
07/1993	\$43,000.00	1658	0618	I	WARRANTY DEED
01/1988	\$10,000.00	1317	0374	V	WARRANTY DEED

All information provided by this online Internet resource is subject to verification by the Leon County Property Appraiser office. The Parcel and Sale Information is updated daily.

2012 Certified Property Value

Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
County	8.3144	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
MSTU -EMS	0.5	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
School - State Law	5.459	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
School - Local board	2.248	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
City	3.7	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00
Water Management	.004	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00

Building Value: \$0.00 Land Value: \$11,800.00 SOH Differential: \$0.00

2012 Building Information

Property Use :0000 - Vacant Residential

Actual Year Built	Base SQ Ft	Auxiliary SQ Ft	Millage Code	Classified Use	Number of Buildings
	0	0	2	0	0

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents. Parcel ID numbers are for the certified year only.

Parcel Information

Parcel ID : 3315206030000
 Parent Parcel: 3315206020000
 Owner(s) : WOODVILLE PROPERTIES NON-PROFIT CORP
 3333 W PENSACOLA ST STE 300
 TALLAHASSEE FL 32304

Location : 2900 TWELVE STEP WAY
 Legal : 15 2S 1E 2 AC
 IN SW 1/4 OF SW 1/4
 OR 1343/2335 1658/618

ACREAGE: 2 DEEDED

Sales Information

Date	Price	Book	Page	Imp/Vac	Instrument Type
04/2006	\$17,400.00	3493	988	V	QUIT CLAIM
04/2005	\$17,400.00	3288	1698	V	QUIT CLAIM
08/2001	\$100.00	2542	2254	V	WARRANTY DEED
07/1993	\$43,000.00	1658	0618	V	WARRANTY DEED
01/1988	\$7,000.00	1313	2235	V	WARRANTY DEED

All information provided by this online Internet resource is subject to verification by the Leon County Property Appraiser office. The Parcel and Sale Information is updated daily.

2012 Certified Property Value

Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
County	8.3144	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00
MSTU -EMS	0.5	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00
School - State Law	5.459	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00
School - Local board	2.248	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00
City	3.7	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00
Water Management	.004	\$156,048.00	\$156,048.00	\$156,048.00	\$0.00

Building Value: \$140,048.00 Land Value: \$16,000.00 SOH Differential: \$0.00

2012 Building Information

Property Use :7500 - Orphanages, Other Services

Actual Year Built	Base SQ Ft	Auxiliary SQ Ft	Millage Code	Classified Use	Number of Buildings
2005	5000	0	2	0	1

10

Owner's Affidavits

Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Leon County
Board of County Commissioners

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Deed Restrictions and Covenants

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes No

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes No

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

OWNER'S CERTIFICATION

I (we), Tom Olk, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D 3316204020000 Permit # _____ (if known).

OWNER'S (S') NAME : Woodville Properties, Inc

OWNER'S (S') ADDRESS:
3333 W PENSACOLA ST STE 300

CITY COUNTY STATE ZIP CODE
Tallahassee, Leon, Florida 32303

APPLICANT(S) SIGNATURE: [Signature] DATE APPLICATION COMPLETE: 7-17-12

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Poole Engineering and Surveying, Inc

Contact Phone: 850-386-5117 Telephone No.:

Address: 850-386-5117

II. NOTICE TO OWNER (S)

- A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. Owner's (s') Initials _____

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF : Florida COUNTY OF : Leon

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, (name of person acknowledging) who is personally known to me or who has produced _____ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this 17 day of July, 2012, by Tom Olk, as _____ of Woodville Properties, Inc, a Florida _____ (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____, (name of acknowledging partner) partner on behalf of _____, a partnership (name of partnership) He/she is personally known to me, or has produced _____ as identification. (type of identification produced)

[Signature]
Signature of Notary

Kim Lee
Print, Type or Stamp Commissioned Name of Notary



President
Title or Rank

Serial Number, If Any

Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



**Applicant's Affidavit of Ownership
& Designation of Agent**

Leon County
Board of County Commissioners

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Deed Restrictions and Covenants

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes No

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes No

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

OWNER'S CERTIFICATION

Attachment #2

Page 57 of 210

I (we), Tom Olk, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D. 3316200020000 Permit # (if known).

OWNER'S (S') NAME: Woodville Properties, Inc

OWNER'S (S') ADDRESS: 3333 W PENSACOLA ST STE 300

CITY COUNTY STATE ZIP CODE Tallahassee, Leon, Florida 32303

APPLICANT(S) SIGNATURE: [Signature] DATE APPLICATION COMPLETE: 7-17-12

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Poole Engineering and Surveying, Inc

Contact Phone: 850-386-5117 Telephone No.: Address: 850-386-5117

II. NOTICE TO OWNER (S)

- A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. Owner's (s') Initials

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: Florida COUNTY OF: Leon

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this ___ day of ___, 20___, by ___ (name of person acknowledging) who is personally known to me or who has produced ___ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this 17 day of July, 2012, by Tom Olk, as ___ of Woodville Properties, Inc, a Florida corporation, on behalf of the corporation. He/she is personally known to me or has produced ___ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this ___ day of ___, 20___, by ___ (name of acknowledging partner) partner on behalf of ___ a partnership. He/she is personally known to me, or has produced ___ as identification. (type of identification produced)

[Signature of Notary]

Kim Lee Print, Type or Stamp Commissioned Name of Notary



President Title or Rank

Serial Number, If Any

Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Attachment #2 E - 1
Leon County Page 58 of 210
Board of County Commissioners

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Deed Restrictions and Covenants

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes No

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes No

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

PAGE 1 OF 2

OWNER'S CERTIFICATION

I (we), Tom Olk, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D 3316204020000 Permit # (if known).

OWNER'S (S') NAME: Woodville Properties, Inc

OWNER'S (S') ADDRESS: 3333 W PENSACOLA ST STE 300

CITY COUNTY STATE ZIP CODE
Tallahassee, Leon, Florida 32303

APPLICANT(S) SIGNATURE: DATE APPLICATION COMPLETE: 7-17-12

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Poole Engineering and Surveying, Inc

Contact Phone: 850-386-5117 Telephone No.:

Address: 850-386-5117

II. NOTICE TO OWNER (S)

A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. Owner's (s') Initials

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: Florida COUNTY OF: Leon

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this ___ day of ___, 20___, by ___, (name of person acknowledging) who is personally known to me or who has produced ___ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this 17 day of July, 2012, by Tom Olk, as ___ of Woodville Properties, Inc, a Florida ___ (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) corporation, on behalf of the corporation. He/she is personally known to me or has produced ___ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this ___ day of ___, 20___ by ___, (name of acknowledging partner) partner on behalf of ___, a partnership (name of partnership) He/she is personally known to me, or has produced ___ as identification. (type of identification produced)

Signature of Notary: Kim L Lee

Print, Type or Stamp Commissioned Name of Notary: Kim Lee



Title or Rank: President Serial Number, If Any

Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Attachment #2 **E-1**
Leon County Page 60 of 210
Board of County Commissioners

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

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- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Deed Restrictions and Covenants

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Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes No

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes No

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PAGE 1 OF 2

OWNER'S CERTIFICATION

I (we), Tom Olk, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D 33316200020000 Permit # _____ (if known).

OWNER'S (S') NAME : Woodville Properties, Inc

OWNER'S (S') ADDRESS:
3333 W PENSACOLA ST STE 300

CITY COUNTY STATE ZIP CODE
Tallahassee, Leon, Florida 32303

APPLICANT(S) SIGNATURE: [Signature] DATE APPLICATION COMPLETE: 7-17-12

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

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Applicant's Agent: Poole Engineering and Surveying, Inc

Contact Phone: 850-386-5117 Telephone No.:

Address: 850-386-5117

II. NOTICE TO OWNER (S)

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- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. Owner's (s') Initials _____

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF : Florida COUNTY OF : Leon

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, (name of person acknowledging) who is personally known to me or who has produced _____ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this 17 day of July, 2012, by Tom Olk, as _____ of Woodville Properties, Inc, a Florida (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____ (name of acknowledging partner) partner on behalf of _____, a partnership (name of partnership) He/she is personally known to me, or has produced _____ as identification. (type of identification produced)

[Signature]
Signature of Notary

Kim Lee
Print, Type or Stamp Commissioned Name of Notary

President
Title or Rank

Serial Number, If Any



Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Attachment #2 E - 1
Leon County Page 62 of 210
Board of County Commissioners

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201. Permit requirements

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- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

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PAGE 1 OF 2

OWNER'S CERTIFICATION

I (we), Tom Olk, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D 3315206020000 Permit # (if known).

OWNER'S (S') NAME: Woodville Properties, Inc

OWNER'S (S') ADDRESS: 3333 W PENSACOLA ST STE 300

CITY COUNTY STATE ZIP CODE
Tallahassee, Leon, Florida 32303

APPLICANT(S) SIGNATURE: [Signature] DATE APPLICATION COMPLETE: 7-17-12

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[Signature of Notary]

Kim Lee
Print, Type or Stamp Commissioned Name of Notary



President
Title or Rank Serial Number, If Any

Approved as to form:
Leon County Attorney's Office
Suite 217, 301 South Monroe St.
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Leon County Board of County Commissioners
Page 64 of 210

Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301

Phone#: (850) 606-1300
Fax#: (850) 606-1301

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CITY COUNTY STATE ZIP CODE
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[Signature of Kim Lee]

Kim Lee
Print, Type or Stamp Commissioned Name of Notary



President
Title or Rank Serial Number, If Any

Approved as to form:
 Leon County Attorney's Office
 Suite 217, 301 South Monroe St.
 Tallahassee, FL 32303



**Applicant's Affidavit of Ownership
 & Designation of Agent**

Leon County Page 66 of 210
 Board of County Commissioners

Department of Development Support &
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 435 North Macomb St.
 Tallahassee, FL 32301

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[Signature] Kim Lee
Signature of Notary Print, Type or Stamp Commissioned Name of Notary

President Title or Rank Serial Number, If Any

11

Wastewater Treatment Facility (WWTF) Information

Wastewater Treatment Facility (WWTF)

Consultant/Engineer:

Mr. George McDonald, P.E.
McDonald Group International
Phone: 352-637-1652
Email: gmcdonald@mcdonaldgroup.com

Description of Current Facility:

FDEP Domestic Wastewater Facility Permit # - FLA010137

Date of Permit Issuance – September 17, 2009

Permit Expiration – September 16, 2014

WWTF Capacity – 30,000 gallons/day

Results of Discharge Monitoring Reports from January 2012 – December 2012:

- Approximate gallons per day (GPD) of WWTF – 3,625 GPD
- Average reported Levels of Nitrogen – 5.1 mg/L

Required WWTF Upgrade and Expansion

The wastewater treatment plant will be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as either a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with this condition will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational.





Florida Department of Environmental Protection

Northwest District
160 Governmental Center
Pensacola, Florida 32502-5794

Attachment #2
Page 71 of 210
Charlie Crist
Governor

Jeff Kottkamp
Lt. Governor

Michael W. Sole
Secretary

September 17, 2009

BY ELECTRONIC MAIL
(to1995@aol.com)

In the Matter of an
Application for Permit by:

Disc Village, Inc.
Tom Olk, CEO
333 W Pensacola Street, Suite 300
Tallahassee, Florida 32301-1617

Permit Number: FLA010137
PA File Number: FLA010137-004-DW3P/NR
Disc Village WWTP
Leon County

NOTICE OF PERMIT ISSUANCE

Enclosed is Permit Number FLA010137 to operate the Disc Village WWTP issued under Chapter 403.087, Florida Statutes and Florida Administrative Code Rules 62-4, 62-600, 62-601, 62-610, 62-620, 62-640, and 62-699.

Monitoring requirements under this permit are effective on the first day of the second month following permit issuance. Until such time, the permittee shall continue to monitor and report in accordance with previously effective permit requirements, if any.

The Department's proposed agency action shall become final unless a timely petition for an administrative hearing is filed under Sections 120.569 and 120.57, Florida Statutes, within fourteen days of receipt of notice. The procedures for petitioning for a hearing are set forth below.

A person whose substantial interests are affected by the Department's proposed permitting decision may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, Florida Statutes. The petition must contain the information set forth below and must be filed (received by the Clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000.

Under Rule 62-110.106(4), Florida Administrative Code, a person may request an extension of the time for filing a petition for an administrative hearing. The request must be filed (received by the Clerk) in the Office of General Counsel before the end of the time period for filing a petition for an administrative hearing.

"More Protection, Less Process"
www.dep.state.fl.us

Petitions by the applicant or any of the persons listed below must be filed within fourteen days of receipt of this written notice. Petitions filed by any persons other than those entitled to written notice under Section 120.60(3), Florida Statutes, must be filed within fourteen days of publication of the notice or within fourteen days of receipt of the written notice, whichever occurs first. Section 120.60(3), Florida Statutes, however, also allows that any person who has asked the Department for notice of agency action may file a petition within fourteen days of receipt of such notice, regardless of the date of publication.

The petitioner shall mail a copy of the petition to the applicant at the address indicated above at the time of filing. The failure of any person to file a petition or request for an extension of time within fourteen days of receipt of notice shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, Florida Statutes. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, Florida Administrative Code.

A petition that disputes the material facts on which the Department's action is based must contain the following information, as indicated in Rule 28-106.201, Florida Administrative Code:

- (a) The name and address of each agency affected and each agency's file or identification number, if known;
- (b) The name, address, and telephone number of the petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests will be affected by the determination;
- (c) A statement of when and how the petitioner received notice of the Department's decision;
- (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
- (e) A concise statement of the ultimate facts alleged, including the specific facts the petitioner contends warrant reversal or modification of the Department's proposed action;
- (f) A statement of the specific rules or statutes the petitioner contends require reversal or modification of the Department's proposed action; and
- (g) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Department's proposed action.

Because the administrative hearing process is designed to formulate final agency action, the filing of a petition means that the Department's final action may be different from the position taken by it in this notice. Persons whose substantial interests will be affected by any such final decision of the Department have the right to petition to become a party to the proceeding, in accordance with the requirements set forth above.

Mediation under Section 120.573, Florida Statutes, is not available for this proceeding.

This permit action is final and effective on the date filed with the Clerk of the Department unless a petition (or request for an extension of time) is filed in accordance with the above. Upon the timely filing of a petition (or request for an extension of time), this permit will not be effective until further order of the Department.

Any party to the permit has the right to seek judicial review of the permit action under Section 120.68, Florida Statutes, by the filing of a notice of appeal under Rules 9.110 and 9.190, Florida Rules of Appellate Procedure, with the Clerk of the Department in the Office of General Counsel, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida, 32399-3000, and by filing a copy of the notice of appeal accompanied by the applicable filing fees with the appropriate district court of appeal. The notice of appeal must be filed within 30 days from the date when this permit action is filed with the Clerk of the Department.

Executed in Pensacola, Florida.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION



David Morres
Program Administrator

FILING AND ACKNOWLEDGMENT

FILED, on this date, under Section 120.52, Florida Statutes, with the designated Deputy Clerk, receipt of which is hereby acknowledged.

CERTIFICATE OF SERVICE

The undersigned hereby certifies that this NOTICE OF PERMIT ISSUANCE and all copies were e-mailed before the close of business.

Jennifer Stokes
Name

September 17, 2009
Date

Enclosure

Permit, PA File No. FLA010137-004-DW3P/NR
Statement of Basis

- c: George J. McDonald, P.E., McDonald Group International, Inc.
(gmcdonald@mcdonaldgroup.com)
Environmental Health Director, Leon County Public Health Department
(alex_mahon@doh.state.fl.us)
Chair, Leon County Board of County Commissioners Jane Sauls (grippat@mail.co.leon.fl.us)
Duncan J. Cairns, NFWFMD (duncan.cairns@nwfwmnd.state.fl.us)
Kim Allen, FDEP Pensacola
FDEP, Tallahassee Branch Office
Elsa Potts, P.E., DEP, Tallahassee (elsa.potts@dep.state.fl.us)

Jeff Kottkamp
Lt. Governor

Michael W. Sole
Secretary



Florida Department of Environmental Protection

Northwest District
160 Governmental Center
Pensacola, Florida 32502-5794

STATE OF FLORIDA DOMESTIC WASTEWATER FACILITY PERMIT

PERMITTEE:
Disc Village, Inc.

RESPONSIBLE OFFICIAL:
Mr Tom Olk, CEO
333 W Pensacola Street, Suite 300
Tallahassee, Florida 32301-1617
(850) 575-4388

PERMIT NUMBER: FLA010137
FILE NUMBER: FLA010137-004-DW3P/NR
ISSUANCE DATE: September 17, 2009
EXPIRATION DATE: September 16, 2014

FACILITY:

Disc Village WWTP
Natural Bridge Road
Woodville, FL 32362
Leon County
Latitude: 30°18' 2.615" N Longitude: 84°13' 40.5146" W

This permit is issued under the provisions of Chapter 403, Florida Statutes (F.S.), and applicable rules of the Florida Administrative Code (F.A.C.). This permit does not constitute authorization to discharge wastewater other than as expressly stated in this permit. The above named permittee is hereby authorized to operate the facilities in accordance with the documents attached hereto and specifically described as follows:

WASTEWATER TREATMENT:

An existing 0.030 MGD annual average daily flow (AADF) permitted capacity activated sludge wastewater treatment plant. The treatment plant consists of biological treatment (anoxic-denitrification, aeration nitrification), clarification, disinfection and sludge digestion. Residuals are transported to T.P. Smith WWTF for treatment and disposal.

This permitting action is the issuance of a wastewater permit to allow continued operation of the existing 0.030 MGD permitted capacity wastewater treatment facility with reclaimed water reuse to a rapid rate land application system.

REUSE:

Land Application R-001: An existing 0.030 MGD AADF permitted capacity rapid infiltration basin (RIB) system (R-001). The rapid infiltration basin system is a Part IV rapid-rate land application system (R001) consisting of dual percolation ponds located at the plant site.

IN ACCORDANCE WITH: The limitations, monitoring requirements, and other conditions set forth in this cover sheet and Part I through Part IX on pages 1 through 16 of this permit.

"More Protection, Less Process"
www.dep.state.fl.us

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 3333 West Pensacola Street, Suite 300
Tallahassee, FL 32304

PERMIT NUMBER: FLA010137

LIMIT: Final REPORT: Monthly
CLASS SIZE: Minor GROUP: Domestic

FACILITY: Disc Village WWTP
On Natural Bridge Road
Woodville, FL

MONITORING GROUP NUMBER: R-001
MONITORING GROUP DESC: R-001, including Influent

COUNTY: Leon

NO DISCHARGE FROM SITE:
MONITORING PERIOD From: January 1, 2012 To: January 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.006	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.003	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.1	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.3	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab
				7.5 (Max.)	SU			

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/WDD)
Wayne Conrad, Operator		(850) 627-8884	2012/02/28

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: January 1, 2012

To: January 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)	#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	1 Permit Requirement			800 (Max.)	#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			1.8	MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)	MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			5.5	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)	MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			5.2	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	1 Permit Requirement			20.0 (Max.)	MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			21.7	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)	PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			411	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			118	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137
Monitoring Period From: January 1, 2012

To: January 31, 2012

Facility: Disc Village WWTP
**Three-month Average Daily Flow: 0.004 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADE/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.002											
2	0.003						7.4	7.4		2.2		
3	0.003						7.4	7.4		2.2		
4	0.002						7.4	7.4		2.0		
5	0.002						7.5	7.5		2.1		
6	0.003						7.4	7.4		2.0		
7	0.003						7.5	7.5		2.2		
8	0.003											
9	0.004						7.4	7.4		2.0		
10	0.003						7.5	7.5		2.2		
11	0.003						7.4	7.4		2.1		
12	0.003						7.5	7.5		2.2		
13	0.005						7.4	7.4		2.2		
14	0.002						7.4	7.4		2.2		
15	0.002											
16	0.003						7.3	7.3		2.0		
17	0.002						7.4	7.4		1.8		
18	0.005						7.5	7.5		2.2		
19	0.002						7.4	7.4		2.0		
20	0.002						7.5	7.5		2.2		
21	0.003						7.4	7.4		2.2		
22	0.003											
23	0.003						7.3	7.3		2.0		
24	0.004						7.4	7.4		1.9		
25	0.005		2.0	411	2.0	118	7.5	7.5	2.0	2.2	5.2	
26	0.004						7.4	7.4		2.0		
27	0.003						7.5	7.5		2.2		
28	0.003						7.4	7.4		2.0		
29	0.002											
30	0.002						7.4	7.4		2.2		
31	0.002											
Total	0.090		2.0	411.0	2.0	118.0	185.6	185.6	2.0	52.5	5.2	
Mo. Avg.	0.003	21.7	2.0	411.0	2.0	118.0	7.4	7.4	2.0	2.1	5.2	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137
 MAILING ADDRESS: 3333 West Pensacola Street, Suite 300 Tallahassee, FL 32304
 FACILITY: Disc Village WWTP On Natural Bridge Road Woodville, FL
 COUNTY: Leon
 LIMIT: Final REPORT: Monthly
 CLASS SIZE: Minor GROUP: Domestic
 MONITORING GROUP NUMBER: R-001
 MONITORING GROUP DESC: R-001, including Influent
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: February 1, 2012 To: February 29, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.006	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.003	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.1	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.4	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab
				7.5 (Max.)	SU			

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/D)
Wayne Conrad, Operator		(850) 627-8884	2012/03/28

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: February 1, 2012

To: February 29, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	
Coliform, Fecal	Sample Measurement			2.0		#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)		#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0		#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			800 (Max.)		#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			1.6		MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)		MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			6.3		MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)		MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			11.2		MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)		MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			16.7		Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)		PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			212		MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)		MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			114		MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)		MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137
Monitoring Period From: February 1, 2012

To: February 29, 2012

Facility: Disc Village WWTP
**Three-month Average Daily Flow: 0.003 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50080	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.002						7.5	7.5		1.9		
2	0.004						7.5	7.5		1.6		
3	0.003						7.4	7.4		2.0		
4	0.004						7.4	7.4		2.2		
5	0.003											
6	0.003						7.5	7.5		2.4		
7	0.003						7.4	7.4		2.2		
8	0.003						7.5	7.5		2.4		
9	0.003						7.4	7.4		2.2		
10	0.002						7.4	7.4		2.2		
11	0.003						7.4	7.4		2.2		
12	0.003											
13	0.002						7.5	7.5		2.4		
14	0.002						7.4	7.4		2.2		
15	0.004						7.4	7.4		1.8		
16	0.003						7.4	7.4		2.0		
17	0.004						7.4	7.4		1.8		
18	0.003											
19	0.004						7.4	7.4		2.2		
20	0.003						7.4	7.4		2.2		
21	0.003						7.5	7.5		2.1		
22	0.003		2.0	212	2.0	114	7.4	7.4	2.0	1.9	11.2	
23	0.004						7.5	7.5		2.0		
24	0.003						7.4	7.4		2.2		
25	0.003						7.4	7.4		2.2		
26	0.002											
27	0.003						7.5	7.5		2.0		
28	0.004						7.4	7.4		2.2		
29	0.005						7.5	7.5		2.5		
30												
31												
Total	0.090		2.0	212.0	2.0	114.0	185.9	185.9	2.0	53.0	11.2	
Mo. Avg.	0.003	16.7	2.0	212.0	2.0	114.0	7.4	7.4	2.0	2.1	11.2	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137
 MAILING ADDRESS: 3333 West Pensacola Street, Suite 300 Tallahassee, FL 32304
 FACILITY: Disc Village WWTP On Natural Bridge Road Woodville, FL
 COUNTY: Leon
 LIMIT: Final REPORT: Monthly
 CLASS SIZE: Minor GROUP: Domestic
 MONITORING GROUP NUMBER: R-001
 MONITORING GROUP DESC: R-001, including Influent
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: March 1, 2012 To: March 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.003	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	I Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.1	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.2	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	I Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab
				7.5 (Max.)	SU			

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/04/28

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: March 1, 2012

To: March 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)	#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			800 (Max.)	#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			1.8	MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)	MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			7.1	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)	MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			10.2	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)	MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			15.0	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)	PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			286	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			284	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137 Facility: Disc Village WWTP
 Monitoring Period From: March 1, 2012 To: March 31, 2012 **Three-month Average Daily Flow: 0.003 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004						7.4	7.4		2.0		
2	0.003						7.5	7.5		2.2		
3	0.005						7.4	7.4		2.2		
4	0.006											
5	0.002						7.3	7.3		2.0		
6	0.002						7.4	7.4		2.1		
7	0.003						7.4	7.4		2.0		
8	0.004						7.4	7.4		2.2		
9	0.004						7.5	7.5		2.2		
10	0.004						7.4	7.4		2.0		
11	0.002											
12	0.003						7.5	7.5		2.2		
13	0.003						7.4	7.4		2.0		
14	0.003		2.0	286	2.0	284	7.5	7.5	2.0	2.2	10.2	
15	0.003						7.4	7.4		2.2		
16	0.002						7.5	7.5		2.0		
17	0.003						7.5	7.5		2.2		
18	0.003											
19	0.003						7.5	7.5		2.2		
20	0.003						7.5	7.5		2.2		
21	0.004						7.5	7.5		2.2		
22	0.004						7.5	7.5		2.0		
23	0.002						7.5	7.5		1.8		
24	0.003						7.5	7.5		2.2		
25	0.003											
26	0.003						7.4	7.4		2.0		
27	0.003						7.3	7.3		2.0		
28	0.002						7.2	7.2		2.2		
29	0.002						7.3	7.3		2.2		
30	0.002						7.3	7.3		2.2		
31	0.003						7.3	7.3		2.2		
Total	0.093		2.0	286.0	2.0	284.0	200.3	200.3	2.0	57.1	10.2	
Mo. Avg.	0.003	15.0	2.0	286.0	2.0	284.0	7.4	7.4	2.0	2.1	10.2	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell
 Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks
 Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds
 Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 3333 West Pensacola Street, Suite 300
Tallahassee, FL 32304

PERMIT NUMBER: FLA010137

LIMIT: Final REPORT: Monthly
CLASS SIZE: Minor GROUP: Domestic

FACILITY: Disc Village WWTP
On Natural Bridge Road
Woodville, FL

MONITORING GROUP NUMBER: R-001
MONITORING GROUP DESC: R-001, including Influent

COUNTY: Leon

NO DISCHARGE FROM SITE:
MONITORING PERIOD From: April 1, 2012 To: April 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.003	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.2	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab
				7.4				
				8.5 (Max.)				

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/05/28

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: April 1, 2012

To: April 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)	#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			800 (Max.)	#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			2.0	MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)	MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			6.9	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)	MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)	MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			15.0	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)	PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			124	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			244	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137

Monitoring Period From: April 1, 2012

To: April 30, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.003 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.003											
2	0.003						7.4	7.4		2.2		
3	0.004						7.5	7.5		2.2		
4	0.005						7.4	7.4		2.2		
5	0.006						7.4	7.4		2.2		
6	0.005						7.4	7.4		2.2		
7	0.005						7.4	7.4		2.0		
8	0.004											
9	0.004						7.4	7.4		2.0		
10	0.004						7.4	7.4		2.0		
11	0.003						7.4	7.4		2.0		
12	0.002						7.4	7.4		2.0		
13	0.001						7.3	7.3		2.2		
14	0.002						7.3	7.3		2.2		
15	0.004						7.4	7.4		2.2		
16	0.003						7.2	7.2		2.2		
17	0.002											
18	0.002						7.2	7.2		2.2		
19	0.005						7.2	7.2		2.2		
20	0.002						7.2	7.2		2.2		
21	0.003						7.2	7.2		2.2		
22	0.003											
23	0.003						7.2	7.2		2.2		
24	0.004						7.2	7.2		2.2		
25	0.002		2.0	124	2.0	244	7.2	7.2	2.0	2.2	2.0	
26	0.004						7.2	7.2		2.2		
27	0.004						7.2	7.2		2.2		
28	0.003						7.2	7.2		2.2		
29	0.003											
30	0.003						7.2	7.2		2.2		
31												
Total	0.101		2.0	124.0	2.0	244.0	182.5	182.5	2.0	54.0	2.0	
Mo. Avg.	0.003	15.0	2.0	124.0	2.0	244.0	7.3	7.3	2.0	2.2	2.0	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 3333 West Pensacola Street, Suite 300
Tallahassee, FL 32304

PERMIT NUMBER: FLA010137

LIMIT: Final REPORT: Monthly
CLASS SIZE: Minor GROUP: Domestic

FACILITY: Disc Village WWTP
On Natural Bridge Road
Woodville, FL

MONITORING GROUP NUMBER: R-001
MONITORING GROUP DESC: R-001, including Influent

COUNTY: Leon

NO DISCHARGE FROM SITE:
MONITORING PERIOD From: May 1, 2012 To: May 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.003	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.1	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/06/28

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: May 1, 2012

To: May 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)	#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			800 (Max.)	#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			1.2	MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)	MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			6.6	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)	MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			1.4	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)	MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			15.0	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)	PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			267	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			198	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137

Monitoring Period From: May 1, 2012

To: May 31, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.003 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.003						7.5	7.5		2.2		
2	0.003						7.4	7.4		2.1		
3	0.002						7.4	7.4		2.0		
4	0.003						7.2	7.2		1.5		
5	0.003						7.2	7.2		2.0		
6	0.002											
7	0.003						7.2	7.2		2.0		
8	0.003						7.3	7.3		2.2		
9	0.004						7.2	7.2		1.2		
10	0.004						7.1	7.1		2.2		
11	0.002						7.1	7.1		2.0		
12	0.002						7.2	7.2		2.2		
13	0.003											
14	0.004						7.2	7.2		2.2		
15	0.004						7.2	7.2		2.2		
16	0.003						7.2	7.2		2.2		
17	0.003						7.2	7.2		2.2		
18	0.008						7.2	7.2		2.2		
19	0.005						7.2	7.2		2.0		
20	0.004											
21	0.003						7.1	7.1		2.2		
22	0.004						7.3	7.3		2.0		
23	0.003		2.0	267	2.0	198	7.4	7.4	2.0	1.7	1.4	
24	0.003						7.3	7.3		1.8		
25	0.003						7.4	7.4		1.9		
26	0.003						7.3	7.3		2.2		
27	0.003											
28	0.004						7.5	7.5		2.0		
29	0.006						7.4	7.4		2.2		
30	0.004						7.3	7.3		2.2		
31	0.004						7.3	7.3		2.0		
Total	0.108		2.0	267.0	2.0	198.0	196.3	196.3	2.0	54.8	1.4	
Mo. Avg.	0.003	15.0	2.0	267.0	2.0	198.0	7.3	7.3	2.0	2.0	1.4	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 3333 West Pensacola Street, Suite 300
Tallahassee, FL 32304

PERMIT NUMBER: FLA010137

LIMIT: Final REPORT: Monthly
CLASS SIZE: Minor GROUP: Domestic

FACILITY: Disc Village WWTP
On Natural Bridge Road
Woodville, FL

MONITORING GROUP NUMBER: R-001
MONITORING GROUP DESC: R-001, including Influent

COUNTY: Leon

NO DISCHARGE FROM SITE:
MONITORING PERIOD From: June 1, 2012 To: June 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-06	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.3	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	MG/L		Monthly	Grab
pH	Sample Measurement			7.3	SU	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	SU		5 Days/Week	Grab
				7.5 (Max.)	SU			

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/07/27

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137

MONITORING PERIOD

From: June 1, 2012

To: June 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)	#/100ML	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	#/100ML	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	1 Permit Requirement			800 (Max.)	#/100ML	0	Monthly	Grab
Total Residual Chlorine (For Disinfection)	Sample Measurement			0.6	MG/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)	MG/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			6.1	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)	MG/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			2.0	MG/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	1 Permit Requirement			20.0 (Max.)	MG/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement			18.3	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement			Report (Mo. Avg.)	PER-CENT		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement			94.3	MG/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			32	MG/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	G Permit Requirement			Report (Mo. Avg.)	MG/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137

Monitoring Period From: June 1, 2012

To: June 30, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.004 mgd

	Flow, in conduit or thru treatment plant (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	CBOD5 (MG/L)	CBOD5 (MG/L)	TSS (MG/L)	TSS (MG/L)	pH (SU) (Min.)	pH (SU) (Max.)	Fecal Coliform Bacteria (#/100ML)	TRC (For Disinfect.) (MG/L)	Nitrogen Total	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004						7.4	7.4		1.9		
2	0.006						7.3	7.3		1.5		
3	0.003											
4	0.003						7.4	7.4		0.7		
5	0.004						7.3	7.3		1.2		
6	0.005						7.5	7.5		1.5		
7	0.005						7.3	7.3		2.0		
8	0.003						7.4	7.4		1.8		
9	0.004						7.3	7.3		2.0		
10	0.005											
11	0.005						7.4	7.4		1.8		
12	0.004						7.4	7.4		1.0		
13	0.003						7.4	7.4		0.8		
14	0.004						7.5	7.5		2.0		
15	0.010						7.4	7.4		2.2		
16	0.005						7.4	7.4		2.2		
17	0.003											
18	0.004						7.3	7.3		2.0		
19	0.003						7.4	7.4		2.2		
20	0.004						7.4	7.4		0.7		
21	0.003						7.4	7.4		2.2		
22	0.007						7.5	7.5		1.3		
23	0.007						7.6	7.6		1.1		
24	0.005											
25	0.009						7.5	7.5		1.0		
26	0.025						7.4	7.4		0.6		
27	0.005		2.0	94	2.0	32	7.3	7.3	2.0	1.8	2.0	
28	0.007						7.4	7.4		1.7		
29	0.005						7.5	7.5		2.0		
30	0.003						7.4	7.4		0.6		
31												
Total	0.163		2.0	94.3	2.0	32.0	192.5	192.5	2.0	39.8	2.0	
Mo. Avg.	0.005	18.3	2.0	94.3	2.0	32.0	7.4	7.4	2.0	1.5	2.0	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137-004-DW3P/NR
 MAILING ADDRESS: 3333 W. Pensacola Street, Suite 300
 Tallahassee, Florida 32301-1617
 FACILITY: Disc Village WWTP
 Natural Bridge Road
 Woodville, Florida 32362
 COUNTY: Leon
 OFFICE: Northwest District Office
 LIMIT: Final REPORT: Monthly
 CLASS SIZE: N/A PROGRAM: Domestic
 MONITORING GROUP NUMBER: R-001
 MONITORING GROUP DESC: Part IV, RIB, with Influent
 RE-SUBMITTED DMR:
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: July 1, 2012 To: July 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
pH	Sample Measurement			7.3	s.u.	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	Permit Requirement			6.0 (Min.)	s.u.		5 Days/Week	Grab

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/08/27

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137-004-DW3P/NR

MONITORING PERIOD

From: July 1, 2012

To: July 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0			#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)			#/100mL	0	Monthly	Grab
Coliform, Fecal	Sample Measurement				2.0	2.0	#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	1 Permit Requirement				200 (Mo. Geo. Mn.)	800 (Max.)	#/100mL	0	Monthly	Grab
Chlorine, Total Residual (For Disinfection)	Sample Measurement			0.6			mg/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)			mg/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement						mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			6.4 10.0 (An. Avg.)			mg/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement				5.0	5.0	mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	1 Permit Requirement			20.0 (Max.)	15.0 (Wk. Avg.)	12.5 (Mo. Avg.)	mg/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement					20.0	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement					Report (Mo. Avg.)	Percent		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement					276	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement					390	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137-004-DW3P/NR
Monitoring Period From: July 1, 2012

To: July 31, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.004 mgd

	Flow To R-001 (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	BOD, Carbonaceous 5 day, 20C mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Solids, Total Suspended mg/L	Solids, Total Suspended mg/L	pH s.u. (Min.)	pH s.u. (Max.)	Coliform, Fecal #/100mL	Chlorine, Total Residual mg/L	Nitrogen, Total mg/L	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004											
2	0.004						7.4	7.4		2.2		
3	0.006						7.3	7.3		1.7		
4	0.004						7.4	7.4		2.2		
5	0.004						7.4	7.4		2.2		
6	0.006						7.4	7.4		2.2		
7	0.005						7.3	7.3		2.2		
8	0.004											
9	0.003						7.5	7.5		2.0		
10	0.003						7.4	7.4		1.9		
11	0.003						7.4	7.4		1.6		
12	0.004						7.4	7.4		2.2		
13	0.003						7.5	7.5		2.2		
14	0.003						7.4	7.4		2.2		
15	0.003											
16	0.003						7.5	7.5		2.0		
17	0.003						7.4	7.4		2.2		
18	0.006						7.5	7.5		2.2		
19	0.004						7.4	7.4		2.0		
20	0.005						7.4	7.4		2.2		
21	0.005						7.5	7.5		2.2		
22	0.003											
23	0.004						7.4	7.4		1.9		
24	0.004						7.5	7.5		1.6		
25	0.004		2.0	276	2.0	390	7.5	7.5	2.0	0.6	5.0	
26	0.005						7.4	7.4		1.7		
27	0.005						7.5	7.5		2.2		
28	0.005						7.4	7.4		2.2		
29	0.001											
30	0.005						7.4	7.4		2.2		
31	0.004	20.0					7.3	7.3		2.0		
Total	0.125		2.0	276.0	2.0	390.0	192.9	192.9	2.0	52.0	5.0	
Mo. Avg.	0.004	20.0	2.0	276.0	2.0	390.0	7.4	7.4	2.0	2.0	5.0	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 3333 W. Pensacola Street, Suite 300
Tallahassee, Florida 32301-1617

PERMIT NUMBER: FLA010137-004-DW3P/NR

LIMIT: Final REPORT: Monthly
CLASS SIZE: N/A PROGRAM: Domestic

FACILITY: Disc Village WWTP
Natural Bridge Road
Woodville, Florida 32362

MONITORING GROUP NUMBER: R-001
MONITORING GROUP DESC: Part IV, RIB, with Influent
RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:

COUNTY: Leon
OFFICE: Northwest District Office

MONITORING PERIOD From: August 1, 2012 To: August 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.005	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	1 Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	1 Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
pH	Sample Measurement			7.3	s.u.	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	1 Permit Requirement			6.0 (Min.)	8.5 (Max.)	s.u.	5 Days/Week	Grab

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/WDD)
Wayne Conrad, Operator		(850) 627-8884	2012/09/26

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137-004-DW3P/NR

MONITORING PERIOD

From: August 1, 2012

To: August 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0			#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)			#/100mL	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	2.0		#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			200 (Mo. Geo. Mn.)	800 (Max.)		#/100mL	0	Monthly	Grab
Chlorine, Total Residual (For Disinfection)	Sample Measurement			1.6			mg/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)			mg/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			6.2			mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)			mg/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			2.0	2.0	2.0	mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)	15.0 (Wk. Avg.)	12.5 (Mo. Avg.)	mg/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement					23.3	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement					Report (Mo. Avg.)	Percent		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement					190	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement					164	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137-004-DW3P/NR
Monitoring Period From: August 1, 2012

To: August 31, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.005 mgd

	Flow To R-001 (MGD)	Percent Capacity, (TMADE/Permitted Capacity) x 100*	BOD, Carbonaceous 5 day, 20C mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Solids, Total Suspended mg/L	Solids, Total Suspended mg/L	pH s.u. (Min.)	pH s.u. (Max.)	Coliform, Fecal #/100mL	Chlorine, Total Residual mg/L	Nitrogen, Total mg/L
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01
1	0.005						7.4	7.4		2.0	
2	0.004						7.4	7.4		2.2	
3	0.004						7.5	7.5		2.0	
4	0.007						7.5	7.5		1.8	
5	0.004										
6	0.007						7.4	7.4		2.0	
7	0.004						7.6	7.6		2.2	
8	0.005						7.5	7.5		2.2	
9	0.005						7.4	7.4		2.0	
10	0.004						7.3	7.3		2.2	
11	0.006						7.4	7.4		2.2	
12	0.004										
13	0.004						7.3	7.3		2.0	
14	0.004						7.4	7.4		2.2	
15	0.004						7.5	7.5		2.0	
16	0.004						7.4	7.4		1.6	
17	0.005						7.5	7.5		1.9	
18	0.005						7.5	7.5		2.2	
19	0.003										
20	0.006						7.5	7.5		2.0	
21	0.008						7.5	7.5		1.8	
22	0.004						7.4	7.4		2.0	
23	0.004						7.5	7.5		2.2	
24	0.004						7.4	7.4		2.5	
25	0.003						7.4	7.4		2.2	
26	0.003										
27	0.003						7.5	7.5		2.2	
28	0.005						7.4	7.4		2.2	
29	0.004		2.0	190	2.0	164	7.4	7.4	2.0	2.0	2.0
30	0.007						7.3	7.3		2.0	
31	0.005						7.4	7.4		2.2	
Total	0.143		2.0	190.0	2.0	164.0	200.7	200.7	2.0	56.0	2.0
Mo. Avg.	0.005	23.3	2.0	190.0	2.0	164.0	7.4	7.4	2.0	2.1	2.0

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137-004-DW3P/NR
 MAILING ADDRESS: 3333 W. Pensacola Street, Suite 300
 Tallahassee, Florida 32301-1617
 FACILITY: Disc Village WWTP
 Natural Bridge Road
 Woodville, Florida 32362
 COUNTY: Leon
 OFFICE: Northwest District Office
 LIMIT: Final
 CLASS SIZE: N/A
 MONITORING GROUP NUMBER: R-001
 MONITORING GROUP DESC: Part IV, RIB, with Influent
 RE-SUBMITTED DMR:
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: September 1, 2012 To: September 30, 2012
 REPORT: Monthly
 PROGRAM: Domestic

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	I Permit Requirement	0.020 (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
pH	Sample Measurement			7.1	s.u.	0	5 Days/Week	Grab
PARM Code 00400 Mon. Site No. EFF-01	I Permit Requirement			6.0 (Min.)	8.5 (Max.)	s.u.	5 Days/Week	Grab

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(Y/M/DD)
Wayne Conrad, Operator		(850) 627-8884	2012/10/26

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137-004-DW3P/NR

MONITORING PERIOD

From: September 1, 2012

To: September 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0			#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)			#/100mL	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	2.0		#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	1 Permit Requirement			200 (Mo. Geo. Mn.)	800 (Max.)		#/100mL	0	Monthly	Grab
Chlorine, Total Residual (For Disinfection)	Sample Measurement			0.5			mg/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)			mg/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement			5.8			mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)			mg/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			3.1	3.1	3.1	mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	1 Permit Requirement			20.0 (Max.)	15.0 (Wk. Avg.)	12.5 (Mo. Avg.)	mg/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement					21.7	Percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement					Report (Mo. Avg.)	Percent		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement					212	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement					180	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137-004-DW3P/NR
Monitoring Period From: September 1, 2012

To: September 30, 2012

Facility: Disc Village WWTP

**Three-month Average Daily Flow: 0.004 mgd

	Flow To R-001 (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	BOD, Carbonaceous 5 day, 20C mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Solids, Total Suspended mg/L	Solids, Total Suspended mg/L	pH s.u. (Min.)	pH s.u. (Max.)	Coliform, Fecal #/100mL	Chlorine, Total Residual mg/L	Nitrogen, Total mg/L	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004						7.4	7.4		3.5		
2	0.004											
3	0.003						7.4	7.4		3.2		
4	0.003						7.5	7.5		3.0		
5	0.004						7.4	7.4		2.7		
6	0.006						7.5	7.5		3.2		
7	0.004						7.4	7.4		2.8		
8	0.005						7.4	7.4		2.2		
9	0.007											
10	0.003						7.5	7.5		0.8		
11	0.004						7.4	7.4		0.6		
12	0.006						7.5	7.5		0.5		
13	0.004						7.4	7.4		0.8		
14	0.003						7.4	7.4		2.2		
15	0.007						7.3	7.3		2.2		
16	0.003											
17	0.004						7.4	7.4		1.8		
18	0.009						7.5	7.5		1.6		
19	0.008						7.4	7.4		1.2		
20	0.006						7.5	7.5		1.6		
21	0.007						7.4	7.4		2.2		
22	0.004						7.4	7.4		2.0		
23	0.003											
24	0.004						7.4	7.4		1.9		
25	0.001						7.5	7.5		1.6		
26	0.004		2.0	212	2.0	180	7.4	7.4	2.0	2.0	3.1	
27	0.004						7.1	7.1		3.1		
28	0.004						7.1	7.1		2.2		
29	0.004						7.3	7.3		2.0		
30	0.003											
31												
Total	0.134		2.0	212.0	2.0	180.0	184.9	184.9	2.0	50.9	3.1	
Mo. Avg.	0.004	21.7	2.0	212.0	2.0	180.0	7.4	7.4	2.0	2.0	3.1	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137-004-DW3P/NR
 MAILING ADDRESS: 333 W. Pensacola Street, Suite 300 Tallahassee, Florida 32301-1617
 FACILITY: Disc Village WWTP Natural Bridge Road Woodville, Florida 32362
 COUNTY: Leon OFFICE: Northwest District Office
 LIMIT: Final CLASS SIZE: N/A REPORT: Monthly PROGRAM: Domestic
 MONITORING GROUP NUMBER: MONITORING GROUP DESCRIPTION: Part IV, RIB, with Influent
 RE-SUBMITTED DMR: NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: October 1, 2012 To: October 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No.	Frequency of Analysis	Sample Type
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter
Flow	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	Report (Mo. Avg.)	MGD				Continuous	Flow Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	mg/L		Monthly	Grab
pH	Sample Measurement			7.4	s.u.	0	5 Days/Week	Meter
PARM Code 00400 Mon. Site No. EFF-01	Permit Requirement			6.0 (Min.)	s.u.		5 Days/Week	Meter

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(yy/mm/dd)
Wayne Conrad, Operator		(850) 627-8884	2012/11/26

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137-004-DW3P/NR

MONITORING PERIOD

From: October 1, 2012

To: October 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0			#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)			#/100mL	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	2.0		#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	1 Permit Requirement			200 (Mo. Geo. Mn.)	800 (Max.)		#/100mL	0	Monthly	Grab
Chlorine, Total Residual (For Disinfection)	Sample Measurement			0.8			mg/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)			mg/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement				5.7		mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement				10.0 (An. Avg.)		mg/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			3.9	3.9	3.9	mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	1 Permit Requirement			20.0 (Max.)	15.0 (Wk. Avg.)	12.5 (Mo. Avg.)	mg/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement					21.7	percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement					Report (Mo. Avg.)	percent		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement					98.7	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement					82	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137-004-DW3P/NR
Monitoring Period From: October 1, 2012

To: October 31, 2012

Facility: Disc Village WWTP

	Flow To R-001 (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	BOD, Carbonaceous 5 day, 20C mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Solids, Total Suspended mg/L	Solids, Total Suspended mg/L	pH s.u. (Min.)	pH s.u. (Max.)	Coliform, Fecal #/100mL	Chlorine, Total Residual mg/L	Nitrogen, Total mg/L	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004						7.4	7.4		2.0		
2	0.010						7.5	7.5		1.4		
3	0.003						7.6	7.6		2.2		
4	0.006						7.4	7.4		2.5		
5	0.005						7.4	7.4		2.2		
6	0.004						7.5	7.5		2.0		
7	0.003											
8	0.003						7.4	7.4		1.9		
9	0.003						7.5	7.5		2.0		
10	0.005						7.4	7.4		1.8		
11	0.004						7.5	7.5		1.6		
12	0.003						7.4	7.4		2.0		
13	0.003						7.4	7.4		2.1		
14	0.003											
15	0.003						7.4	7.4		2.0		
16	0.004						7.5	7.5		2.4		
17	0.003						7.5	7.5		2.2		
18	0.002						7.5	7.5		2.2		
19	0.004						7.5	7.5		2.0		
20	0.002						7.6	7.6		0.8		
21	0.002											
22	0.002						7.5	7.5		1.2		
23	0.003						7.4	7.4		2.1		
24	0.004		2.0	99	2.0	82	7.4	7.4	2.0	1.5	3.9	
25	0.005						7.5	7.5		2.3		
26	0.005						7.5	7.5		1.5		
27	0.003						7.4	7.4		2.0		
28	0.003											
29	0.003						7.5	7.5		2.2		
30	0.002						7.4	7.4		2.2		
31	0.002						7.5	7.5		2.0		
Total	0.113		2.0	98.7	2.0	82.0	201.5	201.5	2.0	52.3	3.9	
Mo. Avg.	0.004	21.7	2.0	98.7	2.0	82.0	7.5	7.5	2.0	1.9	3.9	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc.
MAILING ADDRESS: 333 W. Pensacola Street, Suite 300
Tallahassee, Florida 32301-1617

PERMIT NUMBER: FLA010137-004-DW3P/NR

LIMIT: Final
CLASS SIZE: N/A
REPORT: Monthly
PROGRAM: Domestic

FACILITY: Disc Village WWTP
Natural Bridge Road
Woodville, Florida 32362

MONITORING GROUP NUMBER:
MONITORING GROUP DESCRIPTION: Part IV, RIB, with Influent

COUNTY: Leon
OFFICE: Northwest District Office

RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:

MONITORING PERIOD From: November 1, 2012 To: November 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No.	Frequency of Analysis	Sample Type	
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter	
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter	
Flow	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter	
PARM Code 50050 Mon. Site No. FLW-01	Permit Requirement	Report (Mo. Avg.)	MGD				Continuous	Flow Meter	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 80082 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	45.0 (Wk. Avg.)	30.0 (Mo. Avg.)	mg/L	Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab	
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 00530 Mon. Site No. EFF-01	Permit Requirement			60.0 (Max.)	45.0 (Wk. Avg.)	30.0 (Mo. Avg.)	mg/L	Monthly	Grab
pH	Sample Measurement			7.4	s.u.	0	5 Days/Week	Meter	
PARM Code 00400 Mon. Site No. EFF-01	Permit Requirement			6.0 (Min.)	8.5 (Max.)	s.u.	5 Days/Week	Meter	

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(yy/mm/dd)
Wayne Conrad, Operator		(850) 627-8884	2012/12/26

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Disc Village WWTP

MONITORING GROUP NUMBER: R-001

PERMIT NUMBER: FLA010137-004-DW3P/NR

MONITORING PERIOD

From: November 1, 2012

To: November 30, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Coliform, Fecal	Sample Measurement			2.0			#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	Y Permit Requirement			200 (An. Avg.)			#/100mL	0	Monthly	Grab
Coliform, Fecal	Sample Measurement			2.0	2.0		#/100mL	0	Monthly	Grab
PARM Code 74055 Mon. Site No. EFF-01	I Permit Requirement			200 (Mo. Geo. Mn.)	800 (Max.)		#/100mL	0	Monthly	Grab
Chlorine, Total Residual (For Disinfection)	Sample Measurement			0.6			mg/L	0	5 Days/Week	Grab
PARM Code 50060 Mon. Site No. EFA-01	A Permit Requirement			0.5 (Min.)			mg/L	0	5 Days/Week	Grab
Nitrogen, Total	Sample Measurement						mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	Y Permit Requirement			10.0 (An. Avg.)			mg/L	0	Monthly	Grab
Nitrogen, Total	Sample Measurement			3.1	3.1	3.1	mg/L	0	Monthly	Grab
PARM Code 00600 Mon. Site No. EFF-01	I Permit Requirement			20.0 (Max.)	15.0 (Wk. Avg.)	12.5 (Mo. Avg.)	mg/L	0	Monthly	Grab
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement					20.0	percent	0	Monthly	Calculated
PARM Code 00180 Mon. Site No. CAL-01	P Permit Requirement					Report (Mo. Avg.)	percent		Monthly	Calculated
BOD, Carbonaceous 5 day, 20C	Sample Measurement					170	mg/L	0	Monthly	Grab
PARM Code 80082 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab
Solids, Total Suspended	Sample Measurement					62	mg/L	0	Monthly	Grab
PARM Code 00530 Mon. Site No. INF-01	P Permit Requirement					Report (Mo. Avg.)	mg/L		Monthly	Grab

DAILY SAMPLE RESULTS - PART B

Permit Number: FLA010137-004-DW3P/NR
Monitoring Period From: November 1, 2012

Facility: Disc Village WWTP

To: November 30, 2012

	Flow To R-001 (MGD)	Percent Capacity, (TMADF/Permitted Capacity) x 100*	BOD, Carbonaceous 5 day, 20C mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Solids, Total Suspended mg/L	Solids, Total Suspended mg/L	pH s.u. (Min.)	pH s.u. (Max.)	Coliform, Fecal #/100mL	Chlorine, Total Residual mg/L	Nitrogen, Total mg/L	
Code	50050	00180	80082	80082	00530	00530	00400	00400	74055	50060	00600	
Mon. Site	FLW-01	INF-01	EFF-01	INF-01	EFF-01	INF-01	EFF-01	EFF-01	EFF-01	EFA-01	EFF-01	
1	0.004						7.4	7.4		2.1		
2	0.003						7.5	7.5		2.2		
3	0.003						7.5	7.5		2.2		
4	0.003											
5	0.003						7.4	7.4		2.0		
6	0.004						7.5	7.5		0.7		
7	0.003						7.4	7.4		1.7		
8	0.004						7.4	7.4		2.1		
9	0.003						7.4	7.4		2.2		
10	0.003						7.4	7.4		2.2		
11	0.003											
12	0.004						7.5	7.5		2.0		
13	0.006						7.5	7.5		0.6		
14	0.004						7.4	7.4		1.7		
15	0.007						7.4	7.4		2.2		
16	0.003						7.5	7.5		2.2		
17	0.003						7.5	7.5		2.1		
18	0.005											
19	0.004						7.4	7.4		1.8		
20	0.007						7.5	7.5		1.6		
21	0.004						7.5	7.5		1.6		
22	0.003						7.4	7.4		1.5		
23	0.005						7.5	7.5		2.0		
24	0.003						7.4	7.4		2.2		
25	0.004											
26	0.004						7.5	7.5		2.5		
27	0.005						7.4	7.4		2.2		
28	0.006		2.0	170	2.0	62	7.4	7.4	2.0	2.0	3.1	
29	0.006						7.5	7.5		1.8		
30	0.004						7.4	7.4		2.2		
31												
Total	0.123		2.0	170.0	2.0	62.0	193.6	193.6	2.0	49.6	3.1	
Mo. Avg.	0.004	20.0	2.0	170.0	2.0	62.0	7.4	7.4	2.0	1.9	3.1	

PLANT STAFFING:

Day Shift Operator Class: A Certificate No: 1009 Name: Harry Braswell

Evening Shift Operator Class: A Certificate No: 4096 Name: Richard Marks

Night Shift Operator Class: C Certificate No: 17145 Name: Carol Reynolds

Lead Operator Class: B Certificate No: 3348 Name: Wayne Conrad

**Calculated on Three-month Average Daily Flow

DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3550, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: Disc Village, Inc. PERMIT NUMBER: FLA010137-004-DW3P/NR
 MAILING ADDRESS: 333 W. Pensacola Street, Suite 300
 Tallahassee, Florida 32301-1617
 FACILITY: Disc Village WWTP
 Natural Bridge Road
 Woodville, Florida 32362
 COUNTY: Leon
 OFFICE: Northwest District Office
 LIMIT: Final
 CLASS SIZE: N/A
 REPORT: Monthly
 PROGRAM: Domestic
 MONITORING GROUP NUMBER:
 MONITORING GROUP DESCRIPTION: Part IV, RIB, with Influent
 RE-SUBMITTED DMR:
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: December 1, 2012 To: December 31, 2012

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No.	Frequency of Analysis	Sample Type	
Flow to R-001	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter	
PARM Code 50050 Mon. Site No. FLW-01	Y Permit Requirement	0.030 (An. Avg.)	MGD				Continuous	Flow Meter	
Flow	Sample Measurement	0.004	MGD			0	Continuous	Flow Meter	
PARM Code 50050 Mon. Site No. FLW-01	I Permit Requirement	Report (Mo. Avg.)	MGD				Continuous	Flow Meter	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 80082 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 80082 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	45.0 (Wk. Avg.)	30.0 (Mo. Avg.)	mg/L	Monthly	Grab
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 00530 Mon. Site No. EFF-01	Y Permit Requirement			20.0 (An. Avg.)	mg/L		Monthly	Grab	
Solids, Total Suspended	Sample Measurement			2.0	mg/L	0	Monthly	Grab	
PARM Code 00530 Mon. Site No. EFF-01	I Permit Requirement			60.0 (Max.)	45.0 (Wk. Avg.)	30.0 (Mo. Avg.)	mg/L	Monthly	Grab
pH	Sample Measurement			7.3	s.u.	0	5 Days/Week	Meter	
PARM Code 00400 Mon. Site No. EFF-01	I Permit Requirement			6.0 (Min.)	8.5 (Max.)	s.u.	5 Days/Week	Meter	

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE(yy/mm/dd)
Wayne Conrad, Operator		(850) 627-8884	2013/01/26

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

12

Neighborhood and Water
Resource Committee Public
Meeting Notices

Voluntary Public Meetings

Disc Village, Inc voluntarily held 2 public meetings with property owners in the vicinity of the subject property. We have included the public meeting invitations within this PUD application packet. Approximately 180 invitations were mailed to interested parties. Meetings were held on November 28, 2012 and January 24, 2013 at the Woodville Elementary School Library.

The following is a complete list of public meetings attended by the development team to date:

1. November 28, 2012 – Public Meeting held by Disc Village at Woodville Elementary
2. December 3, 2012 – Water Resource Committee Meeting held at the Leon County Development Support and Environmental Management Conference Room
3. January 7, 2013 - Water Resource Committee Meeting held at the Leon County Development Support and Environmental Management Conference Room – The committee voted to recommend approval of the Comprehensive Plan Future Land Use Map Amendment
4. January 24, 2013 - Public Meeting held by Disc Village at Woodville Elementary



DISC Village, Inc.

Attachment #2
Page 12 of 210

Administrative Offices:

3333 West Pensacola Street, Suite 330 ♦ Tallahassee, Florida 32304

Telephone: (850) 575-4388 ♦ FAX: (850) 576-3317

Web: www.discvillage.com

November 8, 2012

Dear Neighbor,

My name is Tom Olk and I am the Chief Executive Officer of DISC Village (DISC) located on Natural Bridge Road in Woodville. DISC has filed for a Comprehensive Plan Future Land Use Map Amendment with the Tallahassee-Leon County Planning Department requesting a change in designation from Rural to Woodville Rural Community on the parcel shown on the attached Map.

You should have received a notice from the Planning Department advising you of this proposed change. I have scheduled an open house meeting at the Woodville Elementary School (Media Center) on **Wednesday, November 28th from 6:00 to 8:00 PM** to give you an opportunity to ask questions and review conceptual plans to create a retirement and elderly care facility.

Mr. Barry Poole, Executive Vice President of Poole Engineering & Surveying will also be in attendance to provide additional input, as they are the planning and engineering consultants for this project. We hope you will attend this meeting to provide input and allow your questions to be addressed.

I look forward to seeing you at the open house.

Sincerely,

Tom Olk
Chief Executive Officer
DISC Village, Inc.
TO1995@aol.com
850-264-6684

Administrative Offices: 3333 W. Pensacola Street, Suite 330 Tallahassee, Florida 32304 Telephone: (850) 575-4388 FAX: (850) 576-3317



Page 732 of 1032
MYFLFAMILIES.COM



Posted at 8:15 p.m. on December 2, 2013

LEON COUNTY
CITIZENS ADVISORY WATER RESOURCES COMMITTEE

Attachment #2
Page 113 of 210

It shall be the duty of the Water Resources Committee to consider the values provided to the public by the various lakes and related water resources of Leon County, including groundwater, and to recommend to the Board of County Commissioners policies, regulations, management activities and long-term funding strategies that protect or enhance these values. In assessing these values, the Committee also proposes to consider the various impacts to these resources from accelerated runoff, including flooding and surface and groundwater degradation. Last, to better accomplish these tasks the Committee proposes to consider an ecosystems approach wherever applicable (From the By-Laws of the Leon County Water Resources Citizens Committee).

MEETING NOTICE

MONDAY, DECEMBER 3, 2012, 7:00-9:00 PM

Leon County Development Support and
Environmental Management Conference Room
2nd Floor, Renaissance Center
435 N. Macomb Street

Agenda

1. Approval of November 5, 2012 minutes
2. Old Business:
 - a. Review of Cycle 2013-1 Proposed Comprehensive Plan Amendments PCM130104, PCM130104, PCM130109, and PCM130110
 - b. Update to Committee on WRC Presentation to Leon County Sales Tax Extension Committee Regarding Proposed County Wastewater and Stormwater Sales Tax Extension Projects
3. New Business:
 - a. TBA
4. Adjourn

Committee Coordinator:

Steve Hodges, Senior Planner
Tallahassee-Leon County Planning Department
Renaissance Center
435 N. Macomb Street
Tallahassee, FL 32301
Phone: 891-6400
email: : steven.hodges@talgov.com

Information about the WRC, including its current members and their appointments, can be found at www.co.leon.fl.us.

LEON COUNTY
CITIZENS ADVISORY WATER RESOURCES COMMITTEE

Attachment #2
Page 114 of 210

It shall be the duty of the Water Resources Committee to consider the values provided to the public by the various lakes and related water resources of Leon County, including groundwater, and to recommend to the Board of County Commissioners policies, regulations, management activities and long-term funding strategies that protect or enhance these values. In assessing these values, the Committee also proposes to consider the various impacts to these resources from accelerated runoff, including flooding and surface and groundwater degradation. Last, to better accomplish these tasks the Committee proposes to consider an ecosystems approach wherever applicable (From the By-Laws of the Leon County Water Resources Citizens Committee).

MEETING NOTICE

MONDAY, JANUARY 7, 2013, 7:00-9:00 PM

Leon County Development Support and
Environmental Management Conference Room
2nd Floor, Renaissance Center
435 N. Macomb Street

Agenda

1. Approval of December 3, 2012 minutes
2. Old Business:
 - a. Review of Cycle 2013-1 Proposed Comprehensive Plan Amendments PCM130104, PCM130105, and PCM130109 (staff)
3. New Business:
 - a. Leon County 2012 Annual Water Quality Report Presentation (staff)
4. Adjourn

Committee Coordinator:

Steve Hodges, Senior Planner
Tallahassee-Leon County Planning Department
Renaissance Center
435 N. Macomb Street
Tallahassee, FL 32301
Phone: 891-6400
email: steven.hodges@talgov.com

Information about the WRC, including its current members and their appointments, can be found at www.co.leon.fl.us.

DISC Village, Inc.
3333 West Pensacola St.
Tallahassee, FL 32304
January 4, 2013

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear Neighbor:

We would like to invite you to join us Thursday, January 24th, 2013 at the Woodville Elementary Media Center to discuss the proposed Woodville Retirement Community project. The meeting will begin at 6:00 P.M. and conclude at 7:00 P.M.

Attached is the *Woodville Retirement Community Proposed Development Narrative*. The purpose of this document is to provide background, industry overview, and summary of the proposed development.

Best Regards,

Tom Olk
Executive Director
DISC Village, Inc.

13

Natural Features Inventory
Application with Cultural
Clearance Letter



Natural Features Inventory

Department of Development Support and Environmental Management
Environmental Services Division
435 North Macomb Street, 2nd Floor Renaissance Center
Tallahassee, Florida 32301
(850) 606-1300 Fax (850) 606-1301

Please check the appropriate fee category: NFI: \$1,584 base fee plus \$28 per acre over 5 acres
 NFI with Floodplain: \$2,064 base fee plus \$29 per acre over 5 acres

Attachments:

- Narrative Digital File of Boundary Survey
- Natural Features Map Digital File(s) of Surveyed Conservation and Preservation Features
- Copy of Signed and Sealed Boundary Survey Affidavit of Ownership and Affidavit of Authorized Agent Form

Property/Project Information:

Project Name: Disc Village PUD Total Acreage of Project Site: 199.53
Parcel Tax ID # (s): 33-16-20-407-0000, 33-16-20-402-0000, 33-16-20-002-0000, 33-15-20-603-0000, 33-15-20-602-0000
Development Site Address (or location): Natural Bridge Road

Ownership Information:

Owner: Woodville Properties Telephone #: ()
Mailing Address: 3333 West Pensacola Street Tallahassee Florida 32304 Email: to1995@aol.com
Street Address City State Zip
Email: _____ Telephone #: ()

Consultant Information:

Firm: Poole Engineering & Surveying, Inc. Telephone #: (850) 386-5117
Mailing Address: 2145 Delta Blvd., Suite 100, Tallahassee, FL 32303
Consultant Contact: Cheryl Poole Telephone #: () FAX: (850) 385-0633

Feature Information: Check the items below which exist on site and describe in your narrative. Include the name of the closed basin or special development zone:

- Native Forest Wetlands Karst Features
- High Quality Successional Watercourses Canopy Road
- Significant Grades (10 to 20%) Tributary (receives >120 acres) Wells (Monitor or Supply)
- Severe Grades (over 20%) Waterbodies (normal high water) Closed Basin(s): see narrative
- Listed Species and its Habitat Special Development Zone: _____
- Archaeological or Historical Sites Protected Trees (trees in the lot perimeter zone ≥4"DBH; dogwoods ≥4"DBH; all other trees ≥18"DBH)
- Floodplain

Has a Cultural Resource Assessment been performed? Yes Provide copy of DHR review or results from preliminary survey.

Drainage Basin: Lake Jackson Lake Lafayette Lake Munson Lake Iamonia Fred George Other
Watershed: Woodville Recharge Basins Predominant Soil Type(s): Provided in Narrative

Provide the following statistics for the Natural Features identified on your site. Continue on a separate sheet if needed.

Natural Feature	Acres or Sq. Ft.	% of Site
Provided in Narrative		

In some instances, the boundaries of Natural Features may overlap. For example, 4 acres of significant slopes and 6 acres of severe slope may occur within a 24 acre Native Forest.

CHECKLIST

In order for an application to be eligible for review, the following materials should be provided:

Verification: Mark boxes with an "X" for items provided or label "N/P" if feature is not present.

N/P

- 1. **This completed application form and checklist.**
- 2. **Application Fee.**
- 3. **A copy of the signed and sealed boundary survey** which accurately depicts the existing subject parcel(s).
- 4. **Executed Affidavit of Ownership and Designation of Agent form(s).**
- 5. **A narrative and landcover map [FNAI's Guide to the Natural Communities of Florida or FDOT's Florida Land Use, Cover and Forms Classification System (FLUCCS)]:** Describe the natural features, vegetation, wildlife and any other environmental characteristics of the site. Include any information about past activities that may have contributed to the present day conditions. Provide a map which classifies the vegetation associations found on site in accordance with the FNAI's Guide to the Natural Communities of Florida or FLUCCS (Level III mapping). List all invasive exotic plants that occur on-site (refer to Leon County's List of Invasive Exotic Plants).
- 6. **On-Site reference information:** Provide on-site property boundary corner stakes, wetland boundary flags, other environmental constraint boundary flags, survey points, numbered trees, etc. Use highly visible surveyor's tape to delineate features and have each flag uniquely labeled for the feature being identified.
- 7. **A Contour Map,** at an appropriate engineering scale (typically 1"=20' or 1"=30') and contour interval (typically 2'). The latest available contour elevation data from the Tallahassee-Leon County (TLC) GIS Department may be used.
- 8. **Aerial photo:** Provide a recent aerial photo of the site with the property boundaries shown.
- 9. **Digital Files:** Provide digital files of the property boundary survey and environmental features, delivered in state plane coordinates with grid to ground conversion. GPS data can be submitted in Lat-Long or state plane. Examples of file formats are CAD (.DWG, DXF) or ESRI's shape (.shp). For GPS data, it is recommended that metadata be included which identifies the average PDOP (Percent Dilution of Precision) and correction method used for the features [i.e. SBAS (Satellite Based Augmentation System), Post-processed, etc.]. Note: Under certain conditions, GPS derived data may not be suitable/accurate for the purpose of the NFI; a standard survey may be required.
- 10. **A Natural Features Map:** Provide a hard copy map of the surveyed boundaries (except where stated otherwise) of the following features:
 - (a) **Property boundaries and other on site location information from 6, above.**
 - (b) **Native Forest or High Quality Successional Forest** (refer to Leon County's Natural Plant Community Criteria).
 - (c) **Waterbodies, Watercourses, Wetlands, Tributaries** (watercourses with > than 120 acres of drainage area).
 - (d) **100 Year Floodplain:** The 100 year base flood elevation should be determined as follows (TLCGIS contour data may be used for mapping): 1. **Under no circumstances can a base flood elevation be accepted which is lower than that specified in the latest FEMA study.** 2. For sites within a 100 year floodplain, as defined by the EMA, where a FEMA base flood elevation was not provided, the applicant should either: a.) Use the best available data from the inventory of drainage studies to determine the base flood elevation. Available studies may include, but are not limited to, the USGS-91 study, a local government approved drainage study, or a private engineering study. b.) Use the certified results of a drainage study performed by a professional engineer.
 - (e) **Grades/Slopes:** The TLCGIS data may be used (differentiate between slope categories by shading, cross hatching, etc.).
 - (1) Significant grades 10-20% slopes
 - (2) Severe grades >20% slopes
 - (f) **Soil series** as indicated in the Soil Survey of Leon County (no survey required – existing survey/data can be obtained from the Natural Resource Conservation Service).
 - (g) **Karst features:** Discuss the method of detection in narrative and indicate if they are active or inactive.
 - (h) **Wells or areas susceptible to groundwater contamination:**
 - (1) Wells (water supply or monitoring) located on or just off site.
 - (2) Areas where aquifer is susceptible to contamination, or is known to be contaminated.
 - (i) **Tree Tags:** Any tree with a DBH of 18" or greater, any dogwood with a DBH of 4" or greater, and any tree 4" DBH or greater located in the lot perimeter zone. On sites with dense vegetation or numerous trees, tagging and numbering of some **protected trees** should be provided for on site orientation. Numbers should correspond to trees noted on the contour map. **Consult with Review staff before undertaking extensive tree tagging or surveying.**
 - (j) **Endangered, Threatened, & Species of Special Concern:** Identify the location of any known threatened, endangered or species of special concern and its habitat. Identify specific species surveyed for, and describe survey methods used. Provide information for assessing species population and habitat [refer to Section 10-4.202(a)(1)a].
 - (k) **Canopy Road Protection Zone.**
 - (l) **Special Development Zone.** The surveyed location(s) is not required; however, the zones must be mapped to follow the correct contour elevation.
 - (m) **Cultural Resource Assessment:** See the attached sheet for minimum documentation to be sent to the State of Florida, Bureau of Historic Preservation, Compliance Review Section, to determine whether there is known or potential significant cultural resources on site. Their office is located in the R. A. Gray Building, and mailing address is 500 South Bronough Street, Tallahassee, FL 32399-0250.
- 11. **Adjacent natural features:** Provide a map which generally identifies the location of any environmentally sensitive features within at least 200 feet of the NFI limits and any other downstream environmental constraints as approved by the County Administrator or designee.

DISC Village Natural Features Inventory

Leon County



December 2012

**Prepared by:
Florida Environmental & Land Services, Inc.
221-4 Delta Court
Tallahassee, Florida 32303
(850) 385-6255 Tel.
(850) 385-6355 Fax**

DISC Village Natural Features Inventory Leon County

The information provided in this submittal is to be included to fulfill requirements of a Leon County Natural Features Inventory. It does not include all tasks required for a completed NFI.

The property totals approximately 199 acres and is located at 2967 Natural Bridge Road, Woodville, FL in Sections 15, 16 & 21, Township 2S, Range 1E in Leon County, Florida. Qualified biologists from Florida Environmental and Land Services, Inc. (FELSI) conducted a site visit on December 17, 2012. The environmental survey included classification and mapping of the vegetative communities (as described by the Florida Land Use, Cover and Forms Classification System-FLUCCS) and the review of any environmental features, such as wetlands, listed species, watercourses, karst features and protected trees. The following environmental features were identified on the property:

- Wetlands
- Listed species
- Karst features
- Closed Basins
- Floodplain
- Significant slopes

All of the environmental features are shown on the NFI Map in Figure 1. The soils and FLUCCS are shown on the aerial map in Figure 2.

Description of FLUCCS Communities

Institutional (FLUCCS 170)

A portion of the property is utilized as a state funded alternative learning center for youths. There are multiple existing buildings that include residences, classrooms, offices, a gym and others. Several maintenance buildings, sheds, outdoor basketball courts were also observed. The majority of the landscape is maintained by mowing and includes typical landscape plants such as centipede grass, redtops and ornamental azalea. There are portions that are forested primarily with loblolly pine (*Pinus taeda*) but the majority of the understory is maintained.



Institutional FLUCCS 170

Improved Pasture (FLUCCS 211)

Approximately 4.7 acres has been maintained as a horse pasture with a barn and is located in the center of the property. The area is vegetated with bahia grass (*Paspalum notatum*) and other pasture grasses and has an existing barn.



Institutional FLUCCS 211

Pine-Mesic Oak (FLUCCS 414)

The majority of the western portion of the property (Parcel # 3316204020000) can be described as pine and mesic oak uplands. This community type can also be found in the southeastern corner. The canopy can be described as moderately closed with sporadic openings throughout the area. Due to the lack of fire, the understory is thick and the ground cover has a thick layer of pine needles. Dominant canopy species include longleaf pine (*Pinus palustris*), laurel oak (*Quercus laurifolia*), water oak (*Quercus nigra*), southern red oak (*Quercus falcata*) and loblolly pine. Understory and shrub species includes wax myrtle (*Myrica cerifera*), flowering dogwood (*Cornus florida*), blueberry (*Vaccinium* spp.), yaupon holly (*Ilex vomitoria*) and saw palmetto (*Serenoa repens*). Groundcover included wiregrass (*Aristida stricta*), dog fennel (*Eupatorium capillifolium*), bracken fern (*Pteridium aquilinum*), catbriar (*Smilax* spp.), sand blackberry (*Rubus cuneifolius*), American beauty bush (*Callicarpa americana*) and yellow jessamine (*Gelsemium sempervirens*). Cogongrass (*Imperata cylindrica*) was observed in the open, central portion of this community.



Pine Mesic Oak (FLUCCS 414)

Coniferous Plantation (FLUCCS 441)

The southeastern portion of the property can be described as a pine plantation as evidenced by the uniform rows. The canopy is moderately open and dominated by loblolly pine. The pines are greater than 20 years old and the lack of fire has created a thick understory of shrubs and vines. Opportunistic oaks such as laurel oak and water oak have recruited within the community. Longleaf pine saplings were sporadically observed recruiting along the open edges of the community. Other understory and groundcover species include American beauty bush, yaupon holly, wax myrtle, catbriar, bracken fern, sand blackberry and Virginia creeper (*Parthenocissus quinquefolia*).



Coniferous Plantation (FLUCCS 441)

Mixed Wetland Hardwoods (FLUCCS 617)

A wetland is located on the western boundary line, although the majority of the wetland falls outside the property boundary line. The wetland is depressional and standing water was observed. Dominant species include laurel oak and haw (*Crateagus* sp.). Other species include smartweed (*Polygonum* sp.), water hyssop (*Bacopa* sp.) and panic grass (*Panicum* sp.). The wetland totaled 0.05 acres.



Mixed Wetland Hardwoods (FLUCCS 617)

Listed Species

A general listed species survey was conducted on December 17, 2012. Pedestrian surveys were conducted over 50% of the site. Areas that exhibited potentially adequate for listed species, such as the gopher tortoise (*Gopherus polyphemus*, State threatened) and/or bent golden aster

(*Pityopsis flexuosa*, State endangered), were more thoroughly inspected. Three active gopher tortoise burrows were observed along a fence row on the western boundary line. As evidenced by the well-worn path from the burrows, the tortoises are traveling under the fence and utilizing the adjacent property. The adjacent property provides appropriate habitat which has been thinned or burned and provides higher foraging resources. Additional burrows were observed on the adjacent property. The habitat on the subject property would not be classified as potential habitat, due to the lack of thinning, lack of prescribed fire, thick understory, and thick groundcover of vines and high layer of pine needles.



Photo on the left shows the property adjacent to burrows (facing south) and the photo on left shows adjacent parcel (facing north).

Although bent golden aster was not observed, the property's forested edges and roadside areas provides high quality potential habitat, particularly along the open fence row along the western boundary.

Two fox squirrels (*Sciurus niger*) were observed within the maintained and developed portion of the property. The Sherman's fox squirrel is listed by the State as a species of species concern. FNAI states the habitat of Sherman's fox squirrel includes "high pine, pine flatwoods, pastures, open ruderal habitats with scattered oaks and pines." Longleaf pine cone seeds are an important food source. Therefore, the entire subject property may be considered potential habitat for this species.



Photo of habitat where Sherman's fox squirrel was observed.

Additionally, a flock of approximately 15 woodstorks were observed circling the southern portion of the property. None were observed roosting on the property, nor was potential habitat observed on the property.

Although the site is surrounded to the north and south residential subdivisions, the site has suitable habitat, for other protected species. Potential species are listed in the table below. The table lists the species, federal rank, state rank and possibility of habitat use (ranked high, moderate or low).

Table 1. Threatened and Endangered Animal Species that may occur and rank of habitat use.

Scientific Name	Common Name	Federal	State	Habitat Use Rank
Amphibians				
<i>Ambystoma cingulatum</i>	Flatwoods Salamander	LT	LS	Low
<i>Rana capito</i>	Gopher Frog	N	LS	High
Reptiles				
<i>Alligator mississippiensis</i>	American Alligator	T(S/A)	LS	Low
<i>Drymarchon corais couperi</i>	Eastern Indigo Snake	LT	LT	Mod
<i>Gopherus polyphemus</i>	Gopher Tortoise	N	LS	Confirmed
<i>Pituophis melanoleucus mugitus</i>	Florida pine snake	N	LS	High
Birds				
<i>Egretta caerulea</i>	Little Blue Heron	N	LS	Low
<i>Egretta thula</i>	Snowy egret	N	LS	Low
<i>Egretta tricolor</i>	Tricolored Heron	N	LS	Low
<i>Eudocimus albus</i>	White Ibis	N	LS	Low
<i>Falco peregrinus</i>	Peregrine Falcon	LE	LE	Low
<i>Falco sparverius paulus</i>	Southeastern American Kestrel	N	LT	Low
<i>Haliaeetus leucocephalus</i>	Bald Eagle	LT	LT	Low
<i>Mycteria americana</i>	Wood Stork	LE	LE	Low
Mammals				
<i>Sciurus niger shermani</i>	Sherman's Fox Squirrel	N	LS	Confirmed
<i>Ursus americanus floridanus</i>	Florida Black Bear	N	LT	Mod
Plants				
<i>Agrimonia incisa</i>	Incised Groove-bur	N	LE	Low
<i>Arnoglossum diversifolium</i>	Variable-Leaved Indian Plantain	N	LT	Low
<i>Asclepias viridula</i>	Southern Milkweed	N	LT	Low
<i>Baptisia simplicifolia</i>	Scare-weed	N	LT	Mod
<i>Brickellia cordifolia</i>	Flyr's Brickell-bush	N	LE	Low
<i>Callirhoe papaver</i>	Poppy Mallow	N	LE	Low
<i>Calycanthus floridus</i>	Sweet Shrub	N	LE	Low
<i>Drosera intermedia</i>	Spoon-leaved Sundew	N	LT	Low
<i>Erythronium umbilicatum</i>	Trout Lily	N	LE	Low
<i>Gentiana pennelliana</i>	Wiregrass Gentian	N	LE	Low

Table 1 (Cont). Threatened and Endangered Animal Species that may occur and rank of habitat use.

Scientific Name	Common Name	Federal	State	Habitat Use Rank
Plants (Cont.)				
<i>Hexastylis arifolia</i>	Heartleaf	N	LT	Low
<i>Kalmia latifolia</i>	Mountain Laurel	N	LT	Low
<i>Lilium superbum</i>	Turk's Cap Lily	N	LE	Low
<i>Litsea aestivalis</i>	Pondspice	N	LE	Low
<i>Macranthera flammea</i>	Hummingbird Flower	N	LE	Low
<i>Malaxis unifolia</i>	Green Ader's Mouth	N	LE	Low
<i>Medeola virginiana</i>	Indian Cucumber-root	N	LE	Low
<i>Pityopsis flexuosa</i>	Bent Golden Aster	N	LE	High
<i>Polygonum meisnerianum</i> var. <i>beyrichianum</i>	Mexican Tear-Thumb	N	LE	Low
<i>Pteroglossaspis ecristata</i>	Giant Orchid	N	LT	Mod
<i>Pycnanthemum floridanum</i>	Florida Mountain-mint	N	LT	Mod
<i>Rhexia salicifolia</i>	Panhandle Meadowbeauty	N	LT	Low
<i>Schwalbea americana</i>	Chaffseed	LE	LE	Low
<i>Stachydeoma graveolens</i>	Mock Pennyroyal	N	LE	Low
<i>Uvularia floridana</i>	Florida Maybells	N	LE	Low
<i>Xyris longisepala</i>	Karst Pond Xyris	N	LE	Low

Key: LE-Endangered, LT-Threatened, T(S/A)-Threatened due to similarity in appearance, LS-Species of Special Concern, N-Not Listed

Karst Features

During the site assessment of December 17, 2012, six possible karst features were identified. The majority of these areas were small, conical in form and approximately 6-12 ft deep, with the exception of K1. K1 can be described as a rolling depression. K1 has been geotechnically verified. The geotechnical report stated there is "strong potential for active karst development in the lower portion of the depression". It is possible that K2 and K6 are manmade features. The table below shows the acreages of the karst features that were observed in the field (K1-K6) as well as the karst features shown on the Leon County GIS database (LC1-5).

Table 2. Possible karst features observed on the property (K1-6) and karst features shown in the Leon County GIS database (LC1-5).

Karst ID	Acreages	Leon County GIS Karst	Acreages
K1	0.78	1	0.70
K2	0.01	3	0.02
K3	0.06	4	1.94
K4	0.06	5	2.01
K5	0.01	6	0.30
K6	0.01	7	0.26
Totals	0.93	8	1.51
		9	0.81
		10	1.73
		11	0.46
		Totals	9.74

Closed Basins

There are eight closed basins located on the property. They include Woodville Elementary CB, Natural Wells #1 CB, Natural Wells #2, Disc Village West CB, Disc Village East CB, Battlebridge CB and Register CB. The property is within the Woodville Recharge Drainage Basin.

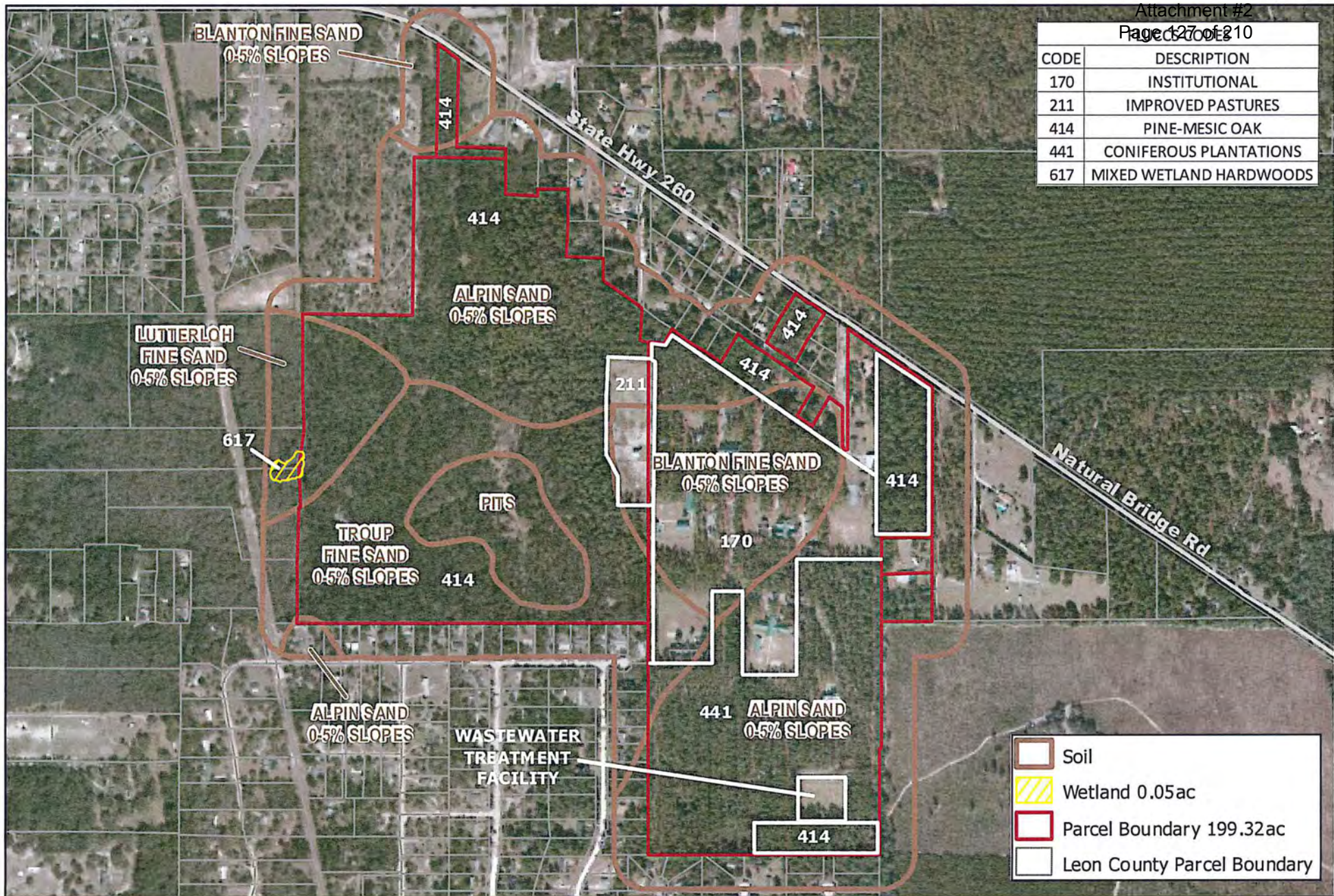
Floodplain

Approximately 0.04 acres of floodplain is located along the western boundary of the property.

Significant Slopes

Approximately 0.09 acres of significant slopes were located on the property.

CODE	DESCRIPTION
170	INSTITUTIONAL
211	IMPROVED PASTURES
414	PINE-MESIC OAK
441	CONIFEROUS PLANTATIONS
617	MIXED WETLAND HARDWOODS



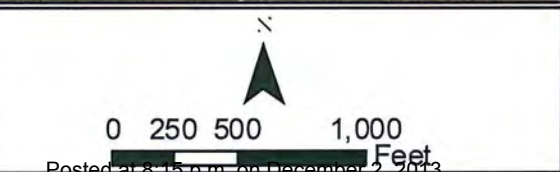
FLORIDA ENVIRONMENTAL AND LAND SERVICES, INC.
 221-4 DELTA COURT
 TALLAHASSEE, FL 32303
 (850) 385-6255 (850) 385-6355 (FAX)

PROJECT:
DISC VILLAGE
 LEON COUNTY, FLORIDA

TITLE:
FLUCCS MAP

DATE: DEC-20-2012	BY: CMT	CHECK: EP	FELSI PROJECT #
----------------------	------------	--------------	-----------------

Page:
1
 of:
1



Florida Environmental & Land Services, Inc. Page 128 of 210

221-4 Delta Court
Tallahassee, Florida 32303
(850) 385-6255 Phone
(850) 385-6355 Fax

April 23, 2013

Cheryl Poole
c/o Poole Engineering & Surveying, Inc.
2145 Delta Blvd., Suite 100
Tallahassee, FL 32303

RE: DISC Village NFI (LEA 13-0008) NAD #2 via email from Jill Weisman

Dear Ms. Poole:

Following a site visit with Jill Weisman from the Leon County Department of Development Support and Environmental Management on April 16, 2013 and following an email from her dated April 18, 2013, I have provided the following responses. The numbers correspond with those in her email.

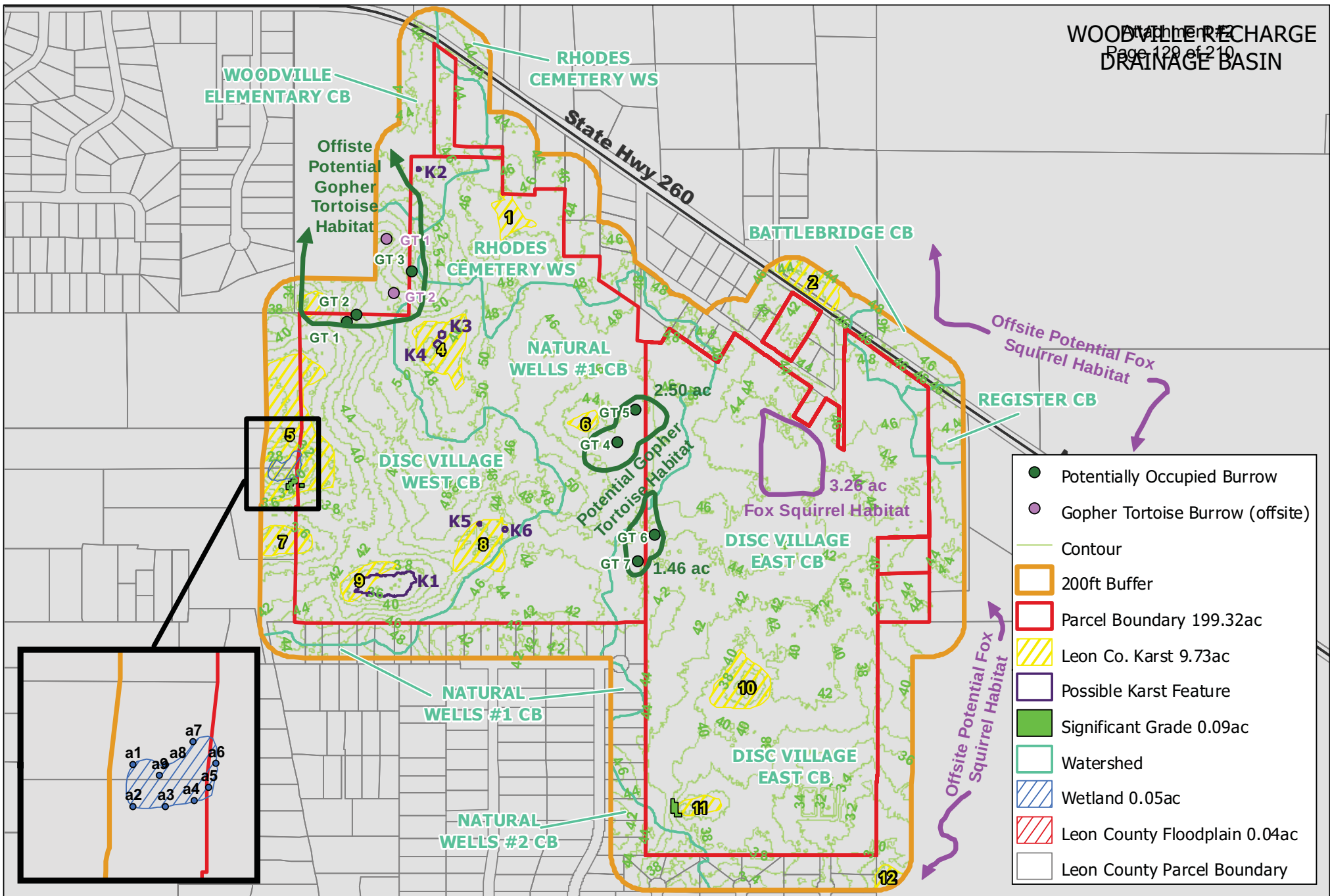
- 1) Four additional gopher tortoise burrows were observed and mapped. The NFI map has been revised to show the additional burrows, as well as the limits of their habitat. Adjacent offsite gopher tortoise habitat has also been shown in the northwest corner as discussed during the site visit.
- 2) The area where the fox squirrels were previously observed has been labeled as "Fox Squirrel Habitat". Additional habitat offsite was also deemed as potential following the site visit. Those areas were open, pine habitats with low to moderate understory which are conducive for the fox squirrel.
- 3) The geotechnical information will be submitted by others.

Please call me if you have any questions regarding this information.



Sincerely,

Enclosure



- Potentially Occupied Burrow
- Gopher Tortoise Burrow (offsite)
- Contour
- 200ft Buffer
- Parcel Boundary 199.32ac
- ▨ Leon Co. Karst 9.73ac
- Possible Karst Feature
- Significant Grade 0.09ac
- Watershed
- ▨ Wetland 0.05ac
- ▨ Leon County Floodplain 0.04ac
- Leon County Parcel Boundary

FLORIDA ENVIRONMENTAL AND LAND SERVICES, INC.
221-4 DELTA COURT
TALLAHASSEE, FL 32303
(850) 385-6255 (850) 385-6355 (FAX)

PROJECT:
DISC VILLAGE
LEON COUNTY, FLORIDA

TITLE:
NFI MAP

DATE: APR-23-2013
PAGE: 749 of 1092
CHECK: CMT EP
FELSI PROJECT #
13-1000

Page:
1
Of:
1

Posted at 8:45 p.m. on December 2, 2013

0 250 500 1000 Feet



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

Ms. Cheryl L. Poole
Poole Engineering & Surveying, Inc.
2145 Delta Boulevard, Suite 100
Tallahassee, Florida 32303

September 12, 2012

Re: DHR Project #: 2012-3791/ Received by DHR: August 8, 2012
Parcel IDs: 33-16-20-407-0000, 33-16-20-402-0000, 33-16-20-002-0000,
33-15-20-602-0000 and 33-15-20-603-0000
Conversion of Exiting DISC Village Complex to Senior Living Faculty
Tallahassee, Leon County

Dear Ms. Poole:

In accordance with the procedures contained in the City of Tallahassee / Leon County's Natural Features Inventory requirements, we reviewed the referenced property for possible impact to cultural resources (any prehistoric or historic district, site, building, structure, or object) listed, or eligible for listing, in the *National Register of Historic Places*, or otherwise of historical, archaeological, or architectural value.

Based on the information provided, it is the opinion of this office that the buildings at the above referenced address do not meet the criteria to be eligible for listing on the *National Register*. As a result, the proposed undertaking will not affect historic properties.

If there are any questions, please contact Katherine Shelfer, Historic Preservationist, by phone at 850.245.6333, or by electronic mail at katherine.shelfer@dos.myflorida.com.

Sincerely,

Miss M. Lade, Deputy SHPO

for Robert F. Bendus, Director
Division of Historical Resources
and State Historic Preservation Officer



DIVISION OF HISTORICAL RESOURCES
R. A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
Telephone: 850.245.6300 • Facsimile: 850.245.6436 • www.flheritage.com
Commemorating 500 years of Florida history www.fl500.com



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Natural Features Inventory Approval Letter



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Development Support & Environmental Management
Division of Environmental Compliance
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, FL 32301
(850) 606-1300

Commissioners

BILL PROCTOR
District 1

June 11, 2013

JANE G. SAULS
District 2

Cheryl Poole
Poole Engineering & Surveying, Inc.
2145 Delta Boulevard
Suite 100
Tallahassee, FL 32303

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

RE: Approval
Project: DISC Village PUD
Natural Features Inventory: LEA 13-0008
Parcel ID: 33-16-20-407-000-0; 33-16-20-402-000-0; 33-16-20-002-000-0; 33-15-20-603-000-0; 33-15-20-602-000-0

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

Dear Ms. Poole:

NICK MADDOX
At-Large

We have completed our review of the additional information submitted for the referenced project on June 7, 2013. Your application is hereby approved.

VINCENT S. LONG
County Administrator

For future submittals you will need to provide habitat protection and management plans for the Sherman's fox squirrel (*Sciurus niger*) and the gopher tortoise (*Gopherus polyphemus*). The plans will need to address protection during construction, potential relocation needs, and long-term habitat management. Include any permitting requirements or authorizations needed from the Florida Fish and Wildlife Conservation Commission.

HERBERT W.A. THIELE
County Attorney

Please note that the Sherman's fox squirrel and its nest have been observed in open pine forests on-site (see attached map) other than those shown on your NFI map. In your plan please consider these and other areas on-site that may contain nests.

It should be noted that non-inclusion in this letter of a Leon County Land Development Regulation/requirement does not constitute exemption from compliance with the requirement. All the required information for Environmental Impact Analysis and Environmental Management Permitting shall be provided.

If you have any questions concerning this letter or need additional information, you may contact me at 606-1376 or by e-mail at weismanj@leoncountyfl.gov.

Sincerely,

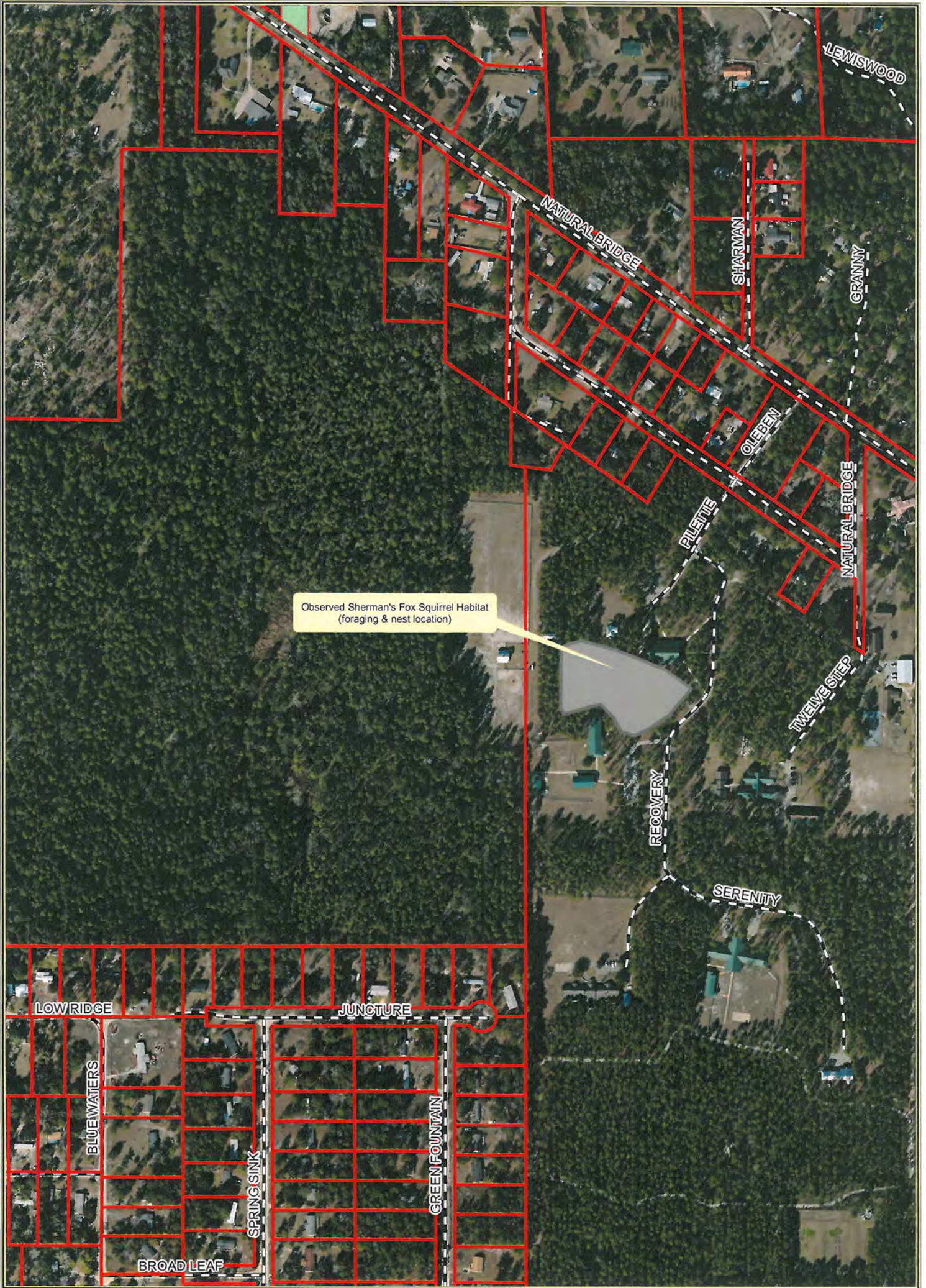
Jill Weisman
Senior Environmental Review Biologist

Attachment: Fox Squirrel Habitat Map

CC: Woodville Properties, Inc.
Attn: Tom Olk
3333 West Pensacola Street
Tallahassee, FL 32304

Florida Environmental and Land Services, Inc.
Attn: Elva Peppers
221-4 Delta Court
Tallahassee, FL 32303

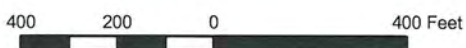
"People Focused. Performance Driven."



Observed Sherman's Fox Squirrel Habitat
(foraging & nest location)



1 Inch = 400 Feet



Map Created By: Jill Weisman
Leon County Department of
Development Support & Environmental Management

Sherman's Fox Squirrel Habitat & Nest
Observed on May 10, 2013

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

15

Conceptual EIA Approval Letter



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Development Support & Environmental Management
Renaissance Center, 2nd Floor
435 North Maccomb Street
Tallahassee, FL 32301-1019

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

September 17, 2013

Cheryl Poole
Poole Engineering & Surveying, Inc.
2145 Delta Blvd., Ste 100
Tallahassee, FL 32303

**Re.: Conceptual EIA Approval
Woodville Retirement Community Planned Unit Development
Conceptual Environmental Impact Analysis (EIA); LEA13-0031**

Dear Ms. Poole,

We have reviewed your Conceptual EIA materials submitted on September 17th, 2013. Based on our review of the submittal, the subject Conceptual Environmental Impact Analysis is hereby approved.

Please contact me if you have any questions concerning this letter.

With Regards,
Leon County Development Support & Environmental Management

A handwritten signature in black ink, appearing to read "CHARLEY M. SCHWARTZ".

Charley M. Schwartz, P.E.
Senior Environmental Engineer

cc: Woodville Properties, Inc.
3333 W. Pensacola St, Ste 300
Tallahassee, FL 32304

16

Preliminary Concurrency
Traffic Report and Analysis
of SR 363 at Natural Bridge
Road

TRAFFIC REPORT

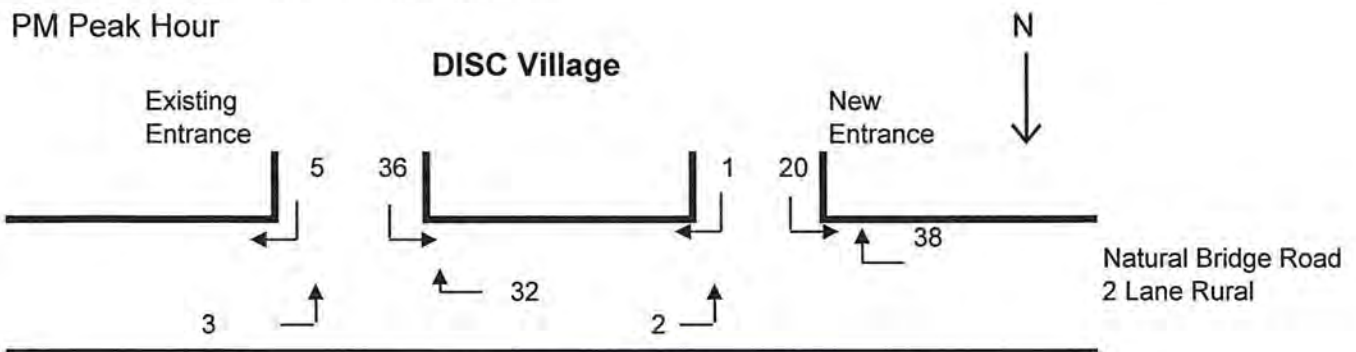
DISC Village Retirement Community
Natural Bridge Road

PES Project Number: 12-142
August 7, 2013

Full Buildout Trip Generation

ITE Code 251 - Senior Adult Housing - Detached 160 units at full build-out	ITE 9th Edition	
PM Peak	$\ln(T) = 0.75 \cdot \ln(x) + 0.35$ 61% Enter, 39% Exit	T = 64 trips 39 / 25
ITE Code 254 - Assisted Living 180 Occupied Beds at full build-out		
PM Peak	Avg. Rate 0.74/1000SF 50% Enter, 50% Exit	T = 52 trips 26 / 26
ITE Code 620 - Nursing Home / Alzheimer's Unit 25,000 square feet at full build-out		
PM Peak	Avg. Rate 0.74/1000SF 52% Enter, 48% Exit	T = 19 trips 10 / 9
ITE Code 710 - General Office / Administration Buildings 2,000 square feet at full build-out		
PM Peak	Avg. Rate 1.49/1000SF 17% Enter, 83% Exit	T = 3 trips 1 / 2

Traffic Distribution at Driveway



EXISTING USE

The current use is a residential rehabilitative and social service to adults, juveniles and their families involved in the criminal justice system, alcohol and drug abuse systems. They have approximately 35 employees and average between 35 and 50 residents on any given day. Residents stay at the program from 3 to 6 months. At one time (about 5 years ago) they averaged 150 residents and 100 staff. Ninety percent of the staff works a standard 8 to 5 workday with the remainder working night shifts and weekends.

CONCURRENCY RESULTS ANALYSIS

A review of the Concurrency Street Inventory shows the Natural Bridge Road currently has an available capacity of 310 trips eastbound and 349 trips westbound allowing for the proposed project. However Woodville Highway is constrained along in the southbound direction to Natural Bridge yielding a negative capacity. The project will likely require some form of transportation mitigation along this roadway for the project to meet concurrency.

SR 363 AT NATURAL BRIDGE ROAD TURN LANE ANALYSIS

A turn lane analysis was performed on the subject intersection using Synchro. All project entering and exiting trips were taken to the intersection for a "worse-case" scenario. The existing traffic at the intersection was based on the FDOT counts obtained for their earlier intersection study. Both AM and PM Peak Hours of the project were used in the analysis. Results show that the intersection does lose capacity with the project trips as would be expected. However, the Level of Service does not drop below C during either time period.

The existing southbound left turn lane is shown to be adequate for the build-out of the project. The westbound approach has obvious capacity issues with the project trips. Depending on available right of way the approach would likely gain capacity through the addition of a right turn lane at the point of project full build-out. All other approaches are adequate with the existing configuration.

AM Peak Hour Turning Movement Counts

Full Build-Out

Intersection SR 363 (Woodville Hwy) at CR 2192 (Natural Bridge Road)

Existing

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
7:00 AM - 8:00 AM	5	609	14	33	227	2	0	6	6	12	10	86	1010

Peak Season (Existing) PSCF= 0.99

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
7:00 AM - 8:00 AM	5	603	14	33	225	2	0	6	6	12	10	85	1000

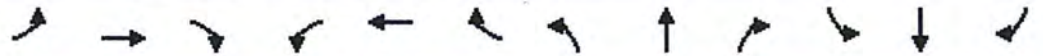
Project Trips

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
7:00 AM - 8:00 AM	0	0	16	37	0	0	0	7	0	6	5	42	113

Total (Factored Existing + Project Trips)

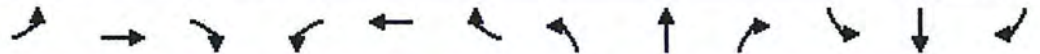
Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
7:00 AM - 8:00 AM	5	603	30	70	225	2	0	13	6	18	15	127	1113

HCM Unsignalized Intersection Capacity Analysis
 3: Natural Bridge Road & Woodville Hwy



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕		↕	↕	
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Volume (veh/h)	0	6	6	12	10	85	5	603	14	33	225	2
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	0	7	7	13	11	92	5	655	15	36	245	2
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	1089	999	246	1000	992	663	247			671		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	1089	999	246	1000	992	663	247			671		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	100	97	99	94	95	80	100			96		
cM capacity (veh/h)	144	233	793	208	235	461	1319			920		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1	SB 2							
Volume Total	13	116	676	36	247							
Volume Left	0	13	5	36	0							
Volume Right	7	92	15	0	2							
cSH	360	376	1319	920	1700							
Volume to Capacity	0.04	0.31	0.00	0.04	0.15							
Queue Length (ft)	3	32	0	3	0							
Control Delay (s)	15.4	18.8	0.1	9.1	0.0							
Lane LOS	C	C	A	A								
Approach Delay (s)	15.4	18.8	0.1	1.2								
Approach LOS	C	C										
Intersection Summary												
Average Delay			2.6									
Intersection Capacity Utilization			56.3%			ICU Level of Service				B		
Analysis Period (min)			15									

HCM Unsignalized Intersection Capacity Analysis
3: Natural Bridge Road & Woodville Hwy



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕		↕	↕	↕
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Volume (veh/h)	0	13	6	18	15	127	5	603	30	70	225	2
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	0	14	7	20	16	138	5	655	33	76	245	2
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	1227	1097	246	1093	1082	672	247			688		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	1227	1097	246	1093	1082	672	247			688		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	100	93	99	88	92	70	100			92		
cM capacity (veh/h)	95	194	793	168	199	456	1319			906		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1	SB 2							
Volume Total	21	174	693	76	247							
Volume Left	0	20	5	76	0							
Volume Right	7	138	33	0	2							
cSH	255	347	1319	906	1700							
Volume to Capacity	0.08	0.50	0.00	0.08	0.15							
Queue Length (ft)	7	67	0	7	0							
Control Delay (s)	20.3	25.4	0.1	9.3	0.0							
Lane LOS	C	D	A	A								
Approach Delay (s)	20.3	25.4	0.1	2.2								
Approach LOS	C	D										
Intersection Summary												
Average Delay			4.6									
Intersection Capacity Utilization			72.1%	ICU Level of Service	C							
Analysis Period (min)			15									

PM Peak Hour Turning Movement Counts

Full Build-Out

Intersection SR 363 (Woodville Hwy) at CR 2192 (Natural Bridge Road)

Existing

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
5:00 PM - 6:00 PM	5	241	16	97	654	35	11	10	21	15	9	54	1168

Peak Season (Existing) PSCF= 0.99

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
5:00 PM - 6:00 PM	5	239	16	96	647	35	11	10	21	15	9	53	1156

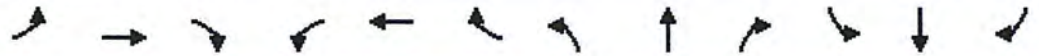
Project Trips

Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
5:00 PM - 6:00 PM	0	0	10	59	0	0	0	6	0	12	7	43	137

Total (Factored Existing + Committed + Project Trips)

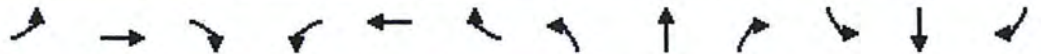
Intervals	Northbound			Southbound			Eastbound			Westbound			TOTAL
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
5:00 PM - 6:00 PM	5	239	26	155	647	35	11	16	21	27	16	96	1293

HCM Unsignalized Intersection Capacity Analysis
3: Natural Bridge Road & Woodville Hwy



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕		↕	↕	↕
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Volume (veh/h)	11	10	21	16	9	53	5	239	16	96	647	35
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	11	23	17	10	58	5	260	17	104	703	38
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	1273	1219	722	1220	1229	268	741			277		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	1273	1219	722	1220	1229	268	741			277		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	90	93	95	87	94	93	99			92		
cM capacity (veh/h)	119	165	427	132	162	770	866			1286		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1	SB 2							
Volume Total	46	85	283	104	741							
Volume Left	12	17	5	104	0							
Volume Right	23	58	17	0	38							
cSH	207	317	866	1286	1700							
Volume to Capacity	0.22	0.27	0.01	0.08	0.44							
Queue Length (ft)	20	26	0	7	0							
Control Delay (s)	27.2	20.4	0.2	8.0	0.0							
Lane LOS	D	C	A	A								
Approach Delay (s)	27.2	20.4	0.2	1.0								
Approach LOS	D	C										
Intersection Summary												
Average Delay			3.1									
Intersection Capacity Utilization			65.7%		ICU Level of Service					C		
Analysis Period (min)			15									

HCM Unsignalized Intersection Capacity Analysis
 3: Natural Bridge Road & Woodville Hwy



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕		↕	↕	↕
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Volume (veh/h)	11	16	21	27	16	96	5	239	26	155	647	35
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	17	23	29	17	104	5	260	28	168	703	38
Pedestrians												
Lane Width (ft)												
Walking Speed (ft/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	1457	1358	722	1357	1363	274	741			288		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	1457	1358	722	1357	1363	274	741			288		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	84	86	95	69	86	86	99			87		
cM capacity (veh/h)	75	128	427	96	127	765	866			1274		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1	SB 2							
Volume Total	52	151	293	168	741							
Volume Left	12	29	5	168	0							
Volume Right	23	104	28	0	38							
cSH	149	261	866	1274	1700							
Volume to Capacity	0.35	0.58	0.01	0.13	0.44							
Queue Length (ft)	36	83	0	11	0							
Control Delay (s)	41.5	36.1	0.2	8.3	0.0							
Lane LOS	E	E	A	A								
Approach Delay (s)	41.5	36.1	0.2	1.5								
Approach LOS	E	E										
Intersection Summary												
Average Delay			6.5									
Intersection Capacity Utilization			71.1%		ICU Level of Service					C		
Analysis Period (min)			15									

Week	Dates	SF	MOCF: 0.96 PSCF
1	01/01/2012 - 01/07/2012	1.07	1.11
2	01/08/2012 - 01/14/2012	1.06	1.10
3	01/15/2012 - 01/21/2012	1.04	1.08
4	01/22/2012 - 01/28/2012	1.03	1.07
5	01/29/2012 - 02/04/2012	1.01	1.05
6	02/05/2012 - 02/11/2012	1.00	1.04
* 7	02/12/2012 - 02/18/2012	0.98	1.02
* 8	02/19/2012 - 02/25/2012	0.97	1.01
* 9	02/26/2012 - 03/03/2012	0.96	1.00
*10	03/04/2012 - 03/10/2012	0.95	0.99
*11	03/11/2012 - 03/17/2012	0.94	0.98
*12	03/18/2012 - 03/24/2012	0.95	0.99
*13	03/25/2012 - 03/31/2012	0.95	0.99
*14	04/01/2012 - 04/07/2012	0.95	0.99
*15	04/08/2012 - 04/14/2012	0.95	0.99
*16	04/15/2012 - 04/21/2012	0.95	0.99
*17	04/22/2012 - 04/28/2012	0.97	1.01
*18	04/29/2012 - 05/05/2012	0.98	1.02
*19	05/06/2012 - 05/12/2012	0.99	1.03
20	05/13/2012 - 05/19/2012	1.01	1.05
21	05/20/2012 - 05/26/2012	1.01	1.05
22	05/27/2012 - 06/02/2012	1.01	1.05
23	06/03/2012 - 06/09/2012	1.01	1.05
24	06/10/2012 - 06/16/2012	1.01	1.05
25	06/17/2012 - 06/23/2012	1.01	1.05
26	06/24/2012 - 06/30/2012	1.02	1.06
27	07/01/2012 - 07/07/2012	1.02	1.06
28	07/08/2012 - 07/14/2012	1.03	1.07
29	07/15/2012 - 07/21/2012	1.03	1.07
30	07/22/2012 - 07/28/2012	1.02	1.06
31	07/29/2012 - 08/04/2012	1.02	1.06
32	08/05/2012 - 08/11/2012	1.01	1.05
33	08/12/2012 - 08/18/2012	1.00	1.04
34	08/19/2012 - 08/25/2012	1.00	1.04
35	08/26/2012 - 09/01/2012	1.00	1.04
36	09/02/2012 - 09/08/2012	0.99	1.03
37	09/09/2012 - 09/15/2012	0.99	1.03
38	09/16/2012 - 09/22/2012	0.99	1.03
39	09/23/2012 - 09/29/2012	0.99	1.03
40	09/30/2012 - 10/06/2012	0.99	1.03
41	10/07/2012 - 10/13/2012	0.99	1.03
42	10/14/2012 - 10/20/2012	0.98	1.02
43	10/21/2012 - 10/27/2012	0.99	1.03
44	10/28/2012 - 11/03/2012	1.00	1.04
45	11/04/2012 - 11/10/2012	1.01	1.05
46	11/11/2012 - 11/17/2012	1.02	1.06
47	11/18/2012 - 11/24/2012	1.03	1.07
48	11/25/2012 - 12/01/2012	1.04	1.08
49	12/02/2012 - 12/08/2012	1.06	1.10
50	12/09/2012 - 12/15/2012	1.07	1.11
51	12/16/2012 - 12/22/2012	1.06	1.10
52	12/23/2012 - 12/29/2012	1.05	1.09
53	12/30/2012 - 12/31/2012	1.04	1.08



* Peak Season

**TRAFFIC SIGNAL WARRANT STUDY
DISC Retirement Village**

**Natural Bridge Road
Woodville, Florida**

Prepared for:
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Submitted by:



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Joe P. Poole, P.E.
FL Professional Engineer No. 42038
August 7, 2013

Introduction

DISC Village Retirement Community is a proposed development on Natural Bridge Road in Woodville, Florida. The proposed complex would consist of 160 senior adult housing units, 180 bed assisted living facility, 25,000 square feet Alzheimer’s units (Nursing Home), and 2,000 square feet administrative offices. The following study was conducted to determine if a traffic signal is warranted at the intersection of SR 363 (Woodville Hwy) and CR 2192 (Natural Bridge Road).

Traffic Data Collection

2010 Florida Department of Transportation (FDOT) turning movement counts from a previous traffic signal warrant study for this location prepared by FDOT District 3 Traffic Operations office was used in the analysis.

FDOT 2012 Traffic information obtained from the 2012 Traffic Information DVD was also used in the analysis. Data from traffic count station 550300 (SRS 363/Woodville Hwy. 728 feet north of Filmore) and traffic count station 550010 (CR 2192/Natural Bridge Road 175 feet east of SR 363/Woodville Hwy.) are provide in the following table:

Traffic Count Station	Year	AADT
550300	2010	9115
“	2011	8974
“	2012	8896
550010	2010	2500
“	2011	2300
“	2012	2400

As shown above, the traffic data for both count stations is higher in the year 2010 than in the other two years. The traffic trend is decreasing at both locations from 2010 through 2012 (latest data available).

In addition to the turning movement counts in the FDOT 2010 study, vehicle delay study results, crash data analysis (2006-2010) was used in the analysis.

Trip Generation

The latest ITE Trip Generation Manual (9th Edition) was used to determine project trips for the proposed development. Land Use Codes 251 (Senior Adult Housing – Detached), 254 (Assisted Living Facility), 620 (Nursing Home/Alzheimer’s Unit), and 710 (General Office) were applied to estimate the trip demand for the proposed development. The peak times (AM & PM) of the adjacent street and daily trip generation codes were used to

calculate project trips for the various hours of a typical weekday. For existing traffic on SR 363 (Woodville Hwy.) and Natural Bridge Road, the FDOT existing turning movement counts were used. Based on the existing counts, peak hours of the adjacent street occurs between 7 – 8 am and 5 - 6 pm, respectively. The appropriate ITE trip generation codes were applied to determine the project trips during these peak hours.

For the remaining hours, the project trips for the peak hours were subtracted from the total daily trips. The 2012 FDOT twenty-four (24) hour traffic data from count station 550010 on Natural Bridge Road was used to determine the hourly traffic percentage distribution. The AM and PM peak hour volumes were subtracted from the daily traffic total in this calculation. The eight (8) highest hours were determined from the existing turning movement counts. The respective hourly percentage was applied to the net daily trip generation to calculate the respective project trips for the non-peak hours.

Project turning movement counts distribution was based on the existing turning movement distribution.

Signal Warrant Analysis

The 2009 Manual on Uniform traffic Control Devices (MUTCD) was used for the traffic signal warrant study. Data described in the above sections were analyzed using the nine (9) MUTCD warrants for traffic signal installation. Since the intersection is within a community with a population less than 10,000 and the 85th percentile speed on SR 363 (Woodville Hwy.) exceeds 40 mph, the 70% column were used in each case. A traffic signal warrant summary is shown below.

Traffic Signal Warrant Summary		
Warrants	Satisfied	Not Satisfied
Warrant 1, Eight-Hour Vehicular Volume (Condition A)		X
Warrant 1, Eight-Hour Vehicular Volume (Condition B)		N/A
Warrant 2, Four-Hour Vehicular Volume		X
Warrant 3, Peak Hour		N/A
Warrant 4, Pedestrian Volume		N/A
Warrant 5, School Crossing		N/A
Warrant 6, Coordinated Signal System		N/A
Warrant 7, Crash Experience		X
Warrant 8, Roadway Network		X

Each roadway approach of SR 363 (Woodville Hwy.) have an exclusive left turn and one (1) shared through/right turn. Since the left turn and right turn volumes are lower than the through volume on SR 363 (Woodville Hwy.), the lane configuration was considered to be one lane for each approach. Since the East Approach (Westbound Direction) has the highest volume, as compared to the West Approach (Eastbound Direction), the lane configuration for the East approach was applied in the analysis. The lane configuration for this approach (Natural Bridge Road) has a shared left turn, through, and right turn

lane. An intersection drawing showing the current lane configuration is provided in the **Appendix (FDOT Study)**. Based on this lane configuration and the vehicular delay study results that indicate the minor street vehicles are not experiencing difficulty entering SR 363 (Woodville Hwy.), the right turn volumes for the minor street approaches were not considered in the analysis and the minor street approach was considered to have a single lane approach.

Analyzing the existing traffic counts, Warrant 1, Eight-Hour Vehicular Volume (Condition A), is not met. Warrant 1, Eight-Hour Vehicular Volume (Condition B), is not applicable because the minor street traffic is not currently experiencing excessive delay or conflict entering SR 363 (Woodville Hwy.). Warrant 2, Four-Hour Vehicular Volume, is not satisfied. Warrant 3, Peak Hour 100%, is not applicable because the development and other traffic generators along Natural Bridge Road is not consistent with types of land uses such as manufacturing plants, industrial parks, office complexes associated with this warrant. Warrants 4-7 are either not applicable or satisfied for this condition. Warrant 8, Roadway Network, is not satisfied. All signal warrant sheets are included in **Appendix**.

The Crash data provided in the FDOT 2010 study was used in this analysis. The available latest Crash records were obtained from the FDOT Central Safety Office (see Appendix). The following is a summary of the cash history:

Year	Collision Type							
	Left Turn	Rear End	Right Angle	Side Swipe	Loss of Control	Head-On	Pedestrian	Other
2006	0	0	0	0	1	0	0	0
2007	0	0	1	0	0	0	0	0
2008	1	3	2	0	0	0	0	0
2009	3	1	0	0	1	0	0	0
2010	0	0	0	0	0	0	0	0
2011	0	0	1	0	0	1	0	0

A total of 15 collisions occurred during this time period. A copy of the crash detail and summary report are provided in the Appendix

Speed & Vehicle Delay Data

The following speed data was obtained from the FDOT traffic signal warrant study (see **Appendix**):

Speed Data			
Speed	Northbound	Southbound	SR 363 (Woodville Hwy.) Posted Speed Limit – 35 MPH
85 Percentile (MPH)	50.1	39.5	
Average (MPH)	45.5	36.6	
High (MPH)	53	45	
Percent Exceeding (%)	98.45	62.50	

Also, the vehicle delay study results conducted by FDOT shows no movements from CR 2192 (Natural Bridge Road) is experiencing excessive delay entering the major street (see **Appendix**). The delay study did not reflect any significant delay for vehicles exiting either minor street. The highest average delay per vehicle (11.90 seconds per vehicle) occurred in the eastbound direction.

Conclusion

Based on the results of this analysis, the intersection does not satisfy any of the nine (9) MUTCD Traffic Signal Warrants, therefore it is recommended not to install a traffic signal at this time.

APPENDIX

Florida Department of Transportation
 Transportation Statistics Office
 2012 Historical AADT Report

County: 55 - LEON

Site: 0010 - CR 2192 (NAT BRIDGE RD) - 175' E OF SR 363(WOODVILLE HWY)

Year	AADT	Direction 1		Direction 2		*K Factor	D Factor	T Factor
2012	2400 C	E	1200	W	1200	9.00	71.30	7.80
2011	2300 C	E	0	W	0	9.00	67.30	8.70
2010	2500 C	E	0	W	0	11.49	66.79	8.40
2009	2300 C	E	0	W	0	11.12	62.90	8.40
2008	2200 C	E	0	W	0	11.19	63.04	8.20
2007	2400 C	E	0	W	0	10.89	64.26	9.70
2006	2300 C	E	0	W	0	10.96	65.06	5.50
2005	2000 C	E		W		10.80	64.40	6.20
2004	2000 C	E		W		10.80	61.10	7.90
2003	2100 C	E		W		10.80	61.80	12.60
2002	2000 C	E		W		10.30	60.30	11.60
2001	2000 C	E		W		10.30	59.40	7.50

AADT Flags: C = Computed; E = Manual Estimate; F = First Year Estimate
 S = Second Year Estimate; T = Third Year Estimate; X = Unknown
 *K Factor: Starting with Year 2011 is StandardK, Prior years are K30 values

Florida Department of Transportation
 Transportation Statistics Office
 2012 Historical AADT Report

County: 55 - LEON

Site: 0300 - SR-363/WOODVILLE HWY, 728' N OF FILMORE, LEON CO.

Year	AADT	Direction 1	Direction 2	*K Factor	D Factor	T Factor
2012	8896 C	N 4358	S 4538	9.00	73.10	5.60
2011	8974 C	N 4402	S 4572	9.00	71.30	5.40
2010	9115 C	N 4471	S 4644	10.83	67.17	6.00
2009	9349 C	N 4593	S 4756	10.80	69.15	5.70
2008	9349 C	N 4590	S 4759	11.02	69.83	6.40
2007	9768 C	N 4811	S 4957	10.44	68.97	7.30
2006	9808 C	N 4830	S 4978	10.38	66.98	7.60
2005	10092 C	N 4953	S 5139	10.40	71.00	7.00
2004	9900 S	N	S	10.50	68.60	3.80
2003	9600 F	N	S	10.50	68.60	3.80
2002	9352 C	N 4609	S 4743	10.50	68.60	3.80
2001	9305 C	N 4614	S 4691	10.80	71.50	4.00
2000	9370 C	N 4669	S 4701	10.80	67.10	3.70
1999	9221 C	N 4584	S 4637	11.20	67.00	4.30
1998	8787 C	N 4379	S 4408	10.80	72.50	4.50
1997	8590 C	N 4303	S 4287	11.10	68.50	4.00

AADT Flags: C = Computed; E = Manual Estimate; F = First Year Estimate
 S = Second Year Estimate; T = Third Year Estimate; X = Unknown
 *K Factor: Starting with Year 2011 is StandardK, Prior years are K30 values

COUNTY: 55
 STATION: 0010
 DESCRIPTION: CR 2192 (NAT. BR. RD. EAST OF SR 363 (WOODVILL. HWY)
 START DATE: 04/16/2012
 START TIME: 0600

DIRECTION: B

TIME	1ST	2ND	3RD	4TH	TOTAL
0000	4	1	3	3	11
0100	2	1	2	1	6
0200	1	2	1	1	5
0300	1	2	1	1	5
0400	2	1	4	6	13
0500	2	7	10	13	32
0600	16	24	23	34	97
0700	33	41	65	119	258
0800	125	122	50	20	317
0900	24	21	25	17	87
1000	34	18	28	24	104
1100	63	60	45	22	190
1200	28	26	31	24	109
1300	26	22	33	27	108
1400	34	36	44	98	212
1500	113	37	41	36	227
1600	49	39	39	43	170
1700	47	61	46	56	210
1800	35	31	41	35	142
1900	22	41	29	33	125
2000	22	21	31	13	87
2100	12	16	11	14	53
2200	3	11	6	4	24
2300	4	2	4	2	12

24-HOUR TOTALS: 2604

PEAK VOLUME INFORMATION

	HOUR	VOLUME
A.M.	730	431
P.M.	1430	292
DAILY	730	431

GENERATED BY SPS 5.0.21

**TABLE 5
 10-HOUR TURNING MOVEMENTS**

TIME	SOUTHBOUND S.R 363			WESTBOUND C.R. 2192			NORTHBOUND S.R 363			EASTBOUND C.R. 2192		
	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
6:00 AM 7:00 AM	17	95	1	1	3	55	1	445	5	1	3	4
7:00 AM 8:00 AM	33	227	2	12	10	86	5	609	14	0	6	6
8:00 AM 9:00 AM	23	131	7	3	3	51	5	437	8	4	3	4
9:00 AM 10:00 AM	31	146	8	3	6	52	4	277	4	5	3	3
11:00 AM 12:00noon	28	206	10	4	5	56	0	230	11	4	4	8
12:00noon 1:00 PM	41	241	8	5	2	41	1	234	10	5	5	8
2:00 PM 3:00 PM	40	226	5	7	3	44	8	204	8	5	0	6
3:00 PM 4:00 PM	58	307	9	8	4	41	7	219	5	3	3	9
4:00 PM 5:00 PM	89	488	17	14	8	50	5	290	12	1	4	23
5:00 PM 6:00 PM	97	654	35	15	9	54	5	241	16	11	10	21

DISC Village Retirement Community/Natural Bridge Road/Woodville, Florida

Trip Generation				
Daily				
ITE Code 251 - Senior Adult Housing - Detached				
		Total Trips	Units =	160
Enter =	50%	359	$\ln(T)=0.89\ln(X) + 2.06$	
Exit =	50%	359	718	
ITE Code 254 - Assisted Living				
		Total Trips	Occupied Beds =	180
Enter =	50%	211	$T=1.61(X)+132.16$	
Exit =	50%	211	422	
ITE Code 620 - Nursing Home/Alzheimer's Unit				
		Total Trips	Area (1000 sf) =	25
Enter =	50%	97	$T=7.47(X)+7.73$	
Exit =	50%	97	194	
ITE Code 710 - General Office				
		Total Trips	Area (1000 sf) =	2
Enter =	50%	34	$\ln(T)=0.76\ln(X) + 3.68$	
Exit =	50%	34	67	
Total Daily Trips				
Total Daily Trips (All Land Uses) =			1402	
Enter Trips =			701	
Exit Trips =			701	

Trip Generation

**AM Peak Hour of Adjacent Roadway
ITE Code 251 - Senior Adult Housing - Detached**

		Total	Units =	160
		Trips		
Enter =	35%	20	$T=0.17(X)+29.95$	
Exit =	65%	37	57	

ITE Code 254 - Assisted Living

		Total	Occupied Beds =	180
		Trips		
Enter =	68%	22	0.18	
Exit =	32%	10	32	

ITE Code 620 - Nursing Home/Alzheimer's Unit

		Total	Area (1000 sf) =	25
		Trips		
Enter =	71%	10	0.55	
Exit =	29%	4	14	

ITE Code 710 - General Office

		Total	Area (1000 sf) =	2
		Trips		
Enter =	88%	7	$\ln(T)=0.80\ln(X) + 1.57$	
Exit =	12%	1	8	

Total Daily Trips

Total AM Peak Hour of Adjacent Street Trips (All Land Uses) =	112
Enter Trips =	59
Exit Trips =	53

Trip Generation

**PM Peak Hour of Adjacent Roadway
ITE Code 251 - Senior Adult Housing - Detached**

		Total	Units =	160
		Trips		
Enter =	61%	39	$\ln(T)=0.75\ln(X)+0.35$	
Exit =	39%	25	64	

ITE Code 254 - Assisted Living

		Total	Occupied Beds =	180
		Trips		
Enter =	50%	26	0.29	
Exit =	50%	26	52	

ITE Code 620 - Nursing Home/Alzheimer's Unit

		Total	Area (1000 sf) =	25
		Trips		
Enter =	52%	10	0.74	
Exit =	48%	9	19	

ITE Code 710 - General Office

		Total	Area (1000 sf) =	2
		Trips		
Enter =	17%	1	1.49	
Exit =	83%	2	3	

Total Daily Trips

Total PM Peak Hour of Adjacent Street Trips (All Land Uses) =	138
Enter Trips =	75
Exit Trips =	62

Total Daily Trips (All Land Uses) =	1402
Total AM Peak Hour of Adjacent Street Trips (All Land Uses) =	112
Total PM Peak Hour of Adjacent Street Trips (All Land Uses) =	138

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Net Total Daily Trips =

1153

Without AM and PM Peak Hour Trips

**FDOT Count Station 550010
CR 192 (Natural Bridge Road East of SR 363 (Woodville Hwy)**

**Total Project Trips = 1153
Enter = 0
Exit = 0**

Time	2012		Project Trips			
	Volume Total	Percent of Daily Total	Total	Enter	Exit	
0	11	0.51%	6	3	3	50%
1	6	0.28%	3	2	2	
2	5	0.23%	3	1	1	
3	5	0.23%	3	1	1	
4	13	0.61%	7	4	4	
5	32	1.50%	17	9	9	
6	97	4.54%	52	16	37	4.54%
8	317	14.84%	171	64	107	14.84%
9	87	4.07%	47	18	29	4.07%
10	104	4.87%	56	28	28	71.02%
11	190	8.90%	103	41	62	8.90%
12	109	5.10%	59	32	27	5.10%
13	108	5.06%	58	29	29	5.06%
14	212	9.93%	114	54	61	9.93%
15	227	10.63%	123	68	55	10.63%
16	170	7.96%	92	54	37	7.96%
18	142	6.65%	77	38	38	
19	125	5.85%	67	34	34	
20	87	4.07%	47	23	23	
21	53	2.48%	29	14	14	
22	24	1.12%	13	6	6	
23	12	0.56%	6	3	3	
Total	2136	100.00%	1153	542	610	

Notes:

- 1 2012 Traffic Volume on Woodville Hwy obtained from Synopsis Report for FDOT Count Station 550010.
- 2 Project Trips hourly distribution is based on the existing traffic volume's hourly distribution.

Begin Time	Hourly Project Trips		
	Total	Enter	Exit
600	52	16	37
700	112	59	53
800	171	64	107
900	47	18	29
1100	103	41	62
1200	59	32	27
1400	114	54	61
1500	123	68	55
1600	92	54	37
1700	138	75	62

Begin Time	Exist Entering Volumes				Exist Entering Percentages				Begin Time	Exist Exiting Volumes				Exist Exiting Percentages			
	SBL	NBR	EBT	Total	SBL	NBR	EBT	Total		WBL	WBT	WBR	Total	WBL	WBT	WBR	Total
600	17	5	3	25	68%	20%	12%	100%	600	1	3	55	59	2%	5%	93%	100%
700	33	14	6	53	62%	26%	11%	100%	700	12	10	86	108	11%	9%	80%	100%
800	23	8	3	34	68%	24%	9%	100%	800	3	3	51	57	5%	5%	89%	100%
900	31	4	3	38	82%	11%	8%	100%	900	3	6	52	61	5%	10%	85%	100%
1100	28	11	4	43	65%	26%	9%	100%	1100	4	5	56	65	6%	8%	86%	100%
1200	41	10	5	56	73%	18%	9%	100%	1200	5	2	41	48	10%	4%	85%	100%
1400	40	8	0	48	83%	17%	0%	100%	1400	7	3	44	54	13%	6%	81%	100%
1500	58	5	3	66	88%	8%	5%	100%	1500	8	4	41	53	15%	8%	77%	100%
1600	89	12	4	105	85%	11%	4%	100%	1600	14	8	50	72	19%	11%	69%	100%
1700	97	16	10	123	79%	13%	8%	100%	1700	15	9	54	78	19%	12%	69%	100%

Begin Time	Hourly Project Trips						
	SBL	NBR	EBT	WBL	WBT	WBR	
600	11	3	2	1	2	34	52
700	37	16	7	6	5	42	112
800	43	15	6	6	6	96	171
900	15	2	1	1	3	25	47
1100	27	10	4	4	5	53	103
1200	23	6	3	3	1	23	59
1400	45	9	0	8	3	49	114
1500	60	5	3	8	4	42	123
1600	46	6	2	7	4	26	92
1700	59	10	6	12	7	43	138

FDOT 2010 Turning Movement Counts																	
Begin Time	Northbound				Southbound				Eastbound				Westbound				Int. Total
	Left	Thru	Right	Total	Left	Thru	Right	Total	Left	Thru	Right	Total	Left	Thru	Right	Total	
600	1	445	5	451	17	95	1	113	1	3	4	8	1	3	55	59	631
700	5	609	14	628	33	227	2	262	0	6	6	12	12	10	86	108	1010 AM Peak
800	5	437	8	450	23	131	7	161	4	3	4	11	3	3	51	57	679
900	4	277	4	285	31	146	8	185	5	3	3	11	3	6	52	61	542
1100	0	230	11	241	28	206	10	244	4	4	8	16	4	5	56	65	566
1200	1	234	10	245	41	241	8	290	5	5	8	18	5	2	41	48	601
1400	8	204	8	220	40	226	5	271	5	0	6	11	7	3	44	54	556
1500	7	219	5	231	58	307	9	374	3	3	9	15	8	4	41	53	673
1600	5	290	12	307	89	488	17	594	1	4	23	28	14	8	50	72	1001
1700	5	241	16	262	97	654	35	786	11	10	21	42	15	9	54	78	1168 PM Peak

FDOT 2010 Turning Movement Counts with Future Project Trips

Begin Time	Northbound				Southbound				Eastbound				Westbound				Int. Total	
	Left	Thru	Right	Total	Left	Thru	Right	Total	Left	Thru	Right	Total	Left	Thru	Right	Total		
600	1	445	8	454	28	95	1	124	1	5	4	10	2	5	89	96	683	
700	5	609	30	644	70	227	2	299	0	13	6	19	18	15	128	161	1122	AM Peak
800	5	437	23	465	66	131	7	204	4	9	4	17	9	9	147	164	850	
900	4	277	6	287	46	146	8	200	5	4	3	12	4	9	77	90	589	
1100	0	230	21	251	55	206	10	271	4	8	8	20	8	10	109	127	669	
1200	1	234	16	251	64	241	8	313	5	8	8	21	8	3	64	75	660	
1400	8	204	17	229	85	226	5	316	5	0	6	11	15	6	93	115	670	
1500	7	219	10	236	118	307	9	434	3	6	9	18	16	8	83	108	796	
1600	5	290	18	313	135	488	17	640	1	6	23	30	21	12	76	109	1093	
1700	5	241	26	272	156	654	35	845	11	16	21	48	27	16	97	140	1306	PM Peak

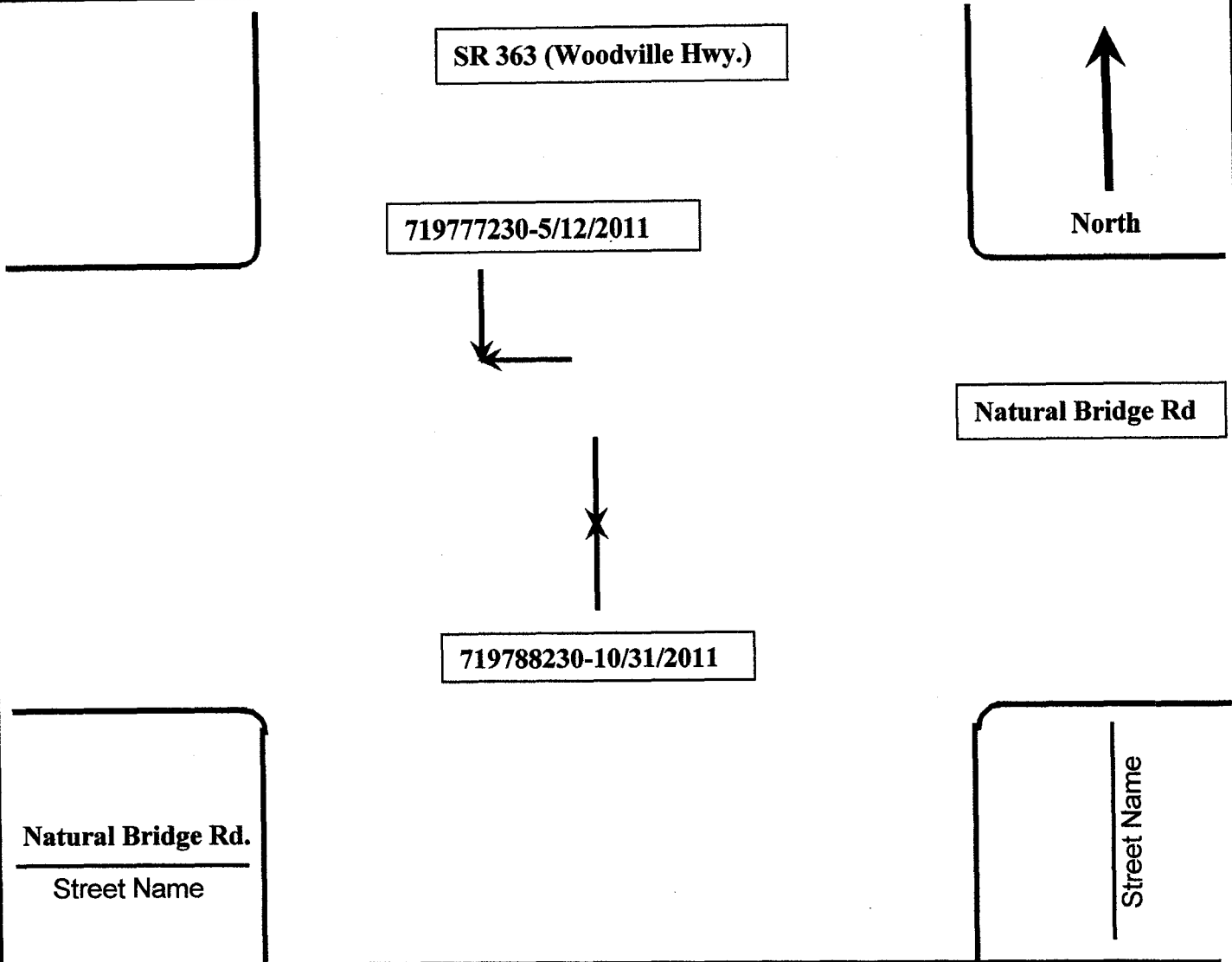
Begin Time	Future Traffic Approach Volumes			Highest Minor Street Volume		
	NB	SB	Total	Left	Thru	Total
600	454	124	578	2	5	7
700	644	299	943	18	15	33
800	465	204	669	9	9	18
1100	251	271	522	8	10	18
1400	229	316	545	15	6	21
1500	236	434	670	16	8	24
1600	313	640	953	21	12	33
1700	272	845	1117	27	16	43

COLLISION DIAGRAM

LOCATION ID: SR 363 (Woodville Hwy.) at CR 2192 (Natural Bridge Road)

COUNTY: Leon CITY: Woodville

PERIOD 1/1/2011 TO 12/31/2011 PREPARED BY: JPP



COLLISION SYMBOLS		CONDITION CODES
<ul style="list-style-type: none"> ↑ VEHICLE PATH ↑↑ BACKING VEHICLE ↑↑↑ NON-INVOLVED VEH. ↑↑ PEDESTRIAN PATH □ FIXED OBJECT ▨ PARKED VEHICLE ⊗ PERSONAL INJURY ⊗⊗ FATALITY 	<ul style="list-style-type: none"> ⇄ REAR-END COLLISION ⇄⇄ HEAD-ON COLLISION ⇄⇄⇄ SIDE SWIPE ⇄⇄⇄ OUT OF CONTROL ⇄⇄⇄ OVERTURNED VEHICLE ⇄⇄⇄ LEFT TURN COLLISION ⇄⇄⇄ RIGHT ANGLE COLLISION 	PAVEMENT CONDITION: D = DRY W=WET I=ICY WEATHER CONDITION: C=CLEAR R=RAIN F=FOG S=SNOW LIGHT CONDITION: L=DAYLIGHT N=NIGHT (DARK) TIME OF DAY (MILITARY)

CRASH SUMMARY				
	PROP. DMG ONLY	INJURY	FATAL	TOTAL
DAYTIME				
NIGHTTIME				
TOTAL				



REPORT...CARPJ13-01
DATE...05/22/2013
TIME...09:33:41

FLORIDA - DEPARTMENT OF TRANSPORTATION
C A R - CRASH ANALYSIS REPORTING SYSTEM
CRASH DATA DETAIL AND EXTRACT FOR STATE-MAINTAINED ROADS
CODE SHEET

ROAD SD: SIDE OF ROAD, AS REPORTED BY FLORIDA DEPT OF TRANSPORTATION SAFETY OFFICE FOR FIRST POINT OF IMPACT IN CRASH
E - END OF STATE ROAD
I - INTERSECTION
L - LEFT
M - MEDIAN
R - RIGHT
S - SIDE ROAD RIGHT
T - SIDE ROAD LEFT
U - UNKNOWN
ACC LN #: ACCIDENT LANE LOCATION, AS REPORTED BY FLORIDA DEPT OF TRANSPORTATION SAFETY OFFICE FOR FIRST POINT OF IMPACT IN CRASH
A - ACCEL/MERGE LANE
B - TOLL PLAZAS
C - CROSSWALK
E - END OF STATE ROAD
H - ISLAND AREA
K - SERVICE/ACCESS ROAD
L - LEFT TURN LANE
M - MEDIAN
P - PARKING LANE
R - RIGHT TURN LANE
S - SIDE OF THE ROAD
T - CONTINUOUS TURN LANE (CENTER)
U - UNKNOWN
V - BICYCLE LANE
X - RAMP
1 - 9 THROUGH-LANE (NUMBERED FROM CENTER)
VEHICLE TYPE 1 OR 2: VEHICLE TYPE FOR FIRST OR SECOND VEHICLE, AS REPORTED BY THE OFFICER
00 - UNKNOWN/NOT CODED
01 - AUTOMOBILE
02 - PASSENGER VAN
03 - PICKUP/LIGHT TRUCK (2 REAR TIRES)
04 - MEDIUM TRUCK (4 REAR TIRES)
05 - HEAVY TRUCK (2 OR MORE REAR AXLES)
06 - TRUCK TRACTOR (CAB)

07 - MOTOR HOME (RV)
08 - BUS (DRIVR + 9-15 PASS)
09 - BUS (DRIVR + > 15 PASS)
10 - BICYCLE
11 - MOTORCYCLE
12 - MOPED
13 - ALL TERRAIN VEHICLE
14 - TRAIN
15 - LOW SPEED VEHICLE
77 - OTHER
VEHICLE USE 1 OR 2: VEHICLE USE FOR FIRST OR SECOND VEHICLE, AS REPORTED BY THE OFFICER
00 - N/A
01 - PRIVATE TRANSPORTATION
02 - COMMERCIAL PASSENGERS
03 - COMMERCIAL CARGO
04 - PUBLIC TRANSPORTATION
05 - PUBLIC SCHOOL BUS
06 - PRIVATE SCHOOL BUS
07 - AMBULANCE
08 - LAW ENFORCEMENT
09 - FIRE/RESCUE
10 - MILITARY
11 - OTHER GOVERNMENT
12 - DUMP
13 - CONCRETE MIXER
14 - GARBAGE OR REFUSE
15 - CARGO VAN
77 - OTHER
88 - UNKNOWN/DUMMY RECORD
VEHICLE MOVMT 1 OR 2: VEHICLE MOVEMENT FOR FIRST OR SECOND VEHICLE, AS REPORTED BY THE OFFICER
01 - STRAIGHT AHEAD
02 - SLOWING/STOPPED/STALLED
03 - MAKING LEFT TURN
04 - BACKING
05 - MAKING RIGHT TURN
06 - CHANGING LANES
07 - ENTRNG/LVNG PRKING SPCE
08 - PROPERLY PARKED
09 - IMPROPERLY PARKED
10 - MAKING U-TURN
11 - PASSING
12 - DRIVERLESS/RUNAWAY VEH
77 - ALL OTHERS
88 - UNKNOWN

VEH DIR1 OR DIR 2: VEHICLE DIRECTION FOR FIRST OR SECOND VEHICLE, AS REPORTED BY THE OFFICER
E - EAST N - NORTH
S - SOUTH U - UNKNOWN
W - WEST
POINT OF IMPACT 1 OR 2: POINT OF IMPACT FOR FIRST OR SECOND VEHICLE, AS REPORTED BY THE OFFICER
00 - NOT APPLICABLE
01 - FRONT END
02 - RIGHT FRONT CORNER
03 - RIGHT FRONT QUTR PANEL
04 - RIGHT FRONT DOOR
05 - RIGHT REAR DOOR
06 - RIGHT REAR QUTR PANEL
07 - RIGHT REAR CORNER
08 - REAR END
09 - LEFT REAR CORNER
10 - LEFT REAR QUTR PANEL
11 - LEFT REAR DOOR
12 - LEFT FRONT DOOR
13 - LEFT FRONT QUTR PANEL
14 - LEFT FRONT CORNER
15 - HOOD
16 - ROOF
17 - TRUNK
18 - UNDERCARRIAGE
19 - OVERTURN
20 - WINDSHIELD
21 - TRAILER
88 - UNKNOWN
CONTRIB CAUSE 1 OR 2: DRIVER CONTRIBUTING CAUSE FOR FIRST OR SECOND VEHICLE DRIVER, AS REPORTED BY THE OFFICER
00 - UNKNOWN/NOT CODED
01 - NO IMPROPER DRVNG/ACT
02 - CARELESS DRIVING
03 - FAILED TO YIELD
04 - IMPROPER BACKING
05 - IMPROPER LANE CHANGE
06 - IMPROPER TURN
07 - ALCHOL-UNDER INFL
08 - DRUGS-UNDER INFLUENCE
09 - ALC & DRUGS-UNDER INFL
10 - FOLLOWED TOO CLOSELY
11 - DISREGARDED TRAFF SGNL
12 - EXCEEDED SAFE SPD LMT

13 - DISREGARDED STOP SIGN
14 - FAILED TO MAINTAIN EQUIPMENT/VEHICLE
15 - IMPROPER PASSING
16 - DROVE LEFT OF CENTER
17 - EXCEED STATED SPD LMT
18 - OBSTRUCTING TRAFFIC
19 - IMPROPER LOAD
20 - DISREGARDED OTHER TRAFFIC CONTROL
21 - DRIVING WRONG SIDE/WAY
22 - FLEEING POLICE
23 - VEHICLE MODIFIED
24 - DRIVER DISTRACTION
77 - ALL OTHER (EXPLAIN)
DRIVER/PED AGE 1 OR 2: DRIVER OR PEDESTRIAN AGE FOR FORM SECTION 1 OR 2, AS REPORTED BY THE OFFICER
VEHCLS: TOTAL NUMBER OF VEHICLES INVOLVED IN THE CRASH. IF THE NUMBER IS HIGHER THAN 9 THEN THIS FIELD WILL DISPLAY AN ASTERISK (*).
KILLED: TOTAL NUMBER OF FATALITIES AS A RESULT OF THE CRASH. IF THE NUMBER IS HIGHER THAN 9 THEN THIS FIELD WILL DISPLAY AN ASTERISK (*).
NUMBER INJURED: TOTAL NUMBER OF INJURIES AS A RESULT OF THE CRASH. IF THE NUMBER IS HIGHER THAN 99 THEN THIS FIELD WILL DISPLAY ASTERISKS (**).
Y: THE "Y" THAT SOMETIMES APPEARS BETWEEN THE COLUMNS FOR CRASH NUMBER AND ROADWAY ID, IS A FLAG THAT IDENTIFIES CRASHES THAT ARE ON OTHER SR'S OR ON NON-MAINTAINED SIDE ROADS. THESE CRASHES ARE OCCURRING WITHIN 250 FEET OF THE QUERIED SR AND ARE CLASSIFIED AS INFLUENCED CRASHES. CRASHES ON OTHER ROADWAYS WHICH ARE AT THE INTERSECTION WITH THE QUERIED SR WILL ALWAYS BE REPORTED AND WILL NOT SHOW THIS FLAG.

REPORT...CARPJ13-01
DATE...05/22/2013
TIME...09:33:41

FLORIDA - DEPARTMENT OF TRANSPORTATION
C A R - CRASH ANALYSIS REPORTING SYSTEM
CRASH DATA DETAIL AND EXTRACT FOR STATE-MAINTAINED ROADS
CODE SHEET

CRASH NUMBER: THE 9 DIGIT CRASH REPORT NUMBER
ROADWAY ID: THE 8 DIGIT NUMBER THAT IDENTIFIES THE PART OF THE STATE ROAD SYSTEM ON WHICH THE CRASH HAS OCCURRED
COUNTY: THE FIRST TWO DIGITS OF THE ROADWAY ID ARE THE NUMERIC D.O.T. CODE FOR COUNTY
SECTION: THE THIRD, FOURTH AND FIFTH DIGITS OF THE ROADWAY ID ARE THE SECTION OF THE STATE ROAD SYSTEM, WITHIN COUNTY, ON WHICH THE CRASH OCCURRED
SUBSECTION: THE SIXTH, SEVENTH AND EIGHTH DIGITS OF THE ROADWAY ID IDENTIFY THE SUBDIVISION OF THE PRIMARY SECTION ON WHICH THE CRASH OCCURRED
MILEPOST: THE MILEPOST IDENTIFIES THE EXACT POINT ON THE ROADWAY ID WHERE THE CRASH HAS OCCURRED
NEAREST NODE: THE NEAREST NODE IS THE CLOSEST NODE (A DEFINED POINT ON THE STATE ROAD SYSTEM) TO THE LOCATION OF THE CRASH
STATE ROAD: THE STATE ROAD IS THE ROUTE NUMBER ASSIGNED TO THE ROADWAY ID
AVERAGE DAILY TRAFFIC: THE AVERAGE NUMBER OF VEHICLES PER DAY PASSING THE MILE POINT WHERE CRASHES OCCURRED
YEAR: THE YEAR IN WHICH THE CRASH OCCURRED (FINAL TWO DIGITS)
MONTH: THE MONTH OF THE CRASH
DAY: THE DAY OF THE MONTH ON WHICH THE CRASH OCCURRED
HOUR: THE TIME AT WHICH THE CRASH OCCURRED, MILITARY TIME
CRASH RATE CLASS CATEGORY: THIS FIVE-LETTER/NUMBER CODE IS A COMBINATION OF RURAL/URBAN/SUBURBAN CLASSIFICATION, NUMBER OF LANES, DIVIDED/UNDIVIDED CODE, TYPE OF MEDIAN AND SUBSECTION

TYPE. FOR THOSE NOT OTHERWISE DEFINED BELOW:
- A FIRST LETTER "U" MEANS "URBAN" (CURB & GUTTER), "S" MEANS "SUBURBAN", (OPEN DRAINAGE INSIDE CITY OR URBAN AREA), "R" MEANS RURAL (OPEN DRAINAGE OUTSIDE CITY OR URBAN AREA).
- AFTER THE HYPHEN (-) THE NUMBER GIVES THE NUMBER OF THRU LANES: "2" MEANS 2-3, "4" MEANS 4-5, "6" MEANS 6 OR MORE.
- THE LETTER IN THE 4TH POSITION DISTINGUISHES DIVIDED ("D") FROM UNDIVIDED ("UN")
- THE LETTER IN THE FINAL POSITION INDICATES THE TYPE OF MEDIAN: "R" FOR RAISED, "P" FOR PAINTED AND "UN" FOR NOT DIVIDED.
- "INT" MEANS INTERSTATE
- "TOL" MEANS TOLL ROAD
- "OLA" MEANS OTHER LIMITED ACCESS
- "RAMP" MEANS RAMP
- "1WAY" MEANS ONE WAY
- "UNKN" MEANS UNKNOWN
ALC INV: ALCOHOL INVOLVED CODE, COMBINED CRASH-LEVEL CODE FOR ALL OF DRIVERS AND PEDESTRIANS INVOLVED IN CRASH
0 - NONE
1 - ALCOHOL INVOLVED
2 - DRUGS INVOLVED
3 - ALCOHOL AND DRUGS
4 - UNDETERMINED
HARMFUL EVENT 1: FIRST HARMFUL EVENT FOR FAULT/1ST VEHICLE AS REPORTED BY OFFICER
00 - UNKNOWN/NOT CODED
01 - REAR-END
02 - HEAD-ON
03 - ANGLE
04 - LEFT-TURN
05 - RIGHT-TURN
06 - SIDESWIPE
07 - BACKED INTO
08 - COLL. W/ PARKED CAR
09 - COLL. W/ MV ON ROADWAY
10 - COLL. W/ PEDESTRIAN
11 - COLL. W/ BICYCLE

12 - COLL. W/ BICYCLE (BIKE LANE)
13 - COLLISION WITH MOPED
14 - COLLISION WITH TRAIN
15 - COLLISION WITH ANIMAL
16 - HIT SIGN/SIGN POST
17 - UTILITY/LIGHT POLE
18 - HIT GUARDRAIL
19 - HIT FENCE
20 - HIT CONC. BARRIER WALL
21 - HIT BRIDGE/PIER/ ABUTMENT/RAIL
22 - HIT TREE/SHRUBBERY
23 - COLL. W/CONSTRUCTION BARRICADE/SIGN
24 - COLL. W/TRAFFIC GATE
25 - COLL. W/CRASH ATTENUATORS
26 - COLL. W/FIXED OBJECT ABOVE ROAD
27 - HIT OTHER FIXED OBJECT
28 - COLL. W/MOVEABLE OBJECT ON ROAD
29 - RAN IN DITCH/CULVERT
30 - RAN OFF RD INTO WATER
31 - OVERTURNED
32 - OCCUPANT FELL FROM VEH
33 - JACKKNIFED
34 - FIRE
35 - EXPLOSION
36 - DOWNHILL RUNAWAY
37 - CARGO LOSS OR SHIFT
38 - SEPARATION OF UNITS
39 - MEDIAN CROSSOVER
77 - ALL OTHER (EXPLAIN)
LIGHTING: LIGHTING CONDITIONS AT TIME OF CRASH, AS REPORTED BY OFFICER
01 - DAYLIGHT 02 - DUSK
03 - DAWN
04 - DARK (STREET LIGHT)
05 - DARK (NO STREET LIGHT)
88 - UNKNOWN
WEATHER : WEATHER CONDITIONS AT TIME OF CRASH, AS REPORTED BY OFFICER
01 - CLEAR 02 - CLOUDY
03 - RAIN 04 - FOG
77 - ALL OTHER 88 - UNKNOWN
RD SURF: ROAD SURFACE CONDITIONS AT TIME OF CRASH, AS REPORTED BY OFFICER
01 - DRY 02 - WET
03 - SLIPPERY 04 - ICY

77 - ALL OTHER 88 - UNKNOWN
TRAFFIC CONTROL: TRAFFIC CONTROL AT SITE OF CRASH, AS REPORTED BY OFFICER
00 - UNKNOWN/NOT CODED
01 - NO CONTROL
02 - SPECIAL SPEED ZONE
03 - SPEED CONTROL SIGN
04 - SCHOOL ZONE
05 - TRAFFIC SIGNAL
06 - STOP SIGN
07 - YIELD SIGN
08 - FLASHING LIGHT
09 - RAILROAD SIGNAL
10 - OFFICER/GUARD/FLAGMAN
11 - POSTED NO U-TURN
12 - NO PASSING ZONE
77 - ALL OTHER
ROAD COND'TNS: ROAD CONDITIONS AT TIME AND LOCATION OF CRASH, AS REPORTED BY OFFICER
00 - UNKNOWN/NOT CODED
01 - NO DEFECTS
02 - OBSTRUCTION W/ WARNING
03 - OBSTRUCTION WO WARNING
04 - ROAD UNDER REPAIR/ CONSTRUCTION
05 - LOOSE SURFACE MATERIAL
06 - SHLDR - SOFT/LOW/HIGH
07 - HOLES/RUTS/UNSAFE PAVED EDGES
08 - STANDING WATER
09 - WORN/POLISHED RD SURF
77 - ALL OTHER (EXPLAIN)
SITE LOCATION: D.O.T. SITE LOCATION AS CODED BY SAFETY OFFICE
01 - NOT AT INTERSECTION/ RRKING/BRIDGE
02 - AT INTERSECTION
03 - INFLUENCED BY INTERSECTION
04 - DRIVEWAY ACCESS
05 - RAILROAD CROSSING
06 - BRIDGE
07 - ENTRANCE RAMP
08 - EXIT RAMP
09 - PARKING LOT (PUBLIC)
10 - PARKING LOT (PRIVT)
11 - PRIVATE PROPERTY
12 - TOLL BOOTH
13 - PUBLIC BUS STOP ZONE
77 ALL OTHER

Exemption from Florida Public Records Section 119, Florida Statutes: The information contained in the Crash Analysis Reporting (C.A.R.) system has been compiled from information collected for the purpose of identifying, evaluating, or planning safety enhancements. This system and its products identify information used for the purpose of developing highway safety construction improvement projects which may be implemented utilizing Federal-aid highway funds. Since this information is collected for the above-mentioned purpose it is exempt from disclosure as a public record pursuant to Federal law. Any document displaying this exemption from public records shall be used only for those purposes deemed appropriate by the Department. See Title 23 United States Code Section 409.

Crash Report Number	Crash Date	Time of Crash	DOT County Number	Section Number	Subsection Number	Located Mile-point	Nearest Node Number	Located Route Id (lowest-numbered "SR" route)	DOT Site Location	Side of Road (for 1st harmful event)	Lane of Accident (for 1st harmful event)	Road Surface Condition (crash report form)	Lighting Condition (crash report form)
719777230	5/12/2011	11:01	55	040	000	2.734	00076	SR 363	2	L	1	1	1
719788230	10/31/2011	18:30	55	040	000	2.734	00076	SR 363	2	R	1	1	1

Year	# Crashes	# Fatalities	# Injuries
2011	2	0	0
Total	2	0	0

Weather Condition (crash report form)	Traffic Control (1st value from crash report form)	Road Conditions at Time of Crash (1st value from crash report form)	Crash Rate Class Category (CAR code)	Average Daily Traffic (RCI)	Crash-Level Alcohol Involved Code 0 = none 1 = alcohol 2 = drugs 3 = alcohol & drugs 4 = undetermined	1st Harmful Event for At-Fault Vehicle (crash report form)	Vehicle Type for At-Fault Vehicle (crash report form)	Vehicle Use Code for At-Fault Vehicle (crash report form)	First Point of Impact for At-Fault Vehicle (crash report form)	Vehicle Movement Code for At-Fault Vehicle (crash report form)	Direction of Travel for At-Fault Vehicle (crash report form)	1st Contributing Cause Driver/Pedestrian for At-Fault Section (crash report form)	Driver/Pedestrian Age for At-Fault Section (based on driver/ped birth date from crash report form)	Vehicle Type for Next Vehicle (crash report form)
1	6	1	14	008974	0	9	1	1	1	1	W	3	52	3
1	6	1	14	008974	0	9	3	0	2	1	S	2	53	3

Vehicle Use Code for Next Vehicle (crash report form)	1st Point of Impact for Next Vehicle (crash report form)	Vehicle Movement Code for Next Vehicle (crash report form)	Direction of Travel for Next Vehicle (crash report form)	Contributing Cause Driver/Pedestrian for Next Section (crash report form)	Driver/Pedestrian Age for Next Section (based on driver/ped birth date from crash report form)	Total Number of Vehicles in Crash	Total Number of Traffic Fatalities in Crash (Traffic Fatality is person with Injury Severity value of "5")	Total Number of Injuries in Crash (Injury is person with Injury Severity value of "2", "3" or "4")
1	12	1	S	1	62	2	0	0
0	14	1	N	1	61	2	0	0

```

          CCCCCCCCCC      AAAAAAAAAA      RRRRRRRR
        CCCCCCCCCC      AAAAAAAAAA      RRRRRRRRRR
       CCC             AAA      AAA      RRR      RRR
      CCC             AAA      AAA      RRR      RRR
     CCC             AAAAAAAAAA      RRRRRRRRRR
    CCC             AAAAAAAAAA      RRRRRRRRRR
   CCC             AAA      AAA      RRR      RRR
  CCC             AAA      AAA      RRR      RRR
 CCCCCCCCCC      AAA      AAA      RRR      RRR
CCCCCCCCC      AAA      AAA      RRR      RRR

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C R A S H R E P O R T I N G S Y S T E M

NOTICE: THE INFORMATION CONTAINED IN THIS DOCUMENT (REPORT, SCHEDULE, LIST, OR DATA) HAS BEEN COMPILED FROM INFORMATION COLLECTED FOR THE PURPOSE OF IDENTIFYING, EVALUATING, OR PLANNING SAFETY ENHANCEMENTS. THIS PRODUCT IDENTIFIES INFORMATION USED FOR THE PURPOSE OF DEVELOPING HIGHWAY SAFETY CONSTRUCTION IMPROVEMENT PROJECTS WHICH MAY BE IMPLEMENTED UTILIZING FEDERAL-AID HIGHWAY FUNDS. ANY DOCUMENT DISPLAYING THIS NOTICE SHALL BE USED ONLY FOR THOSE PURPOSES DEEMED APPROPRIATE BY THE FLORIDA DEPARTMENT OF TRANSPORTATION. SEE TITLE 23, UNITED STATES CODE, SECTION 409.

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I/O NAME: ..... CAR0112
PROGRAM ID: ..... CARPJ12
REPORT NUMBER: ..... 01
RUN CLASS: ..... A
MESSAGE CLASS: ..... Q
PRINTER DEST: ..... RMT36
# COPIES: ..... 01
ACCOUNT #: ..... 5565945
SUBMIT W/HOLD? ..... N
USERID: ..... SF945HT
DETAIL SORT ORDER: ..... -
PRINT SEGMENTS? ..... Y
PRINT INTERSECTIONS? ..... N
SUMMARY FORMAT: ..... 2 - TOP LINE ALL BREAKS
OVERRIDE VALUES:
MAX # OF BREAKS: ..... 99
CRASH RATE CATEGORY: ...
AVERAGE DAILY TRAFFIC:...
# OF LEGS: .....

```

REPORT..CARPJ12-1
 DATE...2013-08-01
 TIME...15:48:53:9
 COMMENT:

FLORIDA - DEPARTMENT OF TRANSPORTATION
 (CAR) CRASH ANALYSIS REPORTING SYSTEM
 CRASH LOCATION SUMMARY FOR STATE ROADS

FROM: 01/01/2011 TO 12/31/2011
 FROM CO/SEC/SUB: 55 040 000
 TO CO/SEC/SUB: 55 040 000

MP: 002.639
 MP: 002.829

*** SEGMENT RATES SELECTED *** FORMAT: 2 - TOP LINE ALL BREAKS
 RAMPS INCL OVERRIDE VALUES: MAX # OF BREAKS => 99
 INFL INCL CRASH RATE CATEGORY =>
 CR/OS INCL AVG DAILY TRAFFIC =>

DST	CO	SEC	SUB	BEG-MP	END-MP	ROUTE	ID	LENGTH	CATG	CRASHES	ADT	ACTUAL	AVERAGE	%CONF	#FTL	#INJ	#PDO	ECON	LOSS
03	55	040	000	2.639	2.676	SR	363	0.037	15	0	8974	0.000	0.999	0.00	0	0	0	\$	0
03	55	040	000	2.676	2.829	SR	363	0.153	14	2	8974	3.991	3.043	18.75	0	0	2	\$	267,128
03	55	040	000	2.639	2.829	SR	363	0.190	14	2	8974	3.214	3.043	12.50	0	0	2	\$	267,128

REPORT..CARPJ12-1
 DATE...2013-08-01
 TIME...15:48:53.9

FLORIDA - DEPARTMENT OF TRANSPORTATION
 (CAR) CRASH ANALYSIS REPORTING SYSTEM
 CRASH LOCATION SUMMARY FOR STATE ROADS

Attachment #2 2
 Page 171 of 210
 I/O... CAR0112

COMMENT:

FROM: 01/01/2011 TO 12/31/2011
 FROM CO/SEC/SUB: 55 040 000
 TO CO/SEC/SUB: 55 040 000

MP: 002.639
 MP: 002.829

*** SEGMENT RATES SELECTED *** FORMAT: 2 - TOP LINE ALL BREAKS
 RAMP INCL OVERRIDE VALUES: MAX # OF BREAKS => 99
 INFL INCL CRASH RATE CATEGORY =>
 CR/OS INCL AVG DAILY TRAFFIC =>

DST	CO	SEC	SUB	BEG-MP	END-MP	ROUTE	ID	LENGTH	CATG	CRASHES	ADT	ACTUAL	AVERAGE	%CONF	#FTL	#INJ	#PDO	ECON LOSS
03	55	040	000	2.639	2.829	SR	363	0.190	14	2	8974	3.214	3.043	12.50	0	0	2	\$ 267,128

CRASHES PER MONTH

0	JANUARY	0	FEBRUARY	0	MARCH	0	APRIL	1	MAY	0	JUNE
0	JULY	0	AUGUST	0	SEPTEMBER	1	OCTOBER	0	NOVEMBER	0	DECEMBER

NUMBER OF CRASHES PER HARMFUL EVENT

#	%	CATEGORY DESCRIPTION	CRASHES PER DAY AND HOUR							TOT	%	
			MON	TUE	WED	THU	FRI	SAT	SUN			
	0.00	UNKNOWN/NOT CODED										0.00
	0.00	COLL. W/MV IN TRANS. REAR-END										0.00
	0.00	COLL. W/MV IN TRANS. HEAD-ON										0.00
	0.00	COLL. W/MV IN TRANS. ANGLE										0.00
	0.00	COLL. W/MV IN TRANS. LFT-TURN										0.00
	0.00	COLL. W/MV IN TRANS. RGT-TURN							1			1 50.00
	0.00	COLL. W/MV IN TRANS. SIDESWIP										0.00
	0.00	COLL. W/MV IN TRANS. BAKD INTO							1			1 50.00
	0.00	COLL. W/PARKED CAR										0.00
2	100.00	COLLISION WITH MV ON ROADWAY										0.00
	0.00	COLL. W/ PEDESTRIAN										0.00
	0.00	COLL. W/ BICYCLE										0.00
	0.00	COLL. W/ BICYCLE (BIKE LANE)										0.00
	0.00	COLL. W/ MOPED										0.00
	0.00	COLL. W/ TRAIN					1					1 50.00
	0.00	COLL. W/ ANIMAL										0.00
	0.00	MV HIT SIGN/SIGN POST										0.00
	0.00	MV HIT UTILITY POLE/LIGHT POLE										0.00
	0.00	MV HIT GUARDRAIL							1			1 50.00
	0.00	MV HIT FENCE										0.00
	0.00	MV HIT CONCRETE BARRIER WALL										0.00
	0.00	MV HIT BRDGE/PIER/ABUTMNT/RAIL							1			1 50.00
	0.00	MV HIT TREE/SHRUBBERY										0.00
	0.00	COLL. W/CONSTRCTN BARRICDE/SGN							1			1 50.00
	0.00	COLL. W/TRAFFIC GATE										0.00
	0.00	COLL. W/CRASH ATTENUATORS										0.00
	0.00	COLL. W/FIXED OBJCT ABOVE ROAD										0.00
	0.00	MV HIT OTHER FIXED OBJECT										0.00
	0.00	COLL. W/MOVEABLE OBJCT ON ROAD										0.00
	0.00	MV RAN INTO DITCH/CULVERT										0.00
	0.00	MV RAN INTO DITCH/CULVERT										0.00
	0.00	RAN OFF ROAD INTO WATER										0.00
	0.00	OVERTURNED										0.00
	0.00	OCCUPANT FELL FROM VEHICLE										0.00
	0.00	TRACTOR/TRAILER JACKKNIFED										0.00
	0.00	FIRE										0.00
	0.00	EXPLOSION										0.00
	0.00	DOWNHILL RUNAWAY										0.00
	0.00	CARGO LOSS OR SHIFT										0.00
	0.00	SEPARATION OF UNITS										0.00
	0.00	MEDIAN CROSSOVER										0.00
	0.00	ALL OTHER (EXPLAIN)										0.00

CRASHES BY LIGHTING CONDITION

TOTAL	%	DESCRIPTION	TOTAL	%	DESCRIPTION
2	100.00	DAYLIGHT	0	0.00	DARK (STREET LIGHT)
0	0.00	DUSK	0	0.00	DARK (NO STREET LIGHT)
0	0.00	DAWN	0	0.00	UNKNOWN

CRASHES BY ROAD SURFACE CONDITION

TOTAL	%	DESCRIPTION	TOTAL	%	DESCRIPTION
2	100.00	DRY	0	0.00	WET
0	0.00	SLIPPERY	0	0.00	ICY
0	0.00	ALL OTHER	0	0.00	UNKNOWN

CRASHES BY WEATHER CONDITION

TOTAL	%	DESCRIPTION	TOTAL	%	DESCRIPTION
2	100.00	CLEAR	0	0.00	CLOUDY
0	0.00	RAIN	0	0.00	FOG
0	0.00	ALL OTHER	0	0.00	UNKNOWN

REPORT..CARPJ12-1
 DATE...2013-08-01
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FLORIDA - DEPARTMENT OF TRANSPORTATION
 (CAR) CRASH ANALYSIS REPORTING SYSTEM
 CRASH LOCATION SUMMARY FOR STATE ROADS

Attachment #2
 PAGE NO 3
 Page 172 of 210
 I/O... CAR0112

COMMENT:

FROM: 01/01/2011 TO 12/31/2011
 FROM CO/SEC/SUB: 55 040 000
 TO CO/SEC/SUB: 55 040 000

MP: 002.639
 MP: 002.829

RAMPS INCL INFL INCL CR/OS INCL
 OVERRIDE VALUES: MAX # OF BREAKS => 99
 CRASH RATE CATEGORY =>
 AVG DAILY TRAFFIC =>

*** SEGMENT RATES SELECTED *** FORMAT: 2 - TOP LINE ALL BREAKS

DST	CO	SEC	SUB	BEG-MP	END-MP	ROUTE ID	LENGTH	CATG	CRASHES	ADT	ACTUAL	AVERAGE	%CONF	#FTL	#INJ	#PDO	ECON LOSS
03	55	040	000	2.639	2.829	SR 363	0.190	14	2	8974	3.214	3.043	12.50	0	0	2	\$ 267,128

TRAFFICWAY CHARACTER (PER CRASH)				DIRECTION OF TRAVEL (PER VEHICLE)			
TOTAL	%	DESCRIPTION	*	TOTAL	%	DESCRIPTION	*
2	100.00	STRAIGHT-LEVEL	*	0	0.00	EAST	1 25.00 NORTH
0	0.00	STRAIGHT-UPGRADE/DOWNGRADE	*	2	50.00	SOUTH	0 0.00 UNWNW
0	0.00	CURVE-LEVEL	*	1	25.00	WEST	
0	0.00	CURVE-UPGRADE/DOWNGRADE	*				

ROAD CONDITIONS AT TIME OF CRASH (PER CRASH)				VISION OBSTRUCTED (PER CRASH)					
1ST	%	2ND	DESCRIPTION	*	1ST	%	2ND	%	DESCRIPTION
0	0.00	2	100.00 UNKNOWN/NOT CODED	*	0	0.00	0	0.00	UNKNOWN/NOT CODED
2	100.00	0	0.00 NO DEFECTS	*	0	0.00	2	100.00	VISION NOT OBSCURED
0	0.00	0	0.00 OBSTRUCTION WITH WARNING	*	0	0.00	0	0.00	INCLEMENT WEATHER
0	0.00	0	0.00 OBSTRUCTION WITHOUT WARNING	*	0	0.00	0	0.00	PARKED/STOPPED VEHICLE
0	0.00	0	0.00 ROAD UNDER REPAIR/CONSTRUCTI	*	0	0.00	0	0.00	TREES/CROPS/BUSHES
0	0.00	0	0.00 LOOSE SURFACE MATERIALS	*	0	0.00	0	0.00	LOAD ON VEHICLE
0	0.00	0	0.00 SHOULDERS SOFT/LOW/HIGH	*	0	0.00	0	0.00	BUILDING/FIXED OBJECT
0	0.00	0	0.00 HOLES/RUTS/UNSAFE PAVED EDGE	*	0	0.00	0	0.00	SIGNS/BILLBOARDS
0	0.00	0	0.00 STANDING WATER	*	0	0.00	0	0.00	FOG
0	0.00	0	0.00 WORN/POLISHED/ROAD SURFACE	*	0	0.00	0	0.00	SMOKE
0	0.00	0	0.00 ALL OTHER (EXPLAIN)	*	0	0.00	0	0.00	GLARE
				*	2	100.00	0	0.00	ALL OTHER (EXPLAIN)

SITE LOCATION (PER CRASH)				TRAFFIC CONTROL (PER CRASH)				
TOTAL	%	DESCRIPTION	*	1ST	%	2ND	%	DESCRIPTION
0	0.00	NOT AT INTERSECTION/RRX/BRIDGE	*	0	0.00	0	0.00	NOT APPLICABLE
2	100.00	AT INTERSECTION	*	0	0.00	2	100.00	NO CONTROL
0	0.00	INFLUENCED BY INTERSECTION	*	0	0.00	0	0.00	SPECIAL SPEED ZONE
0	0.00	DRIVEWAY ACCESS	*	0	0.00	0	0.00	SPEED CONTROL SIGN
0	0.00	RAILROAD CROSSING	*	0	0.00	0	0.00	SCHOOL ZONE
0	0.00	BRIDGE	*	0	0.00	0	0.00	TRAFFIC SIGNAL
0	0.00	ENTRANCE RAMP	*	2	100.00	0	0.00	STOP SIGN
0	0.00	EXIT RAMP	*	0	0.00	0	0.00	YIELD SIGN
0	0.00	PARKING LOT/TRAFFIC WAY	*	0	0.00	0	0.00	FLASHING LIGHT
0	0.00	PARKING LOT AISLE OR STALL	*	0	0.00	0	0.00	RAILROAD SIGNAL
0	0.00	PRIVATE PROPERTY	*	0	0.00	0	0.00	OFFICER/GUARD/FLAGMAN
0	0.00	TOLL BOOTH	*	0	0.00	0	0.00	POSTED NO U-TURN
0	0.00	PUBLIC BUS STOP ZONE	*	0	0.00	0	0.00	NO PASSING ZONE
0	0.00	ALL OTHER	*	0	0.00	0	0.00	ALL OTHER

SIDE OF ROAD (PER CRASH)				ALCOHOL/DRUG USE (PER DRIVER/PEDESTRIAN)			
TOTAL	%	DESCRIPTION	*	TOTAL	%	DESCRIPTION	*
0	0.00	END OF ST RD	*	0	0.00	INTERSECTION	*
1	50.00	LEFT	*	0	0.00	MEDIAN	*
0	0.00	PARKING LOT/	*	1	50.00	RIGHT	*
0	0.00	SIDE RD RIGH	*	0	0.00	SIDE RD LEFT	*

WORK AREA (PER VEHICLE/PEDESTRIAN)				ALCOHOL & DRUGS-UNDER INFLUEN			
TOTAL	%	DESCRIPTION	*	TOTAL	%	DESCRIPTION	*
4	100.00	NONE	*	0	0.00	HAD BEEN DRINKING	*
0	0.00	ENTERED	*	0	0.00	PENDING BAC TEST RESULTS	*

REPORT..CARPJ12-1
 DATE...2013-08-01
 TIME...15:48:53.9
 COMMENT:

FLORIDA - DEPARTMENT OF TRANSPORTATION
 (CAR) CRASH ANALYSIS REPORTING SYSTEM
 CRASH LOCATION SUMMARY FOR STATE ROADS

Attachment #2 4
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 I/O... CAR0112

FROM: 01/01/2011 TO 12/31/2011
 FROM CO/SEC/SUB: 55 040 000
 TO CO/SEC/SUB: 55 040 000
 MP: 002.639
 MP: 002.829
 RAMP INCL
 INFL INCL
 CR/OS INCL
 *** SEGMENT RATES SELECTED ***
 FORMAT: 2 - TOP LINE ALL BREAKS
 OVERRIDE VALUES: MAX # OF BREAKS => 99
 CRASH RATE CATEGORY =>
 AVG DAILY TRAFFIC =>

DST	CO	SEC	SUB	BEG-MP	END-MP	ROUTE ID	LENGTH	CATG	CRASHES	ADT	ACTUAL	AVERAGE	%CONF	#FTL	#INJ	#PDO	ECON LOSS
03	55	040	000	2.639	2.829	SR 363	0.190	14	2	8974	3.214	3.043	12.50	0	0	2	\$ 267,128

VEHICLE MOVEMENT (PER VEHICLE)				CONTRIBUTING CAUSES - VEHICLE				
TOTAL	%	DESCRIPTION	*	1ST	%	2ND	%	DESCRIPTION
4	100.00	STRAIGHT AHEAD	*	4	100.00	0	0.00	NO DEFECTS
0	0.00	SLOWING/STOPPED/STALLED	*	0	0.00	0	0.00	DEFECTIVE BRAKES
0	0.00	MAKING LEFT TURN	*	0	0.00	0	0.00	WORN/SMOOTH TIRES
0	0.00	BACKING	*	0	0.00	0	0.00	DEFECTIVE/IMPROPER LIGHTS
0	0.00	MAKING RIGHT TURN	*	0	0.00	0	0.00	PUNCTURE/BLOWOUT
0	0.00	CHANGING LANES	*	0	0.00	0	0.00	STEERING MECH.
0	0.00	ENTERING/LEAVING PARKING SPACE	*	0	0.00	0	0.00	WINDSHIELD WIPERS
0	0.00	PROPERLY PARKED	*	0	0.00	0	0.00	EQUIPMENT/VEHCILE DEFECT
0	0.00	IMPROPERLY PARKED	*	0	0.00	0	0.00	ALL OTHER
0	0.00	MAKING U-TURN	*	0	0.00	0	0.00	UNKNOWN
0	0.00	PASSING	*					
0	0.00	DRIVERLESS OR RUNAWAY VEH.	*					
0	0.00	NOT IN TRANSPORT	*					
0	0.00	ALL OTHERS	*					

VEHICLE SPEED (BEFORE CRASH)						CONTRIBUTING CAUSES - DRIVER/PEDESTRIAN			
TOTAL	%	DESCRIPTION	TOTAL	%	DESCRIPTION	1ST	2ND	3RD	DESCRIPTION
0	0.00	UNKNOWN	0	0.00	41-50	0	4	4	UNKNOWN/NOT CODED
0	0.00	STOPPED	0	0.00	51-60	2	0	0	NO IMPROPER DRIVING/ACTION
0	0.00	0-5	0	0.00	61-70	1	0	0	CARELESS DRIVING
1	25.00	6-10	0	0.00	71-80	1	0	0	FAILED TO YIELD RIGHT OF WAY
0	0.00	11-15	0	0.00	81-90	0	0	0	IMPROPER BACKING
0	0.00	16-20	0	0.00	91-100	0	0	0	IMPROPER LANE CHANGE
2	50.00	21-30	1	25.00	100+	0	0	0	IMPROPER TURN
0	0.00	31-40	0	0.00	PARKED	0	0	0	ALCOHOL-UNDER INFLUENCE
						0	0	0	DRUGS-UNDER INFLUENCE
						0	0	0	ALCOHOL DRUGS-UNDER INFLUENC

RESIDENCE (DRIVER AND PEDESTRIAN)			CONTRIBUTING CAUSES - DRIVER/PEDESTRIAN							
TOTAL	%	DESCRIPTION	1ST	2ND	3RD	DESCRIPTION	4TH	5TH	6TH	7TH
0	0.00	CNTY OF CR	0	0	0	FOLLOWED TOO CLOSELY				
0	0.00	ELSEWHERE	0	0	0	DISREGARDED TRAFFIC SIGNAL				
0	0.00	NON-RES	0	0	0	EXCEEDED SAFE SPEED LIMIT				
0	0.00	FOREIGN	0	0	0	DISREGARDED STOP SIGN				
4	100.00	UNKNOWN	0	0	0	FAILED TO MAINTAIN EQUIP/VEH				
			0	0	0	IMPROPER PASSING				
			0	0	0	DROVE LEFT OF CENTER				
			0	0	0	EXCEEDED STATED SPEED LIMIT				
			0	0	0	OBSTRUCTING TRAFFIC				
			0	0	0	IMPROPER LOAD				
			0	0	0	DISREGARDED OTHER TRAFFIC CO				
			0	0	0	DRIVING WRONG SIDE/WAY				
			0	0	0	FLEEING POLICE				
			0	0	0	VEHICLE MODIFIED				
			0	0	0	DRIVER DISTRACTION				
			0	0	0	ALL OTHER (EXPLAIN)				

SAFETY EQUIPMENT IN USE (PER PERSON)					CONTRIBUTING CAUSES - DRIVER/PEDESTRIAN						
1ST	%	2ND	%	DESCRIPTION	1ST	2ND	3RD	4TH	5TH	6TH	7TH
1	16.66	1	16.66	UNKNOWN	0	0	0	0	0	0	0
0	0.00	0	0.00	NOT IN USE	0	0	0	0	0	0	0
5	83.33	0	0.00	SEAT BELT/SHOULDER HARNESS	0	0	0	0	0	0	0
0	0.00	0	0.00	CHILD RESTRAINT	0	0	0	0	0	0	0
0	0.00	0	0.00	AIR BAG - DEPLOYED	0	0	0	0	0	0	0
0	0.00	5	83.33	AIR BAG - NOT DEPLOYED	0	0	0	0	0	0	0
0	0.00	0	0.00	SAFETY HELMENT	0	0	0	0	0	0	0
0	0.00	0	0.00	EYE PROTECTION							
0	0.00	0	0.00	OTHER							

TOTAL # OF VEHICLES: 4 TOTAL # OF DRIVERS: 4 TOTAL # OF PEDESTRIANS: 0
 TOTAL # OF PERSONS (PEDESTRIANS, DRIVERS, PASSENGERS): 6

REPORT...CARPJ12-01
DATE...08/01/2013
TIME...15:48:54

FLORIDA - DEPARTMENT OF TRANSPORTATION
C A R - CRASH ANALYSIS REPORTING SYSTEM
CRASH DATA DETAIL AND EXTRACT FOR STATE-MAINTAINED ROADS

PAGE NO: 5
USERID: SF945HT
I/O.... CAR0112

COMMENT:

FROM: 01/01/2011 TO 12/31/2011
FROM CO/SEC/SUB: 55 040 000
TO CO/SEC/SUB: 55 040 000

MP: 002.639 RAMP INCL
MP: 002.829 INFL INCL
CR/OS INCL

FOR YEAR	FATAL CRASH STATISTICS			INJURY CRASH STATS		PROPERTY DAMAGE ONLY	TOTALS			INFLUENCE CRASHES OCCURRING ON INTERSECTING RDWYS	
	CRASHES	FATALITIES	INJURIES	CRASHES	INJURIES	CRASHES	CRASHES	FATALITIES	INJURIES	AT INT.	INFL AREA
2011	0	0	0	0	0	2	2	0	0	0	0
TOTAL	0	0	0	0	0	2	2	0	0	0	0

N O T I C E: THE INFORMATION CONTAINED IN THIS DOCUMENT (REPORT, SCHEDULE, LIST, OR DATA) HAS BEEN COMPILED FROM INFORMATION COLLECTED FOR THE PURPOSE OF IDENTIFYING, EVALUATING, OR PLANNING SAFETY ENHANCEMENTS. THIS PRODUCT IDENTIFIES INFORMATION USED FOR THE PURPOSE OF DEVELOPING HIGHWAY SAFETY CONSTRUCTION IMPROVEMENT PROJECTS WHICH MAY BE IMPLEMENTED UTILIZING FEDERAL-AID HIGHWAY FUNDS. ANY DOCUMENT DISPLAYING THIS NOTICE SHALL BE USED ONLY FOR THOSE PURPOSES DEEMED APPROPRIATE BY THE FLORIDA DEPARTMENT OF TRANSPORTATION. SEE TITLE 23, UNITED STATES CODE, SECTION 409.

REPORT...CARPJ12-01
DATE...08/01/2013
TIME...15:48:54

FLORIDA - DEPARTMENT OF TRANSPORTATION
C A R - CRASH ANALYSIS REPORTING SYSTEM
CRASH DATA DETAIL AND EXTRACT FOR STATE-MAINTAINED ROADS
*** REPORT TOTALS ***

PAGE NO: 6
USERID: SF945HT
I/O.... CAR0112

CUMULATIVE TOTALS FOR ALL LOCATIONS SUBMITTED - OVERLAPPING OR INTERSECTING LOCATIONS MAY RESULT IN CRASHES COUNTED MORE THAN ONCE

FOR YEAR	FATAL CRASH STATISTICS			INJURY CRASH STATS		PROPERTY DAMAGE ONLY	TOTALS			INFLUENCE CRASHES OCCURRING ON INTERSECTING RDWYS	
	CRASHES	FATALITIES	INJURIES	CRASHES	INJURIES	CRASHES	CRASHES	FATALITIES	INJURIES	AT INT.	INFL AREA
2011	0	0	0	0	0	2	2	0	0	0	0
TOTAL	0	0	0	0	0	2	2	0	0	0	0

N O T I C E: THE INFORMATION CONTAINED IN THIS DOCUMENT (REPORT, SCHEDULE, LIST, OR DATA) HAS BEEN COMPILED FROM INFORMATION COLLECTED FOR THE PURPOSE OF IDENTIFYING, EVALUATING, OR PLANNING SAFETY ENHANCEMENTS. THIS PRODUCT IDENTIFIES INFORMATION USED FOR THE PURPOSE OF DEVELOPING HIGHWAY SAFETY CONSTRUCTION IMPROVEMENT PROJECTS WHICH MAY BE IMPLEMENTED UTILIZING FEDERAL-AID HIGHWAY FUNDS. ANY DOCUMENT DISPLAYING THIS NOTICE SHALL BE USED ONLY FOR THOSE PURPOSES DEEMED APPROPRIATE BY THE FLORIDA DEPARTMENT OF TRANSPORTATION. SEE TITLE 23, UNITED STATES CODE, SECTION 409.

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
 County: Leon

Engineer: Joe P. Poole, P.E.
 Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
 Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
 Lanes: 1

Volume Level Criteria

1. Is the critical speed of major street traffic > 70 km/h (40 mph)? Yes No
 2. Is the intersection in a built-up area of isolated community of <10,000 population? Yes No

If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

WARRANT 1 - EIGHT-HOUR VEHICULAR VOLUME

Applicable: Yes No
 Satisfied: Yes No

Warrant 1 is satisfied if Condition A or Condition B is "100%" satisfied.
 Warrant is also satisfied if both Condition A and Condition B are "80%" satisfied.

Condition A - Minimum Vehicular Volume

100% Satisfied: Yes No
 80% Satisfied: Yes No

(volumes in veh/hr)	Minimum Requirements (80% Shown in Brackets)				Eight Highest Hours																	
					1		2 or more		6:00AM-	7:00 AM	7:00AM-	8:00 AM	8:00AM-	9:00 AM	11:00AM-	12:00 PM	2:00PM	3:00PM-	3:00PM-	4:00 PM	4:00PM-	5:00 PM
	100%	70%	100%	70%																		
Both Approaches on Major Street	500 (400)	350	600 (480)	420	690	759	773	818	820	912	734	998										
Highest Approach on Minor Street	150 (120)	105	200 (160)	140	7	33	18	18	21	24	33	43										

Record 8 highest hours and the corresponding volumes in boxes provided. Condition is 100% satisfied if the minimum volumes are met for eight hours. Condition is 80% satisfied if parenthetical volumes are met for eight hours.

Condition B - Interruption of Continuous Traffic

Condition B is intended for application where the traffic volume is so heavy that traffic on the minor street suffers excessive delay.

Applicable: Yes No
 Excessive Delay: Yes No
 100% Satisfied: Yes No
 80% Satisfied: Yes No

(volumes in veh/hr)	Minimum Requirements (80% Shown in Brackets)				Eight Highest Hours																	
					1		2 or more		6:00AM-	7:00 AM	7:00AM-	8:00 AM	8:00AM-	9:00 AM	11:00AM-	12:00 PM	2:00PM	3:00PM-	3:00PM-	4:00 PM	4:00PM-	5:00 PM
	100%	70%	100%	70%																		
Both Approaches on Major Street	750 (600)	525	900 (720)	630	690	759	773	818	820	912	734	998										
Highest Approach on Minor Street	75 (60)	53	100 (80)	70	7	33	18	18	21	24	33	43										

Record 8 highest hours and the corresponding volumes in boxes provided. Condition is 100% satisfied if the minimum volumes are met for eight hours. Condition is 80% satisfied if parenthetical volumes are met for eight hours.

Source: Revised from NCHRP Report 457

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
 County: Leon

Engineer: Joe P. Poole, P.E.
 Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
 Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
 Lanes: 1

Volume Level Criteria

1. Is the critical speed of major street traffic > 70 km/h (40 mph)? Yes No
 2. Is the intersection in a built-up area of isolated community of <10,000 population? Yes No
 0
 If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME

If all four points lie above the appropriate line, then the warrant is satisfied.

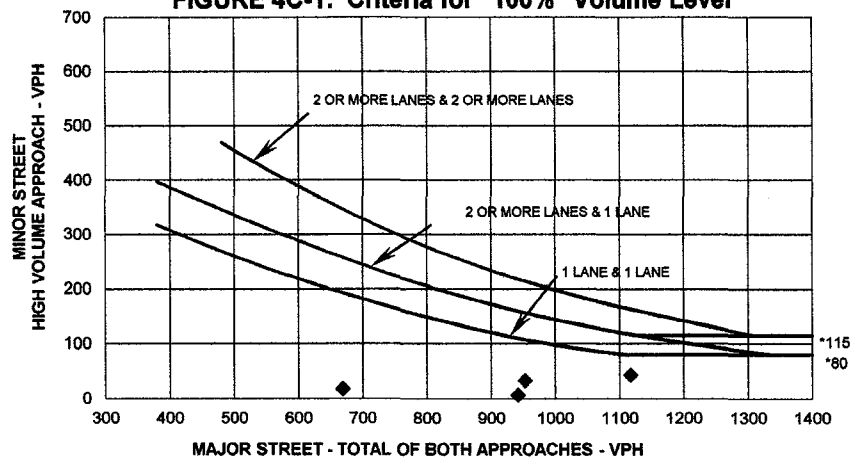
Applicable: Yes No
 Satisfied: Yes No

Plot four volume combinations on the applicable figure below.

Four Highest Hours	Volumes	
	Major Street	Minor Street
7am	942	7
8am		
8am	669	18
9am		
4pm	953	33
5pm		
5pm	1,117	43
6pm		

Note: Since Minor Street Right Turn lane and volume are not considered in this analysis the Four Highest Hours is based on the sum of total Major Street volume and Minor Street Left Turn volume

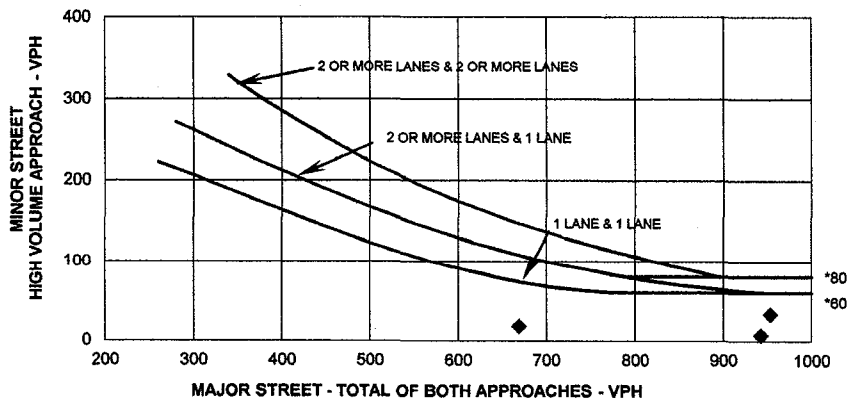
FIGURE 4C-1: Criteria for "100%" Volume Level



* Note: 115 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 80 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

FIGURE 4C-2: Criteria for "70%" Volume Level

(Community Less than 10,000 population or above 70 km/hr (40 mph) on Major Street)



* Note: 80 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 60 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

Revised 4-29-10

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
 County: Leon

Engineer: Joe P. Poole, P.E.
 Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
 Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
 Lanes: 1

Volume Level Criteria

1. Is the critical speed of major street traffic > 70 km/h (40 mph) ? Yes No
 2. Is the intersection in a built-up area of isolated community of <10,000 population? Yes No
 0
 If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

WARRANT 3 - PEAK HOUR

If all three criteria are fulfilled or the plotted point lies above the appropriate line, then the warrant is satisfied.

Applicable: Yes No
 Satisfied: Yes No

Unusual condition justifying use of warrant:

Record hour when criteria are fulfilled and the corresponding delay or volume in boxes provided.

Peak Hour		

Criteria

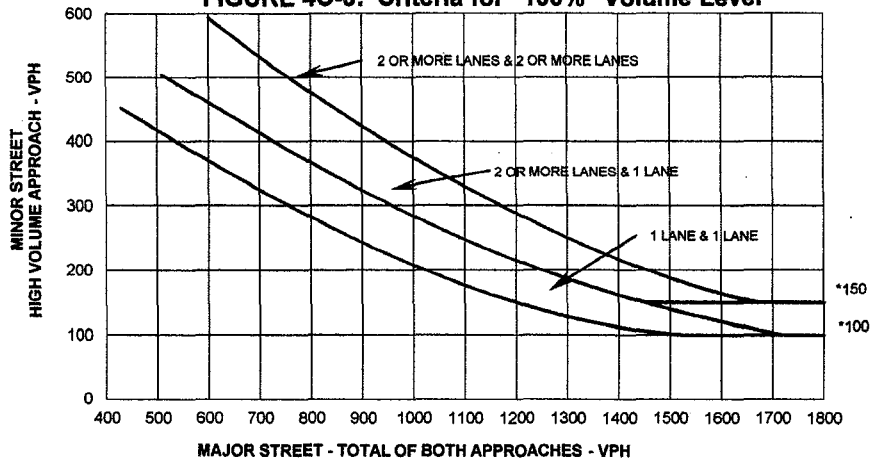
1. Delay on Minor Approach *(vehicle-hours)		
Approach Lanes	1	2
Delay Criteria*		
Delay*		
Fulfilled?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Volume on Minor Approach *(vehicles per hour)		
Approach Lanes	1	2
Volume Criteria*		
Volume*		
Fulfilled?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. Total Entering Volume *(vehicles per hour)		
No. of Approaches	3	4
Volume Criteria*		
Volume*		
Fulfilled?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Plot volume combination on the applicable figure below.

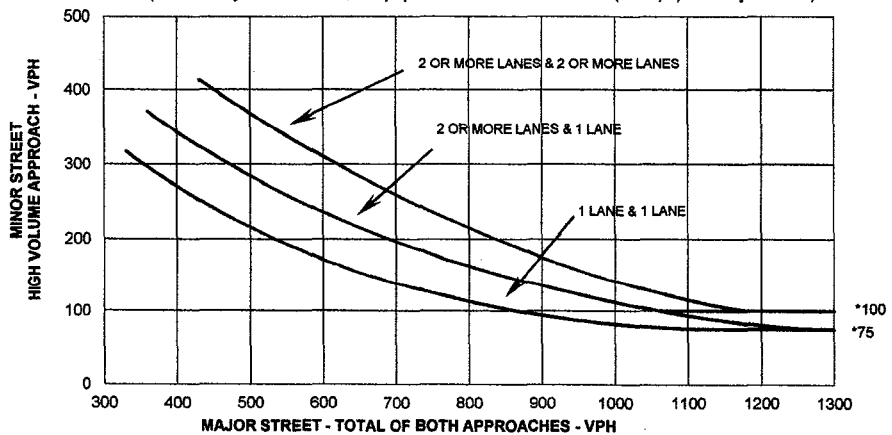
FIGURE 4C-3: Criteria for "100%" Volume Level



* Note: 150 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 100 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

FIGURE 4C-4: Criteria for "70%" Volume Level

(Community Less than 10,000 population or above 70 km/hr (40 mph) on Major Street)



* Note: 100 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 75 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
 County: Leon

Engineer: Joe P. Poole, P.E.
 Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
 Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
 Lanes: 1

WARRANT 4 - PEDESTRIAN VOLUME

Record hours where criteria are fulfilled and the corresponding volume or gap frequency in the boxes provided. The warrant is satisfied if condition 1 or 2 is fulfilled and condition 3 is fulfilled.

Applicable: Yes No
 Satisfied: Yes No

Criteria	Hour	Pedestrian Volume	Pedestrian Gaps	Fulfilled?	
				Yes	No
1. Pedestrian volume crossing the major street is 100 ped/hr or more for each of any four hours <u>and</u> there are less than 60 gaps per hour in the major street traffic stream of adequate length.	0	0			
	0	0			
	0	0			
	0	0			
2. Pedestrian volume crossing the major street is 190 ped/hr or more for any one hour <u>and</u> there are less than 60 gaps per hour in the major street traffic stream of adequate length.					
3. The nearest traffic signal along the major street is located more than 90 m (300 ft) away, or the nearest signal is within 90 m (300 ft) but the proposed traffic signal will not restrict the progressive movement of traffic.					

WARRANT 5 - SCHOOL CROSSING

Record hours where criteria are fulfilled and the corresponding volume or gap frequency in the boxes provided. The warrant is satisfied if all three of the criteria are fulfilled.

Applicable: Yes No
 Satisfied: Yes No

Criteria	Fulfilled?	
	Yes	No
1. There are a minimum of 20 students crossing the major street during the highest crossing hour.	Students:	Hour:
2. There are fewer adequate gaps in the major street traffic stream during the period when the children are using the crossing than the number of minutes in the same period.	Minutes:	Gaps:
3. The nearest traffic signal along the major street is located more than 90 m (300 ft) away, or the nearest signal is within 90 m (300 ft) but the proposed traffic signal will not restrict the progressive movement of traffic.		

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Indicate if the criteria are fulfilled in the boxes provided. The warrant is satisfied if either criterion is fulfilled. This warrant should not be applied when the resulting signal spacing would be less than 300 m (1,000 ft).

Applicable: Yes No
 Satisfied: Yes No

Criteria	Fulfilled?	
	Yes	No
1. On a one-way street or a street that has traffic predominately in one direction, the adjacent signals are so far apart that they do not provide the necessary degree of vehicle platooning.		
2. On a two-way street, adjacent signals do not provide the necessary degree of platooning, and the proposed and adjacent signals will collectively provide a progressive operation.		

Source: Revised from NCHRP Report 457

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
 County: Leon

Engineer: Joe P. Poole, P.E.
 Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
 Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
 Lanes: 1

WARRANT 7 - CRASH EXPERIENCE

Record hours where criteria are fulfilled, the corresponding volume, and other information in the boxes provided. The warrant is satisfied if all three of the criteria are fulfilled.

Applicable: Yes No
 Satisfied: Yes No

Criteria	Hour	Volume	Met?		Fulfilled?	
			Yes	No	Yes	No
1. One of the warrants to the right is met.	Warrant 1, Condition A (80% satisfied)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Warrant 1, Condition B (80% satisfied)			<input checked="" type="checkbox"/>		
	Warrant 4, Pedestrian Volume at 80% of volume requirements: 80 ped/hr for four (4) hours or 152 ped/hr for one (1) hour			<input checked="" type="checkbox"/>		
2. Adequate trial of other remedial measure has failed to reduce crash frequency.	Measure tried:					<input checked="" type="checkbox"/>
3. Five or more reported crashes, of types susceptible to correction by signal, have occurred within a 12-mo. period.	Number of crashes per 12 months:					<input checked="" type="checkbox"/>

WARRANT 8 - ROADWAY NETWORK

Record hours where criteria are fulfilled, and the corresponding volume or other information in the boxes provided. The warrant is satisfied if at least one of the criteria is fulfilled and if all intersecting routes have one or more of the characteristics listed.

Applicable: Yes No
 Satisfied: Yes No

Criteria	Entering Volume:			Met?		Fulfilled?	
	1	2	3	Yes	No	Yes	No
1. Both of the criteria to the right are met.	a. Total entering volume of at least 1,000 veh/hr during a typical weekday peak hour.			1,306		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Five-year projected volumes that satisfy one or more of Warrants 1, 2, or 3.			Warrant: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/>	
2. Total entering volume at least 1,000 veh/hr for each of any 5 hrs of a non-normal business day (Sat. or Sun.)				← Hour		<input checked="" type="checkbox"/>	
				← Volume			

Characteristics of Major Routes	Met?		Fulfilled?	
	Yes	No	Yes	No
1. Part of the street or highway system that serves as the principal roadway network for through traffic flow.	Major Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Minor Street:	<input checked="" type="checkbox"/>		
2. Rural or suburban highway outside of, entering, or traversing a city.	Major Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Minor Street:	<input checked="" type="checkbox"/>		
3. Appears as a major route on an official plan.	Major Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Minor Street:	<input checked="" type="checkbox"/>		

CONCLUSIONS

Warrants Satisfied:

Remarks: _____

Source: Revised from NCHRP Report 457

TRAFFIC SIGNAL WARRANT SUMMARY

City: Woodville
County: Leon

Engineer: Joe P. Poole, P.E.
Date: August 1, 2013

Major Street: SR 363 (Woodville Hwy)
Minor Street: Natural Bridge Road

Lanes: 1 Critical Approach Speed: 50.1
Lanes: 1

Volume Level Criteria

- 1. Is the critical speed of major street traffic > 70 km/h (40 mph) ? Yes No
- 2. Is the intersection in a built-up area of isolated community of <10,000 population?
8,156 full time residents based on 2000 census Yes No
- If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

WARRANT 9 - Intersection Near a Grade Crossing

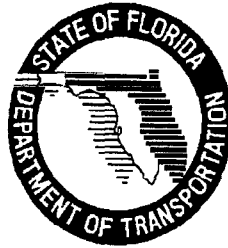
Applicable: Yes No
Satisfied: Yes No

Does Major Street Approach have 1 approach lane? : Yes No
Does Major Street Approach have 2 or more approach lanes? : Yes No

	Eight Highest Hours															
	6:00AM-	7:00 AM	7:00AM-	8:00 AM	8:00AM-	9:00 AM	11:00AM-	12:00 PM	2:00PM	3:00PM-	3:00PM-	4:00 PM	4:00PM-	5:00 PM	5:00PM	6:00PM-
Volume Level (veh/hr)																
Both Approaches on Major Street	690	759	773	818	820	912	734	998								
Minor Street Crossing Approach Volume	7	33	18	18	21	24	33	43								
Does plotted point fall above curve on Figure 4C-9?																
Does plotted point fall above curve on Figure 4C-10?																

Warrant 9 is applicable if a grade crossing exists on an approach controlled by STOP or YIELD sign and center of track nearest to the intersection is within 140 feet of the stop line or yield line on the approach: and during the highest traffic volume hour during which rail traffic uses the crossing, the plotted point representing the vehicles per hour on major street (total of both approaches) and the corresponding vehicles per hour on minor street approach that crosses the track (one direction only, approaching the intersection) falls above the applicable curve in Figure 4C-9 or 4C-10 for the existing combination of approach lanes over the track and the Distance D, which is the clear storage distance.

Source: Revised from NCHRP Report 457



**DISTRICT THREE
TRAFFIC OPERATIONS**

LOCATION: State Road 363 (Woodville Highway) at County Road 2192 (Natural Bridge Road)

COUNTY: Leon **SECTION:** 55040 **MP:** 2.734 **FILE No:** 38

REQUESTOR: Mr. Chris Muehlemann, PE

ISSUE: Traffic Signal Evaluation

ACTION

RECOMMENDATIONS	RESPONSIBLE PARTY
No recommendations at this time.	

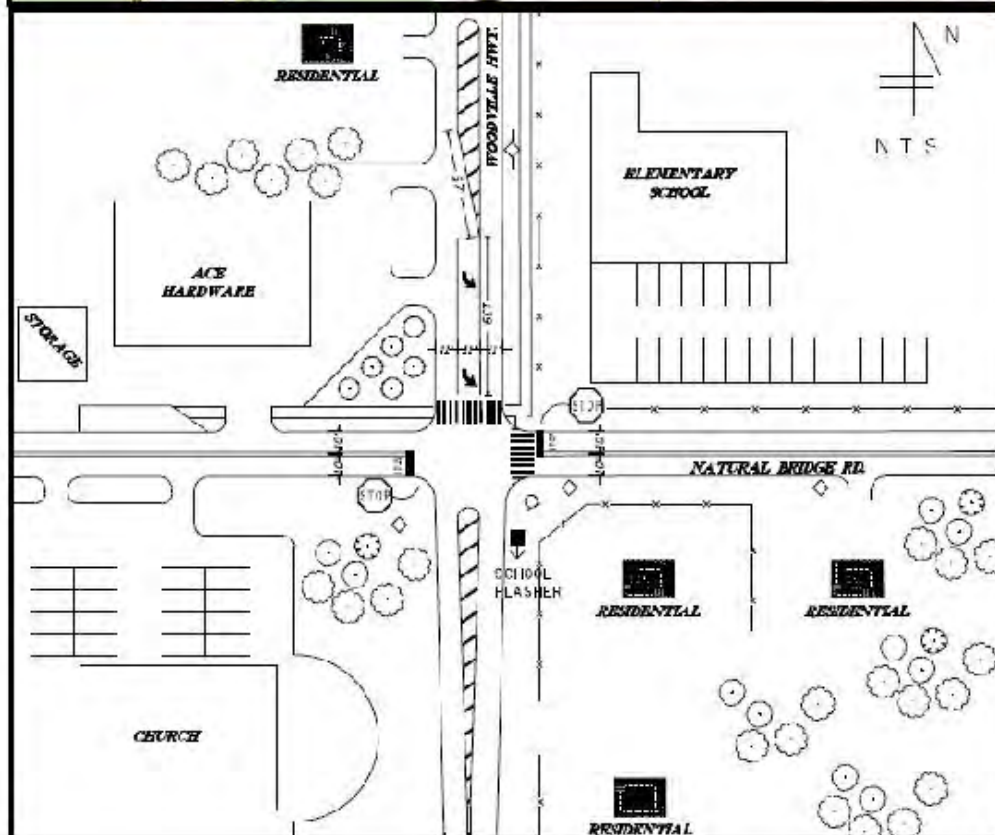
A handwritten signature in black ink, appearing to read "Heath A. Henderson".

Heath A. Henderson, PE
Florida Department of Transportation
Traffic Studies Engineer
1074 Highway 90 East; Chipley, FL 32428
FL PE No: 65496

Date: ~~8/20/10~~ 8/20/2010

Posted at 8:15 p.m. on December 2, 2013

Location Map and Topography



**EVALUATION OF TRAFFIC STUDY AT THE INTERSECTION OF
State Road 363 (Woodville Highway) at County Road 2192 (Natural Bridge Road)**

DATE - August 24, 2010
SECTION - 55040, File No. 38, Mile Post 2.734
COUNTY - Leon

The following study was requested by the Mr. Chris Meuhlemann, PE of the Leon County Public Works Department to evaluate the need for installing a traffic signal at State Road 363 (Woodville Highway) and County Road 2192 (Natural Bridge Road). This study was conducted to analyze the operation of this intersection and determine what, if any, improvements are needed. Data used in the analysis consists of ten (10) hour turning movement counts, fifteen minute delays, and various speed data. The ten (10) hour turning movements were taken from 6:00 A.M. to 10:00 A.M., 11:00 A.M. to 1:00 P.M. and from 2:00 P.M. to 6:00 P.M. Of these ten (10) hours, 7:00 A.M. to 8:00 A.M. and 5:00 P.M. to 6:00 P.M. were determined to be the morning and evening peak hours, respectively.

A spot speed study along State Road 363 was conducted at this location. Many speed characteristics were collected, measured, and computed from this study, such as the posted speed limit, eighty-fifth percentile speed, average speed, percent exceeding, and the highest speed obtained during the study. This data is presented in the following table:

TABLE I SPEED DATA				
SPEED		Northbound	Southbound	POSTED SPEED LIMIT – 35 MPH
85 PERCENTILE	(MPH)	50.1	39.5	Speed Study was conducted on S.R. 363 (Woodville Hwy) at C.R. 2192 (Natural Bridge Rd)
AVERAGE	(MPH)	45.5	36.6	
HIGH	(MPH)	53	45	
PERCENT	(%)	98.45	62.50	
EXCEEDING				

Various traffic engineering tools were used to evaluate this intersection. The data contained herein was analyzed using the following analysis tools as designated by an [X]:

- Manual on Uniform Traffic Control Devices (MUTCD) Handbook, 2003 Edition
- Un-signalized Intersection Delay Study
- Signal 94
- Highway Research Record Number 279
- Turn Lane Storage Length Evaluation
- Highway Research Record Number 211
- SYNCHRO 7
- TRANSYT 7-F
- HCM Cinema

Site Characteristics:

State Road 363 (Woodville Highway) and County Road 2192 (Natural Bridge Road) is un-signalized intersection consisting of unrestricted movements north and south on State Road 363 and a two-way stop control on the eastbound and westbound approaches of County Road 363 (Natural Bridge Road). At this location State Road 363 is a two lane arterial with a posted speed limit of 35 mph. On State Road 363 there is a dedicated southbound left-turn lane. There are no dedicated turn lanes on County Road 2192. It was noted in the site review that the sight distance at this location appears to be adequate.

State Road 363 is an Access Class IV Roadway with minimum signal spacing of 2,640 feet (1/2 mile). There is a traffic signal approximately 0.59 miles to the north of this intersection located at Oak Ridge Road.

There are currently no projects programmed into the Department’s Work Program whose limits include the subject intersection.

Site Analysis:

Four fifteen minute delays for all movements with the exception of northbound and southbound right and thru movements were collected. Two of the four fifteen minute delays were taken during the peak hours. These delays and computed average delays are shown in Table 2. Results from this analysis indicate that no excessive delay is being experienced at this time.

The storage length of any existing or possible turn lanes was evaluated. Results from this evaluation are shown in Table 3. All lengths are computed and then rounded up to the nearest increment of twenty-five (25) feet.

Historical crash information for the years 2006 thru May 2010 was obtained from the District 3 Safety Office for the un-signalized intersection at State Road 363 (Woodville Highway) and County Road 2192 (Natural Bridge Road). The following is a summary of the documented crash data:

Year	Collision Type							
	Left Turn	Rear End	Right Angle	Side Swipe	Loss of Control	Head-on	Pedestrian	Other
2006	0	0	0	0	1	0	0	0
2007	0	0	1	0	0	0	0	0
2008	1	3	2	0	0	0	0	0
2009	3	1	0	0	1	0	0	0
2010	0	0	0	0	0	0	0	0
Total	4	4	3	0	2	0	0	0
TOTAL COLLISIONS	13							

Three (3) of the thirteen (13) reported collisions (23%) resulted in injury where one or more people required transportation to a medical facility.

The ten (10) hour turning movement volumes were analyzed using the eight MUTCD warrants for traffic signal installation. None of the eight traffic signal warrants were met.

Recommendations:

There are no recommendations for this intersection at this time.

Phillip Kurth, EI
Traffic Studies Specialist

**TABLE 2
UNIGNALIZED INTERSECTION DELAY STUDY**

NORTHBOUND MOVEMENTS (LEFTS)					SOUTHBOUND MOVEMENTS (LEFTS)				
TIME		AVERAGE VEHICULAR DELAY		LEVEL	TIME		AVERAGE VEHICULAR DELAY		LEVEL
BEGIN	END	STOPPED (SECS/VEH)	APPROACH (SECS/VEH)	OF SERVICE *	BEGIN	END	STOPPED (SECS/VEH)	APPROACH (SECS/VEH)	OF SERVICE *
7:15 am	7:30 am	0.00	0.00	A	7:45 am	8:00 am	7.75	3.10	A
9:15 am	9:30 am	0.00	0.00	A	9:45 am	10:00 am	3.50	0.88	A
3:15 pm	3:30 pm	0.00	0.00	A	3:45 pm	4:00 pm	6.33	1.05	A
5:15 pm	5:30 pm	10.00	5.00	A	5:45 pm	6:00 pm	6.57	1.53	A
TOTAL		10.00	5.00		TOTAL		24.15	6.56	
AVERAGE		2.50	1.25	A	AVERAGE		6.04	1.64	A
APPROACH		41			APPROACH		457		
VOLUME (VEH/10)									
VEHICULAR DELAY (VEH-HRS)					0.03	0.01			
EASTBOUND MOVEMENTS (ALL)					WESTBOUND MOVEMENTS (ALL)				
TIME		AVERAGE VEHICULAR DELAY		LEVEL	TIME		AVERAGE VEHICULAR DELAY		LEVEL
BEGIN	END	STOPPED (SECS/VEH)	APPROACH (SECS/VEH)	OF SERVICE *	BEGIN	END	STOPPED (SECS/VEH)	APPROACH (SECS/VEH)	OF SERVICE *
7:30 am	7:45 am	5.00	3.75	A	7:00 am	7:15 am	8.05	6.19	A
9:30 am	9:45 am	6.33	4.75	A	9:00 am	9:15 am	7.20	4.50	A
3:30 pm	3:45 pm	15.00	15.00	B	3:00 pm	3:15 pm	9.67	5.43	A
5:30 pm	5:45 pm	21.26	21.26	C	5:00 pm	5:15 pm	17.56	10.89	B
TOTAL		47.59	44.76		TOTAL		42.48	27.01	
AVERAGE		11.90	11.19	B	AVERAGE		10.62	6.75	A
APPROACH		172			APPROACH		655		
VOLUME (VEH/10)									
VEHICULAR DELAY (VEH-HRS)					0.57	0.53			
TOTAL INTERSECTION DELAY									
VEHICULAR DELAY	APPROACH	NORTHBOUND		SOUTHBOUND	EASTBOUND		WESTBOUND		TOTAL
STOPPED (VEH-HRS)		0.03		0.77	0.57		1.93		3.30
APPROACH (VEH-HRS)		0.01		0.21	0.53		1.23		1.99

* Level of Service (LOS) is stated in terms of the average stopped delay per vehicle. Exhibit 17-2 in the 2000 Highway Capacity Manual is used to compute the LOS.

**TABLE 3
TURN LANE STORAGE LENGTH FOR UNSIGNALIZED INTERSECTION**

DIRECTION	MOVEMENT	DOES LANE EXIST? (YES OR NO)	IF LANE DOES NOT EXIST, IS LANE WARRANTED? (YES OR NO)	EXISTING STORAGE LENGTH (FULL LANE) (FEET)	EXISTING YEAR 2010		PROJECTED YEAR 2018		CONSTRUCT OR EXTEND TURN LANES
					TRAFFIC VOLUME (VPH)	STORAGE LENGTH (FEET)	TRAFFIC VOLUME	STORAGE LENGTH (FEET)	
					NORTHBOUND	LEFT TURN	NO	NO	
	RIGHT TURN	NO	NO		16	25	17	25	NO
SOUTHBOUND	LEFT TURN	YES		139	97	100	105	100	NO
	RIGHT TURN	NO	NO		35	50	38	50	NO
EASTBOUND	LEFT TURN	NO	NO		11	25	11	25	NO
	RIGHT TURN	NO	NO		21	25	21	25	NO
WESTBOUND	LEFT TURN	NO	NO		15	25	15	25	NO
	RIGHT TURN	NO	NO		86	75	86	75	NO

AVERAGE DAILY TRAFFIC (ADT'S)									
DIRECTION	ROAD NUMBER/ NAME	GROWTH FACTOR		YEARS					
		8 - YEAR	ANNUAL	2009	2008	2007	2006	2005	2004
NORTHBOUND	SR 363	1.08	1.01	4,593	4,590	4,811	4,830	4,953	
SOUTHBOUND	SR 363	1.08	1.01	4,756	4,759	4,957	4,978	5,139	
EASTBOUND	CR 2192	1.00							
WESTBOUND	CR 2192	1.00							

DIRECTION	MOVEMENT	TRAFFIC VOLUME (VPH)	LENGTH OF VEHICLE	ARRIVAL TIME PERIOD 2 - MIN	REQUIRED STORAGE LENGTH BASED ON EXISTING TRAFFIC VOLUME (1) X (2) / (3) = (4)	EIGHT YEAR PROJECTION FACTOR	REQUIRED STORAGE LENGTH BASED ON PROJECTED TRAFFIC VOLUME (4) X (5) = (6)
		(1)	(2)	(3)	(4)	(5)	(6)
NORTHBOUND	LEFT TURN	8	25	30	6.67	1.08	7.20
	RIGHT TURN	16	25	30	13.33	1.08	14.40
SOUTHBOUND	LEFT TURN	97	25	30	80.83	1.08	87.30
	RIGHT TURN	35	25	30	29.17	1.08	31.50
EASTBOUND	LEFT TURN	11	25	30	9.17	1.00	9.17
	RIGHT TURN	21	25	30	17.50	1.00	17.50
WESTBOUND	LEFT TURN	15	25	30	12.50	1.00	12.50
	RIGHT TURN	86	25	30	71.67	1.00	71.67

**TABLE 4
TRAFFIC SIGNAL WARRANT SUMMARY EVALUATION**

WARRANT NUMBER	DESCRIPTON	WARRANT SATISFIED		
		YES	NO	NOT APPLICABLE
1A	EIGHT HOUR VEHICULAR VOLUME		X	
1B	EIGHT HOUR VEHICULAR VOLUME			X
2	FOUR HOUR VEHICULAR VOLUME		X	
3	PEAK HOUR			X
4	PEDESTRIAN VOLUME			X
5	SCHOOL CROSSING			X
6	COORDINATED SYSTEMS WARRANT			X
7	CRASH EXPERIENCE		X	
8	ROADWAY NETWORK			X

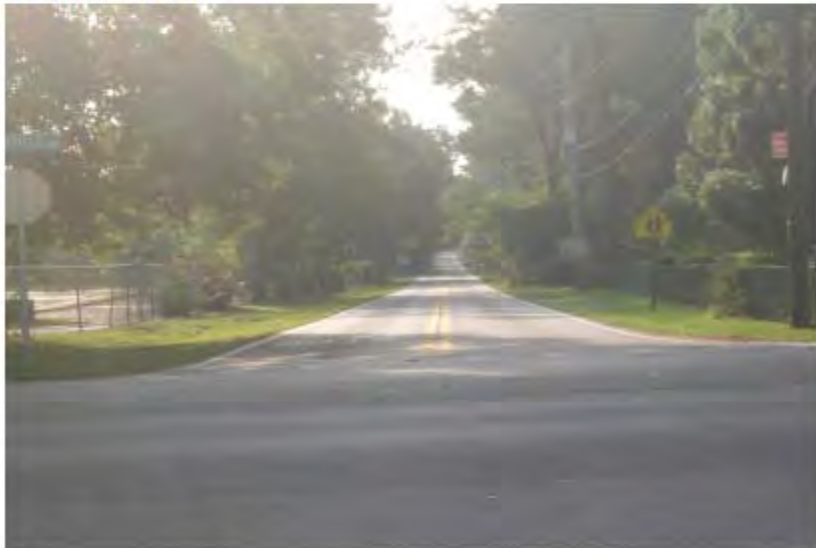
**TABLE 5
10-HOUR TURNING MOVEMENTS**

TIME	SOUTHBOUND S.R 363			WESTBOUND C.R. 2192			NORTHBOUND S.R 363			EASTBOUND C.R. 2192		
	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT
6:00 AM	17	95	1	1	3	55	1	445	5	1	3	4
7:00 AM	33	227	2	12	10	86	5	609	14	0	6	6
8:00 AM	23	131	7	3	3	51	5	437	8	4	3	4
9:00 AM	31	146	8	3	6	52	4	277	4	5	3	3
10:00 AM	28	206	10	4	5	56	0	230	11	4	4	8
11:00 AM	41	241	8	5	2	41	1	234	10	5	5	8
12:00noon	40	226	5	7	3	44	8	204	8	5	0	6
1:00 PM	58	307	9	8	4	41	7	219	5	3	3	9
2:00 PM	89	488	17	14	8	50	5	290	12	1	4	23
3:00 PM	97	654	35	15	9	54	5	241	16	11	10	21
4:00 PM												
5:00 PM												
6:00 PM												

LOOKING NORTH



LOOKING EAST



LOOKING SOUTH



LOOKING WEST



**State of Florida Department of Transportation
Traffic Signal Warrant Summary**

Major Street: <u>S.R. 363 (Woodville Highway)</u>	No. of Approach Lanes: <u>1</u>	Engineer Technician: <u>Phillip Kurth</u>
Minor Street: <u>C.R. 2192 (Natural Bridge Road)</u>	No. of Approach Lanes: <u>1</u>	Date: <u>08/24/2010</u>
City: _____		County: <u>Leon</u>
Major Street 85% speed > 40 MPH Yes (<input checked="" type="checkbox"/>) No (<input type="checkbox"/>)		Isolated Community < 10,000 Population Yes (<input checked="" type="checkbox"/>) No (<input type="checkbox"/>)

Warrant No. 1 Eight- Hour Vehicular Volume Condition A

Requirement	Minimum Vehicles/ Hr. (80% in Brackets)				Hour Volumes												Volumes Met		
	100%	70%	100%	70%	6-7am	7-8am	8-9am	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6- 7pm	Yes	No
Approach Lanes	1		2 or more																
Both Approaches on Major Street	500	350	600	420	564	891	611	472		485	535		491	605	901	1048		X	
Highest Approach on Minor Street (Thrus & Lefts)	150	105	200	140	4	22	7	9		9	10		10	12	22	24			X

AND

NO Excessive delay or conflict entering the major street **0%** of Right Turns Added

Right Turns Added																				
Adjusted Minor Street Movement																				

Warrant Satisfied	Yes (<input type="checkbox"/>)	No (<input checked="" type="checkbox"/>)
(80% Volumes Met)	Yes (<input type="checkbox"/>)	No (<input checked="" type="checkbox"/>)

TRAFFIC SIGNAL WARRANT SUMMARY

City: _____
County: Leon

Engineer Technician: P. Kurth
Date: August 24, 2010

Major Street: S.R. 363 (Woodville Highway) Lanes: 1 Critical Approach Speed: 40+
Minor Street: C.R. 2192 (Natural Bridge Road) Lanes: 1

Volume Level Criteria

- 1. Is the critical speed of major street traffic > 70 km/h (40 mph) ? Yes No
 - 2. Is the intersection in a built-up area of isolated community of <10,000 population? Yes No
- If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

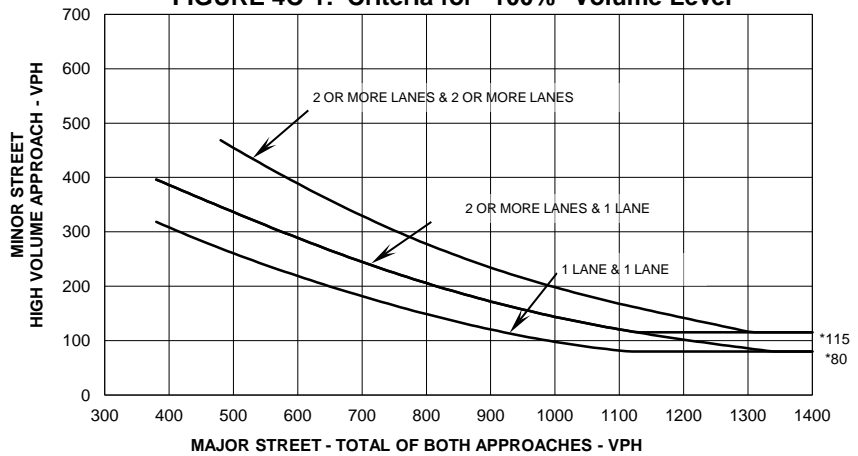
WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME

If all four points lie above the appropriate line, then the warrant is satisfied.

Applicable: Yes No
Satisfied: Yes No

Plot four volume combinations on the applicable figure below.

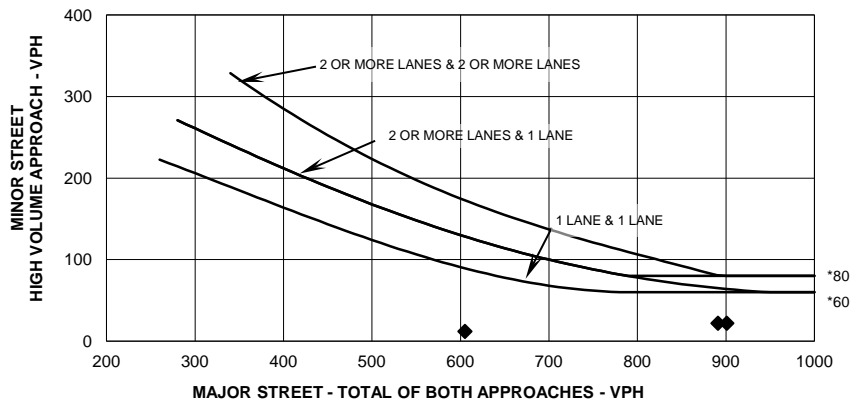
FIGURE 4C-1: Criteria for "100%" Volume Level



* Note: 115 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 80 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

FIGURE 4C-2: Criteria for "70%" Volume Level

(Community Less than 10,000 population or above 70 km/hr (40 mph) on Major Street)



* Note: 80 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 60 vph applies as the lower threshold volume threshold for a minor street approach with one lane.

Four Highest Hours	Volumes	
	Major Street	Minor Street
7-8 am	891	22
3-4 pm	605	12
4-5 pm	901	22
5-6 pm	1,048	24

**State of Florida Department of Transportation
Traffic Signal Warrant Summary**

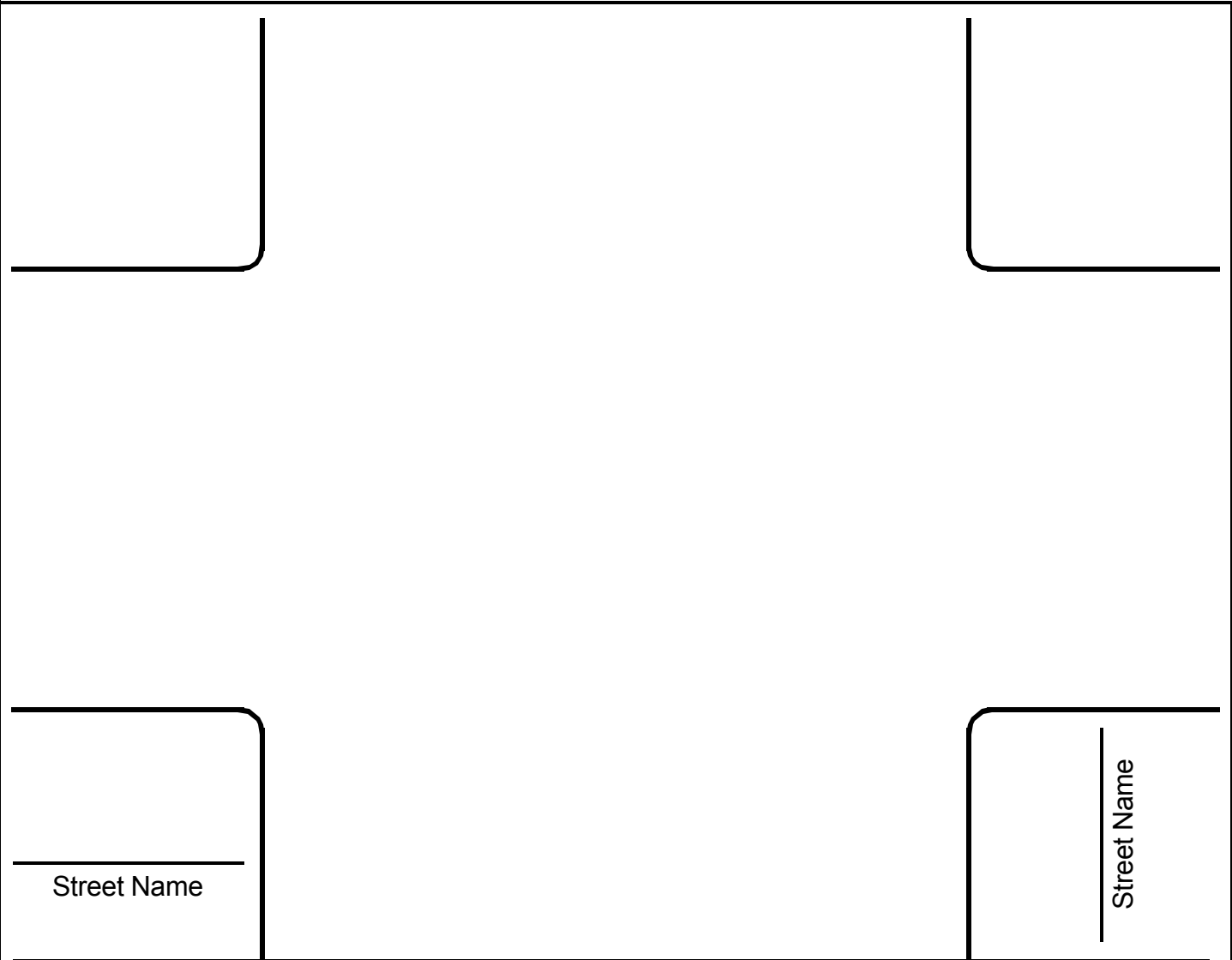
Major Street: <u>S.R. 363 (Woodville Highway)</u>		No. of Approach Lanes: <u>1</u>	Engineer Technician: <u>Phillip Kurth</u>				
Minor Street: <u>C.R. 2192 (Natural Bridge Road)</u>		No. of Approach Lanes: <u>1</u>	Date: <u>08</u> / <u>24</u> / <u>2010</u>				
City: _____		County: <u>Leon</u>					
Major Street 85% speed > 40 MPH Yes (X) No ()		Isolated Community < 10,000 Population Yes (X) No ()					
Warrant No. 7 Crash Experience							
	Minimum Requirements	Warrant		Met	Fulfilled		
				YES	NO	Yes	No
	1. One of the warrants to the right is met	Warrant #1 - Condition A - Minimum Vehicle Volume (80% satisfied) OR Warrant #1 - Condition B - Minimum Vehicle Volume (80% satisfied) OR Warrant #4 - Pedestrian Volume 80 ped/hr for 4 hrs. or 152 ped/hr for 1 hr		X	N/A	N/A	X
AND	2. Adequate trial of less restrictive remedies and enforcement has failed to reduce crash frequency.	Measure tried:					X
AND	Five or more reported crashes, of types susceptible to correction by traffic signal have occurred within a 12-month period: 2006:0, 2007:1, 2008:3, 2009:3 and 2010:0						X
Warrant Satisfied Yes () No (X)							

COLLISION DIAGRAM

LOCATION ID: _____

COUNTY: _____ CITY: _____

PERIOD _____ TO _____ PREPARED BY: _____



Street Name

Street Name

COLLISION SYMBOLS

CONDITION CODES

VEHICLE PATH BACKING VEHICLE NON-INVOLVED VEH. PEDESTRIAN PATH FIXED OBJECT PARKED VEHICLE PERSONAL INJURY FATALITY	REAR-END COLLISION HEAD-ON COLLISION SIDE SWIPE OUT OF CONTROL OVERTURNED VEHICLE LEFT TURN COLLISION RIGHT ANGLE COLLISION	PAVEMENT CONDITION: D = DRY W=WET I=ICY WEATHER CONDITION: C=CLEAR R=RAIN F=FOG S=SNOW LIGHT CONDITION: L=DAYLIGHT N=NIGHT (DARK) TIME OF DAY (MILITARY)
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CRASH SUMMARY

	PROP. DMG ONLY	INJURY	FATAL	TOTAL
DAYTIME				
NIGHTTIME				
TOTAL				

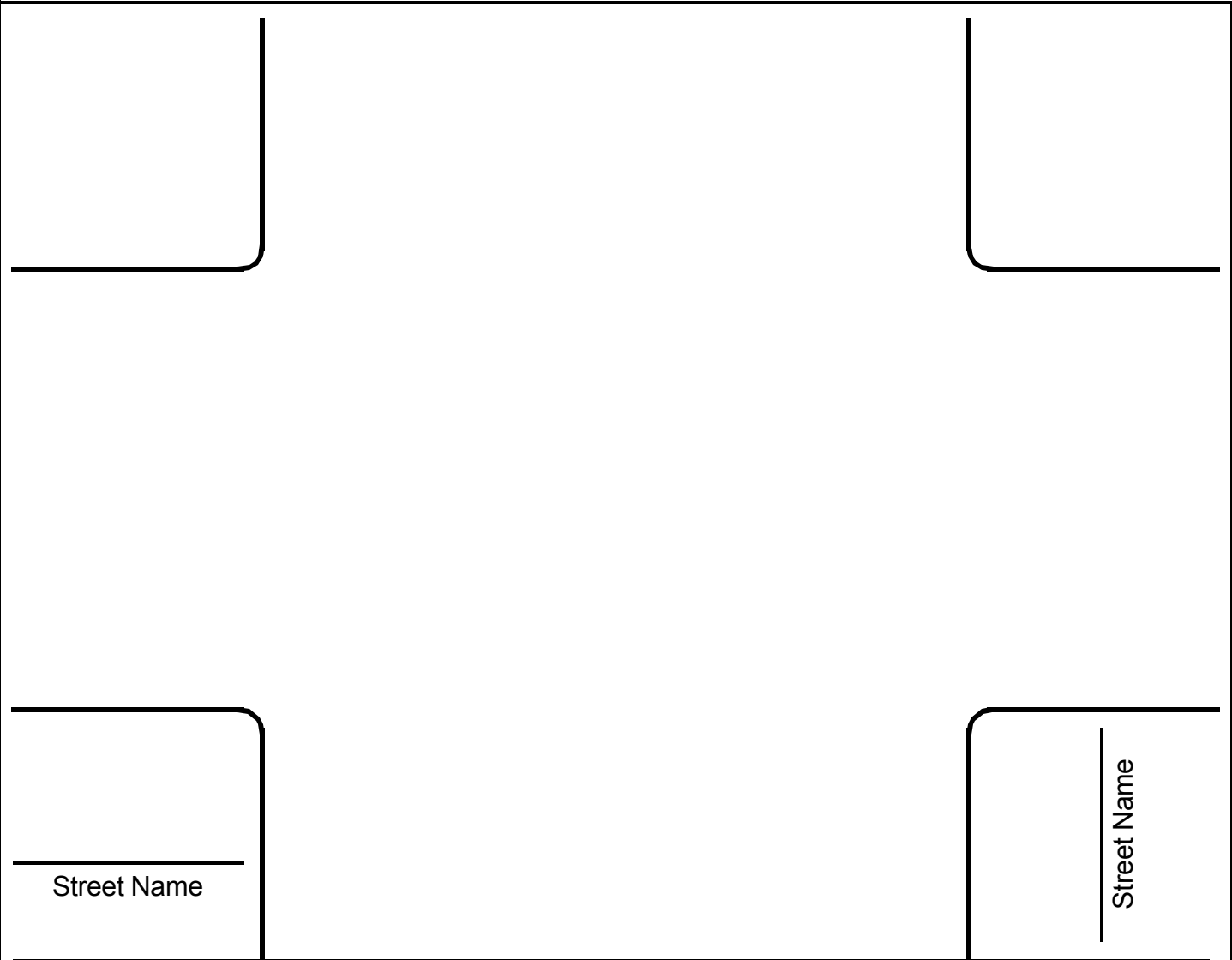


COLLISION DIAGRAM

LOCATION ID: _____

COUNTY: _____ CITY: _____

PERIOD _____ TO _____ PREPARED BY: _____



COLLISION SYMBOLS		CONDITION CODES
VEHICLE PATH BACKING VEHICLE NON-INVOLVED VEH. PEDESTRIAN PATH FIXED OBJECT PARKED VEHICLE PERSONAL INJURY FATALITY	REAR-END COLLISION HEAD-ON COLLISION SIDE SWIPE OUT OF CONTROL OVERTURNED VEHICLE LEFT TURN COLLISION RIGHT ANGLE COLLISION	PAVEMENT CONDITION: D = DRY W=WET I=ICY WEATHER CONDITION: C=CLEAR R=RAIN F=FOG S=SNOW LIGHT CONDITION: L=DAYLIGHT N=NIGHT (DARK) TIME OF DAY (MILITARY)

CRASH SUMMARY				
	PROP. DMG ONLY	INJURY	FATAL	TOTAL
DAYTIME				
NIGHTTIME				
TOTAL				

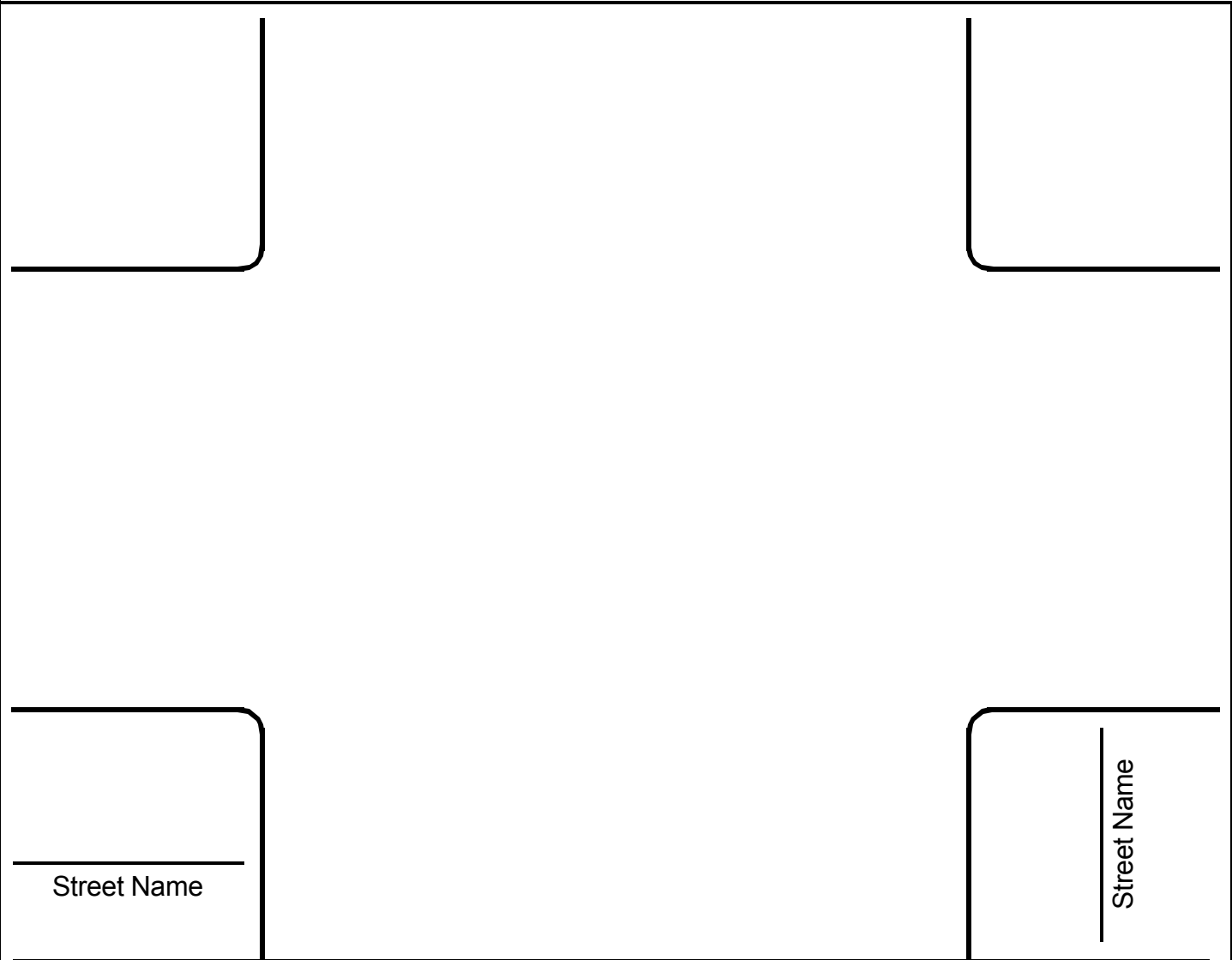


COLLISION DIAGRAM

LOCATION ID: _____

COUNTY: _____ CITY: _____

PERIOD _____ TO _____ PREPARED BY: _____



COLLISION SYMBOLS		CONDITION CODES	
	VEHICLE PATH		PAVEMENT CONDITION: D = DRY W=WET I=ICY WEATHER CONDITION: C=CLEAR R=RAIN F=FOG S=SNOW LIGHT CONDITION: L=DAYLIGHT N=NIGHT (DARK) TIME OF DAY (MILITARY)
	BACKING VEHICLE		
	NON-INVOLVED VEH.		
	PEDESTRIAN PATH		
	FIXED OBJECT		
	PARKED VEHICLE		
	PERSONAL INJURY		
	FATALITY		

CRASH SUMMARY				
	PROP. DMG ONLY	INJURY	FATAL	TOTAL
DAYTIME				
NIGHTTIME				
TOTAL				

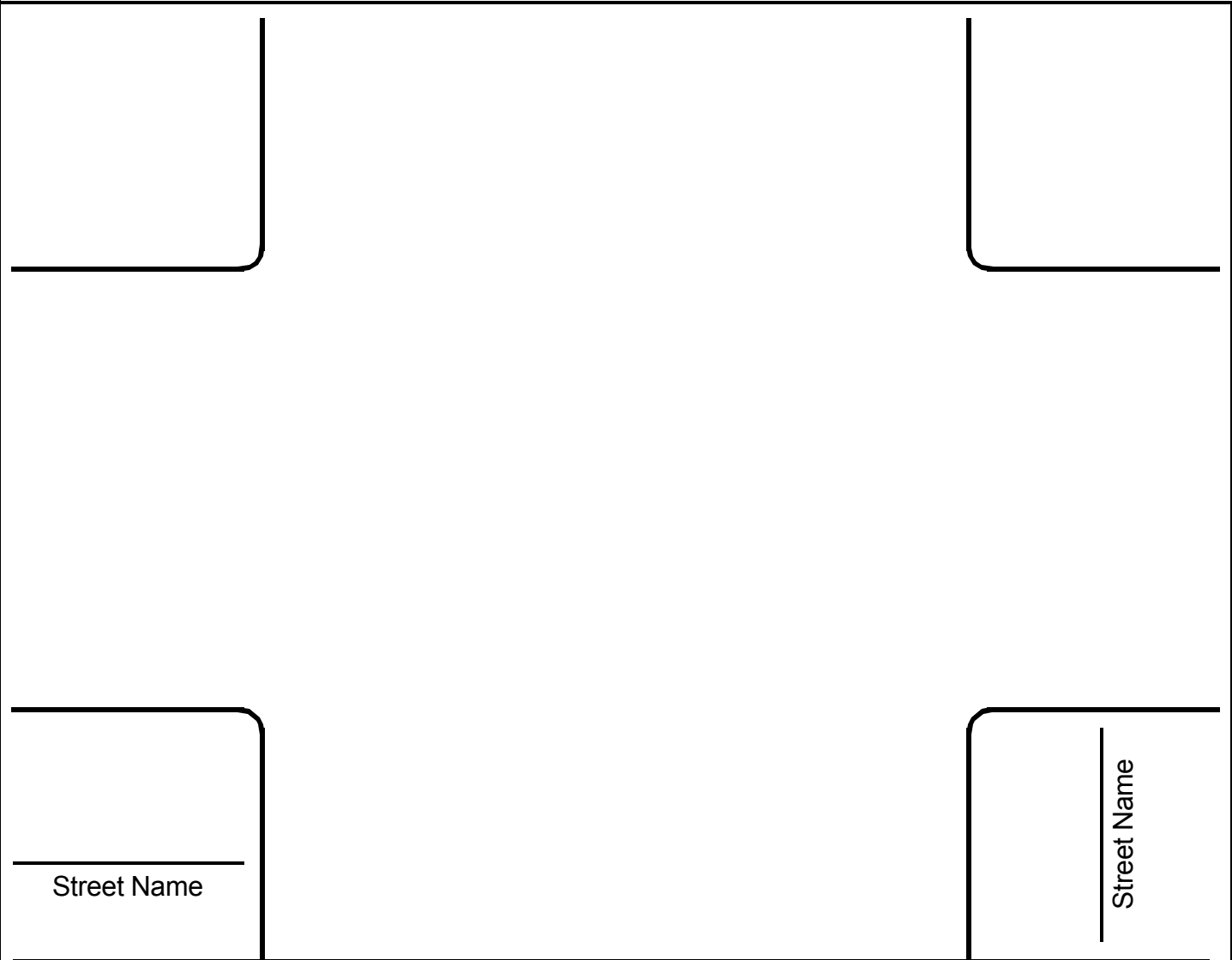


COLLISION DIAGRAM

LOCATION ID: _____

COUNTY: _____ CITY: _____

PERIOD _____ TO _____ PREPARED BY: _____



COLLISION SYMBOLS		CONDITION CODES
VEHICLE PATH BACKING VEHICLE NON-INVOLVED VEH. PEDESTRIAN PATH FIXED OBJECT PARKED VEHICLE PERSONAL INJURY FATALITY	REAR-END COLLISION HEAD-ON COLLISION SIDE SWIPE OUT OF CONTROL OVERTURNED VEHICLE LEFT TURN COLLISION RIGHT ANGLE COLLISION	PAVEMENT CONDITION: D = DRY W=WET I=ICY WEATHER CONDITION: C=CLEAR R=RAIN F=FOG S=SNOW LIGHT CONDITION: L=DAYLIGHT N=NIGHT (DARK) TIME OF DAY (MILITARY)

CRASH SUMMARY				
	PROP. DMG ONLY	INJURY	FATAL	TOTAL
DAYTIME				
NIGHTTIME				
TOTAL				



17

Affidavit Waiving
Concurrency Until Site Plan
Review

Cheryl Poole

From: Ryan Guffey [GuffeyR@leoncountyfl.gov]
Sent: Tuesday, March 05, 2013 10:44 AM
To: Cheryl Poole
Cc: Scott Brockmeier
Subject: Re: DISC Village - Woodville Retirement Community PUD

Cheryl,

Concurrency Management requires a concurrency application in order to issue a Preliminary Certificate of Concurrency unless there is a 163 or similar agreement. It is better to apply for concurrency when you know exactly what will be placed in a particular phase. Feel free to include this e-mail with the submittal. The Department of PLACE allows applicants to waive concurrency until site plan for re-zonings. I hope you find this information helpful.

Respectfully,

Ryan Guffey, AICP
Concurrency Management Planner
Development Services Division
Department of Development Support and Environmental Management
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, Florida 32301-1019
(850) 606-1386
www.leoncountyfl.gov
People Focused. Performance Driven.

Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

>>> On 03/05/2013 at 10:31 AM, in message <E123C77CF8BB794E8DF74D67630AF9E74B822C@server1.poole.local>, "Cheryl Poole" <cheryl@poole-eng.com> wrote:

We are getting set to submit for the PUD application. One item indicated on the checklist is "A preliminary concurrency or appropriate documentation issued by the Leon County Department of Development Support and Environmental Management." We are not in a position to apply for concurrency at this point because we are unsure exactly what Phase I will entail as we develop the total site by phase. I have an initial study prepared showing the trip generation as attached. What would be your requirement for the PUD?

Cheryl L. Poole, P.E.

Poole Engineering & Surveying, Inc.
2145 Delta Blvd., Suite 100
Tallahassee, FL 32303
<http://www.poole-eng.com/>
Phone (850) 386-5117
Cell (850) 528-2247
Fax (850) 385-0633



Affidavit Waiving Concurrency for a Preliminary Development Order - Rezoning

Submit to Planning Department at Frenchtown Renaissance Building, 3rd Floor with Rezoning Application

I, Cheryl Poole, owner or agent of the property described below:

Parcel ID Number: 33-15-20-603-0000, 33-15-20-602-0000, 33-16-20-407-0000

Location address: 33-16-20-402-0000; 33-31-62-000-2000

Natural Bridge Road

do hereby elect to waive concurrency review associated with the proposed preliminary development order (rezoning) of the above referenced project, pursuant to Section 2.2.0 of the Leon County Concurrency Policies and Procedures Manual. In waiving the concurrency review, I acknowledge that I understand the following:

- 1) Final Development orders for the subject property are subject to a concurrency determination; and
- 2) No rights to obtain final development orders, nor any other rights to develop the subject property have been granted or implied by the County's approval of the preliminary development order without a concurrency determination of the public facilities.

ACKNOWLEDGEMENT
STATE OF Florida
COUNTY OF leon

Before me, this 18th day of June, 2013, personally appeared Cheryl Poole, owner/agent who executed the foregoing instrument, and acknowledged to me that the same was executed for the purposes therein expressed.

Personally known ; or
Produced identification _____
Type of identification produced: _____

Kim L Lee
(Notary Public)
Print Name: Kim L Lee

Cheryl Poole
(Owner/Agent Signature)
Print Name: Cheryl Poole

My Commission Expires: _____



18

Site Photos







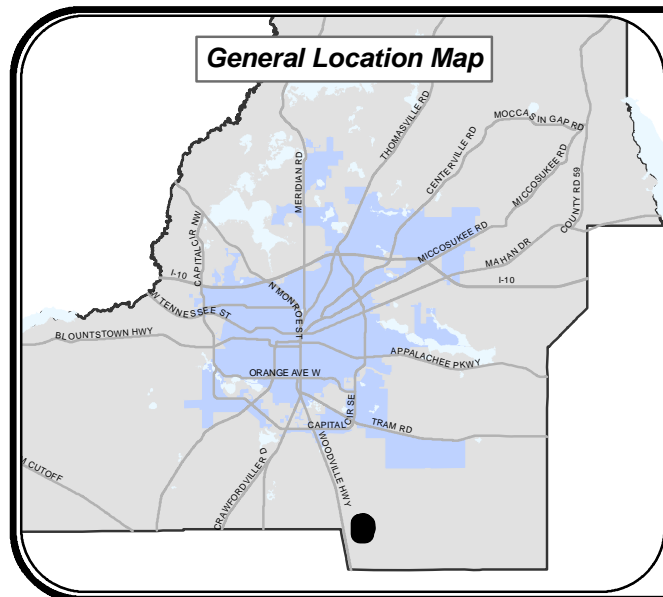
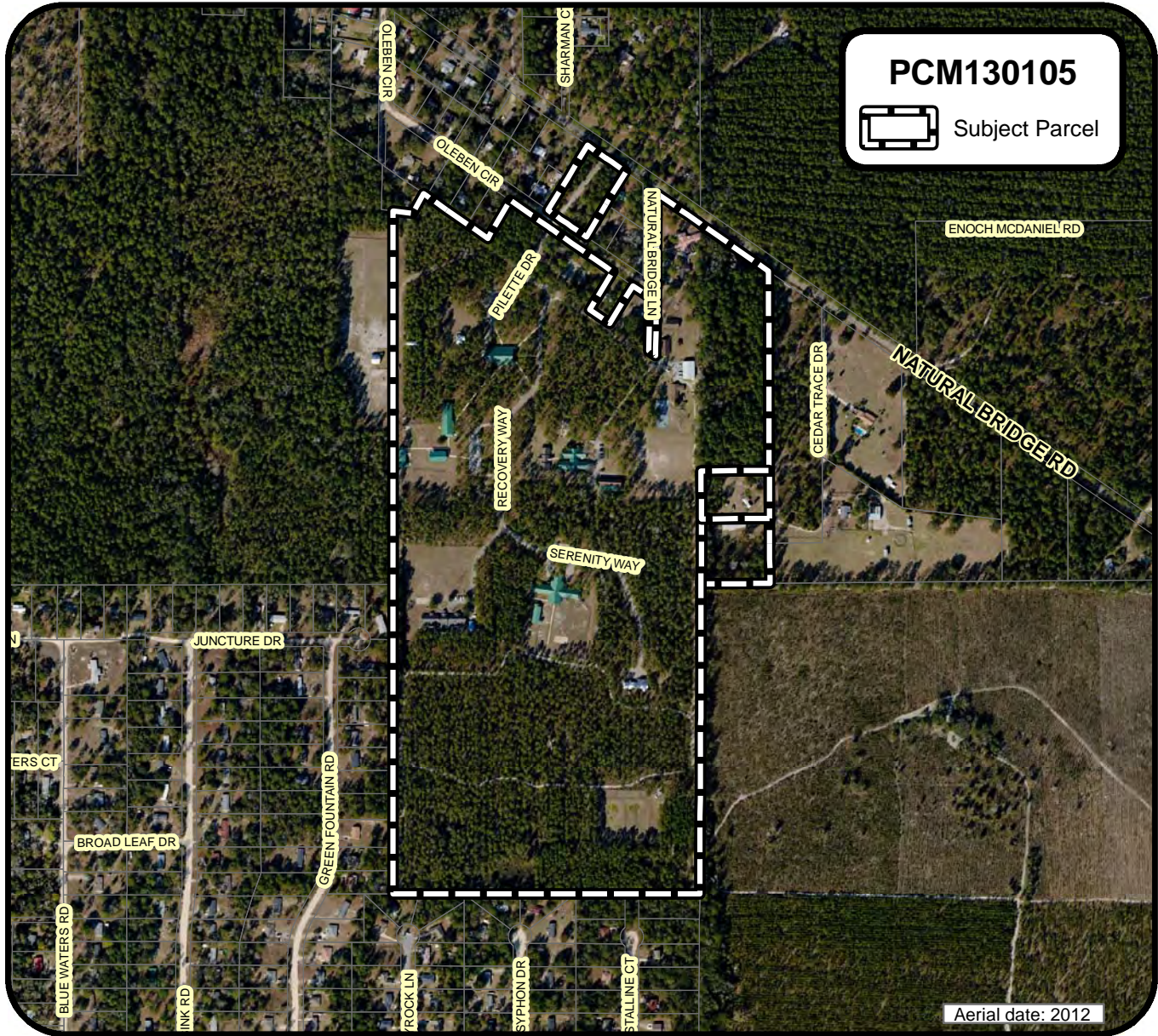










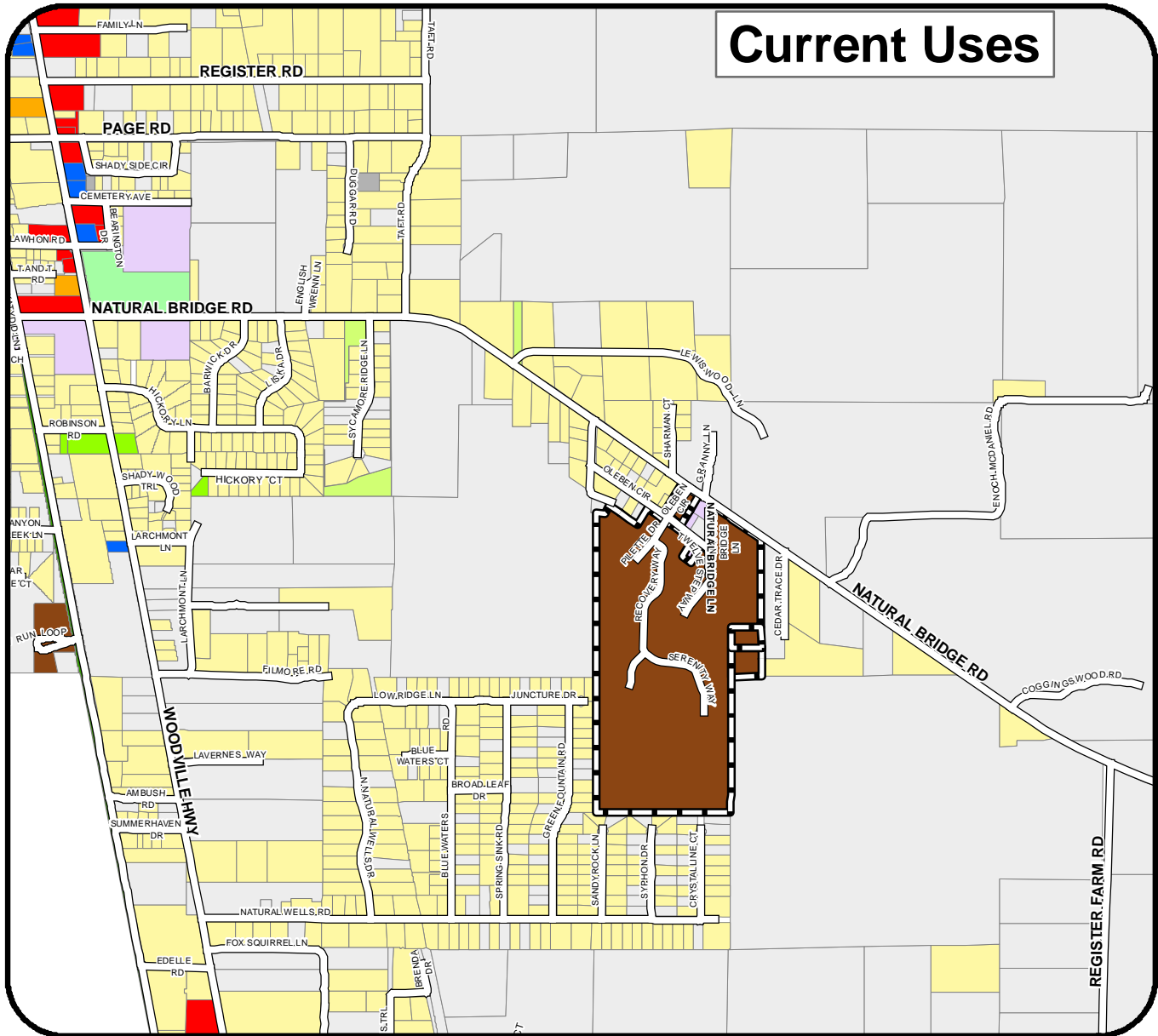


**Woodville
Rural Community Expansion
PCM130105
Disc Village**



SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000

ACRES: 98.04 ±



















Legend

 SiteSeg_20120612
 Subject Parcel

Current Uses (Oct. 2012)

- | | |
|--|---|
|  Single Family Detached/Mobile Home |  Two-Family Dwelling |
|  Multi-Family |  Warehouse |
|  Retail |  School |
|  Office |  Open Space Common Areas |
|  Government Operation |  Open Space Resource Protection |
|  Religious/Non-profit |  Open Space Recreation/Parks |
|  Vacant |  Transportation/Communications/Utilities |

Woodville Rural Community Expansion PCM130105 Disc Village






SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000

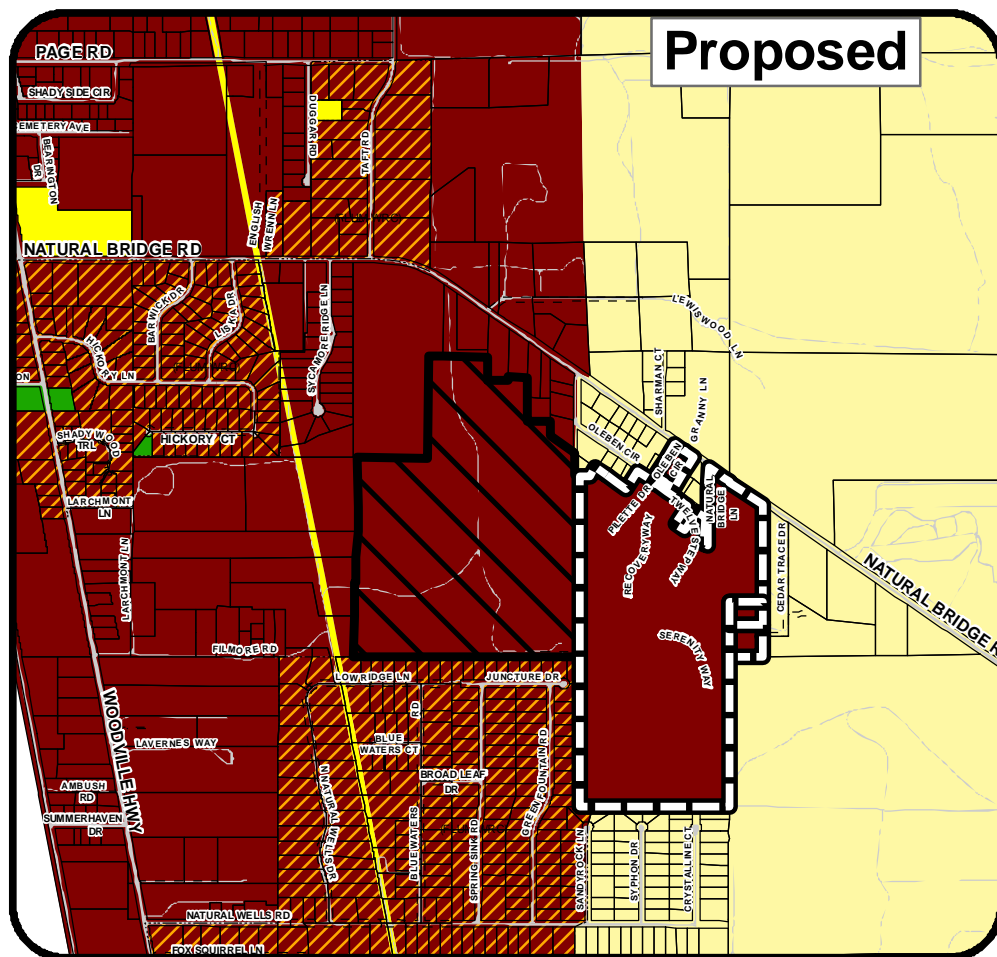
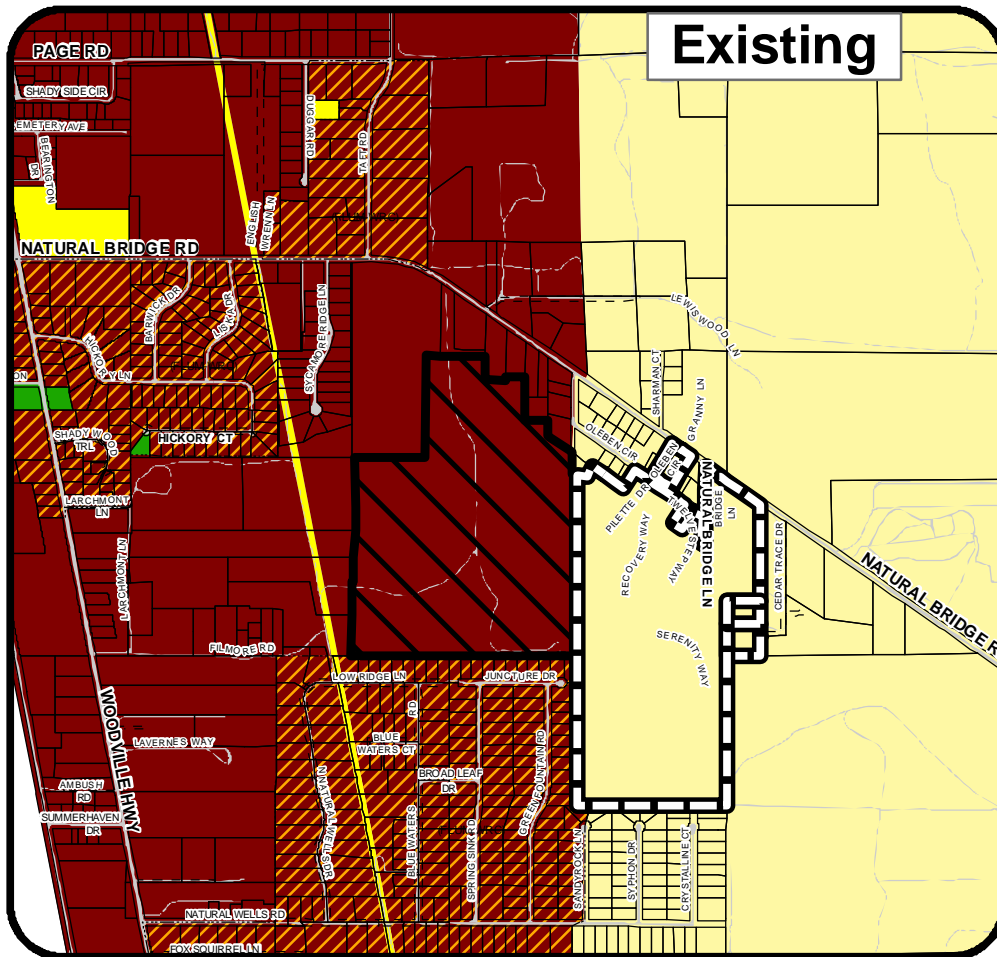
ACRES: 98.04 ±



Future Land Use

Legend

-  Rural
-  Woodville Rural Community
-  Woodville RC with RP overlay
-  Subject Parcel
-  Owners Adjacent Parcel To be Included in a PUD with Subject Parcel



**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

**Existing
Rural**

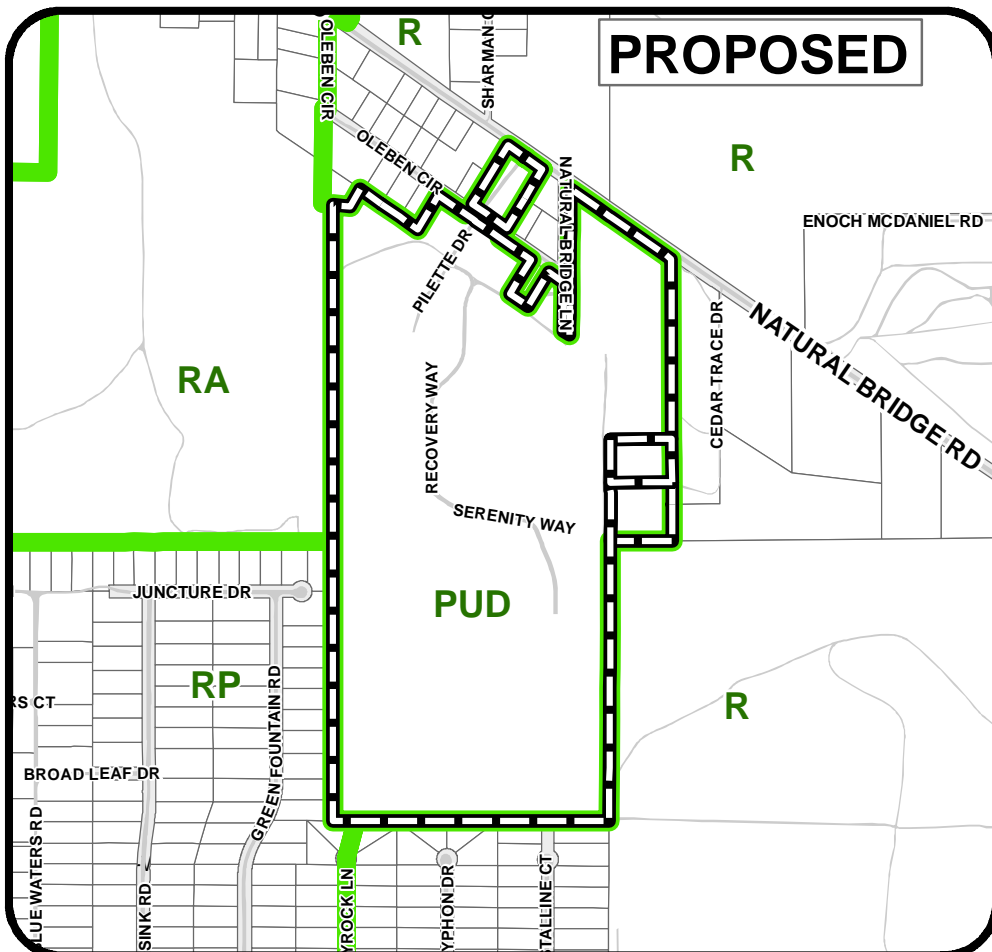
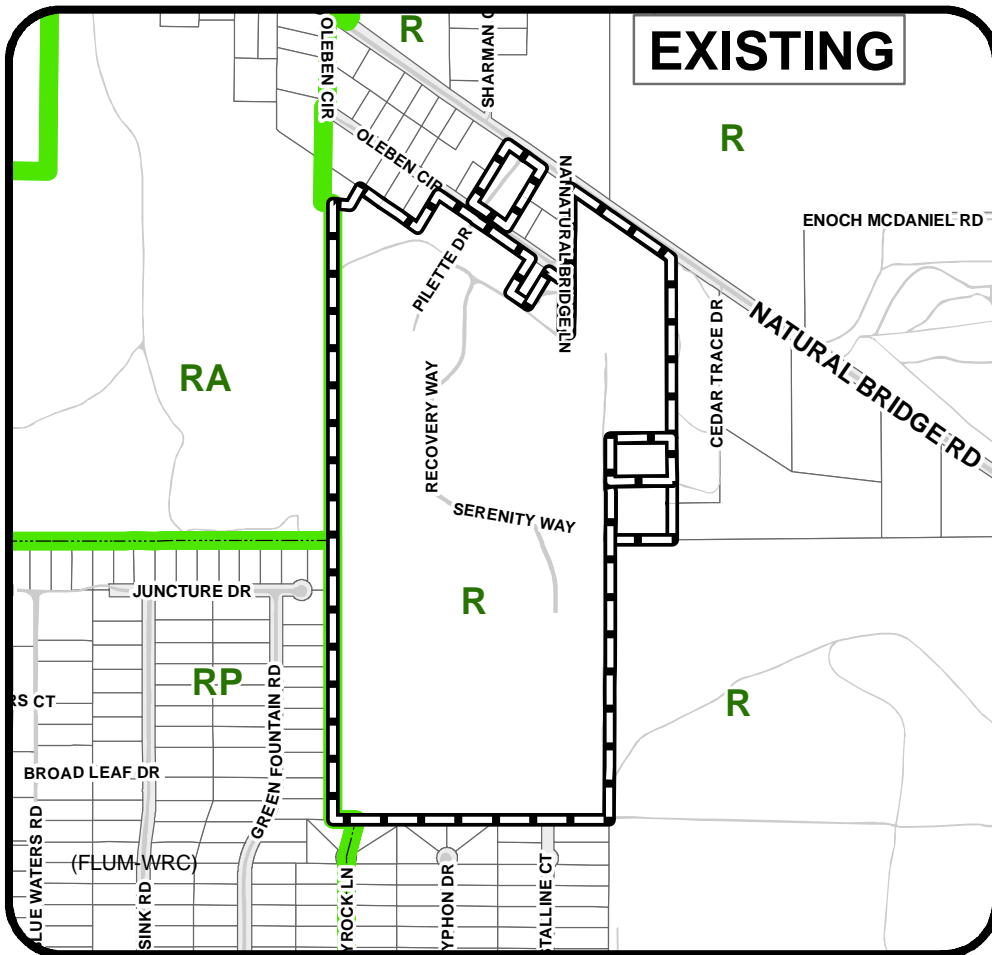
**Proposed
Woodville
Rural Community**



SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000

ACRES: 98.04 ±





ZONING

Legend



Subject Parcel



zoning

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

Existing

**R
(Rural)**

Proposed

**PUD
(Planned
Unit Development)**



**SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000**

ACRES: 98.04 ±



MAP AMENDMENT: PCM130105

APPLICANT: Woodville Properties

TAX I.D. #: 33-15-20-407-000 (94.6 acres), 33-15-20-602-000 (1.5 acres), 33-15-20-603-000, (2 acres)

CITY COUNTY X

CURRENT DESIGNATION: Rural

REQUESTED DESIGNATION: Woodville Rural Community

DATE: January 9, 2013

PRELIMINARY STAFF RECOMMENDATION: Approve proposed amendment PCM130105 subject to approval of a Planned Unit Development that:

- 1. Limits the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).**
- 2. Requires Advanced Wastewater Treatment within a specified period of time.**
- 3. Requires use of Low Impact Development design approach for all new development and redevelopment.**
- 4. Addresses transportation concurrency.**

A. SUMMARY:

This is a request to change the Future Land Use Map designation from “Rural” to “Woodville Rural Community” for three contiguous, developed parcels with a combined area of 98 acres located on the south side of Natural Bridge Road approximately one and 1/3rd of a mile east of Woodville Highway.

The current Rural future land use category allows single-family housing up to one dwelling unit per ten acres, minimal commercial uses designed to service basic household needs of adjacent residents, and passive recreational land uses. The proposed Woodville Rural Community category allows non-residential development limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. Residential development is limited to a density of four (4) dwelling units per acre. Residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units system as provided for in Policy 4.2.5 of the Conservation Element.

The applicant is simultaneously proposing a Planned Unit Development (PUD) for the subject properties and an additional adjacent 101.4 acres currently within the Woodville Rural Community under the same ownership as the subject parcels (see Attachment #1). A PUD is a unique zoning district intended to accommodate development proposals not provided for or allowed in the current established zoning districts. This proposed PUD will incorporate the combined 199.4 acres (consisting of five parcels), and will allow only the current, pre-amendment development rights to build an estimated maximum of 416 residential dwelling units.

The intent of the land use change and PUD is to convert over time the existing DISC Village into an independent and assisted living retirement community.

B. REASONS FOR RECOMMENDATION FOR APPROVAL:

1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to estimated maximum of 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

C. APPLICANT'S REASON FOR THE AMENDMENT:

The applicant has stated that their purpose for requesting this land use change is to make the land use designation conform to the existing use of the property as the non-profit DISC Village. Another reason is to allow more flexibility for the reuse and redevelopment of the Village and a 101.4 acre parcel immediately west of the subject property (this adjacent property is currently within the Woodville Rural Community). The applicant is proposing the conversion of a portion of the existing facilities into a residential and nursing home facility for senior citizens with a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities.

D. STAFF ANALYSIS

DISC Village is a non-profit community-based agency that has been in operation for nearly 40 years. It is one of the largest and most comprehensive prevention, intervention and treatment agencies in Florida. DISC Village provides delinquency and substance abuse prevention/intervention programs in Leon County and North Florida.

Originally established as a Drug Information Service Center (DISC) on the grounds of Florida State University, DISC Village established in 1971 one of the state's first therapeutic communities for adolescents. This therapeutic community provides services for delinquent adolescent males and substance abusing adults on a residential services campus in Woodville, Florida. The Woodville Campus, approximately 15 miles south of Tallahassee, includes several program buildings, an educational/vocational facility, recreational building, sports areas and a ROPES course, community meeting space, central nursing center, and an administrative building. The campus serves as a location for both juvenile and adult residential programs. Clients may be voluntary or court-ordered to the programs on this campus.

The applicant has stated that the funding sources that have historically supported the DISC Village are declining over time. Therefore, in order to keep the facilities and land intact, it is necessary for the Village to change its focus and use. The market for personal services for a facility the size and type of the Village is in senior citizen residential-based care, which is a growing market nationwide. The proposed land use change and accompanying rezoning is intended to allow more flexibility for the reuse and redevelopment of the Village and a 99.6 acre parcel immediately west of the subject property into a residential and nursing home facility for senior citizens. The applicant is proposing to provide a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities. This will include the conversion of one or more of the existing DISC Village buildings into facilities to serve the daily care needs of the anticipated resident population, and the construction over time of several hundred residential "cottages" for senior citizens who are able to and prefer to remain independent. A more reduced version of the present DISC Village would be relocated to the northeast portion of the subject property.

The requested zoning is a Planned Unit Development (PUD) for the subject property and the co-owned parcel to the west. The applicant proposes to work with the County's Department of Development Support and Environmental Management to develop a PUD concurrent with the proposed land use amendment.

Existing FLUM & Zoning

The subject parcels are within the unincorporated area and have a current Future Land Use Map (FLUM) and zoning designation of Rural. This area is characterized by low-density residential housing and larger parcels utilized for silvicultural activities.

Rural/Agriculture (Rural¹) Land Use

The Rural land use category is characterized by largely undeveloped acreage remotely located away from urbanized areas containing the majority of the County's present agricultural, forestry and grazing activities. These areas are intended to maintain and promote present and future agriculture land uses, and prohibit residential sprawl into remote areas lacking basic urban infrastructure services. They are not intended to be scheduled for urban activity during the Plan Horizon due to lack of present and/or scheduled urban infrastructure services.

The Rural FLUM designation is further characterized by very low residential density (1 unit per 10 acres) and minimal commercial uses designed to service basic household needs of adjacent residents, as well as passive recreational land uses. Industrial and

¹Leon County refers to this category as "Rural" only.

ancillary commercial land uses associated directly with the timbering and/or agribusiness are permitted.

Rural Zoning

The Rural zoning district includes undeveloped and non-intensively developed acreage remotely located away from urbanized areas. This district contains the majority of the county's present agricultural, forestry, and grazing activities.

Urban land use intensities are not anticipated during the time frame of the comprehensive plan, due to lack of urban infrastructure and services. Very low residential density (one unit per ten acres) and small scale commercial activities designed to service basic household needs of area residents are allowed, as well as passive recreational land uses. Industrial and ancillary commercial land uses directly associated with the timbering and/or agribusiness are permitted. This district is intended to maintain and promote present and future agricultural and silvicultural uses, and to prohibit residential sprawl into remote areas lacking basic urban infrastructure and services.

Proposed FLUM & Zoning

Woodville Rural Community Land Use

The primary intent of the Woodville Rural Community land use category is to protect this unique rural community through specific objectives and policies designed to address the issues unique to Woodville. Towards this goal, residential development is limited to a density of four (4) dwelling units per acre. However, residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units as provided for in Policy 4.2.5 of the Conservation Element.

Non-residential development is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel.

Planned Unit Development Zoning

The planned unit development (PUD) zoning district is intended to provide a method by which proposals for a unique zoning district which are not provided for or allowed in the zoning districts otherwise established by the land development code may be evaluated.

In the County, the standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the Board of County Commissioners the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety, and general welfare.

As described in Section 10-6.696 of Leon County's land development regulations, the PUD district is intended to:

- (1) Promote more efficient and economic uses of land.
- (2) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
- (3) Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.
- (4) Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.
- (5) Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.
- (6) Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- (7) Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.

E. ENVIRONMENTAL FEATURES & IMPACT ON INFRASTRUCTURE:

1. Environmental Features

The subject parcels are located within the Woodville Recharge drainage basin and the Primary Springs Protection Zone as mapped in the City and County Code. Approximately half of the subject area is forested, but it has been clear-cut in the past.

County environmentally sensitive area maps indicated the presence of several potential karst features on the southern half of the subject area, which is presently primarily undeveloped, but does include the 0.8 acre wastewater spray field for the existing facility. This karst potential is based on digital elevation modeling, and review by a licensed geologist is appropriate prior to any development in these areas. There are no other known environmentally sensitive features in the subject area.

2. Water/Sewer

The subject property is outside of the established Urban Services Area. However, according to the City of Tallahassee, adequate water service is available for the proposed land use and zoning categories.

DISC Village currently has an active permit issued by the Florida Department of Environmental Protection for an existing activated sludge wastewater treatment facility (WWTF) with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow. The residual materials are transported to the City of Tallahassee's T.P. Smith WWTF for disposal.

3. Other

Roads

Natural Bridge Road is a major collector. The applicant has provided a preliminary traffic impact analysis as part of the land use amendment application. This analysis acknowledges that, based on the maximum development potential allowed by the requested land use

change, it is anticipated that the proposed land use designation of Woodville Rural Community will have some level of impact on the local transportation network, including Natural Bridge Road.

A more precise accounting of these impacts will depend on the number and type of residential or other units, access points, and any additional development or redevelopment. This accounting is normally analyzed in detail at the site plan level prior to the issuance of any development permits, but, given the unique nature of the proposed development and the desire of the applicant to create a PUD, it will be more useful to analyze the transportation impacts at this level.

Policy 1.2.2 of the Capital Improvements Element requires that future development shall pay for its proportional share of the capital improvements needed to address the impact of such development. If deficiencies are anticipated, local government may use a “significant benefit” approach to assess proportionate fair-share mitigation in order to schedule improvements addressing the identified deficiency(ies) on the impacted facility(ies) to meet the requirements for financial feasibility. Future development on the subject site can mitigate under this policy by paying its proportional share of any needed improvements to provide sufficient capacity into the Significant Benefits account for this area of the County.

Transit Availability

StarMetro does not provide bus service south of Capital Circle South.

Bicycle/Pedestrian Facilities Availability

No sidewalks or bicycle facilities currently exist along Natural Bridge Road east of Woodville Highway. Bicycle lanes have been proposed by the Capital Regional Transportation Planning Agency along Natural Bridge Road from Woodville Highway to Taff Road, as well as paved shoulders from Taff Road east to Old Plank Road, but to date no funding has been identified for either of these projects.

4. Schools

The site is zoned for Woodville Elementary School, Nims Middle School, and Rickards High School. The potential impact on available public school capacity is indicated in the following table:

School Name	Woodville Elementary	Nims Middle	Rickards High
Potential Students Generated	0	0	0
Present Capacity	0	0	0
Post Development Capacity	0	0	0

Preliminary calculations are provided by School Board staff based on the maximum residential development allowed under the requested future land use category. Because the proposed development on the subject site will be limited to residents 55 or older, it is anticipated that there will be no students generated as a result of this land use amendment.

Final school concurrency calculations will be conducted during the development of a PUD for the subject property and an adjoining parcel, and when a site plan for proposed development is submitted.

5. 5-Year Capital Improvements Projects

None.

F. VESTED / EXEMPT STATUS:

Not applicable.

G. PLANNING ISSUES

Wastewater Treatment

Policy 4.2.5 of the Conservation Element (Attachment #2) addresses protection of Wakulla Springs by requiring the establishment of a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs that is based on the Leon County Aquifer Vulnerability Assessment (LAVA). Subsection 1 of this policy requires that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the Urban Services Area shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. The subject property is presently serviced by an existing activated sludge wastewater treatment facility with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow.

If this WWTF facility is intended to be utilized by the redevelopment of the subject property, its present capacity will need to be expanded to treat the anticipated 300-400 residential units being planned. In addition, this facility at present is required to meet state drinking water quality standards for total nitrogen (10mg/L) in the effluent released to the sprayfield. Given the eventual 3.0 mg/L water quality standard for total nitrogen that the City of Tallahassee is required by its state permit to achieve for its sprayfield north of the subject property, and the location of the subject property within the PSPZ, the DISC Village WWTF should be required to meet similar advanced wastewater treatment standards as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

In addition, this policy requires new development and redevelopment in the PSPZ to use a Low Impact Development (LID) approach to minimize adverse impacts of development on water quality and Wakulla Springs. The development and redevelopment of the subject property should use LID design principles to the maximum extent possible as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

Transportation

The applicant has conducted a preliminary traffic impact analysis that indicates potential impacts on the local transportation system from an increase in automotive trips resulting from the proposed land use amendment. This analysis was submitted as part of the land use amendment application.

At a public meeting held by the applicant at the Woodville Elementary School on November 28, 2012, there were several concerns voiced by members of the public about transportation impacts from the redevelopment of the DISC Village. These issues included speeding and the number of

potential trips this proposed development would create. Other similar concerns were expressed to the Planning Department through several letters and telephone calls.

The applicant stated in their preliminary traffic impact analysis that the proposed use of the property as a senior assisted living facility and nursing home would not generate the number of trips estimated by standard professional manuals for a development of this kind, and that the number of trips would be substantially lower than initially calculated. No other materials were provided in the application to substantiate this claim.

Based on public concerns, the lack of specificity as to exactly what is proposed, where it would be located, and the timing of its development, as well as the lack of sidewalks and traffic lights in the Woodville area, it is recommended that the applicant conduct a more formal traffic study as part of the requested PUD as a condition of the applicant receiving the requested land use change. The Concurrency Management Section of DSEM further recommends that the proposed traffic study be consistent with the Leon County Concurrency Management Policies and Procedures Manual, 2006, or as may be amended from time to time.

Allowable Residential Density

At present, the total number of allowable dwelling units within the subject property is 11. If the proposed land use amendment is approved, the current number of allowed dwelling units in the subject property would increase from 11 to 390. The number of allowed dwelling units in the two adjacent parcels in the Woodville Rural Community area that will be incorporated into the PUD is 379.

The total of currently allowed dwelling units for the five parcels together is 390. If the proposed land use amendment is approved and these parcels are incorporated into the proposed PUD, the total number of allowed dwelling units for the five parcels together would be 769.

Policy 4.2.5 of the Conservation Element prohibits any net increase in dwelling units in the PSPZ as allowed by the Future Land Use Map on April 10, 2009. Parcels for which an increase in allowable dwelling units is requested (from a land use or zoning change) must transfer an existing equivalent number of development rights from another area within the PSPZ so that no net increase in allowable residential units can occur.

If the land use amendment is approved, the number of allowed dwelling units in the five parcels would result in a net increase in the number of legally allowed dwelling units within the PSPZ by 379 units. In order for this to occur, the development rights for the estimated 416 residential dwelling units would have to be transferred from other areas in the PSPZ to be consistent with Policy 4.2.5. In order to avoid doing this, the applicant has proposed a PUD that would cap the allowable number of dwelling units to that currently allowed (an estimated 416 residential dwelling units). The table below indicates the acreage, units per acre, and total estimated residential units for this area.

Tax ID	Acreage²	Current Allowable Density (Residential Units/Acre)	Current Number Of Units Allowed (Residential Units/Acre)	New Allowable Density (Residential Units/Acre)	New Number of Units Allowed (Residential Units/Acre)
Subject Parcels					
3316204070000	94.6	1/10	9	4/1	378
3315206020000	1.5	1/10	1	4/1	5
3315206030000	2.0	1/10	1	4/1	8
total	98.0		11		390
Additional Parcels to be Incorporated Into PUD					
3316204020000	99.6	4/1	398	4/1	398
3316200020000	1.8	4/1	7	4/1	7
total	101.4		405		405
Grand Total	199.4		416		795

Limiting the total allowed dwelling units in the PUD to those currently allowed would result in an estimated 416 residential dwelling units spread across the combined 199.4 acres presently under common ownership as the DISC Village. If the proposed land use amendment is approved and the number of dwelling units capped to 416, the land use change with the PUD in place would be consistent with Section 4 (c) of Policy 4.2.5 [C].

Allowable Non-residential Uses

The allowed square footage of non-residential uses within the Woodville Rural Community land use category is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. If the land use designation of the subject property (comprising three parcels) is allowed to be changed to the requested category, the applicant would be entitled to a maximum of 150,000 square feet.

At present, there are approximately 85,000 square feet of existing non-residential development on the subject property. If the land use change occurs, the applicant would gain an additional 65,000 square feet of non-residential development rights.

There are two parcels already designated Woodville Rural Community that the applicant intends to include in the PUD. If added to the three parcels that comprise the subject property, if the PUD is assembled, the applicant would have a maximum allowed 250,000 square feet of non-residential development rights (a net gain of 165,000 square feet, given the existing 85,000 square feet on the subject property). The following table summarizes the existing and proposed non-residential uses.

² From Property Appraiser’s Legal Description.

Tax ID	Current Allowable Non-Residential Use (Square Feet)	Proposed Allowable Non-Residential Use (Square Feet)
Subject Parcels		
3316204070000	0	50,000
3315206020000	0	50,000
3315206030000	0	50,000
total		150,000
Additional Parcels to be Incorporated Into PUD		
3316204020000	50,000	50,000
3316200020000	50,000	50,000
total	100,000	100,000
Grand Total		250,000

The specific uses and maximum square footage allowed will be established within the PUD.

Local Government Priorities

The Leon County Board of County Commissioners’ FY 2012 & FY 2013 Strategic Plan includes several strategic priorities and corresponding initiatives designed to implement these priorities. One of the initiatives under the Environmental strategic priority includes developing and implementing strategies which plan for environmentally sound growth in the Woodville Rural Community. These strategies that this proposed amendment may be consistent with include:

- (1) Bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension; and
- (2) Promote concentrated commercial development in Woodville.

The provision of sanitary sewer as part of the proposed conversion and expansion of the DISC Village, while not connected with the City’s existing centralized sanitary sewer system, nevertheless will provide a similar level and scope of wastewater treatment in an area that is serviced at present by onsite sewer treatment and disposal systems (OSTDS). It is also possible that this system could be connected to a more centralized sewer system in the future, which would reduce the number of conversions from OSTDS to centralized wastewater treatment.

The increased number of residential units, including those oriented towards a senior citizen population that may not choose or cannot drive to Tallahassee to shop, eat, and take advantage of other commercial services, may also help promote additional commercial development in Woodville.

Regional Mobility Plan

A significant component of the Capital Regional Transportation Planning Agency’s Regional Mobility Plan (RMP) is the selection of a “preferred growth scenario” that will affect growth patterns and the nature of transportation infrastructure investment over the coming decades. The

CRTPA Board selected Scenario #3, termed “Quality Growth Plus.” This scenario is intended to promote infill development, optimize current transportation infrastructure, and focus growth in concentrated areas.

Implementation of this scenario is intended to lead to a regional urban structure that consists of a primary core (the Tallahassee multi-modal transportation district) and a series of outlying nodes that represent smaller urban centers in Gadsden, Jefferson, Leon, and Wakulla counties. The Woodville Rural Community is one of these nodes.

The nodes are intended, among other objectives, to foster access to goods and services, provide interconnectivity, including regional connectivity to employment, education, and activity centers, and to utilize multiple modes of transportation.

H. CONCLUSION:

Based upon the above data and analysis, Planning Department staff concludes the following:

1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to an estimated 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

Based on this analysis and its conclusions, Planning Department staff recommends the approval of the proposed amendment PCM130105 subject to the approval of a Planned Unit Development that:

1. Limits the maximum allowed dwelling units to an estimated 416 residential dwelling units for the combined site,
2. Requires Advanced Wastewater Treatment within a specified period of time,
3. Requires use of Low Impact Development design approach for all new development and redevelopment,
4. Addresses transportation concurrency.

I. ATTACHMENTS:

Attachment #1: Location of Proposed PUD, Acreage, and Existing and Allowable Densities
Attachment #2: Policy 4.2.5 of the Conservation Element

URAL BRIDGE RD

33-16-20-002-0000

Acreage: 1.577 Acres

Residential Density
Allowable Density: 4 units per acre.
Proposed Density: 4 units per acre.
Total allowed Units: 6 units

33-16-20-407-0000

Acreage: 94.553 Acres

Residential Density
Allowable Density: 1 unit per 10 acres.
Proposed Density: 4 units per acre.
Total allowed Units: 9 units

33-16-20-402-0000

Acreage: 93.317 Acres

Residential Density
Allowable Density: 4 units per acre.
Proposed Density: 4 units per acre.
Total allowed Units: 373 units

33-15-20-602-0000

Acreage: 1.475 Acres

Residential Density
Allowable Density: 1 unit per 10 acres.
Proposed Density: 4 units per acre.
Total allowed Units: 1 unit

33-15-20-603-0000

Acreage: 2.0 Acres

Residential Density
Allowable Density: 1 unit per 10 acres.
Proposed Density: 4 units per acre.
Total allowed Units: 1 unit

PCM 130105 Residential Densities



Policy 4.2.5: [C] *(Effective 4/10/09; Revision Effective 12/15/11)*

By 2010, local government shall adopt in the Land Development Regulations a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs based on the Leon County Aquifer Vulnerability Assessment (LAVA). Land development regulations shall be adopted to establish additional requirements and regulations within the PSPZ to minimize the adverse impacts of development on groundwater recharge quality and quantity. At a minimum, local government shall address the items below:

1. The preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. Land development regulations and the Water and Sewer Agreement shall be amended to include enhanced requirements for new development and redevelopment to connect to Advanced Wastewater Treatment facilities. The costs of required sewer connections in the PSPZ shall be borne in part or in whole by the developer.
2. When connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards is not available, new development and redevelopment in the PSPZ shall use Performance Based On-Site Treatment Disposal Systems (OSTDS) as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to Performance Based OSTDS when the traditional OSTDS fails, as defined in the Florida Administrative Code. A process providing alternatives to upgrading to a Performance Based OSTDS at the time of traditional OSTDS failure may be developed for low-income households. To ensure that all existing traditional OSTDS and new Performance Based OSTDS function effectively, local government shall designate or institute a Responsible Management Entity and supporting fee structure.
3. New development and redevelopment in the PSPZ shall use a Low Impact Development approach, in addition to conventional water quality treatment infrastructure required outside the PSPZ, to minimize adverse impacts of development on water quality and Wakulla Springs. Land development regulations shall specify the mechanism for implementing the Low Impact Development planning and design approach.
4. Establish a transfer of development units system within the PSPZ to foster growth in Woodville Rural Community, increase the feasibility of providing centralized sewer service, and protect Wakulla Springs. The transfer of development units system shall be based on the policies below:
 - (A) The Rural and Urban Fringe Future Land Use Map categories inside the PSPZ shall be designated as the sending areas to transfer dwelling units out of. Expansion of the Urban Fringe Future Land Use Map category shall not be allowed in the PSPZ.
 - (B) Areas inside the Woodville Rural Community Future Land Use Map category, where connection to sewer facilities designed to achieve Wastewater Treatment standards is available and required, shall be designated to receive dwelling units.
 - (C) No net increase in dwelling units, as allowed by the Future Land Use Map on the effective date of this policy, shall be allowed in the PSPZ. Areas inside the USA are

exempt from this policy and may increase in allowed density when consistent with applicable Comprehensive Plan policies. Approval of a Future Land Use Map amendment outside the USA that would allow an increased number of dwelling units shall require appropriate documentation that rights to the number of increased dwelling units have been, or are committed by a legally binding agreement to be, acquired from the designated sending areas.

5. Restrict fertilizer content and application rates within the PSPZ.
6. Protection of environmentally sensitive areas and features within the PSPZ shall be a priority for the local government environmental land acquisition program.



LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MGT.
DEVELOPMENT SERVICES DIVISION

DEVELOPMENT REVIEW COMMITTEE COMMENTS

October 2, 2013

APPLICATION SUMMARY:

PROJECT NAME: Woodville Retirement Community Planned Unit Development (PUD)
PROJECT ID #: (LSP130009)
PROPERTY I.D. #s: 33-16-20-407-000-0; 33-16-20-402-000-0; 33-16-20-002-000-0; 33-15-20-602-000-0 and 33-15-20-603-000-0
PROPERTY OWNERS: Woodville Properties, Inc., 3333 W. Pensacola St., Ste. 300, Tallahassee, FL 32304
APPLICANT: Woodville Properties, Inc.
APPLICANT'S AGENT: Poole Engineering & Surveying, Inc.
2145 Delta Blvd., Ste. 100, Tallahassee, FL 32303
(850) 386-5117
PRE-APP. MTG.: March 27, 2013
TECH. REVIEW DATES: July 10, 2013 & August 21, 2013
TYPE OF REVIEW: Type "D" Review per Section 10-6.696 & 10-7.406, LDC
STAFF PLANNER: Scott Brockmeier, Administrator, Development Services
PARCEL SIZE: 199 acres +/- (per applicant's survey)
LOCATION: The site is located on the south side of Natural Bridge Rd., approximately one mile east of the intersection of Woodville Hwy and Natural Bridge Rd.
ROADWAY ACCESS: Natural Bridge Rd. (three connections)
ZONING DISTRICT: Residential Acre (RA)/Rural(R)
FUTURE LAND USE: Woodville Rural Community (WRC)/Rural (R)
GROSS DENSITY: Approximate gross development density of 2 dwelling units per acre
GROSS INTENSITY: Approximate gross development intensity of 500 s.f. per acre
WATER/SEWER/
ELECTRICITY: City of Tallahassee (COT) Potable Water/On-site Package Treatment Facility/COT electricity
APPROVAL BODY: Leon County Board of County Commissioners per Section 10-6.696.2(b)(2)f.



PROJECT SUMMARY: The project site is located on the south side of Natural Bridge Road, approximately one mile east of the Woodville Hwy./Natural Bridge Road intersection. The site is located outside the Urban Services Area and is within the Primary Springs Protection Zone (PSPZ), a region of Leon County with elevated aquifer vulnerability. The overall site is comprised of five parcels and is approximately 199 acres. The western 101 acres is currently zoned Residential Acre (RA) and the eastern 98 acres is zoned Rural (R).

The applicant proposes to convert a portion of the existing Drug Information Service Center (DISC) Village treatment facility to a retirement community. DISC Village is a therapeutic community for delinquent males and substance abusing adults. The facility was the one of the first therapeutic communities in the state, established in 1971. The property is developed with approximately 23 buildings that range in use from staff housing to educational facilities. The treatment facility is considered an existing, non-conforming land use in the Rural zoning district. The site is currently served by central potable water and an on-site package treatment plant for sanitary waste.

The proposed Planned Unit Development (PUD) includes plans for detached and attached dwellings (independent living) as well as, skilled nursing facilities and assisted living. The applicant has noted the request for the PUD is based on a decline in funding/revenue needed to support the treatment facility, but is also driven by a need for change in the zoning and land use. A change in zoning and land use designations would resolve non-conforming issues and allow more flexibility for the reuse and redevelopment of the property for retirement living. The proposed PUD would allow up to 414 residential dwelling units. The applicant plans to utilize the 85,000 sq. ft. of existing DISC Village buildings with allowances of up to an additional 15,000 sq. ft. for a total of 100,000 square feet of building square footage.

The overall site is located in the Woodville Rural Community (WRC) and the Rural Future Land Use categories. The applicant has filed an application with the Planning Department (PCM130105) to amend the Future Land Use Map designation of the eastern property - taking it from Rural to Woodville Rural Community (WRC). As per the Planning Department, the Comprehensive Plan amendment is pending and includes four conditions of approval. One condition outlined in the staff report noted the proposed Comprehensive Plan is subject to concurrent approval of this Planned Unit Development (PUD). Other conditions include a limitation on the overall development density, Advanced Wastewater Treatment (AWT) within a specified period of time, satisfaction of transportation concurrency requirements and use of a Low Impact Development (LID) and design approach. The Planning Department staff report for the Comprehensive Plan amendment proposal PCM130105 is included as Attachment #1.

In addition to being located in the PSPZ, the site contains several protected environmental features identified by the Comprehensive Plan and Land Development Code as Conservation or Preservation Areas (possible karst, wetlands, flood plain, closed basins, gopher tortoise and fox squirrel habitat). The referenced Natural Features Inventory (NFI) was approved on June 11, 2013. An Environmental Impact Analysis (EIA) was approved on September 17, 2013.

Comprehensive Plan Policy 4.2.5 of the Conservation Element states "the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment Standards (AWTS)." The application includes a proposal to upgrade the existing system to an AWTS that is fully operation, prior to the development of the 131 unit or within four (4) years from the date of "final PUD approval," whichever comes first. Pursuant to Policy 4.2.5 of the Conservation Element, new development and redevelopment in the PSPZ must use a Low Impact Development approach.

Type D applications require Development Review Committee/Planning Commission review and recommendation prior to proceeding to the Leon County Board of County Commissioners for a public hearing and final disposition.





DEVELOPMENT SERVICES STAFF COMMENTS:

COMPREHENSIVE PLAN

Please refer to attached findings from the Planning Department...

Future Land Use Element: Woodville Rural Community

The Woodville Rural Community allows up to 50,000 sq. ft. per building and 50,000 sq. ft. per parcel. Residential development is limited to a maximum gross density of four dwelling units per acre, unless transfer of development units set forth in Policy 4.2.5 of the Conservation Element is utilized.

Finding #1: As proposed, Component 'A' seeks to establish 100,000 square feet of non-residential development on one parcel. As noted above, the WRC FLUC only allows a maximum of 50,000 square feet of non-residential development per parcel. Therefore, the amount of non-residential development proposed on the eastern parcel would be 50,000 square feet beyond what is allowed. The PUD application acknowledges this inconsistency and states a Boundary Settlement or subdivision equivalent will be completed during the final site and development plan process. Development Services supports the recommendation by Susan Denny with the Planning Department - a condition of approval requiring completion of a Boundary Settlement application, or other such subdivision process at the time of final site plan review. The Planning Department staff report and findings are summarized in Attachment #2.

SECTION 10-6.696, LDC - PUD CONCEPT PLAN COMMENTS:

Planned Unit Development (PUD) - General

The PUD zoning district and associated concept plan is typically used to establish land use and development arrangements that are consistent with the Comprehensive Plan, but are not otherwise provided for or allowed by the zoning districts established in the Land Development Code. The PUD Concept Plan is a written and graphic document which explains the purpose of the PUD, lays out the development standards and proposed uses, development densities and intensities, and provides a general rendering of the boundaries, roads, and location of uses. This general rendering is called the PUD Concept Plan Map.

PUDs are intended to promote efficient uses of land and provide flexibility to meet changing needs while conserving energy and natural resources. It is anticipated that PUDs will provide the opportunity for lower development and building costs by permitting smaller networks of utilities and streets with shared facilities. Subsequent development within a PUD district occurs with PUD final plans which are subject to the site and development plan review process set forth in Article VII, Div. 4 of the LDC.

Section 1 - PUD Introduction and Narrative

"Low Impact Development Guidelines" (pg. 6 of Narrative)

The narrative indicates the desire to incorporate several low impact development strategies that would serve to protect the aquifer. The applicant has included eight "guidelines" for addressing potential impacts within the Primary Springs Protection Zone (PSPZ).

Finding #2: A Comprehensive Plan Map Amendment necessary for this proposal is pending (PCM130105) and includes four conditions. One of the conditions requires "the use of Low Impact Development design approach for all new development and redevelopment." The guidelines set forth in the narrative include a variety of general techniques committed by the applicant. Defined standards with supporting illustrations would provide clear direction during implementation of final development plans, while satisfying the above-mentioned condition.



Section 4 - Development Standards

Allowable Land Uses and Proposed Development Standards

Those uses specifically identified in the goals, objectives and policies, the land use categories and the land development use matrix shall be allowed. Uses and proposed development standards are subject to approval by the Board of County Commissioners. The following findings are based on the development standards proposed for Components 'A' and 'B' of the PUD:

Perimeter Building Setbacks

The perimeter setbacks illustrated on the conceptual maps for Components A and B and are not reflected in the zoning district development standards.

Finding #3: Staff suggests inclusion of perimeter setbacks within the proposed development standard chart.

Advanced Wastewater Treatment Facility

The Environmental Services Division has established a time frame and parameters for the required transition of the existing wastewater treatment facility to meet Advanced Wastewater Treatment (AWT) standards. Further, upgrade to AWT, at a specified time period, is a condition of the Comprehensive Plan map amendment (Attachment #1, Pg. 1 - Condition #2).

Finding #4: This paragraph shall be incorporated to replace the AWT standard on page 4 of the narrative and shall also be folded into the Development Standards chart for the PUD (Section 4 of PUD). Please refer to Attachment #3 from Charley Schwartz, PE of Environmental Services.

Streets

Item #9 of the development standards chart states the streets that will serve the development will be private.

Finding #5: Article VII, Division 2, Section 10-7.200 of the Land Development Code includes restrictions on new development proposing subdivision of property that will utilize privately maintained infrastructure. While the application does not propose subdivision with this PUD, it should be noted in the PUD development standards chart that any future division of the property shall require dedication of streets, right-of-way and any supporting infrastructure to the County. These improvements shall meet the design specifications and requirements of the Leon County Public Works prior to subdivision approval or acceptance of any infrastructure by the County. Please note that Development Services defers to the findings and recommendations of the County Engineer (Public Works Department) and the Development Review Committee.

Planned Unit Development Checklist

According to Sec. 10-6.696, LDC a PUD concept plan shall include a site conditions map that includes a boundary survey signed and sealed by a registered Florida Surveyor (Sec. 10-6.696(c)(3)(b)i.).

Finding #6: Copies of a survey have been included, but are not signed and sealed. Signed and sealed copies shall be provided with the 2nd Technical Review submittal.

Establishment of a New PUD District & Review Process





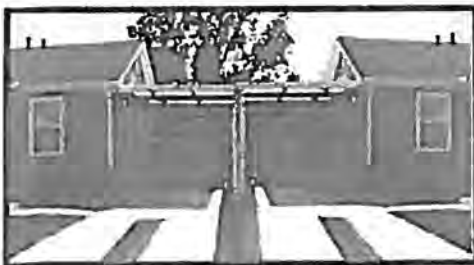
The proposal meets the minimum of five acres that is required for the establishment of a new PUD district. In addition, all properties included within a PUD are under the ownership or control of the applicant.

Applications for PUD are subject to a pre-application conference that includes public notice of the application in a newspaper of general circulation and mail notice to property owners within 1,000 feet, as reflected on the tax rolls of the Leon County Property Appraiser's (notice also provided to registered Neighborhood Associations). The pre-application conference for this project was held on March 27, 2013. Two Technical Review meetings for this application were held on July 10, 2013 and August 21, 2013 respectively.

This report includes the findings and comments associated with the DRC submittal. Additional comments and recommendations may be forthcoming from members of the DRC, Planning Commission and Board of County Commissioners. The Leon County Board of County Commissioners has final disposition on all Type D applications.

Low Impact Development Opportunities

A condition of the Comprehensive Plan amendment proposal required the application to include Low Impact Development design approaches. Limitations on impervious surface area, use of permeable surfaces, vegetated swales and localized decentralized stormwater detention facilities are just a few of the techniques that can be used to help reduce runoff, prevent pollutants from getting into runoff and in some cases, decreasing the size of central stormwater facilities.





Conclusion:

Staff recommends approval of the proposed PUD subject to the conditions outlined in the staff report from Development Services and the staff reports from other reviewing departments, divisions and agencies.

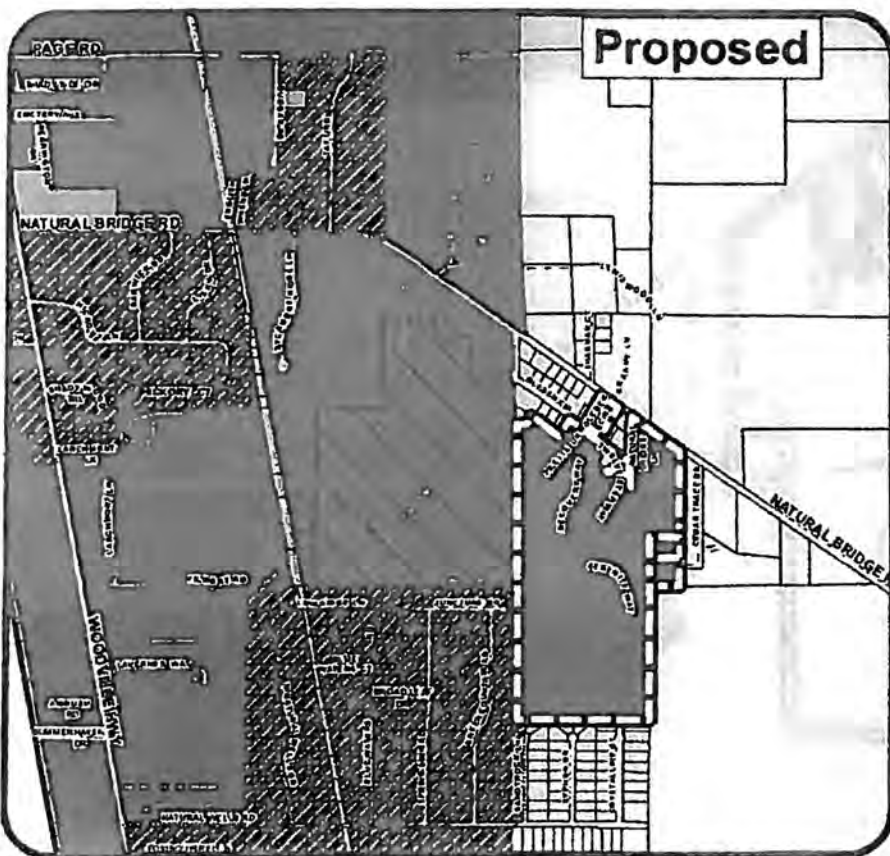
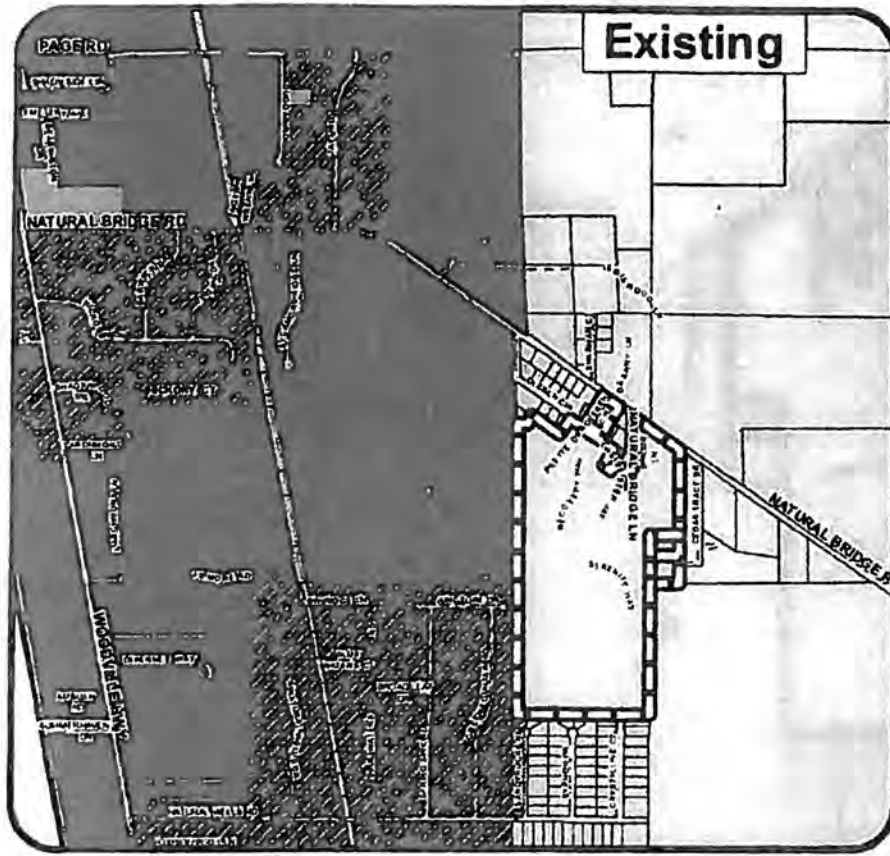
Responses to mail notification

Approximately 300 mail notifications were sent to property owners within 1,000 feet of the subject property and to Homeowner's Associations within one mile that are registered with Leon County G.I.S.

Staff received one mail response from Malonie Sharmon-Melin of 11364 Granny Lane. Ms. Sharmon-Melin has concerns about traffic speeds on Natural Bridge Road; the proposed turn lane proposed from Natural Bridge Road (feels it is too dangerous of a location). Ms. Sharmon-Melin also feels there is a need for traffic light at Woodville Hwy. and Natural Bridge Road. The same issues were expressed by several people that attended the Pre-application and Technical Review meetings.






Attachments:

1. Comprehensive Plan Amendment (PCM130105) staff report and summary dated January 9, 2013
2. Planning Department memorandum from Susan Denny, Senior Planner dated October 1, 2013
3. Environmental Services Division memorandum from Charley Schwartz, Senior Environmental Engineer dated October 1, 2013
4. Concurrency Management memorandum from Ryan Guffey, Concurrency Management Planner dated September 20, 2013
5. Tallahassee Fire Department memorandum from Gary Donaldson dated October 1, 2013
6. Leon County Public Works memorandum from Kimberly Wood, Chief of Engineering Coordination dated October 1, 2013
7. DRC mail notification response from Malonie Sharmon-Melin of 11364 Granny Lane



Future Land Use

Legend

-  Rural
-  Woodville Rural Community
-  Woodville RC with RP overlay
-  Subject Parcel
-  Owners Adjacent Parcel To be Included in a PUD with Subject Parcel

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

**Existing
Rural**

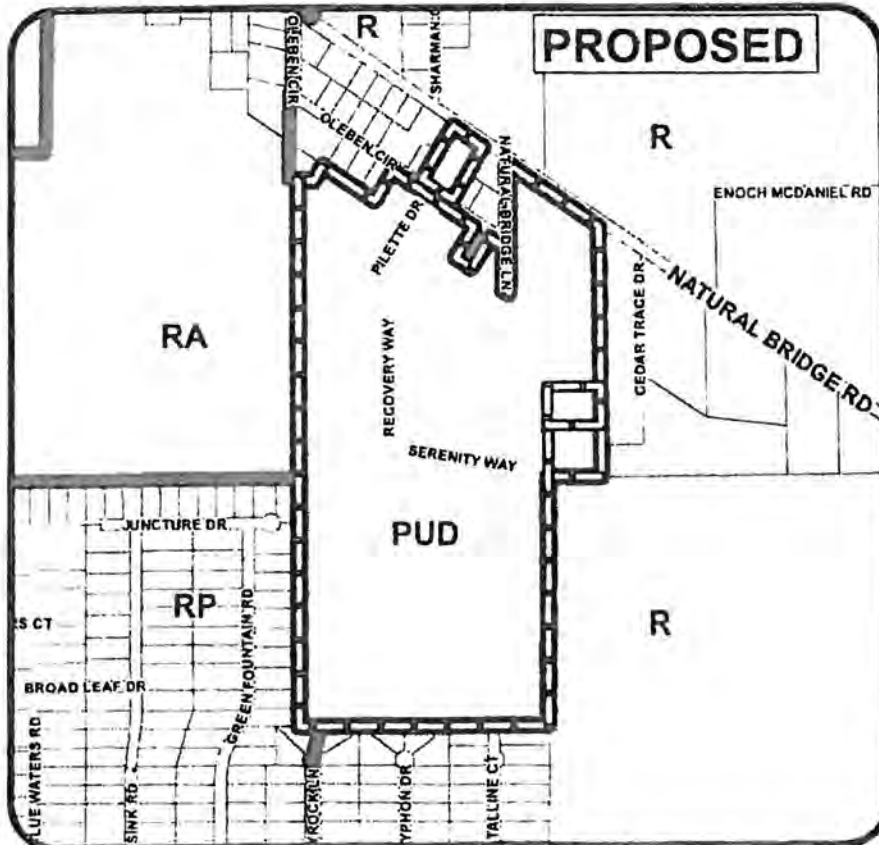
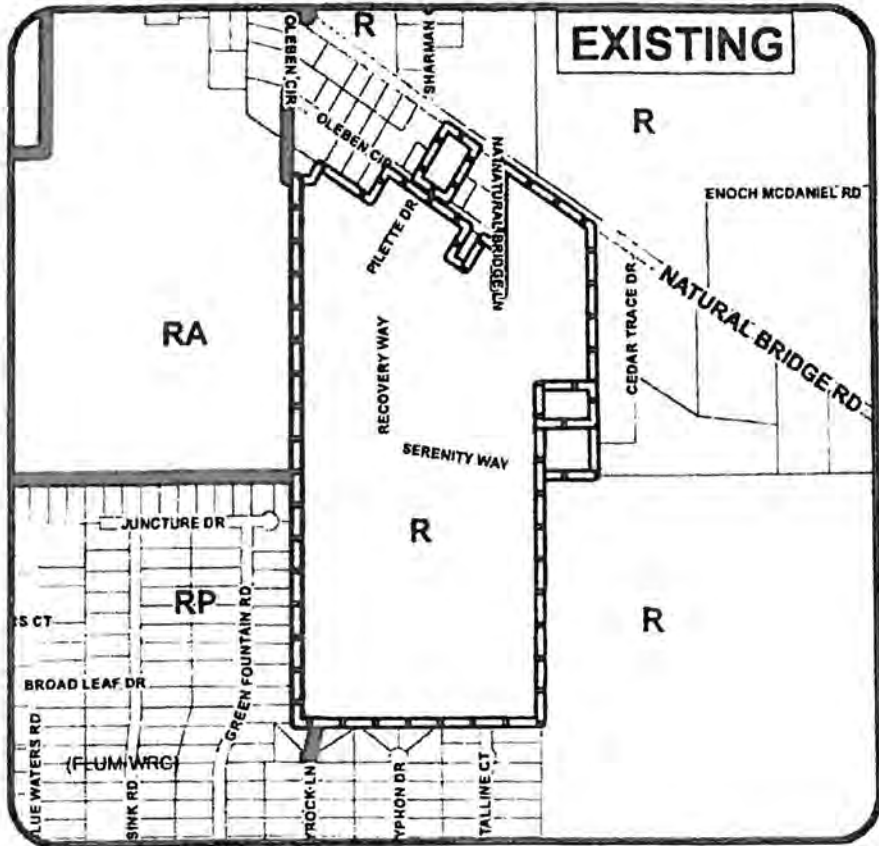
**Proposed
Woodville
Rural Community**



SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000



ACRES: 98.04 ±

 **PLANNING
DEPARTMENT**



ZONING

Legend

-  Subject Parcel
-  zoning

**Woodville
Rural Community
Expansion
PCM130105
Disc Village**

**Existing
R
(Rural)**

**Proposed
PUD
(Planned
Unit Development)**



**SITE TAX ID:
33-15-20-602-0000
33-15-20-603-0000
33-16-20-407-0000**

ACRES: 98.04 ±

**PLANNING
DEPARTMENT**

PCM130105

DISC Village

MAP AMENDMENT: PCM130105

APPLICANT: Woodville Properties

TAX I.D. #: 33-15-20-407-000 (94.6 acres), 33-15-20-602-000 (1.5 acres), 33-15-20-603-000, (2 acres)

CITY _ COUNTY X

CURRENT DESIGNATION: Rural

REQUESTED DESIGNATION: Woodville Rural Community

DATE: January 9, 2013

PRELIMINARY STAFF RECOMMENDATION: Approve proposed amendment PCM130105 subject to approval of a Planned Unit Development that:

1. Limits the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).
2. Requires Advanced Wastewater Treatment within a specified period of time.
3. Requires use of Low Impact Development design approach for all new development and redevelopment.
4. Addresses transportation concurrency.

A. SUMMARY:

This is a request to change the Future Land Use Map designation from "Rural" to "Woodville Rural Community" for three contiguous, developed parcels with a combined area of 98 acres located on the south side of Natural Bridge Road approximately one and 1/3rd of a mile east of Woodville Highway.

The current Rural future land use category allows single-family housing up to one dwelling unit per ten acres, minimal commercial uses designed to service basic household needs of adjacent residents, and passive recreational land uses. The proposed Woodville Rural Community category allows non-residential development limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. Residential development is limited to a density of four (4) dwelling units per acre. Residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units system as provided for in Policy 4.2.5 of the Conservation Element.

The applicant is simultaneously proposing a Planned Unit Development (PUD) for the subject properties and an additional adjacent 101.4 acres currently within the Woodville Rural Community under the same ownership as the subject parcels (see Attachment #1). A PUD is a unique zoning district intended to accommodate development proposals not provided for or allowed in the current established zoning districts. This proposed PUD will incorporate the combined 199.4 acres (consisting of five parcels), and will allow only the current, pre-amendment development rights to build an estimated maximum of 416 residential dwelling units.

1

PCM130105

DISC Village

The intent of the land use change and PUD is to convert over time the existing DISC Village into an independent and assisted living retirement community.

B. REASONS FOR RECOMMENDATION FOR APPROVAL:

1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to estimated maximum of 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

C. APPLICANT'S REASON FOR THE AMENDMENT:

The applicant has stated that their purpose for requesting this land use change is to make the land use designation conform to the existing use of the property as the non-profit DISC Village. Another reason is to allow more flexibility for the reuse and redevelopment of the Village and a 101.4 acre parcel immediately west of the subject property (this adjacent property is currently within the Woodville Rural Community). The applicant is proposing the conversion of a portion of the existing facilities into a residential and nursing home facility for senior citizens with a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities.

D. STAFF ANALYSIS

DISC Village is a non-profit community-based agency that has been in operation for nearly 40 years. It is one of the largest and most comprehensive prevention, intervention and treatment agencies in Florida. DISC Village provides delinquency and substance abuse prevention/intervention programs in Leon County and North Florida.

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Originally established as a Drug Information Service Center (DISC) on the grounds of Florida State University, DISC Village established in 1971 one of the state's first therapeutic communities for adolescents. This therapeutic community provides services for delinquent adolescent males and substance abusing adults on a residential services campus in Woodville, Florida. The Woodville Campus, approximately 15 miles south of Tallahassee, includes several program buildings, an educational/vocational facility, recreational building, sports areas and a ROPES course, community meeting space, central nursing center, and an administrative building. The campus serves as a location for both juvenile and adult residential programs. Clients may be voluntary or court-ordered to the programs on this campus.

The applicant has stated that the funding sources that have historically supported the DISC Village are declining over time. Therefore, in order to keep the facilities and land intact, it is necessary for the Village to change its focus and use. The market for personal services for a facility the size and type of the Village is in senior citizen residential-based care, which is a growing market nationwide. The proposed land use change and accompanying rezoning is intended to allow more flexibility for the reuse and redevelopment of the Village and a 99.6 acre parcel immediately west of the subject property into a residential and nursing home facility for senior citizens. The applicant is proposing to provide a mix of independent and assisted living facilities, including nursing services and extended congregate care facilities. This will include the conversion of one or more of the existing DISC Village buildings into facilities to serve the daily care needs of the anticipated resident population, and the construction over time of several hundred residential "cottages" for senior citizens who are able to and prefer to remain independent. A more reduced version of the present DISC Village would be relocated to the northeast portion of the subject property.

The requested zoning is a Planned Unit Development (PUD) for the subject property and the co-owned parcel to the west. The applicant proposes to work with the County's Department of Development Support and Environmental Management to develop a PUD concurrent with the proposed land use amendment.

Existing FLUM & Zoning

The subject parcels are within the unincorporated area and have a current Future Land Use Map (FLUM) and zoning designation of Rural. This area is characterized by low-density residential housing and larger parcels utilized for silvicultural activities.

Rural/Agriculture (Rural¹) Land Use

The Rural land use category is characterized by largely undeveloped acreage remotely located away from urbanized areas containing the majority of the County's present agricultural, forestry and grazing activities. These areas are intended to maintain and promote present and future agriculture land uses, and prohibit residential sprawl into remote areas lacking basic urban infrastructure services. They are not intended to be scheduled for urban activity during the Plan Horizon due to lack of present and/or scheduled urban infrastructure services.

The Rural FLUM designation is further characterized by very low residential density (1 unit per 10 acres) and minimal commercial uses designed to service basic household needs of adjacent residents, as well as passive recreational land uses. Industrial and

¹ Leon County refers to this category as "Rural" only.

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ancillary commercial land uses associated directly with the timbering and/or agribusiness are permitted.

Rural Zoning

The Rural zoning district includes undeveloped and non-intensively developed acreage remotely located away from urbanized areas. This district contains the majority of the county's present agricultural, forestry, and grazing activities.

Urban land use intensities are not anticipated during the time frame of the comprehensive plan, due to lack of urban infrastructure and services. Very low residential density (one unit per ten acres) and small scale commercial activities designed to service basic household needs of area residents are allowed, as well as passive recreational land uses. Industrial and ancillary commercial land uses directly associated with the timbering and/or agribusiness are permitted. This district is intended to maintain and promote present and future agricultural and silvicultural uses, and to prohibit residential sprawl into remote areas lacking basic urban infrastructure and services.

Proposed FLUM & Zoning

Woodville Rural Community Land Use

The primary intent of the Woodville Rural Community land use category is to protect this unique rural community through specific objectives and policies designed to address the issues unique to Woodville. Towards this goal, residential development is limited to a density of four (4) dwelling units per acre. However, residential densities of up to eight (8) dwelling units per acre may be allowed through the transfer of development units as provided for in Policy 4.2.5 of the Conservation Element.

Non-residential development is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel.

Planned Unit Development Zoning

The planned unit development (PUD) zoning district is intended to provide a method by which proposals for a unique zoning district which are not provided for or allowed in the zoning districts otherwise established by the land development code may be evaluated.

In the County, the standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the Board of County Commissioners the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety, and general welfare.

As described in Section 10-6.696 of Leon County's land development regulations, the PUD district is intended to:

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- (1) Promote more efficient and economic uses of land.
- (2) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
- (3) Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.
- (4) Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.
- (5) Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.
- (6) Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- (7) Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.

E. ENVIRONMENTAL FEATURES & IMPACT ON INFRASTRUCTURE:

1. Environmental Features

The subject parcels are located within the Woodville Recharge drainage basin and the Primary Springs Protection Zone as mapped in the City and County Code. Approximately half of the subject area is forested, but it has been clear-cut in the past.

County environmentally sensitive area maps indicated the presence of several potential karst features on the southern half of the subject area, which is presently primarily undeveloped, but does include the 0.8 acre wastewater spray field for the existing facility. This karst potential is based on digital elevation modeling, and review by a licensed geologist is appropriate prior to any development in these areas. There are no other known environmentally sensitive features in the subject area.

2. Water/Sewer

The subject property is outside of the established Urban Services Area. However, according to the City of Tallahassee, adequate water service is available for the proposed land use and zoning categories.

DISC Village currently has an active permit issued by the Florida Department of Environmental Protection for an existing activated sludge wastewater treatment facility (WWTF) with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow. The residual materials are transported to the City of Tallahassee's T.P. Smith WWTF for disposal.

3. Other

Roads

Natural Bridge Road is a major collector. The applicant has provided a preliminary traffic impact analysis as part of the land use amendment application. This analysis acknowledges that, based on the maximum development potential allowed by the requested land use

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change, it is anticipated that the proposed land use designation of Woodville Rural Community will have some level of impact on the local transportation network, including Natural Bridge Road.

A more precise accounting of these impacts will depend on the number and type of residential or other units, access points, and any additional development or redevelopment. This accounting is normally analyzed in detail at the site plan level prior to the issuance of any development permits, but, given the unique nature of the proposed development and the desire of the applicant to create a PUD, it will be more useful to analyze the transportation impacts at this level.

Policy 1.2.2 of the Capital Improvements Element requires that future development shall pay for its proportional share of the capital improvements needed to address the impact of such development. If deficiencies are anticipated, local government may use a "significant benefit" approach to assess proportionate fair-share mitigation in order to schedule improvements addressing the identified deficiency(ies) on the impacted facility(ies) to meet the requirements for financial feasibility. Future development on the subject site can mitigate under this policy by paying its proportional share of any needed improvements to provide sufficient capacity into the Significant Benefits account for this area of the County.

Transit Availability

StarMetro does not provide bus service south of Capital Circle South.

Bicycle/Pedestrian Facilities Availability

No sidewalks or bicycle facilities currently exist along Natural Bridge Road east of Woodville Highway. Bicycle lanes have been proposed by the Capital Regional Transportation Planning Agency along Natural Bridge Road from Woodville Highway to Taff Road, as well as paved shoulders from Taff Road east to Old Plank Road, but to date no funding has been identified for either of these projects.

4. Schools

The site is zoned for Woodville Elementary School, Nims Middle School, and Rickards High School. The potential impact on available public school capacity is indicated in the following table:

School Name	Woodville Elementary	Nims Middle	Rickards High
Potential Students Generated	0	0	0
Present Capacity	0	0	0
Post Development Capacity	0	0	0

Preliminary calculations are provided by School Board staff based on the maximum residential development allowed under the requested future land use category. Because the proposed development on the subject site will be limited to residents 55 or older, it is anticipated that there will be no students generated as a result of this land use amendment.

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Final school concurrency calculations will be conducted during the development of a PUD for the subject property and an adjoining parcel, and when a site plan for proposed development is submitted.

5. 5-Year Capital Improvements Projects

None.

F. **VESTED / EXEMPT STATUS:**

Not applicable.

G. **PLANNING ISSUES**

Wastewater Treatment

Policy 4.2.5 of the Conservation Element (Attachment #2) addresses protection of Wakulla Springs by requiring the establishment of a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs that is based on the Leon County Aquifer Vulnerability Assessment (LAVA). Subsection 1 of this policy requires that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the Urban Services Area shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. The subject property is presently serviced by an existing activated sludge wastewater treatment facility with reclaimed water reuse sent to a rapid rate land application system (sprayfield). The permit is for a 0.030 million gallon per day (MGD) annual average daily flow.

If this WWTF facility is intended to be utilized by the redevelopment of the subject property, its present capacity will need to be expanded to treat the anticipated 300-400 residential units being planned. In addition, this facility at present is required to meet state drinking water quality standards for total nitrogen (10mg/L) in the effluent released to the sprayfield. Given the eventual 3.0 mg/L water quality standard for total nitrogen that the City of Tallahassee is required by its state permit to achieve for its sprayfield north of the subject property, and the location of the subject property within the PSPZ, the DISC Village WWTF should be required to meet similar advanced wastewater treatment standards as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

In addition, this policy requires new development and redevelopment in the PSPZ to use a Low Impact Development (LID) approach to minimize adverse impacts of development on water quality and Wakulla Springs. The development and redevelopment of the subject property should use LID design principles to the maximum extent possible as a condition of the applicant receiving the requested land use change in order to be consistent with Policy 4.2.5.

Transportation

The applicant has conducted a preliminary traffic impact analysis that indicates potential impacts on the local transportation system from an increase in automotive trips resulting from the proposed land use amendment. This analysis was submitted as part of the land use amendment application.

At a public meeting held by the applicant at the Woodville Elementary School on November 28, 2012, there were several concerns voiced by members of the public about transportation impacts from the redevelopment of the DISC Village. These issues included speeding and the number of

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potential trips this proposed development would create. Other similar concerns were expressed to the Planning Department through several letters and telephone calls.

The applicant stated in their preliminary traffic impact analysis that the proposed use of the property as a senior assisted living facility and nursing home would not generate the number of trips estimated by standard professional manuals for a development of this kind, and that the number of trips would be substantially lower than initially calculated. No other materials were provided in the application to substantiate this claim.

Based on public concerns, the lack of specificity as to exactly what is proposed, where it would be located, and the timing of its development, as well as the lack of sidewalks and traffic lights in the Woodville area, it is recommended that the applicant conduct a more formal traffic study as part of the requested PUD as a condition of the applicant receiving the requested land use change. The Concurrency Management Section of DSEM further recommends that the proposed traffic study be consistent with the Leon County Concurrency Management Policies and Procedures Manual, 2006, or as may be amended from time to time.

Allowable Residential Density

At present, the total number of allowable dwelling units within the subject property is 11. If the proposed land use amendment is approved, the current number of allowed dwelling units in the subject property would increase from 11 to 390. The number of allowed dwelling units in the two adjacent parcels in the Woodville Rural Community area that will be incorporated into the PUD is 379.

The total of currently allowed dwelling units for the five parcels together is 390. If the proposed land use amendment is approved and these parcels are incorporated into the proposed PUD, the total number of allowed dwelling units for the five parcels together would be 769.

Policy 4.2.5 of the Conservation Element prohibits any net increase in dwelling units in the PSPZ as allowed by the Future Land Use Map on April 10, 2009. Parcels for which an increase in allowable dwelling units is requested (from a land use or zoning change) must transfer an existing equivalent number of development rights from another area within the PSPZ so that no net increase in allowable residential units can occur.

If the land use amendment is approved, the number of allowed dwelling units in the five parcels would result in a net increase in the number of legally allowed dwelling units within the PSPZ by 379 units. In order for this to occur, the development rights for the estimated 416 residential dwelling units would have to be transferred from other areas in the PSPZ to be consistent with Policy 4.2.5. In order to avoid doing this, the applicant has proposed a PUD that would cap the allowable number of dwelling units to that currently allowed (an estimated 416 residential dwelling units). The table below indicates the acreage, units per acre, and total estimated residential units for this area.

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Tax ID	Acreage ²	Current Allowable Density (Residential Units/Acre)	Current Number Of Units Allowed (Residential Units/Acre)	New Allowable Density (Residential Units/Acre)	New Number of Units Allowed (Residential Units/Acre)
Subject Parcels					
3316204070000	94.6	1/10	9	4/1	378
3315206020000	1.5	1/10	1	4/1	5
3315206030000	2.0	1/10	1	4/1	8
total	98.0		11		390
Additional Parcels to be Incorporated Into PUD					
3316204020000	99.6	4/1	398	4/1	398
3316200020000	1.8	4/1	7	4/1	7
total	101.4		405		405
Grand Total	199.4		416		795

Limiting the total allowed dwelling units in the PUD to those currently allowed would result in an estimated 416 residential dwelling units spread across the combined 199.4 acres presently under common ownership as the DISC Village. If the proposed land use amendment is approved and the number of dwelling units capped to 416, the land use change with the PUD in place would be consistent with Section 4 (c) of Policy 4.2.5 [C].

Allowable Non-residential Uses

The allowed square footage of non-residential uses within the Woodville Rural Community land use category is limited to a maximum of 50,000 square feet per building and 50,000 square feet per parcel. If the land use designation of the subject property (comprising three parcels) is allowed to be changed to the requested category, the applicant would be entitled to a maximum of 150,000 square feet.

At present, there are approximately 85,000 square feet of existing non-residential development on the subject property. If the land use change occurs, the applicant would gain an additional 65,000 square feet of non-residential development rights.

There are two parcels already designated Woodville Rural Community that the applicant intends to include in the PUD. If added to the three parcels that comprise the subject property, if the PUD is assembled, the applicant would have a maximum allowed 250,000 square feet of non-residential development rights (a net gain of 165,000 square feet, given the existing 85,000 square feet on the subject property). The following table summarizes the existing and proposed non-residential uses.

² From Property Appraiser's Legal Description.

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Tax ID	Current Allowable Non-Residential Use (Square Feet)	Proposed Allowable Non-Residential Use (Square Feet)
Subject Parcels		
3316204070000	0	50,000
3315206020000	0	50,000
3315206030000	0	50,000
total		150,000
Additional Parcels to be Incorporated Into PUD		
3316204020000	50,000	50,000
3316200020000	50,000	50,000
total	100,000	100,000
Grand Total		250,000

The specific uses and maximum square footage allowed will be established within the PUD.

Local Government Priorities

The Leon County Board of County Commissioners' FY 2012 & FY 2013 Strategic Plan includes several strategic priorities and corresponding initiatives designed to implement these priorities. One of the initiatives under the Environmental strategic priority includes developing and implementing strategies which plan for environmentally sound growth in the Woodville Rural Community. These strategies that this proposed amendment may be consistent with include:

- (1) Bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension; and
- (2) Promote concentrated commercial development in Woodville.

The provision of sanitary sewer as part of the proposed conversion and expansion of the DISC Village, while not connected with the City's existing centralized sanitary sewer system, nevertheless will provide a similar level and scope of wastewater treatment in an area that is serviced at present by onsite sewer treatment and disposal systems (OSTDS). It is also possible that this system could be connected to a more centralized sewer system in the future, which would reduce the number of conversions from OSTDS to centralized wastewater treatment.

The increased number of residential units, including those oriented towards a senior citizen population that may not choose or cannot drive to Tallahassee to shop, eat, and take advantage of other commercial services, may also help promote additional commercial development in Woodville.

Regional Mobility Plan

A significant component of the Capital Regional Transportation Planning Agency's Regional Mobility Plan (RMP) is the selection of a "preferred growth scenario" that will affect growth patterns and the nature of transportation infrastructure investment over the coming decades. The

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CRTPA Board selected Scenario #3, termed "Quality Growth Plus." This scenario is intended to promote infill development, optimize current transportation infrastructure, and focus growth in concentrated areas.

Implementation of this scenario is intended to lead to a regional urban structure that consists of a primary core (the Tallahassee multi-modal transportation district) and a series of outlying nodes that represent smaller urban centers in Gadsden, Jefferson, Leon, and Wakulla counties. The Woodville Rural Community is one of these nodes.

The nodes are intended, among other objectives, to foster access to goods and services, provide interconnectivity, including regional connectivity to employment, education, and activity centers, and to utilize multiple modes of transportation.

H. CONCLUSION:

Based upon the above data and analysis, Planning Department staff concludes the following:

1. The existing DISC Village is a legal non-conforming use under its current Rural land use category. Eliminating this non-conformity will allow for further investment in the property and provide some flexibility for future use of the property.
2. The subject property, when combined with an adjacent parcel that would be incorporated into the PUD as proposed by the applicant, is within one and 1/3 mile of the area of Woodville that is built up with commercial land uses, and is designated as a growth node in the Regional Mobility Plan.
3. The applicant has applied for a PUD that would be limited to an estimated 416 residential dwelling units within the combined 199.4 acres under common ownership as the DISC Village, as well as incorporate other requirements of Policy 4.2.5 of the Conservation Element. These requirements include, as applied to this proposed land use amendment and accompanying PUD, new development to connect to sewer facilities designed to achieve Advanced Wastewater Treatment standards; the use of Low Impact Development planning and practices, particularly as they apply to stormwater management; and no net increase in dwelling units within the Primary Springs Protection Zone (in which the subject property is located).
4. As part of the development of a PUD, the applicant will be required to specifically identify allowable land uses and their densities and intensities, and all specific impacts from this proposed development, the phasing of development and any required infrastructure or other mitigation, including transportation impacts, and any needed improvements or other options for wastewater treatment and disposal consistent with Policy 4.2.5.

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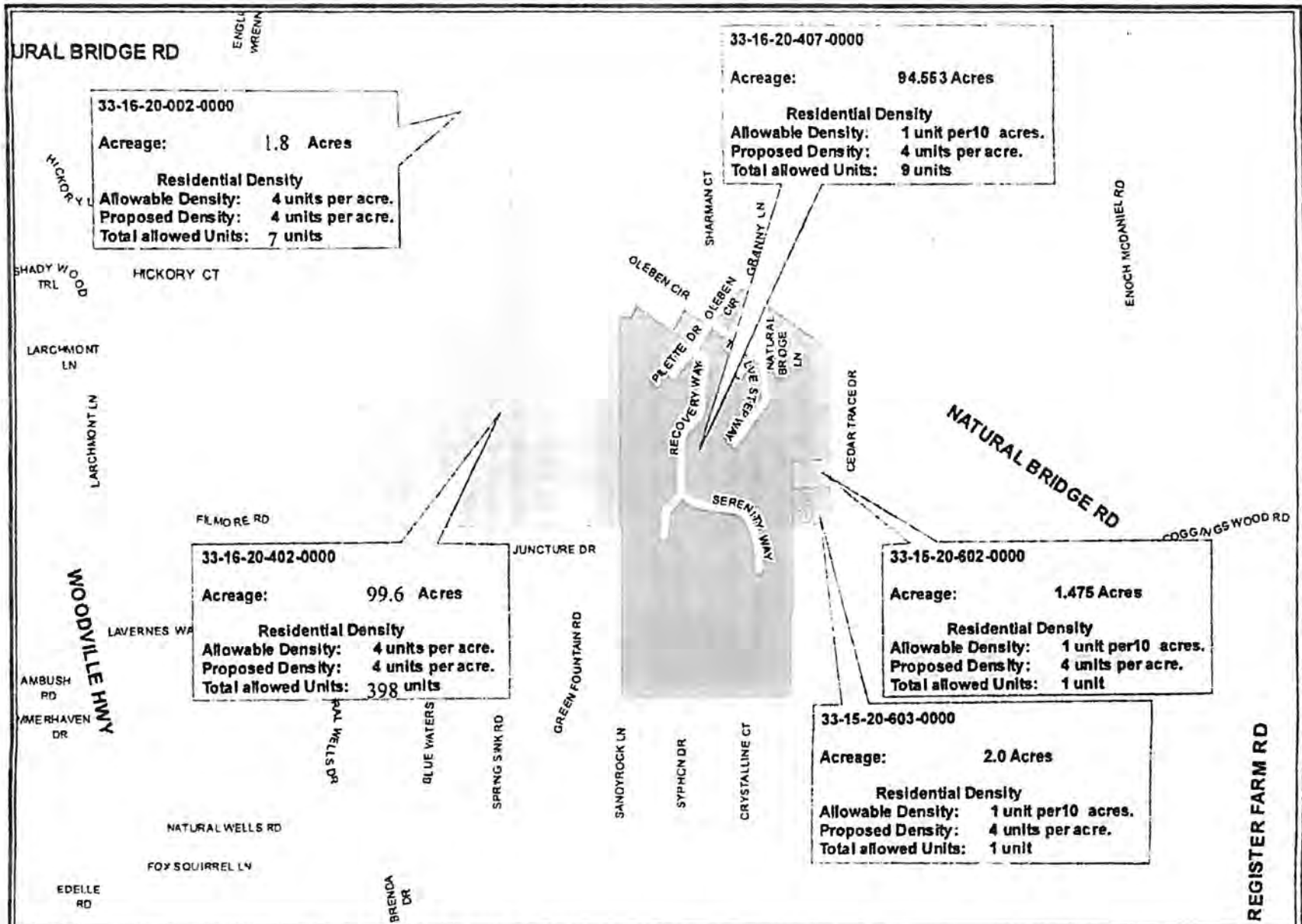
DISC Village

Based on this analysis and its conclusions, Planning Department staff recommends the approval of the proposed amendment PCM130105 subject to the approval of a Planned Unit Development that:

1. Limits the maximum allowed dwelling units to an estimated 416 residential dwelling units for the combined site,
2. Requires Advanced Wastewater Treatment within a specified period of time,
3. Requires use of Low Impact Development design approach for all new development and redevelopment,
4. Addresses transportation concurrency.

1. ATTACHMENTS:

Attachment #1: Location of Proposed PUD, Acreage, and Existing and Allowable Densities
Attachment #2: Policy 4.2.5 of the Conservation Element



**PCM 130105
 Residential Densities**



Date Printed: Dec. 10, 2012

Policy 4.2.5: [C] (Effective 4/10/09; Revision Effective 12/15/11)

By 2010, local government shall adopt in the Land Development Regulations a mapped Primary Spring Protection Zone (PSPZ) for Wakulla Springs based on the Leon County Aquifer Vulnerability Assessment (LAVA). Land development regulations shall be adopted to establish additional requirements and regulations within the PSPZ to minimize the adverse impacts of development on groundwater recharge quality and quantity. At a minimum, local government shall address the items below:

1. The preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. Land development regulations and the Water and Sewer Agreement shall be amended to include enhanced requirements for new development and redevelopment to connect to Advanced Wastewater Treatment facilities. The costs of required sewer connections in the PSPZ shall be borne in part or in whole by the developer.
2. When connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards is not available, new development and redevelopment in the PSPZ shall use Performance Based On-Site Treatment Disposal Systems (OSTDS) as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to Performance Based OSTDS when the traditional OSTDS fails, as defined in the Florida Administrative Code. A process providing alternatives to upgrading to a Performance Based OSTDS at the time of traditional OSTDS failure may be developed for low-income households. To ensure that all existing traditional OSTDS and new Performance Based OSTDS function effectively, local government shall designate or institute a Responsible Management Entity and supporting fee structure.
3. New development and redevelopment in the PSPZ shall use a Low Impact Development approach, in addition to conventional water quality treatment infrastructure required outside the PSPZ, to minimize adverse impacts of development on water quality and Wakulla Springs. Land development regulations shall specify the mechanism for implementing the Low Impact Development planning and design approach.
4. Establish a transfer of development units system within the PSPZ to foster growth in Woodville Rural Community, increase the feasibility of providing centralized sewer service, and protect Wakulla Springs. The transfer of development units system shall be based on the policies below:
 - (A) The Rural and Urban Fringe Future Land Use Map categories inside the PSPZ shall be designated as the sending areas to transfer dwelling units out of. Expansion of the Urban Fringe Future Land Use Map category shall not be allowed in the PSPZ.
 - (B) Areas inside the Woodville Rural Community Future Land Use Map category, where connection to sewer facilities designed to achieve Wastewater Treatment standards is available and required, shall be designated to receive dwelling units.
 - (C) No net increase in dwelling units, as allowed by the Future Land Use Map on the effective date of this policy, shall be allowed in the PSPZ. Areas inside the USA are

exempt from this policy and may increase in allowed density when consistent with applicable Comprehensive Plan policies. Approval of a Future Land Use Map amendment outside the USA that would allow an increased number of dwelling units shall require appropriate documentation that rights to the number of increased dwelling units have been, or are committed by a legally binding agreement to be, acquired from the designated sending areas.

5. Restrict fertilizer content and application rates within the PSPZ.
6. Protection of environmentally sensitive areas and features within the PSPZ shall be a priority for the local government environmental land acquisition program.



MEMORANDUM



TO: Scott Brockmeier, Leon Co. Growth & Environmental Management
FROM: Susan Denny, Senior Planner, TLCPD
THRU: Russell Snyder, Planning Department Land Use Administrator
DATE: October 1, 2013
SUBJECT: Woodville Retirement Community PUD

APPLICANT: Disc Village, Inc
AGENT: Poole Engineering and Surveying
PARCEL ID: 33-15-20-603-0000, 33-15-20-602-0000; 33-16-20-402-0000,
33-16-20-407-0000; 33-31-62-000-2000,
FUTURE LAND USE: Rural and Woodville Rural Community [All Woodville Rural Community
with approval of pending Comprehensive Plan Amendment]
EXISTING ZONING: Rural (Woodville Rural Community) and Residential Acre

Findings:

- 1) The proposed project is a mixed-use retirement community (residential, nursing home, day care, medical offices and community services) on 199.53 acres located at and adjacent to the DISC Village site on Natural Bridge Road. The PUD allows for a maximum of 414 residential units and 100,000 square feet of non-residential use. The existing DISC Village site has 85,000 square of development.
- 2) The subject property is presently in the Rural and Woodville Rural Community future land use map (FLUM) category. The adoption hearing for an amendment to the comprehensive plan to change the designation of the portion of the property in the Rural FLUM to the Woodville Rural Community FLUM is pending and a staff recommends approval subject to the following conditions:
 1. Approve the Woodville Retirement Community PUD application;
 2. Limit the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units);
 3. Require Advanced Wastewater Treatment within a specified period of time;
 4. Require use of Low Impact Development design approach for all new development and Redevelopment;
 5. Address transportation concurrency.
- 3) The proposed PUD is consistent with Land Use Policy 1.1.1 of the Tallahassee-Leon County Comprehensive Plan because it concentrates new development in the Woodville Rural Community future land use category to discourage urban sprawl.

- 4) The proposed PUD is consistent with Comprehensive Plan Land Use Policy 1.1.4 by providing central water and sewer facilities Woodville Rural Community FLUM.
- 5) The proposed PUD is required by Comprehensive Plan Land Use Policy 2.2.12 to limit non-residential density in the Woodville Rural Community to 50,000 square feet per parcel and per building, and residential density acreage of 4 dwelling units per acre.
- 6) The proposed PUD is required by Comprehensive Plan Land Use Objective 3.4 to limit non-residential land use intensity to 10,000 square feet per acre, not to exceed 50,000 square feet per building and 50,000 square feet per parcel.
- 7) The proposed development is in the Primary Springs Protection Zone, which requires advanced wastewater treatment facilities, limitations on fertilizer use and a priority for the protection of conservation features.

Recommendation:

The Planning Department recommends approval of the Woodville Retirement Community PUD provided that the following conditions are added to Section 4, Development Standards, Woodville Community Planned Unit Development, Zoning District and Development Standards District:

1. The wastewater treatment plant must be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with these conditions will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational and operating within the conditions herein.
2. A boundary settlement or a subdivision will be obtained as necessary to insure that each parcel has no more than 50,000 square feet of non-residential building square footage during the final site plan process.
3. Site Plans and subdivisions shall utilize Low Impact Development Guidelines specified on page six of the Application narrative.
4. The perimeter setbacks shall be added to the development standard table.
5. A transportation concurrency reservation will be made as required through the subdivision and site plan process.

Leon County, Department of Development Support
& Environmental Management

MEMORANDUM

TO: Scott Brockmeier
Development Services Administrator

FROM: Charley M. Schwartz, P.E. *CRS*
Senior Environmental Engineer
Environmental Services Division

DATE: October 1, 2013

RE: Woodville Retirement Community PUD (f.k.a. DISC Village)
Planned Unit Development (PUD)
Development Review Committee Meeting October 2, 2013
Parcel IDs: 33-15-20-[602 & 603]-0000, 33-16-20-[002, 402 & 407]-0000

The applicant for the referenced project is seeking DRC approval of the bound Conceptual PUD document titled:

WOODVILLE RETIREMENT COMMUNITY
AKA
DISC VILLAGE
PLANNED UNIT DEVELOPMENT

Environmental Services staff has completed their review of documents submitted for the referenced project. A Natural Features Inventory (NFI) for the development area was approved with conditions on June 11th, 2013 (ref. LEA13-0008). A Conceptual Environmental Impact Analysis (EIA) for the subject development was approved on September 17th, 2013 (ref. LEA13-0031). Based on our review of previous information, and the materials submitted for DRC review by the applicant, we recommend approval of this project provided the following conditions are met.

- 1 On Page 3 of the PUD narrative, text shall be added to the **Natural Features and Environmental Constraints** section stating:

"The minimum natural area was reduced from 25% of the project area to 22% in order to dedicate an additional 3% of the project area to spray irrigation application of wastewater treatment facility (WWTF) effluent. As such a minimum of 23% of the total project area shall be dedicated to landscaping and include the spray irrigation area for the WWTF."

- 2 References to minimum 25% natural area or 25% conservation easement shall be revised to 22% throughout the PUD document (including maps).

- 3 On Page 3 of the PUD narrative, text shall be added to the **Conceptual Stormwater Management Plan** section stating:

"Vegetation within the spray irrigation infiltration area shall be converted to a ground cover characterized by high nutrient uptake and approved by Leon County Environmental Services Division during Development Site Plan/Permitting process."

- 4 On Page 3 of the PUD narrative, the last sentence within the **Conceptual Stormwater Management Plan** section shall be revised to remove the term "Therefore" and read as follows:

"The PUD area is located within several designated closed basin drainage areas. Stormwater facilities will be designed to provide 100 year full retention of the post-development runoff."

**Woodville Retirement Community PUD (f.k.a. DISC Village)
Planned Unit Development (PUD)
Development Review Committee Meeting October 2, 2013
Environmental Services Review Memorandum**

5. On Page 4 of the PUD narrative, the fourth sentence in the second paragraph within the **Utilities** section shall change the term "effluent discharge" to "effluent discharge."
6. On Page 4 of the PUD narrative, the last paragraph within the **Utilities** section is not consistent with the specifications approved within the Conceptual EIA for the Advanced Wastewater Treatment system. The language shall be revised consistent with the approved Conceptual EIA to indicate all effluent shall be disposed of via spray irrigation (not just the increase in capacity). The approved language reads as follows:

"The wastewater treatment plant will be upgraded to Advanced Wastewater Treatment (AWT) with an effluent discharge requirement of 5.2 mg/L Total Nitrogen based on an annual average. Effluent disposal shall be by spray irrigation. Monitoring wells shall be installed to verify that the Total Nitrogen concentration does not exceed 3 mg/L outside the groundwater zone of discharge. The plant and disposal system shall be fully operational before the construction of the 131st unit or within four years from the date of the final PUD approval, whichever comes first. A unit shall be defined as either a residential building, apartment, assisted living unit or equivalent dwelling unit. Failure to comply with this condition will result in a moratorium on all construction and additional units until such time as the AWT plant and disposal system is fully operational."
7. In the **Development Standards Table** part 11 Landscape Standards, indicate a minimum of 23% of the project area shall be dedicated to landscaping. Add notation that native plant species shall be used to the extent practicable for landscape plantings.
8. In PUD Part 11 Wastewater Treatment Facility (WWTF) Information, revise the **Required WWTF Upgrade and Expansion** section to be consistent with the terms defined in the approved Conceptual EIA.
9. In PUD Part 13 Natural Features Inventory Application with Cultural Clearance Letter, include the final approved NFI maps. The maps included in the section are not entirely consistent with the final approved maps.

The conditions above shall be addressed and supporting documentation provided to the department prior to DRC sign-off of the revised site plans.

Notes: Environmental Services wishes to emphasize that the final alignments of access roads, utility services and locations of conservation easements will likely deviate from preliminary alignments depicted in the PUD Concept Plan Maps. Final alignments will be determined during the review of development plans and properly account for the location of conservation and preservation areas (ex. Floodplains, karst features, etc.).

BOARD OF COUNTY COMMISSIONERS

MEMORANDUM

Date: September 20, 2013

To: Scott Brockmeier, Administrator
DSEM Development Services Division

From: Ryan Guffey, AICP
Concurrency Management Planner

Subject: Woodville Retirement Community Planned Unit Development (PUD); LSP 130009

The applicant for the Woodville Retirement Community PUD (LSP 130009) has submitted an Affidavit Waiving Concurrency for a Preliminary Development Order – Rezoning. As you are aware, the project is requesting a rezoning to PUD. No formal application for concurrency has been submitted. Policy 5.2.2(2) of the Leon County Concurrency Management Policies and Procedures Manual requires a traffic impact analysis be performed for projects generating greater than 100 PM Peak Hour trips. The ability to waive concurrency for a rezoning does not allow an applicant to receive a final development order without concurrency being addressed, including any possible mitigation. Also, any approval of a concept PUD should contain a note regarding concurrency reservation for this project.

Please contact Concurrency Management if you have any further questions or require additional information.



**TALLAHASSEE FIRE DEPARTMENT
SITE PLAN REQUIREMENTS**

Project Name: Woodville Retirement Community PUD Application
Parcel ID # 33-15-20-603-000-0, 33-15-20-602-000-0,
33-16-20-407-000-0, 33-16-20-402-000-0,
33-31-62-000-200-0
LSP 130009
AGENT: Poole Engineering and Surveying, Inc.
PLANNER: Scott Brockmeier
MEETING DATE: July 10, 2013 (amended 10/1/13)

The Tallahassee Fire Department has no site plan related comments relative to the project PUD Concept Plan and Rezoning Application. The Department will provide applicable comments when site and utility plans are included in future project submittals.

Gary Donaldson
Tallahassee Fire Department
435 N. Macomb St. – 1st Floor
Tallahassee FL 32301
(850)891-7179
Gary.Donaldson@talgov.com

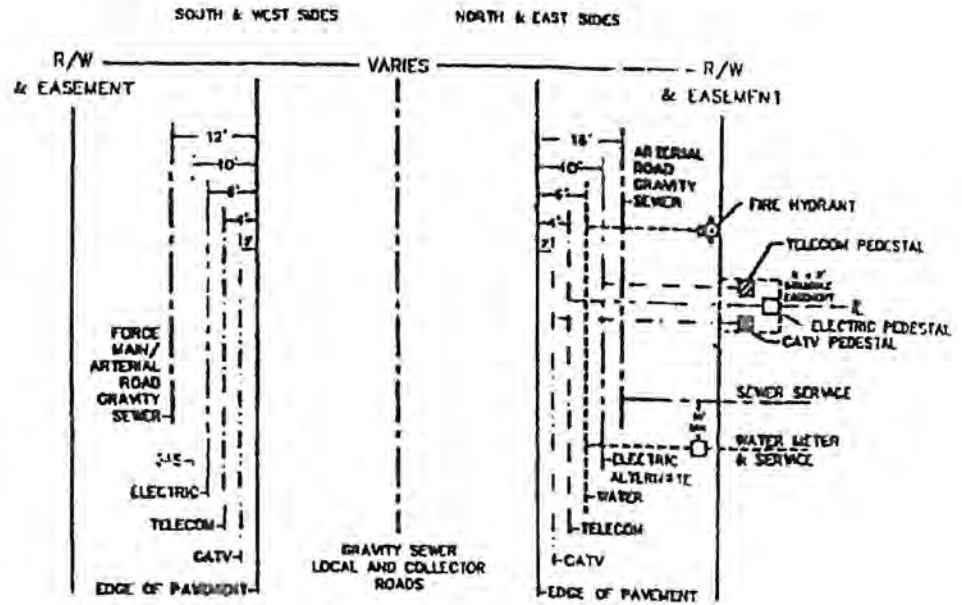
Board of County Commissioners
Interoffice – Memorandum

Date: September 30, 2013
To: Scott Brockmeier, Development Support Administrator
From: Kimberly A. Wood, P.E., Chief of Engineering Co-ordination
Subject: Review of Woodville Retirement Community PUD for
Development Review Meeting on October 2, 2013

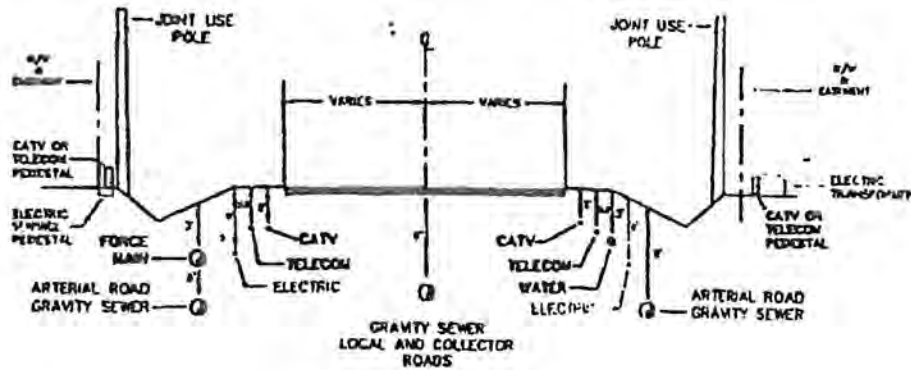
Public Works recommends approval subject to the following conditions:

1. Under the "Traffic Impacts and Driveway Connections" section, Page 3 of the PUD Concept Plan:
 - a. An Operational analysis of the intersection of Woodville Highway and Natural Bridge Road must be done at the time of development and should the results of analysis warrant the installation of a signal and/or turn lanes the developer, at their expense, will be required to design and construct any warranted improvement. This would be separate from the concurrency analysis.
 - b. Revise the following sentence: "The westernmost access is new and will include a right turn for safety, if warranted by a traffic analysis."
2. The utility locations shown on the cross section must match the utility placement guide as approved by the Leon County Board of County Commissioners. A copy of the utility placement guide is attached for your use.

RECOMMENDED GUIDE FOR UTILITY PLACEMENT RIGHT-OF-WAY AND EASEMENT WITHOUT CURB AND GUTTER



TYPICAL PLAN



TYPICAL CROSS SECTION

NOTE:

THESE PLANS APPLY TO ALL STREET R/W AND EASEMENT WIDTHS EXCEPT WHERE ADEQUATE SPACE BETWEEN EDGE OF PAVEMENT AND R/W IS NOT AVAILABLE OR OTHER FED. OR STATE REGS. APPLY.

ALL DEPTHS ARE MINIMUM BELOW FINISHED GRADES.

FIG. 2

DRAWINGS NOT TO SCALE



**LEON COUNTY
NOTICE OF A DEVELOPMENT REVIEW COMMITTEE MEETING
FOR A PROJECT REQUIRING TYPE "D" SITE AND DEVELOPMENT PLAN REVIEW**

The Leon County Department of Development Support and Environmental Management has received an application for Type "D" Site and Development Plan Review. The Leon County Property Appraiser's records indicate that you either own property within 1,000 feet of the proposed development, or you are a representative of a homeowners association in close proximity to the subject property. The proposed development is summarized below:

SUMMARY OF PROPOSAL

Project Name:	Woodville Retirement Community Planned Unit Development (P.U.D.)
Project Description:	Proposed retirement community proposal with up to a maximum of 414 residential dwelling units and up to a maximum of 100,000 s.q. ft. of non-residential buildings (85,000 s.f. already exists)
Project Location:	The site is located on the south side of Natural Bridge Rd, approximately one mile east of the intersection of Woodville Hwy and Natural Bridge Rd
Property Tax ID #:	33-16-20-407-000-0; 33-16-20-402-000-0; 33-16-20-002-000-0; 33-15-20-602-000-0 and 33-15-20-603-000-0
Project Area:	193 acres +/-
Zoning/Future Land Use:	Rural & Residential Acre Rural & Woodville Rural Community
Proposed Density (gross):	Overall gross development density not to exceed 2.14 dwelling units per acre
Proposed Intensity (gross):	Maximum overall intensity not to exceed 519 s.f. per acre
Applicant:	Woodville Properties, 3333 W. Pensacola St, Ste. 300, Tallahassee, FL 32304
Applicant's Agent:	Poole Engineering & Surveying, Inc., 2145 Delta Blvd, Ste. 100, Tallahassee, FL 32303
Agent's Phone Number:	850-386-5117

The Leon County Development Review Committee will meet on Wednesday, October 2, 2013 at 10:00 a.m., at 435 N. Macomb Street, 2nd Floor, Tallahassee, Florida 32301. The Leon County Development Review Committee is composed of the Director of Development Support and Environmental Management, the Director of Public Works and Community Development, and the Director of the Department of Planning Land Management and Community Enhancement, or their designees. This meeting is administrative in nature. The meeting is open to public attendance; however, no testimony, questions, documents or letters will be received from the applicant or from any member of the public during the meeting. The public is encouraged to provide comment to the DRC prior to the meeting.

Copies of the proposed concept plan and all supporting information have been forwarded to Leon County staff for review. Staff will provide a written recommendation, based on findings of fact, to the Development Review Committee. A written notice of the staff recommendation will be provided to the applicant and made available to the public upon request one working day prior to the Development Review Committee meeting.

Should you wish to provide written comments regarding the proposed development, please fill out the enclosed form (or attach a letter) and return it to the Leon County Department of Development Support and Environmental Management, Development Services Division, 435 N. Macomb Street, 2nd Floor, Tallahassee, Florida 32301. All written comments received before the meeting will be forwarded to the DRC for consideration. Failure to provide written comments to the DRC before the meeting will disqualify a person from petitioning for a formal proceeding after the meeting. The public may inspect the plan for the project between 8 a.m. and 5 p.m., Monday through Friday (except holidays), in the Leon County Development Services office at the same address. These documents are also available for review in electronic format. To obtain access to electronic files, please contact the Development Services Division of the Leon County Department of Development Support and Management Department at (850) 606-1300.

An aggrieved or adversely affected person has the right to request a quasi-judicial hearing before a special master. Such requests shall include the conditions precedent to the appeal of the development order rendered on the application. Procedures for hearings before a special master are set forth in Section 10-7.415 of the Land Development Code (Chapter 10).

How To Obtain Special Accommodation For The DRC Meeting: In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon D. Brown, 606-5300, or Facilities Management, 606-5000, by written or oral request at least 48 hours prior to the proceeding. 7-1-1 (TDD and Voice), via Florida Relay Service.

The DRC shall make a recommendation on the application to the Leon County Planning Commission which will make a recommendation on the project to the Leon County Board of County Commissioners. The Planning Commission and Board of County Commissioners will hold separate public hearings at later dates that will be advertised. The Board of County Commissioners shall approve, approve with conditions, deny the application, or continue their consideration to a later date and time certain. The decision of the Board of County Commissioners may be reviewed by the Circuit Court.

Leon County Department of Development Support and Environmental Management
Development Services Division:

I/We as owner(s) of Lot _____, Block _____, of the

10 1/2 acres across from Disc ~~Club~~ Village

at the following street address:

11364 Gruney Lane

wish the following information to be considered by the Leon County Development Review Committee:

Need a red light at Woodville Hwy & Natural Bridge Rd
need a flashing light at curve at their road.

The ~~fast~~ traffic speeds on Natural Bridge Rd.

The curve is a dangerous place for a right turn to the ^{drive} ~~drive~~

I've been to several meetings but I don't think anything

I said will make a difference.

Malerie Sherman-Melin
(Signature)

Malerie Sherman-Melin
(Print Name)

Project Name: Woodville Retirement PUD, Type "D" Review
DRC Review: October 2, 2013 at 10:00 a.m.

Place
Stamp
Here

**Leon County Department of Development Support & Environmental Mgt
Development Services Division
435 N. Macomb Street, 2nd Floor
Tallahassee, FL 32303**

SB

SCHOOL IMPACT ANALYSIS FORM

Site and Development Plan/Rezoning, Comp Plan Amendments & PUD's
FOR RESIDENTIAL PROJECTS ONLY

Project Name: Woodville Retirement Community PUD Agent Name: Poole Engineering & Surveying Inc. Applicant Name: Woodville Properties, Inc. Address: 3333 W Pensacola St, Tall, FL 32304	Date 10/03/2013 Telephone: 850-386-5117 Fax: Email:			
① Location of the proposed project: <i>Tax ID #:</i> 33-15-20-603-000-0, 33-15-20-602-000-0, 33-16-20-407-000-0, 33-16-20-402-000-0 & 33-16-20-002-0000 <i>Property address:</i> south side of Natural Bridge Road, approximately one mile east of the intersection of Woodville Highway and Natural Bridge Road <i>Related Application(s) [if applicable]:</i> N/A <i>Level of Review [See PUV, if Applicable]:</i>				
② Future Land Use Map category and Zoning designation: <i>Future Land Use Map category:</i> Zoning district: PUD				
③ Development Specifics: <i>Number of proposed dwelling units:</i> 414 Residential Dwelling Units <i>Type(s) of dwelling units, (provide # for each type, e.g. single family & multi-family):</i> 160 Single Family and 254 Assisted Living and Nursing Home <i>Base square footage of dwelling units:</i> Not available at time of rezoning.				
Leon County Schools staff use only:				
④ School concurrency service areas (attendance zones) in which property is located. <table><tr><td><i>Elementary:</i></td><td><i>Middle:</i></td><td><i>High:</i></td></tr></table> <p>This development has potential impact to Leon County Schools. Once the number and size of the single family units is determined we will do a complete analysis.</p> <p>Present capacity _____</p> <p>Post Development capacity _____</p> <p>Is additional coordination with Leon County Schools necessary? ____ Yes ____ No</p>		<i>Elementary:</i>	<i>Middle:</i>	<i>High:</i>
<i>Elementary:</i>	<i>Middle:</i>	<i>High:</i>		

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board

STATEMENT OF THE LEON COUNTY COUNTY-WIDE WATER RESOURCES CITIZENS ADVISORY COMMITTEE

The Leon County Board of County Commissioners (Board) specifically charged the County-Wide Water Resources Citizens Advisory Committee with the responsibility to recommend policies that would strengthen the linkage between water resources and land use.

Based on this charge, the Committee previously reviewed Cycle 2013-1 Proposed Comprehensive Plan Amendment PCM130105 (Woodville Rural Community Expansion) at its regular meeting on January 7, 2013, and voted unanimously to recommend that the Board adopt the preliminary staff recommendations to approve Amendments PCM130105. These recommendations as stated in the staff report include:

PRELIMINARY STAFF RECOMMENDATION: Approve proposed amendment PCM130105 subject to approval of a Planned Unit Development that:

- 1. Limits the maximum allowed dwelling units to the maximum currently allowed for the combined site (estimated 416 residential units).*
- 2. Requires Advanced Wastewater Treatment within a specified period of time.*
- 3. Requires use of Low Impact Development design approach for all new development and redevelopment.*
- 4. Addresses transportation concurrency*

At its regular meeting on November 4, 2013, the Committee reviewed that portion of the DISC Village Planned Unit Development (PUD) that implements Recommendations #2 and #3 in the PCM1301005 Staff Report. These recommendations were deemed by the Committee to be within their charter as provided by the Board.

The Committee supports the staff recommendations within the PUD that address Recommendations #2 and #3 in the PCM1301005 Staff Report. The Committee further commends staff for their efforts to develop PUD conditions intended to meet the preliminary staff recommendations in the Report.

The Committee also has the following three comments for consideration by the Board as they consider adopting the proposed PUD:

1. The Committee suggests that groundwater monitoring sampling locations should be placed so as to capture all flow paths, including straight down into the aquifer. Given the reliance upon the spray field for further nitrogen reduction and the karst features of the Woodville area, we believe it would provide a more accurate assessment of the permitted performance level of the wastewater treatment facility if one of the test wells were located directly beneath the spray field.

Page 2

2. The Committee suggests the proposed sprayfield(s) be designed and engineered so as to promote denitrification and maximize, at all times, the biological degradation of residual chemical compounds in the wastewater effluent.
3. The Committee is concerned that the terminology of "AWT" (Advanced Wastewater Treatment) may become confusing because of the varying levels of nitrogen reduction that are being associated with it. AWT is a treatment designation that covers many other components of wastewater than nitrogen. The Committee suggests that a consistent numerical reference value be utilized for local AWT nitrogen standards, and that this value be the same as the permit for the City of Tallahassee's T.P. Smith wastewater treatment facility (i.e., 3 mg/L for Total Nitrogen at the effluent outfall point).

The Committee recognizes the current legal constraints on this terminology given that the wastewater treatment facility is permitted by the State of Florida. Regardless, we suggest that care should be taken with the use of this terminology so that the meaning of AWT should not become vague in the future when referring to other facilities and/or developments.

The Water Resources Committee supports the staff recommendations concerning the PUD and Comprehensive Plan amendment. These concerns as raised are intended to address this and other future projects in the spirit of helping to refine existing policies and their implementing land development and wastewater regulations within the Primary Springshed Protection Zone.

I HEREBY CERTIFY that the above statements were duly approved by the Leon County Countywide Water Resources Citizens Advisory Committee at its meeting on November 4, 2013.



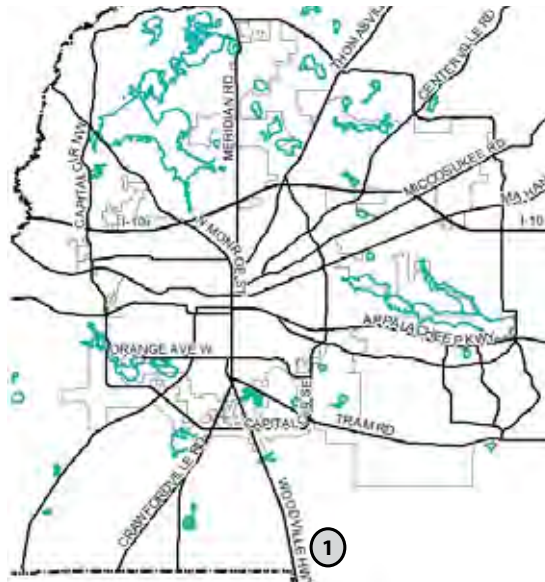
Mr. Robert Scanlon, Chair

Dr. Jim Cavanagh
Mr. Grayal Farr
Mr. John Folks
Mr. Eric Friall
Dr. Pamela Hall
Mr. John Labie
Mr. Robert Scanlon

cc: Leon County Board of County Commissioners
Vincent S. Long, County Administrator

Public Hearing

Leon County Board of
County Commissioners
Dec. 10, 2013 - 6:00 p.m.
County Commission Chambers
Fifth Floor-Leon County Courthouse



GENERAL LOCATION MAP REZONINGS

1. Project Name: Woodville Retirement Community PUD (PRZ130015)

Ordinance: 13-__

Applicant: Woodville Properties, Inc

Applicant's Agent: Poole Engineering & Surveying, Inc. (850) 386-5117

Property Tax ID#: 33-15-20-603-000-0, 33-15-20-602-000-0, 33-16-20-407-000-0, 33-16-20-402-000-0 & 33-16-20-002-0000

Project Total Area: 199.53 acres \pm

Property Tax ID#: An amendment to the Official Zoning Map Changing the Zoning Classification from the Rural (R) and Residential Acre (RA) Zoning Districts to the Woodville Retirement Community Planned Unit Development (PUD) Zoning District. The proposed PUD contains a retirement community that will consist of up to 414 residential dwelling units and up to 100,000 sq ft of non-residential buildings (85,000 sq. ft. already exists).

These properties are located on the south side of Natural Bridge Road, approximately one mile east of the intersection of Woodville Highway and Natural Bridge Road.

The Board of County Commissioners proposes to adopt an ordinance changing the zoning on the properties indicated on the above map which lies in unincorporated Leon County. The applications are on file at the Tallahassee-Leon County Planning Department, 3rd floor, Frenchtown Renaissance Center and may be reviewed between 8:00 A.M. and 5:00 P.M. For further information please call 891-6400.

You are hereby notified in accordance with Chapter 286.0105, Florida Statutes, that should you decide to appeal any decision made by the County Commission or take exception to any findings of fact with respect to any matter considered at the hearing referenced above, you may need to ensure that a verbatim record of the proceedings is made. Such a record shall include the testimony and evidence upon which the appeal is based.

In accordance with Section 285.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Christine Coble or Facilities Management at least 48 hours prior to the proceeding. Telephone: 488-9962 or 488-1948; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), via Florida Relay Service.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #29

Leon County Board of County Commissioners

Cover Sheet for Agenda #29

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney
Vincent S. Long, County Administrator

Title: First and Only Public Hearing on a Proposed Ordinance to Amend the County's Abandoned Property Registration Ordinance

County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Laura M. Youmans, Assistant County Attorney Emma Smith, Permit and Code Services Director

Fiscal Impact:

This item has a minimal fiscal impact to the County. The implementation of a registration fee is estimated to generate between \$75,000 - \$100,000 in revenue annually, based on the number of properties currently in foreclosure status in the unincorporated area. Revenue would likely decline in proceeding years as foreclosed properties are brought back onto the market.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt a proposed Ordinance amending the County's Abandoned Property Registration Ordinance (Attachment #1).

Report and Discussion

Background:

The Abandoned Property Registration Ordinance establishes a process to reduce the impact of the deterioration of property subject to foreclosure actions on neighborhoods in the unincorporated area of Leon County. The Ordinance established a registration program intended to provide a mechanism to keep lenders apprised of the condition of properties in foreclosure and to protect neighborhoods from becoming blighted through the deterioration of distressed or abandoned properties which are subject to mortgages that are in foreclosure.

As proposed, this Ordinance requires that properties subject to foreclosure actions be registered with the County and that certain minimum maintenance standards be met. Pursuant to the Ordinance, upon filing a foreclosure action, lenders must provide the County with contact information for a local person in the event that a code enforcement complaint is made regarding a property. Historically, attempts to contact lender representatives have been unsuccessful because most lenders separate departments responsible for foreclosures from those responsible for property preservation. Staff would notify lender representatives responsible for foreclosure actions, but would rarely receive a response. This left the property to deteriorate until the foreclosure action was completed, the lender took title, and the property was transferred to employees responsible for property preservation. This results in blighted properties in neighborhoods and increased costs to lenders.

The Board initially adopted the Abandoned Property Registration Ordinance on March 12, 2013, with an effective date of July 12, 2013. Prior to the adoption of the ordinance, notice was provided to the Florida Mortgage and Bankers Association and no comments were received. On April 16, 2013, staff provided notice of the adopted ordinance to lenders who had recently initiated foreclosure actions, according to the Clerk of Court records. Reminders to those institutions were also mailed on July 26, 2013. Staff initiated enforcement proceedings via Notice of Violation on September 10. Enforcement action was limited to those institutions that had initiated foreclosure actions subsequent to the adoption of the ordinance but failed to register the properties. One notice of violation was sent to each noncompliant lender, though several lenders had multiple properties that had not been registered. No action has been taken against lenders for failure to maintain distressed or abandoned properties.

At its regularly scheduled meeting on September 24, based upon feedback from the lending industry, the Board directed staff to suspend enforcement and bring back an amended ordinance that included consideration of industry concerns. Prior to the suspension of the ordinance, 372 properties had been registered with the APR program. Subsequent to the Board's direction, staff continued to enter application information into the system, but did not deposit any checks for fees. Should the Board vote to adopt the proposed Ordinance, staff anticipates completely processing those applications and fees.

Staff drafted a revised Ordinance based upon comments received. The revised draft was provided to lender representatives on October 10, 2013. Staff made further modifications based upon additional comments received, resulting in the attached proposed Ordinance. Most, though not all, of the industry's concerns have been addressed in this Ordinance. It is the opinion of the County Attorney's Office that the ordinance is legally sound; however, industry representatives continue to maintain objections to its general objectives.

The proposed Ordinance aligns with the following FY2012 and FY2013 Strategic Initiative that the Board approved at the January 29, 2013 meeting:

"Implement strategies to promote home ownership and safe housing, including: consider property registration for abandoned real property."

This particular Strategic Initiative aligns with the Board's Strategic Priority - Quality of Life,

"Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high provision of services" (Q6).

Analysis:

Pursuant to the Ordinance, when a lender files a foreclosure action the property will need to be registered with the County's program and a fee paid. The fee is currently set at \$150 per year, per property. The initial registration is required within 10 days of the date of taking action that results in a property qualifying as distressed. Registration is valid for one (1) year, if the property remains subject to a foreclosure action. After a year, the property registration must be renewed.

The Ordinance requires that the mortgagee appoint a local representative (located within 50 miles of Leon County) to secure and maintain the property, and, should the property be determined to be "abandoned" a sign must be posted at the property including the name and contact information for the mortgagee's agent (property manager). The local property manager would be designated at the time of registration and would be responsible for inspecting, securing, and maintaining the property, if necessary. Distressed property is required to be inspected quarterly by the lender until the foreclosure action is completed or dismissed. In the event that the property becomes abandoned, the property must be inspected every 60 days. When the foreclosure action is dismissed or a certificate of title is granted, the requirement to register will not apply and any code enforcement violations will be the responsibility of the owner of record.

If the mortgagee and/or property owner fails to properly register or modify registration to reflect a change of information as required by the proposed Ordinance, they would be in violation and would be subject to enforcement pursuant to the Leon County Code Enforcement Procedures established in Chapter 6, Leon County Code of Laws.

Pasco and Palm Beach Counties, among other jurisdictions, have a similar Mortgage Registration Program and currently use an outside vendor to track the foreclosed properties. These programs have been successful in mitigating the public nuisances often associated with abandoned properties. Currently, due to the limited number of properties within Leon County in comparison to other jurisdictions, the notification and tracking required to implement the proposed Ordinance can be performed in-house by staff. By focusing on the registration requirement and only requiring maintenance on abandoned properties (rather than all properties that are threatened with foreclosure), the proposed Ordinance is less stringent than the ordinances of other jurisdictions.

Revisions contained in the proposed Ordinance are as follows:

- As originally adopted, the Ordinance required registration and maintenance of properties from the issuance of a notice of default. Representatives noted that many payment deficiencies are remedied after notices of default were issued, but prior to initiation of foreclosure proceedings. Homeowners are less likely to abandon their homes as a result of a notice of default and such notices do not mean that the lender is necessarily going to file a foreclosure action and take custody of the property. To aid implementation of the Ordinance, it was limited to only those properties for which foreclosure actions had been filed.
- Another issue raised was the requirement that foreclosed property was subject to the ordinance after the foreclosure process was completed, so long as it continued to be owned by the lender. Under the proposed Ordinance, the requirement that the property be registered terminates when the foreclosure action is ended. When no action is pending, the owner of record will be accountable for code violations, regardless of whether the owner is a lender or an individual.
- Industry representatives raised concerns that the inspection and maintenance requirements in the Ordinance would endanger their staff by requiring that they access property that is inhabited or requiring that they trespass. The Ordinance has been amended provide that the lender's inspection must be done lawfully. In addition, the Ordinance has been amended to limit the lender's duty to maintain to property that meets the definition of "abandoned" and is, therefore, uninhabited.
- The Ordinance attempts to more clearly differentiate between those actions required when the property is "distressed" and when the distressed property is determined to be "abandoned."

The Public Hearing has been properly noticed, consistent with the requirements of Florida Statutes (Attachment #2).

Options:

1. Conduct the first and only public hearing and adopt a proposed Ordinance amending the County's Abandoned Property Registration Ordinance (Attachment #1).
2. Conduct the first and only public hearing and do not adopt a proposed Ordinance amending the County's Abandoned Property Registration Ordinance.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Ordinance to Establish an Abandoned Property Registration Program
2. Legal Notice Published in the *Tallahassee Democrat*

1 WHEREAS, Leon County has adopted property maintenance codes to regulate standards
2 for structures and the condition of property as a whole; and

3 WHEREAS, a foreclosed property registration process is necessary for Leon County to
4 provide a monitoring mechanism and additional enforcement for distressed properties; and

5 WHEREAS, Leon County finds that the registration program should include properties
6 that are currently in the foreclosure process; and

7 WHEREAS, the Leon County Board of County Commissioners has determined that the
8 following additions to the County's code will serve and contribute to promoting and protecting
9 the general health, safety and welfare of the residents of Leon County; and

10 WHEREAS, the Board of County Commissioners desires to enact an ordinance creating
11 Chapter 14, Article V. Leon County Code of Laws, relating to an Abandoned Property
12 Registration Program;

13 BE IT ORDAINED by the Board of County Commissioners of the County of Leon,
14 Florida, as follows, that:

15 **Section 1.** **Recitals Incorporated.** The above recitals are true and correct and by this
16 reference are incorporated herein and made an integral part hereof.

17 **Section 2.** **Abandoned Property Registration Program Enacted.** Chapter 14. Code
18 Enforcement is amended to add a new Article V of Chapter 14 of the Leon County Code
19 (Abandoned Property Registration Program) to read as follows:

20

1 ~~mortgage to be in default either by letter or notice to property owner, by recording a lis~~
2 ~~pendens, by commencing foreclosure proceedings, or by any other actions demonstrating a~~
3 ~~breach of a security covenant on a property.~~

4 *Distressed property* means any real property upon which a mortgagee has recorded a lis
5 pendens or has filed a foreclosure action. A property will be considered *Distressed* until the
6 foreclosure action is dismissed or closed, or until the lis pendens is otherwise dissolved, or until
7 such time as the mortgagee takes title to the property. ~~under default, or notice of mortgagee's~~
8 ~~sale, or pending lien sale and/or properties that have been the subject of a mortgage foreclosure~~
9 ~~sale where title is retained by the mortgagee, and/or any properties transferred under a deed in-~~
10 ~~lieu of foreclosure sale, and short sale or any other legal means.~~

11 ~~*Foreclosure* means the judicial process by which a property, placed as security for a~~
12 ~~mortgage loan, after a judicial process, is to be sold at an auction to satisfy a debt upon which the~~
13 ~~borrower has defaulted.~~

14 **Sec. 14-72. Registration and Inspection of Distressed Real Property.**

15 (a) Registration. Within ten (10) days of the date of taking an action which results in
16 a property qualifying as *distressed*, ~~a~~ the mortgagee taking such action ~~who holds a mortgage for~~
17 ~~any real property located in unincorporated Leon County~~ shall register the property that is the
18 security for the mortgage. A registration is required for each *distressed* property in the
19 unincorporated area of Leon County. Registration pursuant to this section shall contain, at a
20 minimum, the name and mailing addresses of the mortgagee and servicer, as well as the e-mail
21 addresses and telephone numbers of the mortgagee and servicer, and the name of the local
22 property manager and said person's address, e-mail address, and 24-hour telephone number. A
23 local property manager shall be designated at the time of registration and shall be responsible for

1 inspecting, securing, and maintaining the property. The property manager named in the
2 registration shall be located within fifty (50) ~~twenty (20)~~ miles of Leon County and available to
3 be contacted by the County, Monday through Friday between 8:00 a.m. and 5:00 p.m.

4 (b) Within ten (10) days of the date of taking an action which results in a property
5 qualifying as *distressed*, a mortgagee who holds a mortgage for any real property located in
6 unincorporated Leon County shall have the property physically inspected. The inspection must
7 be done in person and scope of the inspection must be lawful.

8 (1) If the property is occupied, but the property remains *distressed*, the mortgagee
9 shall register the property as “occupied” and shall inspect the property quarterly until:

10 (A) the property no longer qualifies as *distressed*, or

11 (B) the property is found to be *abandoned*, in which case the mortgagee shall
12 update the property’s status to “abandoned” with the Leon County Abandoned Property
13 Registration program within ten (10) days of the last inspection.

14 (2) Property which is found to be *abandoned* shall be inspected at least every
15 sixty (60) days by the mortgagee or mortgagee’s designee.

16 (3) The mortgagee or mortgagee’s designee shall certify that each inspection
17 has taken place and the results of each inspection in writing within three (3) working days of the
18 inspection.

19 (c) Properties subject to this section shall remain subject to ~~under the registration~~
20 ~~requirement, and the inspection, security, and maintenance standards~~ of this ordinance as long as
21 they remain *distressed* or *abandoned properties*.

1 (d) Any person or other legal entity that has registered a property under this
2 ordinance must report a change to the information contained in the registration within ten (10)
3 days of the change.

4

5 **Sec. 14-73. Annual Registration Fee.**

6 (e) An annual registration fee in an amount approved by the Board of County
7 Commissioners shall be paid upon the registration or registration renewal of each *distressed* or
8 *abandoned property*. Registration shall be valid for 1 year from the date of initial registration.
9 Registration of the property must be renewed annually as long as the property remains *distressed*
10 or *abandoned*.

11 **Sec. 14-73. Posting Requirements.**

12 (a) When a *distressed property* ~~property subject to this Ordinance~~ becomes is
13 determined to be *abandoned*, it shall be posted with the name and twenty-four (24) hour contact
14 telephone number of the local property manager, unless such posting is prohibited by recorded
15 covenants and restrictions. The posting shall be of a size and ~~no less than 18 inches x 24 inches~~
16 ~~and shall be of a font that is legible from a distance of 45 feet.~~ The posting shall contain the
17 following language, at a minimum, with supporting information:

18 THIS PROPERTY IS MANAGED BY _____

19 AND IS INSPECTED ON A REGULAR BASIS.

20 THE PROPERTY MANAGER CAN BE CONTACTED

21 BY TELEPHONE AT _____

22 OR BY EMAIL AT _____

1 (b) The posting required in subsection (a) above shall be placed on the interior of a
2 window facing the street to the front of the property so that it is visible from the street, or secured
3 to the exterior of the building/structure facing the street to the front of the property so that it is
4 visible from the street, or if no such area exists, on a stake of sufficient size to support the
5 posting in a location that is at all times visible from the street to the front of the property.
6 Exterior posting shall be weather-resistant.

7 **Sec. 14-74. Maintenance Requirements for Abandoned properties.**

8 ~~Properties subject to this Article~~ Abandoned properties shall be maintained in accordance
9 with all relevant County regulations, including but not limited to those contained in Chapter 5
10 *Building Construction Regulations*, Chapter 6 *Code Enforcement Board*, Chapter 10 *Land*
11 *Development Code*, and Chapter 14 *Public Nuisances* of the Leon County Code of Laws.

12 (a) ~~Properties subject to this Article~~ Abandoned properties shall be kept free of
13 weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any
14 accumulation of newspapers, circulars, flyers, notices (except those required by federal, state, or
15 local law), abandoned vehicles, discarded personal items including, but not limited to, furniture,
16 clothing, large and small appliances, printed material or any other items that give the appearance
17 that the property is Abandoned.

18 (b) The abandoned property shall be maintained free of graffiti or similar markings
19 by removal or painting over with an exterior grade paint that matches the color of the exterior
20 structure.

21 (c) Front, side, and rear yards, including landscaping, shall be maintained in
22 accordance with the Leon County Code of Laws.

1 (d) Pools and spas shall be maintained so that the water remains free and clear of
2 pollutants and debris. Pools and spas shall comply with all requirements of the Leon County
3 Code of Laws and Florida Building Code, as amended from time to time.

4 (e) ~~Properties subject to this Article~~ Abandoned properties shall be maintained in a
5 secure manner so as not to be accessible to unauthorized persons or open to the elements. A
6 “secure manner” shall include, but not be limited to, the closure and locking of all windows,
7 doors, gates and other openings of such size that will not allow a child or adult to access the
8 interior of the structure and pool area, if any. Broken windows or doors shall be secured by
9 reglazing or boarding.

10
11 **Sec. 14-75. Enforcement.**

12 (a) Failure of the mortgagee ~~and/or property owner of record~~ to properly register or to
13 modify the registration to reflect a change of information as required by this Article is a violation
14 of this Article and shall be subject to enforcement pursuant to the Leon County Code
15 Enforcement procedures established in Chapter 6, Leon County Code of Laws.

16 (b) Failure of the mortgagee ~~and/or property owner of record~~ to ~~properly inspect,~~
17 ~~secure, or properly maintain distressed or abandoned property, and post and maintain the~~
18 ~~signage noted in this Article,~~ comply with the applicable registration, inspection, posting, and
19 maintenance requirements is a violation of this Article and shall be subject to enforcement
20 pursuant to the Leon County Code Enforcement procedures established in Chapter 6, Leon
21 County Code of Laws.

22 **Sec. 14-76. Additional Authority.**

1 (a) If an appropriate County Code Inspector has reason to believe that a property
2 subject to the provisions of this Article poses a serious threat to the public health, safety, and
3 welfare, the Code Inspector may bring the violations before the County's Code Enforcement
4 Board or a court of competent jurisdiction as soon as possible to address the conditions of the
5 property.

6 (b) If there is a finding that the condition of the property poses a serious threat to the
7 public health, safety, and welfare, then the Code Enforcement Board or a court of competent
8 jurisdiction may direct the County to abate the violations and charge the mortgagee with the cost
9 of abatement.

10 **Sec. 14-77. Provisions Supplemental.**

11 In addition to the remedies authorized in the Article, the County may enforce its codes by
12 any other means, including, but not limited to, injunction, abatement or as otherwise provided by
13 law or ordinance.

14 **Section 3. Severability.**

15 If any provisions or portion of this Ordinance is declared by any court of competent
16 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
17 portions of this Ordinance shall remain in full force and effect.

18 **Section 4. Effective Date.**

19 This ordinance shall become effective as provided by law.
20
21

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 10, 2013, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 14 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, REGARDING PUBLIC NUISANCE; AMENDING ARTICLE V ENTITLED "ABANDONED PROPERTY REGISTRATION PROGRAM"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 606-5300 or 606-5000; 1-800-955-8771 (TDD), 1-800-955-8770 (Voice), or 711 via Florida Relay service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception Desk
Tallahassee, FL 32301

and

Leon County Clerk's Office
315 S. Calhoun Street, Room 426
Tallahassee, Florida 32301

November 27, 2013

**Leon County
Board of County Commissioners**

Notes for Agenda Item #30

Leon County Board of County Commissioners

Cover Sheet for Agenda #30

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney
 Vincent S. Long, County Administrator

Title: First of Two Public Hearings on a Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC

County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
County Administrator Review and Approval:	Vincent S. Long, County Administrator
Lead Staff/ Project Team:	Laura M. Youmans, Assistant County Attorney Katherine Burke, Director, Engineering Services Ryan Culpepper, DSEM Development Services Russell Snyder, Land Use Planning Administrator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Conduct the first of two public hearings on a proposed Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC (Attachment #1).
- Option #2: Schedule the second and final public hearing on a proposed Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC. for Tuesday, January 21, 2014 at 6:00 p.m. or as soon thereafter as same may be considered.

Report and Discussion

This item requests that the Board conduct the first of two public hearings on a proposed Development Agreement affecting property located on the north and south sides of Bannerman Road, 700 feet northwest of its intersection with Thomasville Road. The proposed Development Agreement is between Leon County, and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC, (collectively referred to as "Developer"), the owners of the properties.

On February 12, 2002, the Board approved a Settlement Agreement between the County and the owners of parcel ID#s 14-22-20-018-000-0, 14-22-20-005-000-0, 14-15-20-005-000-0, and 14-15-20-601-000-0, which are generally located between Kinhega Drive and Bannerman Road, (hereinafter referred to as the "DeSantis Property," and depicted on Exhibit A to Attachment #1). This agreement, referred to as the "Bradfordville Hunt Club Agreement," conveyed a portion of the referenced property as right-of-way to the County for the construction of a public road connecting Kinhega Drive with Bannerman Road. In exchange, the County granted eligibility to the remaining property for the development of up to 75,000 square feet of commercial building square footage.

The Bradfordville Hunt Club Agreement was later amended after a new owner, Peter A. DeSantis, Jr., acquired the properties. This subsequent amended agreement, the DeSantis Agreement Proportionate Share Traffic Mitigation Agreement and First Amendment to Settlement Agreement, sought resolution of traffic concurrency, which was not addressed in the original Bradfordville Hunt Club Agreement. The Board approved the DeSantis Agreement on June 10, 2008.

Pursuant to these Agreements, the Developer is entitled to development potential and traffic concurrency associated with a mixed-use development consisting of 75,000 square feet of commercial retail land use and 32 residential dwelling units, approximately 232 trips during the PM peak hour of generation. In consideration for the project roadway impacts generated by the development anticipated in the Agreements, the Developer is obligated to dedicate right-of-way and drainage easements to the County between the northern property boundary and the northern right-of-way of Bannerman Road for construction of the Beech Ridge Trail Extension.

The proposed Development Agreement also relates to a property south of Bannerman Road that is subject to a pre-existing development agreement and which was purchased by the County in 2002. The parcel, less a 10-acre parcel sold to the Bradfordville Baptist Church and 7.5 acres reserved by the County, were sold to Richard S. Kearney on January 14, 2004. A portion of the property owned by Mr. Kearney has been developed as the Bannerman Corners commercial/retail development. The undeveloped portions are owned by various corporations that are parties to the proposed Development Agreement. An ownership map is provided as Exhibit D to Attachment #1. These properties, together with additional properties south of Bannerman Road, as shown on Exhibit F to Attachment #1 constitute the "Southern Property" referenced in the proposed Development Agreement.

On July 10, 2012, the Board authorized staff to proceed with negotiations of a Development Agreement, and authorized staff to process related rezonings, and amendments to the restrictive covenants and the Bradfordville Sector Plan.

The Board considered a proposed Development Agreement on July 9, 2013 and September 10, 2013, at which time the Board voted to continue consideration indefinitely. The proposed Development Agreement currently before the Board is the result of considerable negotiations between the developer and various neighborhood interests, including the Killlearn Lakes HOA and Lake McBride HOA. As a result of the discussions, the developer has agreed to remove apartments that were originally proposed in consideration for increased single-family and commercial development potential.

Analysis:

The proposed Development Agreement will maintain the original development assurances for the properties subject to the DeSantis Agreement while providing flexibility in transferring a large portion of those development rights to properties located south of Bannerman Road and adjacent to the existing Bradfordville Crossing development. In exchange, the County will acquire right-of-way needed for the future widening of Bannerman Road (runs the length of the subject property), right-of-way for the construction of an extension of Beech Ridge Trail from Kinhega Drive to Bannerman Road, property for a passive park, stormwater facilities, as well as, the relocation of the Bradfordville Community Center building.

General Provisions

Pursuant to the Desantis Agreement, the Developer is currently obligated to construct the Beech Ridge Trail Extension on the DeSantis Parcel. The proposed Development Agreement would reallocate some of the development entitlements allotted in previous agreements to the Southern Property. Under the proposed Development Agreement, the County would convey the County Parcel on the Southern Property, the present site of the Bradfordville School House, to the Developer. In exchange, the School House will be moved, at the Developer's expense, and located on a 17.8-acre piece of the DeSantis Parcel to be conveyed to the County for use as a community center site and passive park, as shown on Exhibit E to the Attachment #1.

The existing DeSantis Agreement governs the Developer's obligation to construct the Beech Ridge Trail Extension and roundabout at Kinhega Drive. Those sections of the DeSantis Agreement related to the terms of the construction are incorporated into the proposed Development Agreement.

To offset the traffic impacts associated with the development rights conferred by the proposed Development Agreement, the Developer will provide to the County 40' of land along the south side of Bannerman Road to accommodate the County's need for additional right-of-way to construct the future widening of Bannerman Road; 20' of land along the north side of Bannerman Road from its western property line to the realigned Beech Ridge Trail Extension intersection with Bannerman Road to accommodate a future 10' multi-use path to be constructed by the County, as well as, stormwater treatment for the multi-use path; Beech Ridge Trail Extension will be relocated by the Developer at Bannerman Road approximately 300' west of the previously approved DeSantis Agreement and the Developer will be responsible for costs to redesign and permit the relocated intersection.

The Developer will donate to the County the undisturbed lands that remain on the DeSantis Parcel outside the Beech Ridge Trail Extension right-of-way, stormwater management facilities, community center, and the proposed commercial development. This area will be applied towards the required natural area set-aside for the development. To the extent that this natural area is not sufficient, the County GRACE program may be used to meet the open space requirement off-site.

The development authorized by the proposed Development Agreement will be required to comply with applicable Comprehensive Plan, and Land Development Code ("LDC") provisions, as well as, the Bradfordville Site and Building Design Standards Manual and Lake McBride Scenic Overlay District, where applicable.

Pursuant to the proposed Development Agreement, the agreed upon traffic mitigation will account for the traffic impacts created by up to 101,500 square feet of commercial/retail development; 20,000 square feet of office space; and 153 single-family dwelling units. The portion of the DeSantis Parcel not conveyed to the County will be allocated sufficient traffic concurrency credits to allow development of up to 25,500 square feet of commercial retail space and 20,000 square feet of office space. The area will be allowed to be subdivided into up to seven (7) lots with three (3) lots to the west of Beech Ridge Trail and four (4) lots east of Beech Ridge Trail (as shown on Exhibit F to Attachment #1). These commercial properties will not directly access Bannerman Road. The proposed Development Agreement requires that design standards for these lots be adopted which will, among other requirements, ensure that drive-through operations are only permitted on one western parcel and the three eastern parcels that are adjacent to Bannerman Road. Additional design standard requirements are contained in Paragraph 7. b. of the proposed Development Agreement.

Each component of the development of the Southern Parcel will be required to be developed such that all components will be designed to attain optimal pedestrian, bicycle, and vehicular interconnection with the other land use components, including interconnectivity between the retail and residential components (Exhibit F to Attachment #1). The components will be required to be permitted concurrently to ensure maximum interconnectivity between the components.

Amendments to the Bradfordville Sector Plan and Zoning Code

To accomplish the development contemplated by the proposed Development Agreement, amendments to the Bradfordville Sector Plan, the Land Development Code, and the Zoning Code will need to be adopted by the Board. The proposed amendments are scheduled to be reviewed by the Tallahassee-Leon County Planning Commission at their December 3, 2013 meeting. After the Planning Commission review, the items will come before the Board for public hearing. On July 11, 2000, the Board adopted the Bradfordville Sector Plan ("Sector Plan") and the implementing Land Development Code (LDC) of Chapter 10. The BSP established a plan of development within the Bradfordville study area including the Commercial Center Future Development Concept. This concept established overlay zones that were adopted by the Board as zoning overlay regulatory districts. These overlay districts, specifically, Commercial Overlay Zone 1 (CO-1) and Commercial Mixed Use Overlay Zone 2 (CMUO-2), are outlined in Section 10-6.677 of the LDC.

The BSP and LDC also established a Village Center area that provided additional design and development requirements. These overlays provide limits on commercial development, development timing, and site and building design guidelines for development within the Bradfordville Commercial Area. The Bradfordville Sector Plan is available for review on the website of the Department of Development Support and Environmental Management at: <http://www/growth/bradford/index.html>.

The Development Agreement proposes amendments to the Sector Plan that would extend the CO-1 overlay westward and include removal of the Commercial/Mixed Use Overlay Zone Two (CMUO-2) from the property on the southern side of Bannerman Road. The County is also agreeing to consider amendments to the Official Zoning Map that would rezone the property north of Bannerman Road to Bradfordville Commercial-Auto Oriented District (BC-1); the portion of the land south of Bannerman Road containing the proposed retail and stormwater pond to Bradfordville Commercial-Auto Oriented District (BC-1); and a portion of the land subject to south of Bannerman road for single-family residential development. The Planning Commission will review an ordinance implementing these changes at its December meeting and the proposed ordinance is planned to be considered by the Board at its January meeting.

Settlement Agreements and Restrictive Covenants

The Lake McBride Area Residents' Association ("LMARA") Settlement Agreement was entered into by LMARA and Leon County to resolve litigation related to the water quality in Lake McBride. The Settlement Agreement was entered into on November 25, 2002. With respect to allowable development on the subject parcel, the County agreed to:

- (1) place deed restrictions and covenants on the land to run in perpetuity to require the property to comply with the Lake McBride Special Development Zone in the Bradfordville Sector Plan, implement strict sediment control during any construction, and the landscaping and development and design standards approved for the Lake McBride Basin; and
- (2) to place a deed restriction on the property requiring that the 76 acres would be restricted to 64 acres of residential with a density of 1 unit per 10 acres or less, and the remaining 12 acres would be restricted to greater than commercial zoning, and that a church or other religious facility would be allowed on the portion of the residential property, provided that the conveyance to the church does not include a cemetery, a day school, and adult congregate living facility, or nursing home or similar activity

Similar terms were also incorporated into the County's settlement agreement with the Killlearn Lakes Homeowners' Association ("KLHOA") resolving related litigation.

Pursuant to the terms of the settlement agreements, Leon County placed restrictive covenants on the subject property are recorded in the Public Records of Leon County at Book 3021, Page 1045. The Amended Restrictive Covenants were subsequently adopted by the owners of the property at the time: Leon County, Mr. Kearney, and the Bradfordville First Baptist Church.

They are recorded at Book 3132, Page 782, Public Records of Leon County. Neither LMARA nor KLHOA are parties to the Restrictive Covenants or Amended Restrictive Covenants; however, unilateral amendments to the Restrictive Covenants without consultation with LMARA and KLHOA would likely be considered a breach of the settlement agreements. The Developer and the County are working with the affected property owners to amend the respective settlement agreement so to allow amendments to the Restrictive Covenants so that the development can be constructed as proposed. The amendments to the LMARA and the KLHOA agreements are planned to come before the Board for consideration at its January 21, 2014 meeting.

Staff Recommendation

Staff recommends approval of the proposed Development Agreement based on the following findings:

- The development authorized by the proposed Development Agreement will maximize the opportunity to address site access issues, such as vehicular movement and interconnectivity between Kinhega Drive and Bannerman Road, during the site plan review process;
- The proposed Development Agreement furthers the Board's Strategic Priority of supporting business expansion and redevelopment opportunities.

This public hearing has been properly noticed in accordance with the Section 10-2.502.d.3 of the Leon County Code of Laws and a copy of the notice of publication is attached as Attachment #2.

Options:

1. Conduct the first of two public hearings on a proposed Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC.
2. Schedule the second and final public hearing on a proposed Development Agreement between Leon County and Bannerman Forest, LLC, Bannerman Crossings V, LLC, Bannerman Crossings II, LLC, and Summit Holdings VIII, LLC. for Tuesday, January 21, 2014 at 6:00 p.m. or as soon thereafter as same may be considered.
3. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Proposed Development Agreement with Exhibits
2. Notice of Public Hearing

DEVELOPMENT AGREEMENT

THIS AGREEMENT is entered by and between Leon County, Florida (“County”), a political subdivision of the State of Florida, and Bannerman Forest, LLC, a Florida limited liability company, Bannerman Crossings V, LLC, a Florida limited liability company, Bannerman Crossings II, LLC, a Florida limited liability company, and Summit Holdings VIII, LLC, a Florida limited liability company, by and through Terra Vista Group, manager or managing member of said entities (collectively referred to as “Developer”).

Recitals:

WHEREAS, Summit Holdings VIII, LLC owns that certain parcel of land, formerly owned by the Desantis Trust, described in **Exhibit A** (hereinafter the DeSantis Parcel); and,

WHEREAS, County owns those two certain parcels of land, comprising 7.5 acres, lying to the south of Bannerman Road which are described in **Exhibit B** (hereinafter “County Parcels”). Surrounding the County Parcels are lands owned by Bannerman Forest, LLC, Bannerman Crossings II, LLC and Bannerman Crossing V, LLC (hereinafter the “Bannerman Parcels”) also described in **Exhibit C**. The County Parcels and the Bannerman Parcels constitute the portion of the property subject to this Agreement that lies south of Bannerman Road (“Southern Property”); and,

WHEREAS, on February 24, 1998, Leon County and Robert G. Lauder, Wilma B. Lauder, and Fred J. Petty entered into a Development Agreement (“Lauder DA”). The Lauder DA is recorded at Book 2097, Page 1839 in the Public Records of Leon County; and,

WHEREAS, subsequent to entering into the Lauder DA, the County purchased a 75 +/- acre parcel of property from Wilma B. Lauder and Fred J. Petty (hereinafter the “Lauder Parcel”). This purchase occurred on May 1, 2002. The Lauder Parcel is more particularly described in **Exhibit D**. The County subsequently sold the Lauder Parcel, less a 10 acre parcel that was sold to Bradfordville Baptist Church, to Richard S. Kearney (hereinafter “Kearney”) on January 14, 2004, also conveying to him all rights and obligations of the Lauder DA. Kearney subsequently divided said property and conveyed said property to Bannerman Forest LLC, Bannerman Crossing II LLC, Bannerman Crossing LLC, and Leon County. These entities are the successors in interest to the Lauder DA; and,

WHEREAS, on June 19, 2002, Leon County entered into an agreement with H.L. Laird and Margaret L. Hirt, James K. Godfrey and Kristin H. Godfrey, the Arlene L. Carter Revocable Trust Agreement and the Bradfordville Hunt Club (“Godfrey-Laird Agreement”) governing the Desantis Parcel; and,

WHEREAS, the County and the Peter A. Desantis Trust (successor in interest to the Godfrey-Laird Agreement) entered into a Traffic Mitigation Agreement and First Amendment to the Godfrey-Laird Agreement (“Traffic Mitigation Agreement”) on or about July 10, 2008, recorded in OR Book 3881, Page 1760, public records of Leon County, Florida; and,

WHEREAS, on December 21, 2012, Summit Holdings VIII, LLC purchased the Desantis Parcel from the Peter Desantis Trust becoming the successor in interest to the Godfrey-Laird Agreement, and the Traffic Mitigation Agreement (cumulatively “the Desantis Agreements”); and,

WHEREAS, pursuant to the Desantis Agreements the Developer is entitled to the net number of new vehicular trips that would be created by a mixed-use development consisting of 75,000 square feet of commercial retail land use and 32 residential dwelling units, approximately 232 trips during the PM peak hour of generation; and,

WHEREAS, in consideration for the project roadway impacts generated by the development anticipated in the Godfrey-Laird Agreement, the Developer is obligated to dedicate right-of-way and drainage easements to the County between the northern boundary of the northern parcel and the northern right-of-way of Bannerman Road with the intention that a roadway be constructed within this right-of-way, which will be an extension of Beech Ridge Trail, a public road, extending from the southern right-of-way of Kinhega Drive to the northern edge of the pavement of Bannerman Road (hereafter “Beech Ridge Trail Extension”);

WHEREAS, the County and Summit Holdings VIII, LLC entered into the First Amendment to the Desantis Proportionate Share Mitigation Agreement and First Amendment to Settlement Agreement to extend the term of the Desantis Proportionate Share Mitigation Agreement until July 10, 2018.

WHEREAS, the rights and obligations to the Lauder DA and the Desantis Agreements are held by the Developer; and,

WHEREAS, because it is the intent of the Developer and the County that this Agreement be a comprehensive agreement detailing those rights and obligations which remain outstanding in the Lauder DA and the Desantis Agreements, all unexercised rights or unfulfilled obligations are incorporated herein. Those rights and obligations not specifically mentioned herein are deemed extinguished or satisfied; and,

WHEREAS, County is desirous of exchanging the 7.5 acre County Parcels for a +/- 17.8 acre parcel contained within the DeSantis Parcel, which shall be designated as a passive park, public road right-of-way and a regional storm water facility contained therein **Exhibit E**; and,

WHEREAS, Developer desires to participate in the exchange referenced above and desires to develop certain lands along Bannerman Road within the DeSantis parcel and also the County Parcels along with other contiguous parcels it presently owns into one (1) cumulative commercial/retail and residential center as depicted in **Exhibit F** and,

WHEREAS, the developer wishes to utilize/allocate the DeSantis entitlements (listed above) in combination/addition to the 83,156 SF of existing retail/commercial development (Bannerman I and II) entitlements, to develop one (1) mixed-use project (see Exhibit F). The developer proposes (up to); 101,500 SF of retail/commercial (anticipated to be allocated with 25,500 SF north of Bannerman Road & 101,500 SF south of Bannerman Road), 20,000SF of office (north of Bannerman Road), and a maximum of 153 single family residential units (south of Bannerman Road).

WHEREAS, this Agreement is a Development Agreement adopted pursuant to Chapter 10, Article II, Division 5 of the Leon County Code of Laws and the powers of Leon County as a charter county; and,

NOW, THEREFORE, in consideration of the mutual promises and premises set forth herein, Leon County and the Developer (the “Parties”) enter into this First Amendment to the Lauder Development Agreement, Second Amendment to the DeSantis Proportionate Share Traffic Mitigation Agreement, and Second Amendment to the Godfrey-Laird Settlement Agreement, as follows:

1. Recitals. The recitals set forth above are true and correct and are incorporated herein by reference as if specifically set out.
2. Comprehensive Plan Consistency. All of the properties contemplated in this agreement are within the Bradfordville Future Land Use Category of the Tallahassee / Leon County Comprehensive Plan and further implement the development patterns identified in Policy 1.7.9. The proposed uses and densities / intensities are within the development patterns thresholds and will locate commercial development within the Thomasville Road / Bannerman Road node as envisioned. The County has determined that, upon full implementation of this Agreement, the development permitted or proposed shall be consistent with the Tallahassee-Leon County Comprehensive Plan and land development regulations.
3. Property Transfer.
 - a. Property Exchange. The County will transfer to Developer, via County Deed the County Parcels, with no encumbrances or title exceptions excepting for those identified in **Exhibit B-1**. Developer will transfer to the County, via Statutory Warranty Deed, the 17.8 acre parcel (Beech Ridge Trail Extension right-of-way,

community center site, stormwater ponds and passive park), as described in **Exhibit E**, free and clear of encumbrances and title exceptions excepting for those identified in **Exhibit A-1**. The transfer of said properties shall occur upon completion of the construction by Developer and acceptance of dedication by the County of the Beech Ridge Trail Extension.

- b. **School House Relocation.** The Developer, at their expense, will relocate the Historic County School House (“School House”) to an agreed-upon location on the Desantis parcel no later than 60 days following the acceptance of Beech Ridge Trail Extension by the County. The Developer will take special precaution and care in moving the School House to maintain the structural integrity of the building. The Developer will provide the following at the new School House site: 1) installation of asphalt (or other material acceptable to the County) ingress/egress through curb return, 2) gravel parking lot with 15 parking stalls and 1 concrete handicap accessible parking space, 3) all necessary utility connections, 4) structurally designed concrete piers to set house, 5) sidewalk from the handicap accessible parking space to ingress/egress ramp 6) stabilize site and relocation of the Capital Area Flood Warning Network (CAFWN) weather monitoring equipment to the new site. The site and building will be owned and operated by Leon County as a Community Center.
4. Beech Ridge Trail Extension and Passive Park
- a. To mitigate for the roadway impacts anticipated to occur as a result of the development contemplated by the Agreement, the Developer will dedicate to the County right-of-way and drainage easements between the northern boundary of the Desantis parcel and the northern right-of-way of Bannerman Road with the intention that a roadway be constructed within this right-of-way, which will be an extension of Beech Ridge Trail, a public road, extending from the southern edge of the pavement of Kinhega Drive to the northern edge of the pavement of Bannerman Road. The dedication will include sufficient area to provide for the construction, operation and maintenance of facilities for stormwater treatment, including drainage easements, for the run-off generated by the Beech Ridge Trail Extension. The dedicated right-of-way shall be no less than sixty (60) feet in width, which may require that a governmental subdivision be approved.
 - b. Funding and construction of the Beech Ridge Trail Extension shall include all design, surveying, engineering, permitting, testing, construction management or other costs associated with the construction of the Beech Ridge Trail extension and associated stormwater treatment. The design process shall include submittal of design documents to Leon County Public Works and Leon County

Development Support and Environmental Management for review, comments (which comments shall be implemented by the Developer) and approval, as appropriate, at the customary points of design completion: 30%, 60%, 90%, and 100% of design completion. Leon County Public Works and Leon County Development Support and Environmental Management shall be afforded adequate time for this review, including not less than 30 days for review of final plans for final approval at 100% completion. The County must approve or reject the final plans within 60 days, exclusive of time required for the applicant to respond to a notice of application deficiency, or it shall be deemed that the County has approved the final plans as submitted.

- c. Developer will bear the costs of designing, surveying, engineering, permitting, conducting evaluations/investigations and cost of the construction of the Beech Ridge Trail Extension and associated storm water facilities.
- d. Developer has agreed to contribute to the County one-half of the cost, on a reimbursement basis, not to exceed a total contribution of \$100,000.00 for surveying, engineering, designing, and permitting a roundabout at Kinhega Drive and of the acquisition of needed right-of-way to access the roundabout and for construction of the roundabout. Of the committed funds, \$36,734.00 of the Developer's contribution remains outstanding. Attached as **Exhibit G** is the acknowledgement from the County confirming the Developer's contribution to-date.
- e. The County shall be responsible for all remaining costs of permitting, design, construction, and additional right of way acquisition needed for the roundabout at Kinhega Drive and Beech Ridge Trail (that exceed the contribution by the Developer) along with the needed acquisition and cost of the necessary right-of-way or easements for the Beech Ridge Trail stormwater pond outfall. The County will acquire all necessary rights of way and/or easements in timely manner and fund construction of said roundabout commensurate with the final approval of this agreement by the County Commission. The County will, upon execution of this Agreement, in a timely manner, take all required steps to acquire the drainage easement as depicted in **Exhibit E.**, attached. Should said drainage easement not have been acquired by the date which is 60 days prior to the estimated date of the acceptance of the dedication of Beech Ridge Trail Extension by the County, then the County shall initiate a "quick take" condemnation of the drainage easement. The County shall not withhold the permitting of the construction of Beech Ridge Trail and associated stormwater ponds due to the lack of said drainage easement.

- f. Beech Ridge Trail Extension shall be designed and constructed as a collector street, consistent with the parameters established by and in coordination with Leon County Department of Public Works, and shall include the following design elements: two eleven-foot wide travel lanes; curb and gutter along each side of the street; four-foot wide bicycle travel lanes along each side of the street; a sidewalk of no less than five feet of width to be provided along one (1) side of the street; conveyances for stormwater; a stormwater detention or retention facility in compliance with the Bradfordville Sector Plan, with adequate access thereto; a traffic signal at the intersection of Beech Ridge Trail and Bannerman Road, including associated support structures, signal box, pedestrian crossing signals, and wiring, the cost of which shall be borne by the Developer.
- g. The Developer may proceed with the construction of the Beech Ridge Trail Extension without regard to whether the County has acquired the necessary right-of-way for the roundabout. If feasible, the County will fund the Beech Ridge Trail Extension roundabout construction commensurate with Developer's issuance of an invitation to bid for the construction of the Beech Ridge Trail Extension. The Developer's invitation to bid will also include the roundabout (as addendum) and to construct the roundabout via 'construction agreement' between the County and Developer.
- h. Upon the final completion of the construction of Beech Ridge Trail Extension and associated storm water facilities construction, and acceptance of that construction by Leon County Public Works, the Developer shall dedicate or convey the ownership of Beech Ridge Trail Extension right-of-way to Leon County along with all applicable drainage conveyances to the stormwater management facilities, and the said stormwater management facilities, subject to the Board of County Commissioners' acceptance. The construction and dedication of Beech Ridge Trail Extension to Leon County qualifies as significant benefits under the provisions of Section 6.2.5.3.b. of the Leon County Concurrency Management Policies and Procedures Manual, adopted on November 14, 2006.
- i. The parties agree and understand that the commitments for the construction, dedication and acceptance of Beech Ridge Trail Extension, in its entirety, shall be pre-requisites for the issuance of any certificate of occupancy for any building constructed on the DeSantis Parcel. Except, however, should the County fail to construct its portion of the road and roundabout, such failure shall not affect the Developer's right and ability to obtain building permits for development on the DeSantis Parcel and the commercial parcels on the south side of Bannerman Road. In such case, the northern termination of Beech Ridge Trail Extension shall be at the north property line of the DeSantis Parcel.

- j. As a condition of any development order or environmental permit, pursuant to this Agreement, the Developer shall provide a surety device for the construction of Beech Ridge Trail Extension and associated improvements as specified herein, which have not been constructed. The surety device shall:
 - 1. Be acceptable to and approved by the County Engineer and the County Attorney; and, cover 110 % of the cost of any uncompleted road, storm water management conveyance improvements, or other required infrastructure as estimated by the engineer of record and approved by the County Engineer; and,
 - 2. Be conditioned upon completion of construction and dedication of roads and storm water management conveyances as shown on the approved construction plans within 18 months, or as extended by the county engineer; and,
 - 3. Be payable solely to and for the indemnification of Leon County.
- k. The Developer shall provide a surety device, payable solely to and for the indemnification of Leon County, in the amount of 10% of the total cost of all required improvements as approved in the site and development plan to cover defects in materials and/or workmanship for two years for the Beech Ridge Trail Extension.

5. General Development Requirements

- a. Design Standards. Development shall comply with the Bradfordville Site and Building Design Standards Manual to the extent that it does not impact the original development rights granted under the DeSantis Agreements.
- b. Traffic Concurrency. Utilizing the latest ITE Trip Generation Manual, the Developer, in conjunction with the Leon County Department of Development Support and Environmental Management, has performed and completed the 'Traffic Concurrency Application' (dated 5/22/2013, amended 10/15/2013) which calculated and compared the aggregate sum of all existing and proposed non-residential (shopping center (184,656 SF)/office (20,000 SF)) and residential (153 units) PM peak hour trips for the entire mixed-use development against the cumulative sum of: 1) the number of trips already approved for the existing 83,156 SF retail/commercial development; and 2) what is reserved in the Desantis Agreements (approximately 232 trips) during the PM peak hour of generation. Any net new external PM peak hour trips for the development will be identified after deducting the previously reserved transportation concurrency trips. The

calculated net external PM peak hour trips are 219 VPH and have minimal adverse effect on the surrounding roadway capacity network. To quantify, the proportionate cost by the developer to mitigate the offsite deficit presented by this proposed development is approximately \$64,451.

- c. Signal and Turn Lane. Signal Warrant and Turn Lane Analysis (5/28/2013) was performed by Developer, as the request of Leon County Public Works Department, to ensure traffic operational safety along the Bannerman Road Corridor with respect to: 1) the proposed new intersection and signal at Beech Ridge Trail/Bannerman Road, and 2) the proposed shopping center and residential expansion west and north of the existing Bannerman Crossing development. The conclusion of this report shows that the Signal is warranted at its new location and modifications to Bannerman Road within its existing rights of way/pavement can be achieved to properly accommodate signal and new development (see 6.a below). It was determined however that a new westbound left turn lane off Bannerman Road to the future extension of Quail Common Drive south is recommended and would be beneficial to the residential development. This improvement is not immediately needed and furthermore is the second ingress/egress for the residential portion of this development and therefore could be built by the County as part of the Bannerman Road widening project (see 6.d below for further detail). The anticipated cost of building the westbound left turn lane is approximately \$75,000 should it be constructed by the County during the widening of Bannerman Road. The traffic analysis will be updated during site plan review based on trip generation calculated from the proposed final development.
- d. Developer Roundabout Expense: The remaining commitment due to the County for the Roundabout by the Developer is \$36,734. Said amount shall be offset against the benefits set forth in 5.e., below.
- e. Significant benefits to offset additional offsite PM peak trips, turn lanes, and roundabout (and all associated costs) as determined in 5.b., 5.c., and 5.d., above:
 1. The 40' of land (1.5 ac.) provided by Developer along south side of Bannerman Road as described in 6.e. below is valued at \$900,000.
 2. The 20' of land (0.23 ac.) provided by Developer along north side of Bannerman Road as described in 6.c. below and the stormwater treatment and attenuation provided for same by the Developer. Is valued at \$125,000.

3. Relocation of Beech Ridge Trail Extension by Developer at Bannerman Road approximately 300' west of previously approved DeSantis agreement location as described in 6.a. below is valued at \$75,000.00.
- f. Costs required by Developer as described in 5b, 5c, and 5d above total approximately \$176,185 and the value provided by the developer as described in 5e above totals approximately \$1,100,000.00 for a net value owed to the developer of \$923,815. In lieu of cash from the County to the Developer, the developer will be allocated a credit of \$923,815 to be used towards the funding of the Bannerman Road widening project, potentially constructed in phases, with the first phase occurring from Beech Ridge Trail to the drainage divide located approximately 900' west of Quail Commons Drive. Additional significant benefits provided by Developer could be realized by the County in land provided by the Developer for stormwater treatment/attenuation for this initial phase of Bannerman Road widening as further discussed in Section 6.(b) and (e) below.
- g. Entitlements. As concurrency has been finalized and properly mitigated, three (3) categories of land use entitlements will be created for all future development to allocate concurrency:
 1. Shopping Center (commercial/retail) (101,500 square feet);
 2. Office (20,000 square feet);
 3. Residential (153 single family);
- h. Land Use Conversion Tables. A land use conversion table is attached hereto as **Exhibit H**, utilizing the latest Traffic and Transportation Engineering methodologies, that interconnects the three (3) categories, above, shall be utilized should future land use changes be requested by the Developer.
- i. Public Transit. The Developer will coordinate with Star Metro to locate a transit stop and shelter on the Developer's parcel lying south of Bannerman Road should Star Metro determine need and have appropriate funds to implement. The costs of design, permitting, construction, and installation of such a transit stop/shelter shall be borne by Star Metro with the exception of the concrete pad for the stop/shelter, which will be borne by the Developer. All future maintenance of said stop/shelter will be determined at later date between the parties.
- j. Natural Area.
 1. The Developer will donate the undisturbed lands that remain outside the limits of Beech Ridge Trail Extension right-of-way, stormwater

management ponds, Community Center, and the proposed commercial development lying on the north side of Bannerman Road to Leon County. These areas will be available for use towards natural area credit for future development north of Bannerman Road, including existing or manmade wetlands (wet ponds), and otherwise consistent with the County's GRACE program.

2. Open Space may be included in rezoning and/or sector plan amendments if needed to achieve Natural Area credit. To the extent that the natural area is not sufficient onsite, for off-site credit the Developer may use the County's GRACE program to provide required open space mitigation offsite.

6. Improvements to Bannerman Road.

- a. The Developer will bear the costs to redesign and permit the intersection of Beech Ridge Trail Extension and Bannerman Road so that such intersection aligns with the new proposed entrance to the development on the Southern Property presently undeveloped. The 5/28/2013 Signal Warrant and Turn Lane Analysis has demonstrated that maintaining the existing westbound left turn lane off of Bannerman Road into the existing Bannerman Crossings shopping center in conjunction with the proposed westbound left turn lane at the new traffic signal is allowed. The Developer is responsible for any and all median construction/reconstruction, signage and striping for said turning movements associated with the realignment. Once construction/reconstruction is complete and a reasonable time period has occurred allowing for vehicle traffic patterns to adjust, the County may eliminate the left turn movement at the first existing entrance and consolidate left turn events to the signal at Beech Ridge Trail should traffic problems not be resolved through signal timing.
- b. Pursuant to the PD&E study done by RS&H for the widening of Bannerman Road, the Developer under the direction and legal guide of the County will conduct (at County expense) a stormwater analysis (for phase I as described in 5. (f) above) to determine if right-of-way costs can be minimized and/or eliminated by utilizing Developer land south of Bannerman Road to treat/attenuate stormwater run off from the proposed Bannerman roadway widening. Based upon those results, a detailed construction cost assessment will be conducted to determine the economic viability of proceeding with the design, permitting and construction of this initial phase of Bannerman Road widening. Under the County direction and legal guide the Developer (at county expense) will proceed with the design and permitting of the initial phase of Bannerman Road widening

as preliminarily designed by RS&H in said PD&E study. Furthermore, the proposed county widening of Bannerman Road will not affect Developer's construction of Beech Ridge Trail Extension or its realignment with Bannerman Road. Should the County proceed with the 'First phase' widening of Bannerman Road commensurate with the Developer's construction of Beech Ridge Trail the Developer may add this work as an addendum to their construction plans via a construction agreement between the Parties.

- c. Developer will provide 20 feet of frontage along the north side of Bannerman Road from its western property line to the realigned Beech Ridge Trail Extension intersection with Bannerman Road to accommodate the future 10' multipath side walk to be designed and built by Leon County. Developer will provide the capacity/attenuation and treatment for this multi-use path consistent with Leon County standards for the Bradfordville Study Area.
- d. County will maintain full intersection allowances at Quail Common and Bannerman Road, unless future traffic patterns/safety analysis concludes differently. The required westbound left turn lane identified in 5c. above will be built by the Developer at the total expense of Developer, to be determined, should impacts be recognized prior to County commencing with their Bannerman Road widening project. Should impacts not be recognized as described above, the County will build the westbound left turn lane off Bannerman Road onto the southerly extension of Quail Common Drive as part of their Bannerman Road widening design/construction. Sufficient median is proposed in the County's Bannerman Road widening plans to accommodate this left turn lane. Developer is solely responsible for the design and construction of the southerly extension of Quail Common Drive.
- e. Developer will donate to the County the necessary 40 feet of frontage along the south side of Bannerman Road to accommodate the County's need for additional right-of-way to construct the future widening of Bannerman Road and potentially additional lands outside the donated 40 feet of frontage described above, to accommodate the needed stormwater treatment/attenuation for the initial phase of widening of Bannerman road as described in 6.(b) above.

7. Development of the Desantis Parcel

- a. The portion of the Desantis Parcel not conveyed to the County, as set forth above and depicted in **Exhibit E**, shall retain and be entitled to +/-25,500 SF of commercial retail space and 20,000 SF of office space with the associated PM peak hour trips calculated from the new cumulative trip assessment determined in

5.b. above and placed appropriately. The approximate location of the intended uses of the remaining parcel is depicted on **Exhibit F**.

- b. The Developer will be authorized to subdivide the portion of the property not conveyed to the County into a maximum of seven (7) commercial lots, with a maximum of three (3) lots west of Beech Ridge Trail, and a maximum of four (4) lots east of Beech Ridge Trail. As shown in **Exhibit F**, access to the commercial properties shall be provided by a rear access road and shall not be permitted directly off Bannerman Road. Design standards will be adopted to relate the western lots to the park via pedestrian access. Fast Food, drive-through operations will be limited to three of the six parcels that abut Bannerman road. In the event of contiguous fast food development the County will allow; interconnected/shared vehicular and pedestrian access, and minimal landscape medians between parking isles by utilizing cumulative and contiguous natural buffers (cleared of underbrush) along Bannerman/Beech Ridge Trail Extension road frontage to compensate for internal shortfall. A single bank of parking may be allowed on the sides of the buildings facing Bannerman Road and/or Beech Ridge Trail Extension. The commercial buildings should be designed such that the side of the building facing Bannerman Road has doors, windows, or other design elements giving the appearance of accessibility to Bannerman Road. Developer shall install a buffer along the western boundary of the DeSantis Parcel where it is contiguous to Lots 10 and 11, Block C, Killearn Lakes Unit 1. The buffer to be installed will be in compliance with a Type B buffer as set forth in Section 10-7.522 and shall be 10 feet in width, excluding the width of the buffer already in existence on the Killearn Lakes Unit 1 Plat.
8. Development of Southern Property
- a. Interconnectivity. All land use components shall be designed to ensure optimal pedestrian, bicycle and vehicular interconnection(s) with the other land use components of the Southern Property, including interconnectivity between the retail and single-family residential components. To ensure interconnectivity between the commercial/retail component and the single-family component, these components shall be permitted and constructed concurrently. In addition, transit opportunities shall be maximized.
 - b. Lake McBride Scenic Overlay District. All development on the parcels lying south of Bannerman Road shall comply with and implement the Lake McBride Scenic Overlay District contained in Sec. 10-6.678 the Leon County Code of Laws.

- c. Commercial/Retail. A total of PM Peak Hour trips equivalent to +/- 76,000 SF of commercial retail space will be calculated from the new cumulative trip assessment determined in 5.b. above and provided to the Southern Property.
 - d. Single-family residential
 1. A total of PM peak hour trips equivalent to 153 single-family detached units will be calculated from the new cumulative trip assessment. This total shall be based on the Single Family Detached (210) rate found within ITE Trip Generation. The trip assessment has been determined in paragraph 5.b. above and provided on the Southern property indicated on **Exhibit F** as single family.
 2. The Single-family component will be designed to ensure multiple access points to the other components of the Southern Property.
9. Amendments to the Bradfordville Sector Plan, Land Development Code, and Rezoning
- a. Bradfordville Sector Plan.
 1. The County will consider an ordinance amendment to designate the entire DeSantis Parcel as Commercial Overlay Zone One (CO-1) in the Bradfordville Sector Plan and will confirm that the entitlements for this parcel are included in the allocated commercial square feet anticipated in the Bradfordville Sector Plan.
 2. The County will consider an ordinance amendment to remove the Commercial/Mixed Use Overlay Zone Two (CMUO-2) of the Bradfordville Sector Plan from the south side of Bannerman Road and to extend the existing CO-1 Overlay to the west.
 - b. Amendments to the Official Zoning Map
 1. The County will consider amendments to the Official Zoning Map to rezone all land subject to this Agreement lying north of Bannerman Road to be Bradfordville Commercial-Auto Oriented District (BC-1).
 2. The County will consider amendments to the Official Zoning Map to rezone a portion of the property subject to this Agreement lying South of Bannerman Road proposed retail and stormwater pond to be Bradfordville Commercial-Auto Oriented District (BC-1).
 3. The County will consider amendments to the Official Zoning Map to rezone a portion of the land subject to this Agreement lying south of

Bannerman road for single-family residential development, stormwater pond and natural area to and will be allowed to develop at 10units/acre based on gross land area.

4. The Developer will complete a boundary settlement, or where applicable, a subdivision of property to configure the lot boundaries to conform with the boundaries of the zoning map, as amended.

10. Declaration of Covenants, Conditions, and Restrictions.

- a. The County and the Developer agree to effectuate an amendment to the Amended Declaration of Covenants, Conditions and Restrictions, recorded in Official Records Book 3132, Page 782, in the Public Records of Leon County, Florida to allow construction of the development contemplated by this Agreement.
- b. The Amended Restrictive Covenants shall be amended and restated as follows:
 1. An amended Exhibit “A” (see attached **Exhibit D** to this Agreement) shall be provided which shall indicate the appropriate land uses pursuant to the Second Amendment.
 2. Article II shall be amended so as to relate only to the existing church parcel which shall be restricted to residential property with a density of one unit per ten acres or less; and a church or other religious facility shall be allowed on a portion of the residential property, provided that the church does not include a cemetery, a day school with more than 150 students and for children of kindergarten age or older, an adult congregate living facility, a nursing home, or similar activity.
 3. Article III shall be amended so as to relate to the existing and proposed commercial parcels and will be restricted to no greater than commercial zoning.
 4. Article IV will be amended to relate to proposed residential components and shall provide that any and all development on the portion of the 75.35-acre Property lying within the Lake Viewshed Overlay, as designated in Figure 12 of the Bradfordville Sector Plan, shall be consistent the applicable Leon County Land Development Regulations as set forth in Section 4 of County Ordinance No. 00-31 adopted by the Board of County Commissioners of Leon County on July 11, 2000 (hereinafter the “Ordinance”); provided, however, that single family residential development of Lot 1 shown on Exhibit “A” shall be limited to a density

of 3.5 units per 1 acre further restricted to no more than 153 single-family residential units

- c) The County agrees that it will take those steps necessary to effectuate and execute said amendment. The Parties understand that the amendment will have to be executed by Bradfordville Baptist Church and Bannerman Crossing, LLC in order for it to be effective. The County makes no representations as to the willingness of Bradfordville Baptist Church and Bannerman Crossing, LLC to executing said amendment. Such amendment is also contingent upon the modification of settlement agreements entered into by Leon County in Case Nos. 1997 CA 2689 and 2000 CA 1784 with Lake McBride Area Residents Association, Inc. and also with Killlearn Lakes Home Owners Association, Inc.
11. Indemnification. If this Agreement is challenged in any judicial or administrative action as being arbitrary or unreasonable, inconsistent with the Tallahassee-Leon County Comprehensive Plan, unconstitutional or otherwise invalid or unlawful for any reason, the Developer shall diligently defend such action or, at the option of the Board of County Commissioners in consultation with Developer, shall pay all the County's defense costs and fees which are reasonable and necessary. The Developer shall also be liable for and hold the County, its officers, officials and employees, harmless from any costs, fees, damages and attorney's fees, which may be assessed against the County, its officers, officials and employees, as it relates to such challenge. If the County is unable to perform any of its obligations under this Agreement due to delay caused by litigation or a final order of any court or administrative body or agency, Developer agrees it may not act under this Agreement to enforce such County obligation(s) nor shall Developer have a cause of action against the County for failure to meet such obligation. Additionally, the Developer shall have the right at any time during any such action(s) to withdraw the application for the 163 Agreement, re-zoning application, or request withdrawal of the Sector Plan Amendment.
12. Description of Necessary Development Permits. Failure of the agreement to address a particular permit, condition, term, or restriction shall not relieve the developer of the necessity of complying with the law governing said permitting requirements, conditions, term, or restriction.
13. Effects of Annexation. The rights and obligations of this Agreement shall remain in full force and effect in the event that the Property, or any portion thereof, is annexed into the City of Tallahassee. The burdens and benefits of this Agreement shall be binding upon and shall inure to all successors in interest to the County and Owner.

14. Term. The rights and obligations under this Agreement shall run for a period of 20 years from the date of execution hereof or until such time as build out is complete, whichever occurs first.
15. Approval and Effective Date. Approval of the development agreement shall expire unless, within 30 days after approval by the Board of County Commissioners, the agreement is fully executed by all legal owners of the land covered by this Agreement. Within 14 days after the full execution of this Agreement, the County shall record this Agreement in the public records of Leon County. This Agreement shall become effective upon recordation in the public records.
16. Applicable Law. This Agreement shall be interpreted under the laws of the state of Florida.
17. Costs and Fees. In the event of any litigation involving the terms of this Agreement or the duties or obligations of the parties, the prevailing party shall be entitled to recover its costs and expenses, including without limitation, expert fees, consulting fees and all other fees reasonably incurred, and a reasonable attorney's fee in connection therewith, whether incurred at trial or appeal.
18. Binding Effect. The rights and obligations of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and to their lawful heirs, successors, and assigns, and any future owners of the parcels that are described herein.
19. Severability. If any work, phrase, clause, section, or portion of this Agreement shall be held invalid by a court of competent jurisdiction, such portion or word shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions of this Agreement.
20. Complete Agreement. This Agreement contains the entire agreement of the parties hereto, and no representations, inducements, promises, or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Outstanding provisions in the Lauder DA, Godfrey-Laird Agreement, and Desantis Traffic Mitigation Agreement are incorporated herein and those rights and obligations not specifically mentioned herein are deemed extinguished or satisfied.
21. Amendments. Any amendment to this Agreement shall not be binding upon the parties hereto unless such amendment is in writing and executed by all parties hereto.

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representatives, have executed this Development Agreement.

LEON COUNTY, a political subdivision of the
State of Florida

By: _____
Kristin Dozier, Chairman
Board of County Commissioners

Date: _____

ATTEST:

Bob Inzer, Clerk of the Court
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W.A. Thiele, Esq.
County Attorney

Developer Signatures Follow on Next Page

Remainder of this Page is Intentionally Blank

Witnesses:

BANNERMAN FOREST, LLC,

by: Tierra Vista Group, LLC
Its Manager

By: _____
Claude R. Walker, its Manager

State of Florida
County of Leon

The foregoing instrument was acknowledged before me this ___ day of _____, 2013 by Claude R. Walker, as Manager of Tierra Vista Group, LLC, as Manager of Bannerman Forest, LLC, who: Is () personally known to me or () produced _____ as his identification.

Notary Public, State of Florida

Witnesses:

BANNERMAN CROSSINGS II, LLC,

by: Tierra Vista Group, LLC
Its Managing Member

By: _____
Claude R. Walker, its Manager

State of Florida
County of Leon

The foregoing instrument was acknowledged before me this ___ day of _____, 2013 by Claude R. Walker, as Manager of Tierra Vista Group, LLC, as Managing Member of Bannerman Crossings, LLC, who: Is () personally known to me or () produced _____ as his identification.

Notary Public, State of Florida

Witnesses:

BANNERMAN CROSSINGS V, LLC,

by: Tierra Vista Group, LLC
Its Managing Member

By: _____
Claude R. Walker, its Manager

State of Florida
County of Leon

The foregoing instrument was acknowledged before me this ___ day of _____, 2013 by Claude R. Walker, as Manager of Tierra Vista Group, LLC, as Managing Member of Bannerman Crossings V, LLC, who: Is () personally known to me or () produced _____ as his identification.

Notary Public, State of Florida

Witnesses:

SUMMIT HOLDINGS VIII, LLC,

by: Tierra Vista Group, LLC
Its Managing Member

By: _____
Claude R. Walker, its Manager

State of Florida
County of Leon

The foregoing instrument was acknowledged before me this ___ day of _____, 2013 by Claude R. Walker, as Manager of Tierra Vista Group, LLC, as Managing Member of Summit Holdings VIII, LLC, who: Is () personally known to me or () produced _____ as his identification.

Notary Public, State of Florida

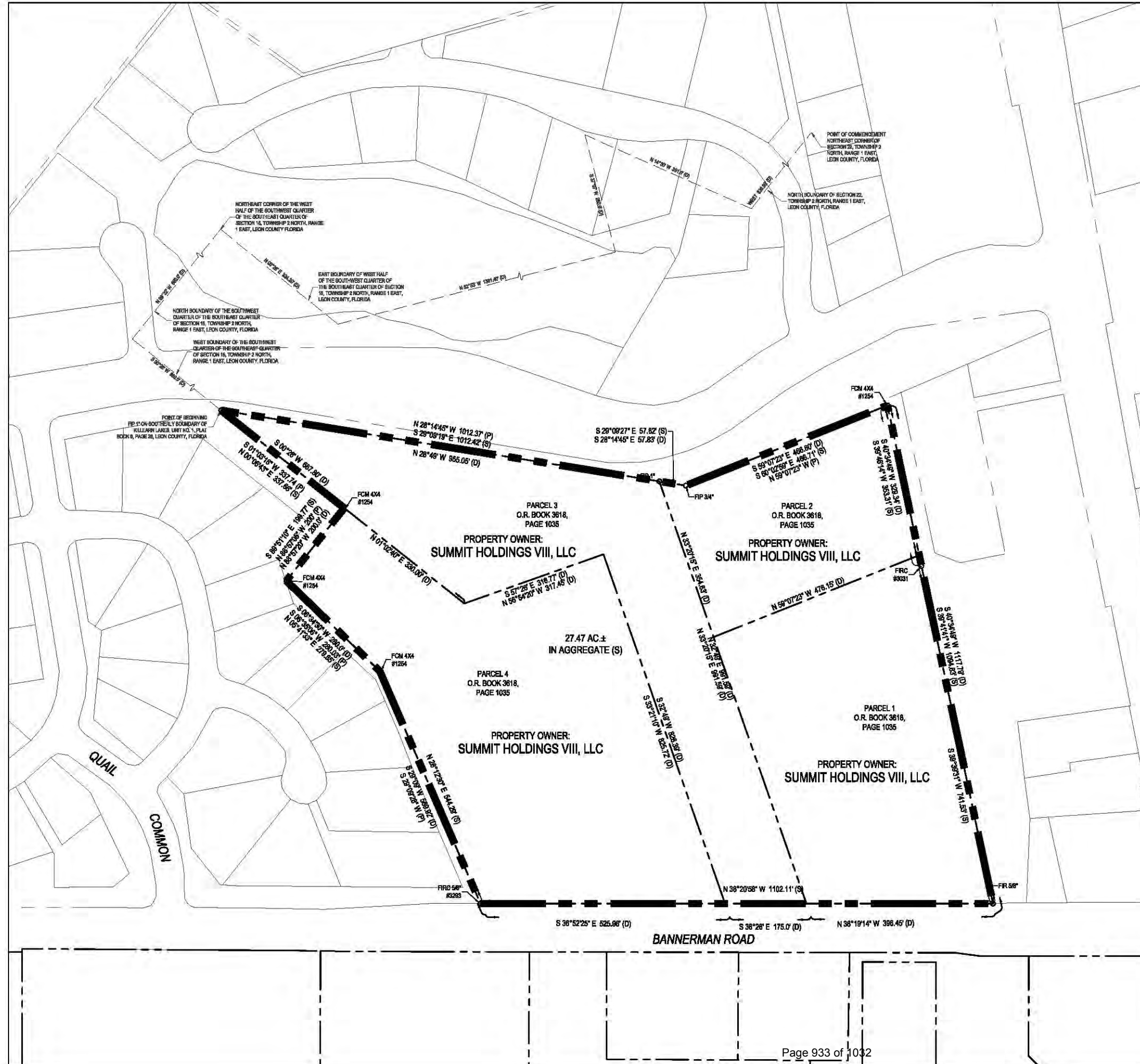
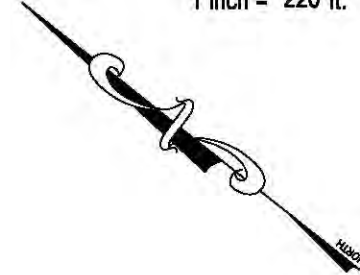
EXHIBITS

- A. Desantis Parcel.
- B. County Parcels.
- C. Southern Parcel.
- D. Lauder Parcel.
- E. Desantis Parcel, proposed.
- F. Desantis Parcel and Southern Parcel,
proposed development and use.
- G. County Acknowledgement.
- H. Land Use Conversion Table.
- I. Proposed Amendments to the Bradfordville Sector Plan
Commercial Overlay Districts.

GRAPHIC SCALE



1 inch = 220 ft.



LEGAL DESCRIPTION: SUMMIT HOLDINGS VIII, LLC (former DeSANTIS PROPERTY)
 COMMENCE at the Northeast corner of said Section 22; thence West along the North boundary of said Section 22, 628.98 feet; thence N 14° 30' W, 391.0 feet; thence S 37° 07' W, 260.0 feet; thence N 52° 53' W, 1381.40 feet to the East boundary of the West Half (W ½) of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼) of said Section 15; thence N 00° 28' E along said East boundary, 324.20 feet to the Northeast corner of said W ½ of SW ¼ of SE ¼; thence N 89° 32' W along the North boundary of said SW ¼ of SE ¼, 660.0 feet; thence S 00° 28' W along the West boundary of said SW ¼ of SE ¼, 660.0 feet to a point marking the Southerly boundary of Killeam Lakes, Unit No. 1, a map or plat as recorded in Plat Book 6, page 26 of the aforesaid records, said point also marking the POINT OF BEGINNING. From said POINT OF BEGINNING run thence S 29° 09' 19" E, 1012.42 feet; thence S 60° 02' 59" E, 466.71 feet; thence S 39° 41' 41" W, 1094.83 feet to the Northeasterly Right-of-Way boundary of Bannerman Road (Right-of-Way varies); thence N 38° 20' 58" W along said Northeasterly Right-of-Way boundary, 1102.11 feet; thence leaving said Northeasterly Right-of-Way boundary, N 28° 12' 30" E, 544.29 feet; thence N 05° 41' 33" E, 279.85 feet; thence S 89° 51' 10" E, 199.77 feet; thence N 00° 06' 43" E, 337.66 feet to the POINT OF BEGINNING.
 Containing 27.47 acres, more or less.

EXHIBIT 'A'



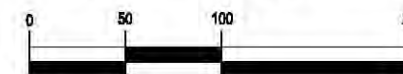
Poste d 8:15 am on December 2, 2013

<u>TYPE OF INSTRUMENT</u>	<u>O. R. BOOK</u>	<u>PAGE</u>
Easement to City of Tallahassee (pole line for electric transmission)	27	506
Easement to City of Tallahassee (pole line for electric transmission)	28	519
Easement for right of ingress and egress (for installation and maintenance of utilities)	948	2150
Easement to Leon County	2002	1565
Traffic Mitigation Agreement and First Amendment to Settlement Agreement	3881	1760

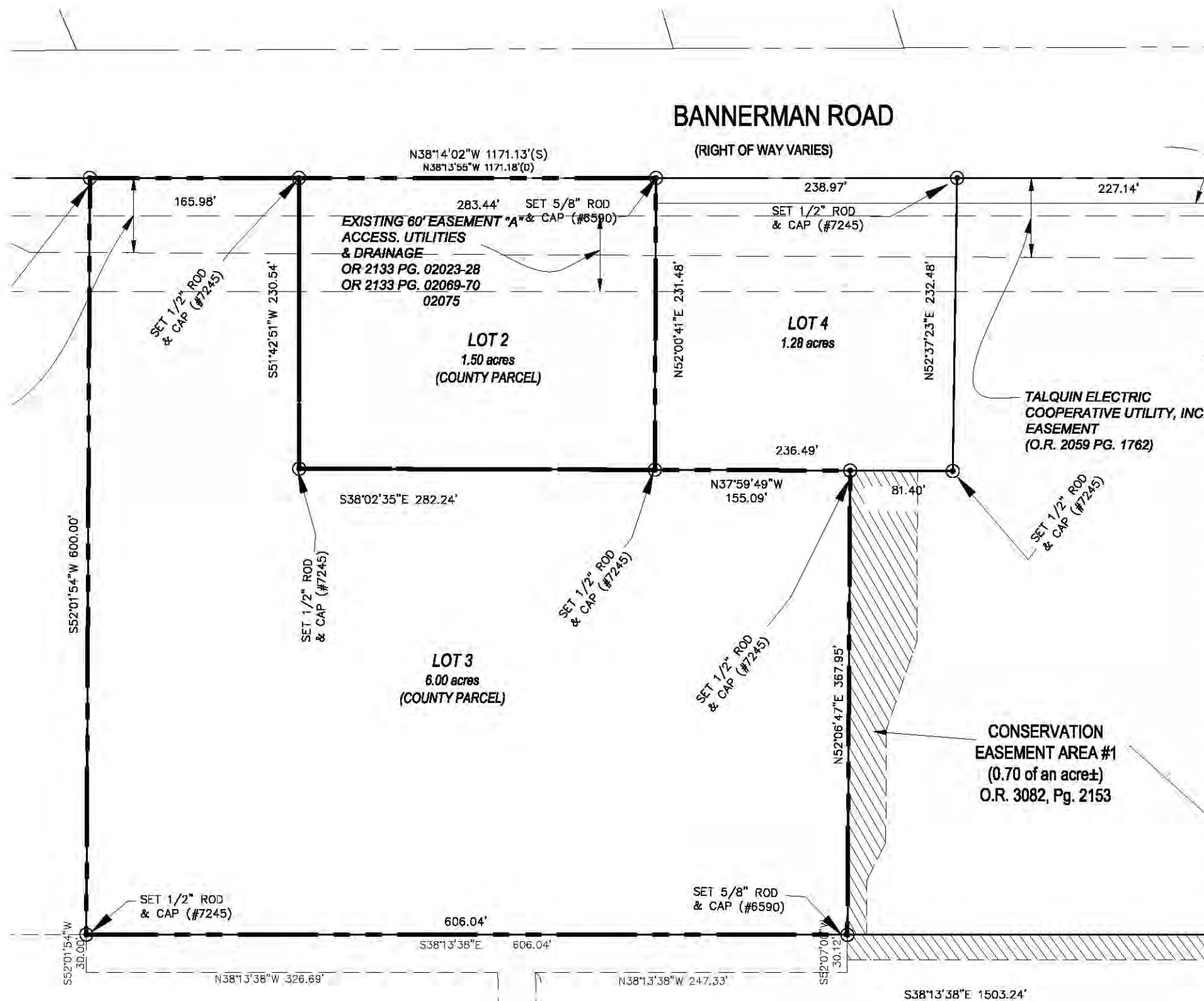
**EXHIBIT
'A-1'**



GRAPHIC SCALE



1 inch = 100 ft.



LOT 2 (1.50 Acres)

Commence at a 4"x4" concrete monument marking the Northeast corner of the Southwest Quarter of the Northeast Quarter of Section 22, Township 2 North, Range 1 East, Leon County, Florida, and run South 89 degrees 54 minutes 48 seconds West along the North boundary of the South 1/2 of the North 1/2 of said Section 22 a distance of 710.59 feet to the centerline of Thomasville Road (U.S. Highway 319), thence run South 40 degrees 35 minutes 18 seconds West along said centerline 426.00 feet to a point of curve to the left, thence run along said centerline curve with a radius of 5729.65 feet, through a central angle of 00 degrees 06 minutes 14 seconds, for an arc distance of 10.39 feet, thence leaving said centerline run North 49 degrees 30 minutes 56 seconds West 75.00 feet to a point marking the intersection of the Northwesterly right of way of said Thomasville Road and the Southwesterly right of way boundary of Bannerman Road, thence run North 01 degree 08 minutes 53 seconds East along said right of way boundary of Bannerman Road 23.17 feet, thence run North 38 degrees 16 minutes 52 seconds West 369.23 feet, thence run North 30 degrees 45 minutes 05 seconds West 51.27 feet, thence run North 38 degrees 14 minutes 02 seconds West 466.11 feet for the **POINT OF BEGINNING**. From said **POINT OF BEGINNING** continue North 38 degrees 14 minutes 02 seconds West along said right of way boundary of Bannerman Road 283.44 feet, thence run South 51 degrees 42 minutes 51 seconds West 230.54 feet, thence run South 38 degrees 02 minutes 35 seconds East 282.24 feet, thence run North 52 degrees 00 minutes 41 seconds East 231.48 feet to the **POINT OF BEGINNING**, containing 1.50 acres more or less.

LOT 3 (6.00 Acres)

Commence at a 4"x4" concrete monument marking the Northeast corner of the Southwest Quarter of the Northeast Quarter of Section 22, Township 2 North, Range 1 East, Leon County, Florida, and run South 89 degrees 54 minutes 48 seconds West along the North boundary of the South 1/2 of the North 1/2 of said Section 22 a distance of 710.59 feet to the centerline of Thomasville Road (U.S. Highway 319), thence run South 40 degrees 35 minutes 18 seconds West along said centerline 426.00 feet to a point of curve to the left, thence run along said centerline curve with a radius of 5729.65 feet, through a central angle of 00 degrees 06 minutes 14 seconds, for an arc distance of 10.39 feet, thence leaving said centerline run North 49 degrees 30 minutes 56 seconds West 75.00 feet to a point marking the intersection of the Northwesterly right of way of said Thomasville Road and the Southwesterly right of way boundary of Bannerman Road, thence run North 01 degree 08 minutes 53 seconds East along said right of way boundary of Bannerman Road 23.17 feet, thence run North 38 degrees 16 minutes 52 seconds West 369.23 feet, thence run North 30 degrees 45 minutes 05 seconds West 51.27 feet, thence run North 38 degrees 14 minutes 02 seconds West 749.55 feet for the **POINT OF BEGINNING**. From said **POINT OF BEGINNING** continue North 38 degrees 14 minutes 02 seconds West along said right of way boundary of Bannerman Road 165.98 feet, thence leaving said right of way boundary run South 52 degrees 01 minutes 54 seconds West 600.00 feet, thence run South 38 degrees 13 minutes 38 seconds East 604.07 feet, thence run North 52 degrees 06 minutes 47 seconds East 367.95 feet, thence run North 37 degrees 59 minutes 49 seconds West 155.09 feet, thence run North 38 degrees 02 minutes 35 seconds West 282.24 feet, thence run North 51 degrees 42 minutes 51 seconds East 230.54 feet to the **POINT OF BEGINNING**, containing 6.00 acres more or less.

STANDARD ABBREVIATIONS

F.C.M.	FOUND 4"x4" CONCRETE MONUMENT
F.I.P.	FOUND IRON PIN
F.N.C.	FOUND NAIL IN CAP
PLAT	PROFESSIONAL LAND SURVEY CERTIFICATE
S.C.M.	SET 4"x4" CONCRETE MONUMENT LBN7245
SIF	SET 1/2" IRON PIN LBN7245
S.N.C.	SET NAIL AND 1" CAP LBN7245
(P)	PLAT INFORMATION
(D)	DEED INFORMATION
(C)	CALCULATED INFORMATION
(S)	SURVEY INFORMATION
P.O.C.	POINT OF COMMENCEMENT
P.O.B.	POINT OF BEGINNING
R.O.W.	RIGHT-OF-WAY
CL	CENTERLINE
R	RADIUS
D	DELTA OR CENTRAL ANGLE
A	ARC LENGTH
T	TANGENT DISTANCE
CH	CORD BEARING AND DISTANCE
P.B./PG.	PLAT BOOK AND PAGE
O.R./PG.	OFFICIAL RECORDS BOOK AND PAGE
D.B.	DEED BOOK
BOC	BACK OF CURB

GENERAL NOTES:

1. NO OTHER IMPROVEMENTS LOCATED EXCEPT AS SHOWN.
2. BOUNDARY ESTABLISHED USING THE FOLLOWING INFORMATION: O.R. 2020, Pg. 870; O.R. 1864, Pg. 408; O.R. 1249, Pg. 807.
3. AS PER FLOOD INSURANCE RATE MAP FOR LEON COUNTY, FLORIDA, COMMUNITY-PANEL No. 12073C0301 D; DATE OF FIRM INDEX: NOVEMBER 19, 1997. THIS PROPERTY IS LOCATED IN ZONE "X" (areas determined to be outside 500 year flood plain).
4. SEE ATTACHED SHEETS FOR LEGAL DESCRIPTIONS.

EXHIBIT 'B'



Posted at 8:45 am on December 2, 2013

<u>TYPE OF INSTRUMENT</u>	<u>O. R. BOOK</u>	<u>PAGE</u>
Utility Easement	2059	1762
Affidavit (Judicial Exception)	2069	1500
Affidavit for Boundary Settlement	2069	1509
Development Agreement	2097	1839
Limited Assignment of Agreement	2661	1440
Release	2664	668
First Amendment	3827	1027
Second Amendment	4055	841
Grant of Easement	2133	2023
Limited Partition – Affidavit	2133	2050
Termination by General Release of Easement	3021	1068
Mutual Release and Termination of Grant of Easement	3021	1053
Affidavit (Creation of Equal or Larger Parcels)	3007	1679
Affidavit (Creation of Equal or Larger Parcels)	3011	157
Affidavit (Creation of Equal or Larger Parcels)	3020	863
Declaration of Covenants, Conditions & Restrictions	3021	1045
Amended Declaration of Covenants, Conditions & Restrictions	3131	1868
Re-recorded Amended Declaration of Covenants, Conditions & Restrictions.	3132	782
Quit Claim Deed (Reverter)	3021	1084
Access and Parking Easement and Maintenance Agreement	3329	1346
Plat	Plat Book 16	Page 42

**EXHIBIT
'B-1'**



GRAPHIC SCALE



1 inch = 250 ft.

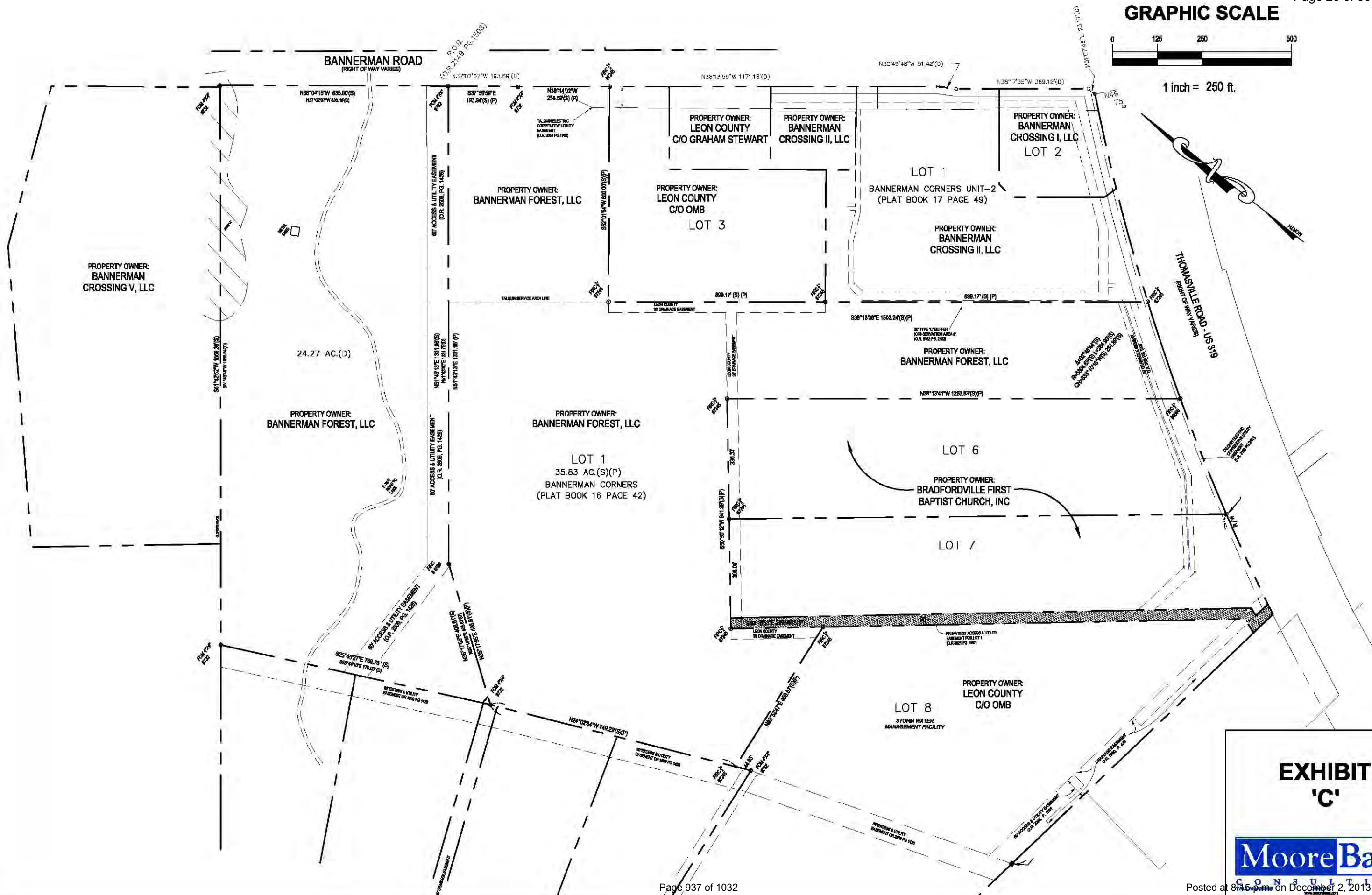
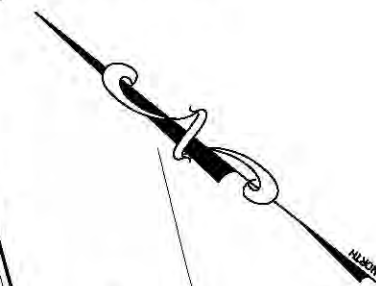
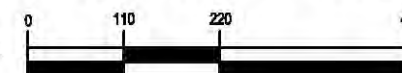


EXHIBIT 'C'



CONSULTING
ATLANTA

GRAPHIC SCALE



1 inch = 220 ft.

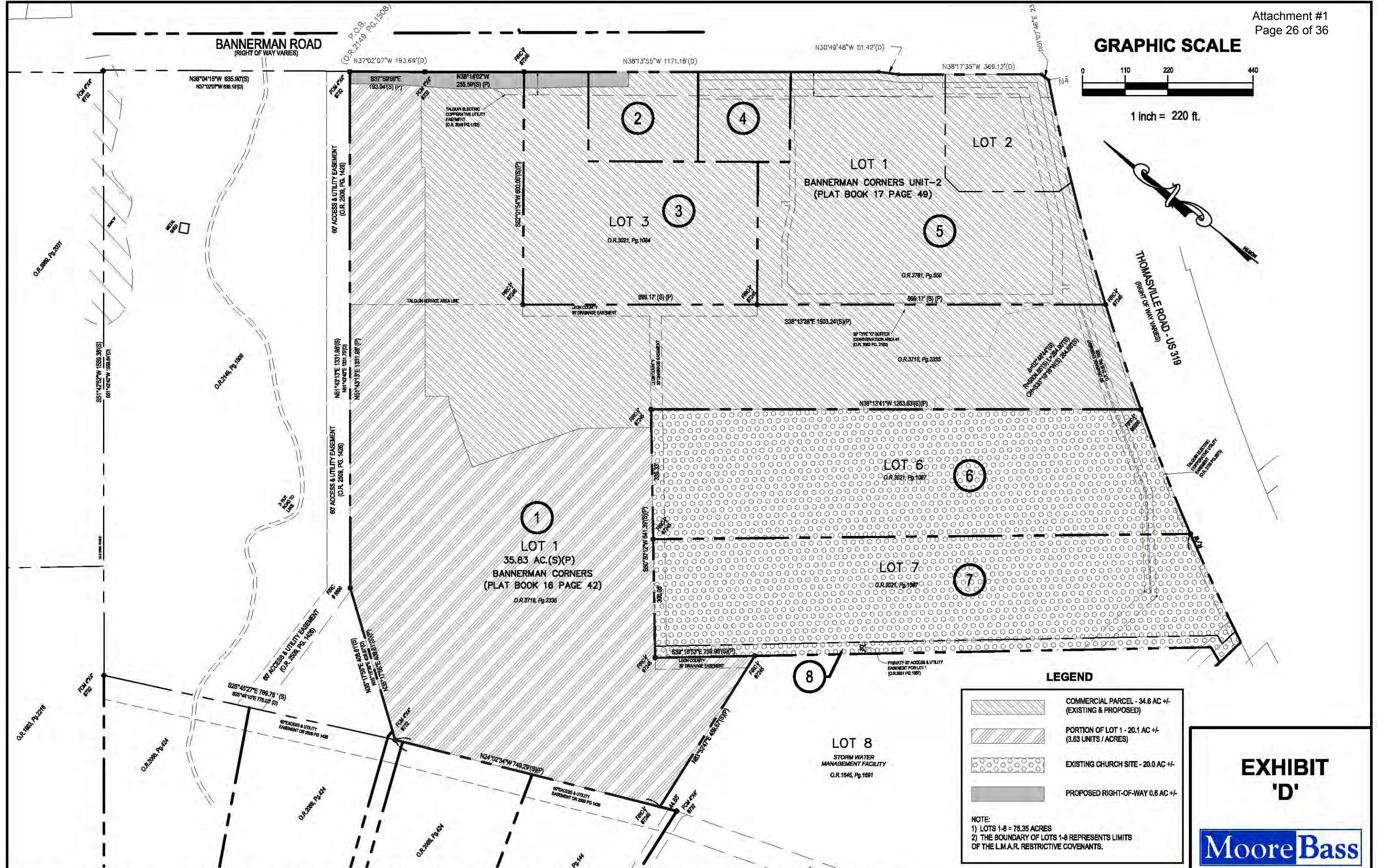
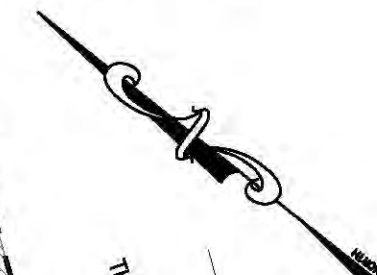


EXHIBIT 'D'



Posted at 8:45 am on December 2, 2013

"Locations of proposed improvements are subject to change during the final and development plan and the graphical representation shown does not represent approval"

This instrument prepared by:
Herbert W. A. Zibric, Esq., County Attorney
Leon County Attorney's Office
301 South Monroe Street, Suite 217
Tallahassee, Florida 32301

**AMENDED DECLARATION OF
COVENANTS, CONDITIONS, AND RESTRICTIONS**

THIS DECLARATION, made on the date hereinafter set forth by **LEON COUNTY**, a political subdivision of the State of Florida, whose post office address is 301 South Monroe Street, Room 217, Tallahassee, Florida 32301 (hereinafter "County"), **BRADFORDVILLE FIRST BAPTIST CHURCH, INC.**, a Florida not for profit corporation, whose address is 6494 Thomasville Road, Tallahassee FL 32312 (hereinafter "Church"), and **RICHARD S. KEARNEY**, whose address is 1700 Summit Lake Drive, Tallahassee, Florida 32317 (hereinafter "Kearney") (County, Church, and Kearney are hereinafter collectively referred to as "Declarants");

WITNESSETH:

WHEREAS, County is the predecessor owner of a certain 76.85-acre property subdivided into eight lots and known as the **LAUDER AND LAUDERLIMITED PARTITION SUBDIVISION**, as re-defined by the Corrected Affidavit of Recording for the Creation of Equal or Larger Parcels recorded at O.R. Book 3020, Page 0863, Official Records of Leon County, Florida, a copy of which is attached hereto as Exhibit "A" (hereinafter referred to as the "76.85-acre Property"); and

WHEREAS, during the time of its ownership of the entire 76.85-acre Property, County caused to be recorded on January 14, 2004 at O. R. Book 3021, Page 1045, Official Records of Leon County, Florida (hereinafter any reference to O. R. or Official Records shall mean the Official Records of Leon County, Florida) a Declaration of Covenants, Conditions, and Restrictions placing upon the 76.85 Property certain development restrictions to run with the land in perpetuity (hereinafter the "Original Declaration"); and

WHEREAS, County wishes to amend the Original Declaration, with the joinder of the current successor owners of the 76.85-acre Property, to add additional development restrictions; and

WHEREAS, Kearney, by virtue of the County Deed recorded at O. R. Book 3021, Page 1081, is the current owner of Lots 1, 4, and 5 of the 76.85-acre Property; and

WHEREAS, County, by virtue of the Quit Claim Deed recorded at O. R. Book 3021, Page 1084, is the current owner of Lots 2, 3, and 8 of the 76.85-acre Property; and

WHEREAS, Church, by virtue of the County Deed recorded at O.R. Book 3021, Page 1141, and the Statutory Warranty Deed recorded at O. R. Book 3021, Page 1087, is the current owner of Lots 6 and 7 of the 76.85-acre Property; and



**EXHIBIT
'D-1'**

WHEREAS, the Declarants, by virtue of their individual ownership of Lots 1 through 8, collectively own the entirety of the 76.85-acre Property; and

WHEREAS, it is the intent of Declarants, as the collective Owners of the 76.85-acre Property, to restrict the development of the 76.85-acre Property in accordance with the terms and conditions herein, which terms and conditions shall forthwith amend and supersede the terms and conditions contained in the Original Declaration recorded at O.R. Book 3021, Page 1045.

NOW, THEREFORE, Declarants hereby declare that all of the 76.85-acre Property shall be held, sold, and conveyed subject to the following easements, restrictions, covenants, and conditions, all of which shall run with the 76.85-acre Property and which shall be binding on all parties having any right title or interest in the 76.85-acre Property, or any part thereof, their heirs, successors, and assigns and shall inure to the benefit of each Owner thereof (hereinafter the "Amended Declaration").

ARTICLE I Definitions

Section 1. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any lot which is a part of the 76.85-acre Property; and the owner's heirs, successors, and assigns, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 2. "76.85-acre Property" shall mean and refer to that certain real property hereinafter described in Exhibit "A" and shall include the existing lots created with the Re-divided Limited Partition Subdivision and any lots which may be created in a subsequent re-division or subdivision.

Section 3. "Lot" or "Lots" shall mean and refer to the corresponding numbered lot or lots on the 76.85-acre Property.

Section 4. "Declarant" shall mean and refer to any or either of the Declarants, whether it be the County, the Church, or Kearney.

Section 5. "FDOT/Leon County SWAMP" shall mean and refer to the existing stormwater management facility adjoining the southern boundary of the 76.85-acre Property.

ARTICLE II Residential and Church Development

Lots 1, 2, 3, 6, 7, and 8 (the combined area of which is approximately 64 acres) shall be restricted to residential property with a density of one unit per ten acres or less; and a church or other religious facility shall be allowed on a portion of the residential property, provided that the church



does not include a cemetery, a day school, an adult congregate living facility, a nursing home, or similar activity; and Lot 2 may be utilized by the County as the site for the relocation and use of the Historic Bradfordville School; and Lot 3 may be utilized by the County as a passive park; and Lot 8 may be utilized by the County for future enhancement of the FDOT/Leon County SWAMP.

**ARTICLE III
Commercial Development**

Lots 4 and 5 (the combined area of which is approximately 12 acres) shall be restricted to no greater intensity than commercial zoning.

**ARTICLE IV
"Lake Viewshed Overlay" Development Regulations**

Any and all development on the portion of the 76.85-acre Property lying within the Lake Viewshed Overlay, as designated in Figure 12 of the Bradfordville Sector Plan, shall be in compliance with, and shall not deviate from, the applicable Leon County Land Development Regulations as set forth in Section 4 of County Ordinance No. 00-31 adopted by the Board of County Commissioners of Leon County on July 1, 2000 (hereinafter the "Ordinance"); provided, however, that any residential development shall be further restricted to a density of one unit per ten acres; and further provided that in the event of a conflict between the Ordinance and this Amended Declaration, the Amended Declaration shall supersede the Ordinance to the extent of such conflict.

**ARTICLE V
General Provisions**

Section 1. Enforcement. Any Declarant or any Owner shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens, and charges now or hereafter imposed by the provisions of this Declaration. Failure by any Declarant or any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

Section 2. Severability. Invalidation of any one of these covenants or restrictions by judgment or court order shall not affect any other provisions, which provisions shall remain in full force and effect.

Section 3. Amendment. The covenants and restrictions of this Declaration shall inure to the benefit of the Declarants and shall run with and bind the land in perpetuity. Any amendments hereto shall not be valid without the written consent of the Declarants.



IN WITNESS WHEREOF, the Declarants have caused this Amended Declaration of Covenants, Conditions, and Restrictions to be executed in its name by its respective authorized representatives, the day and year aforesaid.

LEON COUNTY, a political subdivision of the State of Florida

By: Jane G. Sauls
Jane G. Sauls, Chairman
Board of County Commissioners

Date: 7/27/04

ATTEST: Bob Inzer, Clerk of Circuit Court

By: John Stettin
Deputy Clerk

Approved as to Form:

By: Daniel J. Rigo
Asst. County Attorney

RICHARD S. KEARNEY

Richard S. Kearney
Date: 5/28/2004

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 28 day of May, 2004, by Richard S. Kearney who is personally known to me or who has produced _____ as identification, and who did take an oath.



SEAL

Anita June Vickers
(print name) ANITA JUNE VICKERS
NOTARY PUBLIC
My Commission expires:

BRADFORDVILLE FIRST BAPTIST CHURCH, INC., a Florida not for profit corporation

By: William H. Green
Print Name: William H. Green

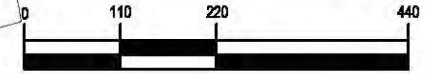
Title: Trustee

Date: 7/27/04

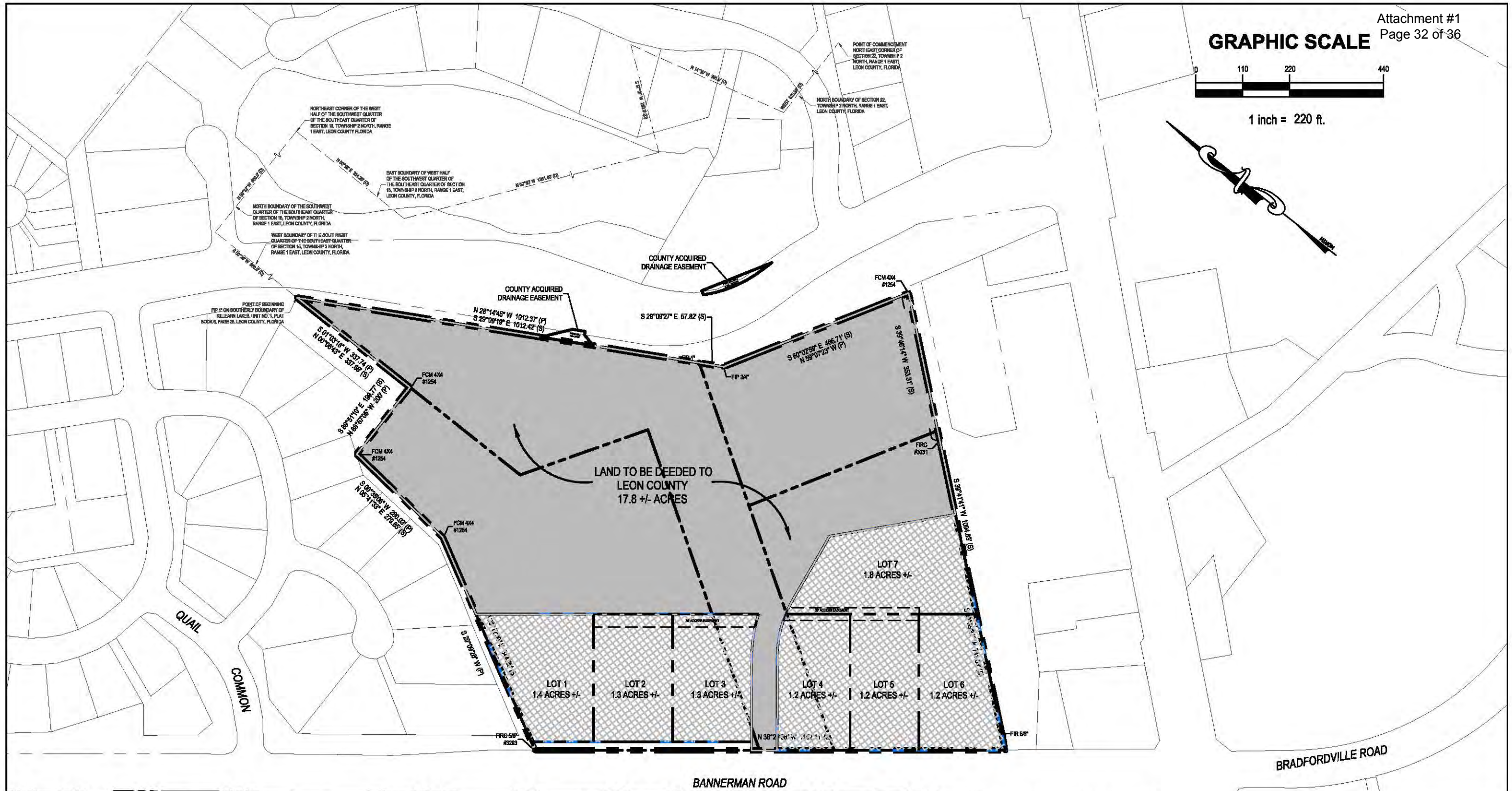
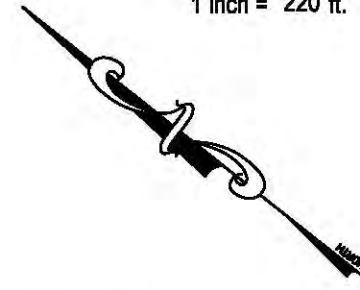


**EXHIBIT
'D-1'**

GRAPHIC SCALE



1 inch = 220 ft.



LAND TO BE DEEDED TO
LEON COUNTY
17.8 +/- ACRES

LOT 7
1.8 ACRES +/-

LOT 1
1.4 ACRES +/-

LOT 2
1.3 ACRES +/-

LOT 3
1.3 ACRES +/-

LOT 4
1.2 ACRES +/-

LOT 5
1.2 ACRES +/-

LOT 6
1.2 ACRES +/-

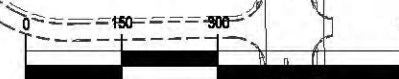
LEGEND

	LAND TO BE DEEDED TO LEON COUNTY 17.8 +/- ACRES
	KEARNEY PROPERTY 9.4 +/- ACRES

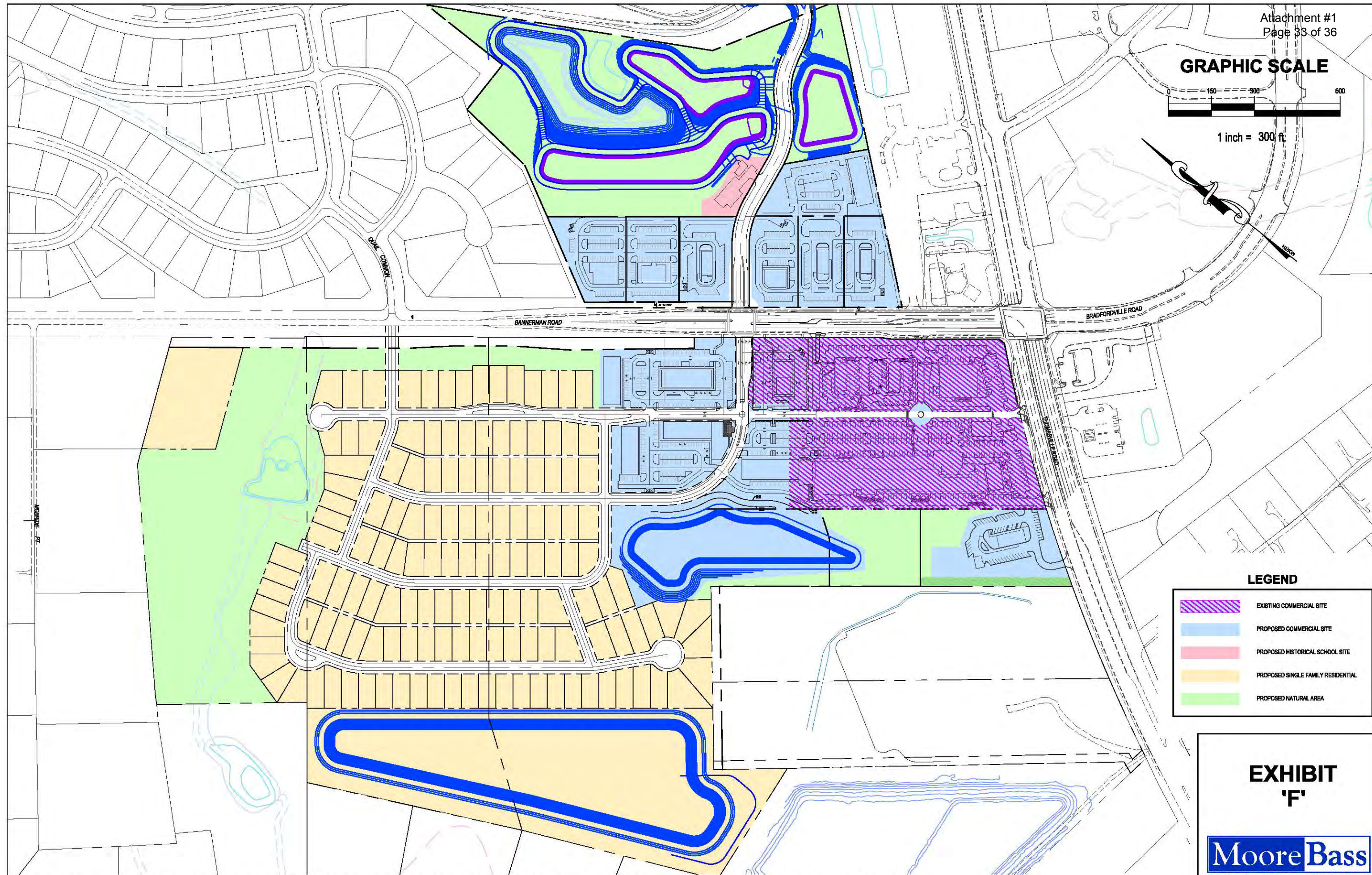
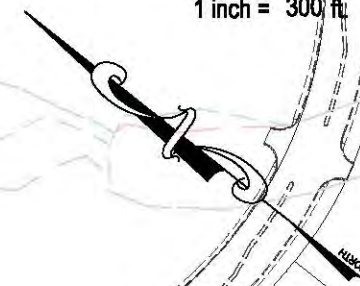
**EXHIBIT
'E'**



GRAPHIC SCALE



1 inch = 300 ft.



LEGEND

	EXISTING COMMERCIAL SITE
	PROPOSED COMMERCIAL SITE
	PROPOSED HISTORICAL SCHOOL SITE
	PROPOSED SINGLE FAMILY RESIDENTIAL
	PROPOSED NATURAL AREA

EXHIBIT 'F'





Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-6302 www.leoncountyfl.gov

Leon County Public Works
Leon County Public Works Center
2280 Miccosukee Road - 2nd Floor
Tallahassee, Florida 32308
850 / 606-1500

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

May 6, 2009

Mr. Eddie Bass, P.E.
Moore Bass Consulting, Inc.
805 North Gadsden Street
Tallahassee, Florida 32303

BOB RACKLEFF
District 5

RE: Round About at Kinhega Drive and Beech Ridge Trail

CLIFF THAELL
At-Large

Dear Mr. Bass:

AKIN AKINYEMI
At-Large

Leon County Public Works concurs that \$63,265.65 is an appropriate amount for engineering design, survey and permitting fees for the above project. Based on the Agreement between Leon County and James R. Clanton, Jr., Successor Trustee of the Peter DeSantis Jr. Trust (Trust), recorded in the Official Record Book 3881 on Page 1760, this amount can be applied towards the Trust's required contribution of \$100,000.00.

PARWEZ ALAM
County Administrator

HERBERT W.A. THIELE
County Attorney

If you have any questions, please feel free to contact us at 606-1500.

Sincerely,

Handwritten signature of Kimberly Wood in black ink.

Kimberly Wood, P.E.
Chief of Engineering Coordination

cc: Leon County
Tony Park, P.E. - Director of Public Works
Joseph L. Brown III, P.E. - Director of Engineering Services

F:\WOODK\wood\WOODK\subdivisions\beechroundabout\cor\design.doc

**Bannerman Crossings Mixed Use Development, Summit Holdings VIII
Land Use Conversion Table**

Table 1 - Summary of Land Use & External Trips

Land Use		Cumulative No. of Units/Sq. Ft. at Buildout	PM Peak External Trips
Residential (D.U.)	Single Family	153	91
	Includes: single detached or single family attached (applied higher single family detached trip rate)		
Retail (Sq. Ft.)	Shopping Center	101500	361
	Includes: Restaurants (fast food, high-turnover and quality), and ITE Trip Generation Manual land uses identified under Shopping Center or Specialty Retail		
Office (Sq. Ft.)	General Office	20000	45
	Includes: General office and professional office bldg.		
		Total*	497

* Total PM Peak Hour External Trips = 285 vph + 232 vph (committed DeSantis trip) = 497 vph

Table 2 - Land Use Conversion Table

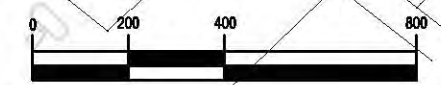
Land Use		Residential Single Family (S.F.) D.U.	Retail (Sq. Ft.)	Office (Sq. Ft.)
Residential Single Family	1 d.u. is equivalent to	1	60	20
Retail	1,000 sq. ft. is equivalent to	2.8	1,000	600
Office (<100k Sq.Ft.)	1,000 sq. ft. is equivalent to	1.33	820	1,000

LAND USE TRADE-OFF MATRIX NOTES:

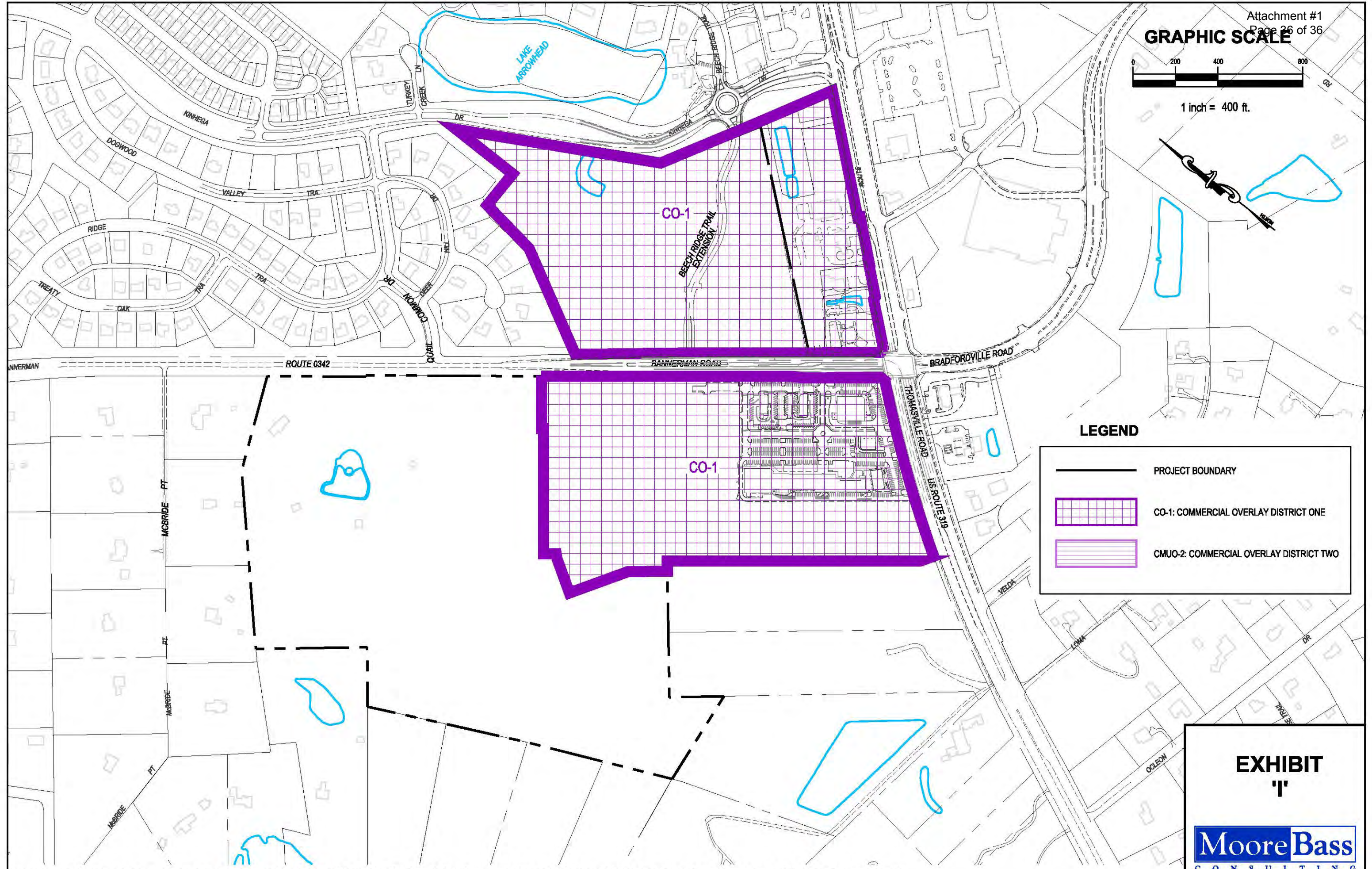
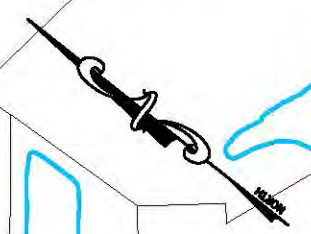
The conversion limit of the tables is straightforward. One land use to be converted from the column headed with the land use to be converted using the appropriate multiplier. For example, Table 2 to convert single family residential units into retail floor area, one would look across the 'Residential Single Family' line to the column headed 'Retail' and find that one residential unit is equal to 60 square feet. If 20 residential units were to be converted to retail floor area, the result would be 1,200 square feet (60 sq. ft. x 20 units) of additional retail that could be built and still maintain the same impacts.

Conversely, to determine how many single family dwelling units could be added if 6,000 square feet of retail were converted to single family residential, one would first divide 6,000 by 1,000 (as retail and office are expressed at 1,000 square feet of floor area). Then read across the 'Retail' line to the column headed 'Residential Single Family', and multiply 6.0 by 2.8 to yield 16.8 dwelling units, which rounds to 17 dwelling units.

GRAPHIC SCALE



1 inch = 400 ft.



LEGEND

	PROJECT BOUNDARY
	CO-1: COMMERCIAL OVERLAY DISTRICT ONE
	CMUO-2: COMMERCIAL OVERLAY DISTRICT TWO

EXHIBIT
"I"

CONSULTING
ATLANTA

"Locations of proposed improvements are subject to change during the final and development plan and the graphical representation shown does not represent approval"

NOTICE OF INTENT TO CONSIDER DEVELOPMENT AGREEMENT

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 10, 2013, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider a proposed Development Agreement for the Bannerman Crossing development. The subject property is located on both the north and south sides of Bannerman Road in Bradfordville, approximately 700 feet northwest of the intersection of Bannerman Road and Thomasville Road.

The proposed Development Agreement will approve, subject to rezoning and amendments to the Bradfordville Sector Plan, Leon County Land Development Code, and associated restrictive covenants, the types of uses set forth for the development, including up to 101,500 square feet of commercial/retail, 20,000 square feet of office, 153 single family detached residential units, a passive park, stormwater facilities, Beech Ridge Trail extension, and Kinhega Drive roundabout. The Development Agreement does not specifically approve population densities, except for population densities associated with 153 single family residential units. The Development Agreement does not specifically approve building intensities or heights.

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 606-5300 or 606-5000; 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), or 711 via Florida Relay service.

Copies of the Development Agreement may be inspected at the following location during regular business hours:

Department of Development Services and Environmental Management
435 N. Macomb Street
Renaissance Center, 2nd Floor
Tallahassee, Florida 32301
Telephone: (850) 606-1300

Advertise: November 27, 2013

**Leon County
Board of County Commissioners**


Notes for Agenda Item #31

Leon County Board of County Commissioners

Cover Sheet for Agenda #31

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney 

Title: First and Only Public Hearing on a Proposed Resolution Regarding Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments for Fire Rescue Services

County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
Lead Staff/Project Team:	Patrick T. Kinni, Deputy County Attorney

Fiscal Impact:

This item has a fiscal impact, and effectuates the Board's direction in preparing the fiscal year 2014 budget.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Resolution regarding intent to utilize the uniform method of collecting non-ad valorem assessments for fire rescue services (Attachment #1).

Report and Discussion

Background:

On February 26, 2009, the City of Tallahassee and Leon County entered into an Interlocal Agreement to administer the provision and funding of fire rescue and emergency medical services on a countywide basis. The Interlocal Agreement provides for the funding and payment of fire rescue services by means of the levy and collection of a special assessment upon benefited property and imposition of a fee upon governmental property. At the July 8, 2013 Budget Workshop, the Board voted to direct staff to pursue extending the Interlocal Agreement for a total of eleven (11) additional years. The first year of the extension anticipated funding fire rescue services at the same rate established and imposed during the initial five (5) year term of the Interlocal Agreement and in accord with the rate study developed in 2009. On September 5, 2013, the County and the City of Tallahassee entered into a Second Amendment to the Interlocal Agreement effectuating the Board's direction in this regard.

The Board, at its meeting of October 29, 2013, approved R13-58, relating to the provision and funding of fire rescue services, pursuant to Chapter 7, Leon County Code of Laws, thereby extending the special assessment and fee described above.

Section 197.3632, Florida Statutes authorizes the placement of special assessments on the annual property tax notice as a non-ad valorem assessment. This method is currently used for storm water and solid waste assessments and is being used on 2/3's paving projects. The amount of assessment imposed will be payable to the Tax Collector. Section 197.3632(3)(a), Florida Statutes (2013) requires that a resolution of intent to utilize the uniform method of collecting such assessments be adopted at a public hearing prior to January 1, when a local government authorized to impose a non-ad valorem assessment, elects to utilize this method for the first time. The extension of the term of the original assessment adopted in 2009, qualifies as an event triggering the public hearing requirements under Florida law.

Analysis:

The Board is required to conduct the first and only public hearing in order to comply with the requirements of section 197.3632, Florida Statutes, to hear public comments on utilizing the uniform method of collection of the fire rescue assessments, levied and imposed by adoption of Resolution R13-58. The County intends to collect the fire rescue assessments under section 197.3632, Florida Statutes, for those properties in which billing by the City of Tallahassee has been unsuccessful, where the property owner requests same or where otherwise determined by the Board. Notice has been advertised for four consecutive weeks prior to the hearing in the local newspaper advising the public of the hearing and of the County's intent to use the uniform method of collection (Attachment #2).

Options:

1. Conduct the first and only public hearing and adopt the proposed Resolution regarding intent to utilize the uniform method of collecting non-ad valorem assessments for fire rescue services (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the proposed resolution regarding intent to utilize the uniform method of collecting non-ad valorem assessments for fire rescue services.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Resolution Electing To Use The Uniform Method Of Collecting Non-Ad Valorem Assessments Levied Within The Unincorporated Area Of The County.
2. Notice of Public Hearing

RESOLUTION NO. R13-_____

RESOLUTION OF LEON COUNTY, FLORIDA, ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE COUNTY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on February 26, 2009, the City of Tallahassee and Leon County entered into an Interlocal Agreement for the provision of fire suppression, fire prevention (hereinafter “fire rescue services”), and emergency medical services countywide commencing October 1, 2009; and

WHEREAS, the Interlocal Agreement by and between Leon County and the City of Tallahassee provides for the funding and payment for fire rescue services by means of the levy and collection of special assessments upon benefited property; and

WHEREAS, Leon County has determined that the properties which are specially benefited by the provision of fire rescue services shall be equitably assessed the costs of providing such fire rescue services; and

WHEREAS, on June 9, 2009, Leon County imposed a special assessment upon certain property located in the unincorporated area of the County in an amount directly proportionate to the benefit received by those properties for the provision of fire rescue services commencing October 1, 2009, (“special assessment for fire rescue services”); and

WHEREAS, on October 29, 2013, Leon County re-adopted, re-imposed and re-levied the special assessment for fire rescue services, extending the term thereof; and

WHEREAS, Leon County wishes to utilize the Uniform Method for the levy, collection, and enforcement of non-ad valorem assessments for the cost of providing fire rescue services to properties located within the unincorporated area of the County as authorized by section

197.3632, Florida Statutes, as amended, to be imposed and collected annually commencing with the Fiscal Year beginning October 1, 2009; and

WHEREAS, Leon County has published notice of its intent to utilize the Uniform Method for levying, collecting and enforcing such assessments, pursuant to section 197.3632, Florida Statutes, weekly in a newspaper of general circulation within Leon County for four consecutive weeks preceding the hearing, a copy of said notice being attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. Pursuant to section 197.3632, Florida Statutes, Leon County hereby states its intent to utilize the Uniform Method of collecting any and all non-ad valorem assessments imposed for fire rescue services on properties located in the unincorporated area of the County, commencing with the Fiscal Year beginning on October 1, 2009, and continuing thereafter until discontinued by the County. A legal description of the boundaries of the real property subject to the non-ad valorem assessment is attached hereto as Exhibit B.

2. Leon County hereby finds that the levy and collection of non-ad valorem assessments is needed to fund the cost of fire rescue services within the unincorporated area of the County and is in the best interests of the County.

3. Upon adoption, the County Clerk is hereby directed to deliver a copy of this Resolution by United States mail to the Florida Department of Revenue, the Leon County Tax Collector, and the Leon County Property Appraiser, by January 10, 2014.

4. This Resolution shall be effective upon adoption.

Proposed, presented and passed by the Board of County Commissioners of Leon County,
Florida, this 10th day of December, 2013.

LEON COUNTY, FLORIDA

BY: _____
KRISTIN DOZIER, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

ATTESTED BY:
BOB INZER, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: _____
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

EXHIBIT A

**NOTICE OF INTENT TO USE UNIFORM
METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS**

The Leon County, Florida Board of County Commissioners (the "County") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem assessments levied within the unincorporated area of the County, for the cost of providing fire rescue services commencing for the Fiscal Year beginning on October 1, 2009 and continuing until discontinued by the County. The County will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 6:00 p.m. on December 10, 2013, or as soon thereafter as may be heard, at the Commission Chambers, Leon County Courthouse, 5th Floor, 301 S. Monroe Street, Tallahassee, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. All interested persons are invited to present their comments at the public hearing at the time and place set forth above.

In the event any person decides to appeal any decision by the County with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

PUBLICATION: NOVEMBER 12, 19, 26 and DECEMBER 3, 2013

EXHIBIT B

LEGAL DESCRIPTION

LEON COUNTY, FLORIDA
SECTION 7.37, FLORIDA STATUTES
LESS INCORPORATED TALLAHASSEE

NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

The Leon County, Florida Board of County Commissioners (the "County") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem assessments levied within the unincorporated area of the County, for the cost of providing fire rescue services commencing for the Fiscal Year beginning on October 1, 2009 and continuing until discontinued by the County. The County will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 6:00 p.m. on December 10, 2013, or as soon thereafter as may be heard, at the Commission Chambers, Leon County Courthouse, 5th Floor, 301 S. Monroe Street, Tallahassee, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. All interested persons are invited to present their comments at the public hearing at the time and place set forth above.

In the event any person decides to appeal any decision by the County with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

PUBLICATION: NOVEMBER 12, 19, 26 and DECEMBER 3, 2013

**Leon County
Board of County Commissioners**

Notes for Agenda Item #32

Leon County Board of County Commissioners

Cover Sheet for Agenda #32

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney
Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Adopt a Resolution Affirming Bay County Florida's Reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and Adding an Additional Non-Profit Corporation Owner, GIBB Foundation, Inc.

County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
County Administrator Review and Approval:	Vincent S. Long, County Administrator
Lead Staff/ Project Team:	Alan Rosenzweig, Deputy County Administrator

Fiscal Impact:

This item has no fiscal impact to the County. The industrial revenue bonds are being reissued through Bay County, Florida and no Leon County revenue or assets are being utilized to secure this debt.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the Resolution affirming Bay County, Florida's reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and adding an additional non-profit corporation owner, GIBB Foundation, Inc. (Attachment #1).

Title: First and Only Public Hearing to Adopt a Resolution Affirming Bay County Florida's Reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and Adding an Additional Non-Profit Corporation Owner, GIBB Foundation, Inc.

December 10, 2013

Page 2

Report and Discussion

Background:

On October 11, 2011, the Board of County Commissioners conducted a Tax Equity and Fiscal Responsibility Hearing for the issuance of Industrial Revenue Bonds for Goodwill Industries through Bay County, Florida, which included locations in Leon County (Attachment # 2).

The Board of County Commissioners, at its regularly scheduled meeting of December 11, 2012, voted to adopt the Resolution affirming Bay County Florida's issuance of Industrial Revenue Bonds for the purposes of financing the acquisition and/or renovation of several facilities in Leon County owned by Goodwill Industries-Big Bend, Inc., and for the refinancing of certain other such facilities located in Bay and Washington counties (Attachment # 3).

On November 20, 2013, Leon County received correspondence from Goodwill Industries-Big Bend, Inc. requesting Leon County adopt a Resolution affirming Bay County Florida's reissuance of the Industrial Revenue Bonds for Goodwill Industries-Big Bend, Inc.. In order to facilitate financing involving new market tax credits Goodwill Industries-Big Bend was required to transfer title to several of the properties securing or expected to secure the Bonds to a separate non-profit corporation, GIBB Foundation, Inc. Due to the change to the "principal user" of the Bonds, it has triggered a "reissuance" of the Bonds for federal tax purposes (Attachment #4).

Analysis:

The Interlocal Agreement entered into by and between Leon County, Florida and Bay County, Florida, in October, 2011, allows for such Bonds to be issued by Bay County, Florida for property and/or facilities located in Leon County. Additionally, there is no adverse consequence to Leon County for affirming Bay County Florida's reissuance of the Industrial Revenue Bonds and, lastly, no revenues or assets of Leon County are pledged to secure the debt. Therefore, it is in the best interest of Leon County to conduct the first and only public hearing to adopt the proposed Resolution affirming Bay County Florida's reissuance of the Industrial Revenue Bonds, Series 2012, for Goodwill Industries-Big Bend, Inc.. Notice of the public hearing was timely advertised (Attachment #5).

Options:

1. Conduct the first and only public hearing and adopt the Resolution affirming Bay County, Florida's reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and adding an additional non-profit corporation owner, GIBB Foundation, Inc. (Attachment #1).
2. Do not conduct the first and only public hearing and do not adopt Resolution affirming Bay County, Florida's reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and adding an additional non-profit corporation owner, GIBB Foundation, Inc.
3. Board direction.

Recommendation:

Option #1.

Title: First and Only Public Hearing to Adopt a Resolution Affirming Bay County Florida's Reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and Adding an Additional Non-Profit Corporation Owner, GIBB Foundation, Inc.

December 10, 2013

Page 3

Attachments:

1. Proposed Resolution Affirming Bay County Florida's Reissuance of Industrial Revenue Bonds, Series 2012, for Goodwill Industries and Adding an Additional Non-Profit Corporation Owner, GIBB Foundation, Inc.
2. October 11, 2011 Board agenda item for Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing.
3. December 11, 2012 Board agenda item to Conduct First and Only Public Hearing to Adopt a Resolution Affirming Bay County Florida's Issuance of Industrial Revenue Bonds for Goodwill Industries and Adding an Additional Project in Leon County.
4. Correspondence dated November 20, 2013 from Goodwill Industries Big-Bend, Inc. to Leon County.
5. Public notice.

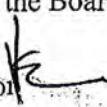
HWAT:ea

Leon County Board of County Commissioners

Cover Sheet for Agenda #19

October 11, 2011

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First and Only Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing Considering the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 Regarding the Goodwill Industries Big Bend, Inc. Project

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Alan Rosenzweig, Deputy County Administrator, County Administration

Title: First and Only Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing
Considering the Bay County, Florida Industrial Development Revenue Bonds, Series 2011
Regarding the Goodwill Industries Big Bend, Inc. Project
October 11, 2011
Page 2

Executive Summary

Issue Briefing:

At the September 20, 2011 meeting, the Board directed staff to schedule a Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing as requested by Goodwill Industries Big Bend Inc. Goodwill Industries will be issuing Industrial Development Revenue Bonds through Bay County. As some of the Bond proceeds will be expended on facilities in Leon County, a public hearing and interlocal agreement with Bay County is required for the bonds and subsequent projects to proceed (Attachment #1).

Fiscal Impact:

This item has a no fiscal impact to the County. No revenues or assets of Leon County are pledged to secure the debt. As these Industrial Development Revenue Bonds are being issued through Bay County, the Bonds will be obligations of Bay County and not Leon County.

Staff Recommendation:

Option #1: Conduct the first and only Tax Equity and Fiscal Responsibility Act (TEFRA) hearing to consider the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 for the Goodwill Industries Big Bend, Inc. project and approve the associated Resolution and Interlocal Agreement, and authorize the Chairman to execute.

Title: First and Only Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing
Considering the Bay County, Florida Industrial Development Revenue Bonds, Series 2011
Regarding the Goodwill Industries Big Bend, Inc. Project

October 11, 2011

Page 3

Report and Discussion

Background:

The Goodwill Industries-Big Bend, Inc. requested the County conduct a TEFRA Hearing and enter into an Interlocal Agreement with Bay County regarding the Florida Industrial Development Revenue Bonds, Series 2011 (Attachment #1). The Board approved this request at the September 20, 2011 meeting.

Analysis:

As reflected in Attachment #2, the proposed Bond issue will be partially utilized to support facility improvements for Goodwill Industries-Big Bend, Inc., located within Leon County. Pursuant to federal law, for these funds to be expended within Leon County, an interlocal agreement with Bay County needs to be entered into and a public hearing must be conducted.

No revenues or assets of Leon County are pledged to secure the debt. As these Industrial Development Revenue Bonds are being issued through Bay County, the Bonds will be the obligation of Bay County, and not Leon County.

Staff recommends approval of the Resolution and associated Interlocal Agreement. This public hearing was duly noticed, per Florida Statutes (Attachment #3).

Options:

1. Conduct the first and only Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing to consider the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 for the Goodwill Industries Big Bend, Inc. project and approve the associated Resolution and Interlocal Agreement, and authorize the Chairman to execute.
2. Conduct the first and only Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing to consider the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 for the Goodwill Industries Big Bend, Inc. project and do not approve the associated Resolution and Interlocal Agreement.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Resolution and associated Interlocal Agreement
2. Goodwill Industries-Big Bend, Inc. letter, dated August 31, 2011
3. Public Notice

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Leon County
Board of County Commissioners
 Cover Sheet for Agenda #29

December 11, 2012

To:	Honorable Chairman and Members of the Board
From:	Vincent S. Long, County Administrator
Title:	First and Only Public Hearing to Adopt a Resolution Affirming Bay County Florida's Issuance of Industrial Revenue Bonds for Goodwill Industries and Adding an Additional Project in Leon County

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/Project Team:	Scott Ross, Director, Office of Financial Stewardship

Fiscal Impact:

This item has no fiscal impact. The industrial revenue bonds are being issued through Bay County, Florida, and no Leon County revenue or assets are being utilized to secure this debt.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt a Resolution affirming Bay County Florida's Issuance of Industrial Revenue Bonds for Goodwill Industries and adding an additional project in Leon County (Attachment #1).

Report and Discussion

Background:

In order to add another location in Leon County that is eligible for funding under existing bonds, Goodwill Industries is requesting an affirming resolution for the issuance of Industrial Revenue Bonds through Bay County, (Attachment #2). On October 11, 2011, Leon County conducted a Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing for the issuance of Industrial Revenue Bonds for Goodwill Industries through Bay County, Florida, which included locations in Leon County (Attachment #3).

Analysis:

Subsequent to the October 11, 2011 TEFRA public hearing, Goodwill Industries is requesting an additional site in Leon County be added to the list of locations associated with the original Industrial Revenue Bonds. The location to be purchased is adjacent to the current Goodwill store in the Bradfordville Commons Center on Thomasville Road. In order for Goodwill Industries to purchase this location, a public hearing adopting an affirming resolution regarding the original Industrial Revenue Bonds is required.

Options:

1. Conduct the first and only public hearing and adopt a Resolution affirming Bay County Florida's Issuance of Industrial Revenue Bonds for Goodwill Industries and adding an additional project in Leon County.
2. Conduct the first and only public hearing and do not adopt a Resolution affirming Bay County Florida's Issuance of Industrial Revenue Bonds for Goodwill Industries and adding an additional project in Leon County.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Resolution Affirming Bay County's Issuance of Industrial Revenue Bonds, which includes an additional location in Leon County, and Public Notice
2. Letter from Goodwill Industries requesting an Affirming Resolution regarding Bay County.

Florida's Issuance of Industrial Revenue Bonds for Goodwill Industry and to add on additional location in Leon County

3. October 11, 2013 Board agenda item for Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing

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Florida Relay Service
(800) 955-8770
TDD
(850) 576-5235

Goodwill
Industries-Big Bend, Inc.



300 Mabry Street
Tallahassee, FL 32304
Phone (850) 576-7145
Fax (850) 576-4691
www.goodwillbigbend.com

November 20, 2013

Mr. Alan Rosenzweig
Assistant County Administrator
Leon County, Florida
301 S. Monroe St.
Tallahassee, FL 32301

Re: Bay County, Florida Industrial Development Revenue Bonds, Series 2012
(Goodwill Industries-Big Bend, Inc. Project)

Dear Mr. Rosenzweig:

Per your request, I am providing this letter with respect to the proposed reissuance of the above-referenced bonds (the "Bonds"). The Bonds were issued in 2012 for the purposes of financing the acquisition and/or renovation of several facilities owned by Goodwill Industries Big-Bend, Inc., a 501(c)(3) organization, and for the refinancing of certain other of such facilities. Of the facilities acquired and/or renovated, several are located in Leon County, and of the facilities refinanced or to be refinanced, several more are located in Leon County, as can be seen on the attached list. The remainder are located either in Bay County or Washington County.

The Bonds of Bay County funded a loan to Goodwill to accomplish the financing and refinancing, and are secured by a note and mortgage on the financed and refinanced facilities. Such Bonds were purchased by SunTrust Bank in a private placement. No revenues or assets of Bay County, Leon County or Washington County are pledged to secure the debt.

To facilitate a separate financing involving new market tax credits, Goodwill was required to transfer title to several of the properties securing or expected to secure the Bonds to a separate non-profit corporation, GIBB Foundation, Inc. Bond Counsel has advised us that this action, because it changes the ownership of certain of the properties securing the Bonds and thus the "principal user" of the Bond proceeds, will trigger a "reissuance" of the Bonds for federal tax purposes, and require new TEFRA hearings and approvals by both Bay County and Leon County. No adverse consequence to either Goodwill or the Bonds is expected as a result of said action. Based on the foregoing, we respectfully request that Leon County authorize the publication of the required TEFRA notice and schedule a public hearing to consider the same before the end of this year, if possible.



Florida Relay Service
(800) 955-8770
TDD
(850) 576-5235

Goodwill
Industries-Big Bend, Inc.

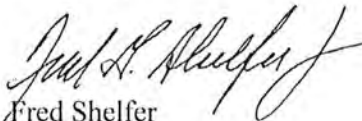


300 Mabry Street
Tallahassee, FL 32304
Phone (850) 576-7145
Fax (850) 576-4691
www.goodwillbigbend.com

As you are aware, Goodwill is a major employer with more than 300 employees in Leon County of about 700 total employees and, and provides tremendous value and benefit to the community by providing employment for disabled persons and assisting in the recycling and reuse of community assets. Approval of the reissuance of the bonds will assist Goodwill in furthering its mission, adding employment and serving more citizens.

Please feel free to call if you have any questions or I can provide any further information.

Sincerely,


Fred Shelfer
President



Florida Relay Service
(800) 955-8770
TDD
(850) 576-5235

Goodwill
Industries-Big Bend, Inc.



300 Mabry Street
Tallahassee, FL 32304
Phone (850) 576-7145
Fax (850) 576-4691
www.goodwillbigbend.com

THE FACILITIES

The Facilities include the following properties:

- | | | |
|------|---------------------------------|-------------------|
| (1) | 13415 Panama City Beach Parkway | Panama City Beach |
| (2) | 2800 West Tennessee Street | Tallahassee |
| (3) | 1610 Ohio Avenue | Lynn Haven |
| (4) | 300 Mabry Street | Tallahassee |
| (5) | 240 Mabry Street | Tallahassee |
| (6) | 2727 Capital Circle NE | Tallahassee |
| (7) | 2578 North Monroe Street | Tallahassee |
| (8) | 1943 Thomasville Road | Tallahassee |
| (9) | 6810 Thomasville Road | Tallahassee |
| (10) | 2309 Apalachee Parkway | Tallahassee |
| (11) | 1301 Main Street | Chipley |
| (12) | 2520 W. 23 rd Street | Panama City |
| (13) | 2826 Thomas Drive | Panama City Beach |
| (14) | 6808 Thomasville Road | Tallahassee |
| (15) | 3207 E. 4 th Street | Panama City |



NGN Draft No.1 11/18/13

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA AFFIRMING BAY COUNTY, FLORIDA'S REISSUANCE OF INDUSTRIAL DEVELOPMENT REVENUE BONDS FOR GOODWILL INDUSTRIES – BIG BEND, INC. AND ADDING AN ADDITIONAL OWNER/OBLIGOR WITH RESPECT THERETO; APPROVING THE FORM OF NOTICE OF A PUBLIC HEARING IN CONNECTION WITH THE ISSUANCE OF THE BONDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Bay County, Florida (the "Issuer") is, pursuant to Chapter 159, Part II, Florida Statutes (the "Act"), authorized to issue revenue bonds for the purposes of financing capital projects to improve the prosperity and welfare of the state and its inhabitants; and

WHEREAS, Chapter 163, Part I, Florida Statutes, permits the Issuer to enter into interlocal agreements with other local governments for purposes of expanding the Issuer's area of operation with respect to a particular project to include that of Leon County, Florida (the "County"); and

WHEREAS, the Issuer and the County have previously entered into an Interlocal Agreement dated as of October 24, 2011, authorizing the issuance by the Issuer of its Industrial Development Revenue Bonds (Goodwill Industries – Big Bend, Inc. Project), Series 2012 (the "Bonds") for the purpose of financing the acquisition of, rehabilitation and refinancing of certain qualified facilities located in Bay County, Florida and Leon County, Florida (the "Project"); and

WHEREAS, the Bonds were issued on May 31, 2012; and

WHEREAS, Goodwill Industries – Big Bend, Inc. has indicated its desire to transfer certain of the properties acquired as part of the Project to GIBB Foundation, Inc., a Florida not-for-profit corporation (the "Corporation"); and

WHEREAS, the addition of such additional owner and obligor will trigger a "reissuance" of the Bonds under the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, in order to satisfy certain of the requirements of the Code, the County has scheduled a public hearing on the proposed reissuance of the Bonds for the purposes herein stated, which hearing is scheduled fourteen (14) days following the first publication of notice of

such public hearing in a newspaper of general circulation in the County (a true and accurate copy of the notice of such public hearing is attached hereto as Exhibit A), which public hearing will be conducted in a manner that provides a reasonable opportunity for persons with differing views to be heard, both orally and in writing, on the reissuance of such Bonds; and

WHEREAS, it is intended that this Resolution shall constitute official action toward the reissuance of the Bonds within the meaning of the applicable United States Treasury Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISISONERS OF LEON COUNTY, FLORIDA, as follows:

SECTION 1. The County hereby confirms the reissuance of the Bonds, and consents to the inclusion of the Corporation as an additional owner and obligor as described in the notice set forth in Exhibit A attached hereto.

SECTION 2. All prior resolutions, motions and any other action of the County inconsistent with the provisions of this resolution are hereby modified, supplemented and amended to conform with the provisions herein contained and except as otherwise modified, supplemented and amended hereby shall remain in full force and effect.

SECTION 3. All members of the Board of County Commissioners of the County are hereby authorized and directed to execute any and all certifications or other instruments or documents required by the Interlocal Agreement as a prerequisite or precondition to the reissuance of the Bonds and any representation made therein shall be deemed to be made on behalf of the Issuer.

SECTION 4. This resolution shall become effective immediately upon its adoption.

ADOPTED this ____ day of December, 2013.

BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA

ATTESTED BY:

BOB INZER, CLERK OF COURT

By: _____

APPROVED AS TO FORM:

COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

By: _____
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

By: _____
_____, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

**NOTICE OF PUBLIC HEARING CONCERNING BONDS TO FINANCE
ACQUISITION, CONSTRUCTION, RENOVATION AND REFINANCING OF
QUALIFIED FACILITIES**

PUBLIC NOTICE IS HEREBY GIVEN that the BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA will cause to be conducted a Public Hearing regarding the Bay County, Florida Industrial Development Revenue Bonds (Goodwill Industries – Big Bend, Inc. Project), Series 2012 issued May 31, 2012 in the aggregate principal amount of \$15,000,000, to be held on December 10, 2013, beginning at 6:00 P.M., or as soon thereafter as such matter may be heard, at the Leon County Courthouse, 5th Floor Commission Chambers, 301 S. Monroe Street, Tallahassee, Florida.

Proceeds of such bond issue will be used to finance the acquisition, construction, renovation and refinancing of qualified facilities to be owned by Goodwill Industries Big Bend, Inc., a Florida not-for-profit corporation organized and existing under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and/or GIBB Foundation, Inc., a Florida not-for-profit corporation, located in Bay County, Leon County and Washington County. The projects within Leon County include the following:

6808 Thomasville Road
2800 West Tennessee Street
300 Mabry Street
240 Mabry Street
2727 Capital Circle NE
2758 North Monroe Street
6810 Thomasville Road
2309 Apalachee Parkway
1943 Thomasville Road.

All interested parties are invited to present their comments at the time and place set forth above.

Persons are advised that if they decide to appeal any decisions made at this hearing, they will need a record of the proceedings, and for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 606-5300 or 606-5000; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), or 711 via Florida Relay service.

Copies of the agenda item may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception Desk
Tallahassee, Florida 32301

and

Leon County Clerk's Office
315 S. Calhoun Street, Room 426
Tallahassee, Florida 32301

November 25, 2013

**Leon County
Board of County Commissioners**


Notes for Agenda Item #33

Leon County Board of County Commissioners

Cover Sheet for Agenda #33

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First and Only Public Hearing to Consider Adoption of a Proposed Ordinance to Establish Low Impact Development Standards and Incentives

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Public Works and Community Development David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	John Kraynak, P.E., Director, Environmental Services Division Ryan Culpepper, Director, Development Services Division

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Conduct the first and only Public Hearing and adopt a proposed Ordinance to Establish Low Impact Development Standards and Incentives (Attachment#1).

Report and Discussion

Background:

During their regularly scheduled meeting on March 12, 2013, the Board approved the proposed Low Impact Development (LID) standards and incentives, and directed staff to proceed with drafting an ordinance to implement them (Attachment #2).

Low impact development could be defined as a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the predevelopment hydrologic conditions of developing watersheds. While traditional stormwater management infrastructure oftentimes includes unsightly pipes, outfalls, concrete channels, and fenced “square boxed” ponds, LID-based development seeks to mimic predevelopment hydrology to protect watercourses, habitat, baseflow, and groundwater recharge. Additionally, it protects water quality by minimizing the pollutant loading to surface waters from developed areas. Furthermore, LID-based stormwater mitigation can reduce the size of the aesthetically unpleasing stormwater management facilities (SWMF) that require fencing and landscaping due to unsafe side slopes.

Stormwater runoff occurs when rain falls at a rate that is more than the surface can absorb, allowing excess water flow into streams and lakes. Undeveloped and undisturbed land typically has the ability to absorb small, frequent storms and a substantial portion of the larger storms before runoff occurs. After development, however, extra runoff is generated when impervious area is added to the property, which can cause the basin to lose more water after development because impervious area blocks the soil from absorbing water, pollutants to flow across impervious surfaces and wash into surface waters, and watercourses to become eroded and scoured from increased flow rates and volumes. Implementing LID practices into the development review process may reduce the amount of runoff caused by new development, thus reducing the aforementioned potential negative impacts.

The proposed Ordinance to establish low impact development standards and incentives is essential to the following FY2012 & FY2013 Strategic Initiative that the Board approved during its January 29, 2013 meeting:

- Implement strategies that protect the environment and promote orderly growth, including: integrate low impact development practices into the development review process (2012)

This particular Strategic Initiative aligns with the Board’s Strategic Priority – Environment:

- Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution (EN1 – rev. 2013)
- Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns (EN2 – 2012)

Analysis:

An LID-based approach to site design and SWMF functionality will typically result in a built site that looks and functions differently than more traditionally designed developments. Additionally, LID-based site design generally will result in the enhanced protection as well as restoration of our water sources by mimicking the site's predevelopment hydrology. Some examples of traditional site design elements that are barriers to an LID-based approach are:

- Elevated landscape islands in commercial parking areas;
- Curbs that prevent runoff from flowing off a street or parking lot onto landscape areas;
- Roof drains directly connected to an underground storm sewer system;
- Tightly manicured lawns with no natural areas; and
- Minimum parking requirements that create large, impervious parking areas with usually vacant spaces.

An LID-based approach to site design provides many environmental and economic benefits, as well as aesthetic enhancements when compared to more traditional site design. The following are examples of these benefits and enhancements:

- Improves water quality – Stormwater runoff collects pollutants such as oil, bacteria, sediments, metals, hydrocarbons, and nutrients from impervious surfaces and discharges these to streams, rivers, and lakes. Utilizing LID design solutions will reduce pollutant-laden storm water from reaching surface waters and groundwater. Improved water quality enhances property values and lessens the potential for pollutant clean up, thereby reducing or eliminating future costs to the public. LID would be one of many tools used in the Basin Management Action Plan (BMAP) process for meeting total maximum daily loads (TMDLs) for Lake Lafayette and Lake Munson in the future.
- Reduces costly flooding events – Ditches and drains are designed to deliver runoff to our waterways, but can rapidly flood when large volumes of stormwater enter these conveyances. Implementing LID practices would reduce the volume and speed of stormwater runoff, thus decreasing flooding and associated property damage.
- Restores aquatic habitat – Rapidly moving stormwater erodes stream banks and scours stream channels, obliterating habitat for fish and other aquatic life. Using LID practices would reduce the amount of stormwater reaching a surface water system and help maintain natural stream channel functions and habitat.
- Improves groundwater recharge – Runoff that is quickly discharged through ditches and drains into surface waters cannot infiltrate into the ground. LID practices retain more rainfall on-site, allowing it to be filtered by soil as it seeps down to the water table. This can reduce pollutants reaching Wakulla Springs by preventing transfer of pollutants to our sinks and rapid infiltration stormwater ponds located below the Cody Scarp.

- Enhances neighborhood aesthetics – Traditional stormwater management infrastructure includes unsightly pipes, outfalls, concrete channels and fenced ponds. Using LID broadly can increase property values and enhance communities by making them more beautiful, sustainable and wildlife friendly.
- Mitigates the “heat island effect” – When implemented broadly, LID can also mitigate the urban “heat island effect” by infiltrating water running off hot pavements by utilizing shading and minimizing impervious surfaces.

The proposed Ordinance includes the following LID concepts and associated design solutions:

1. **Shallow Retention Areas/Bioswales/Inverted Landscape Islands.** Current landscape islands are primarily required for aesthetics and to shade parking. By simply inverting the islands, the runoff would be treated using vegetation and biological organisms, while reducing the volume of runoff before discharging to the stormwater pond (Attachment #3). This would increase infiltration and groundwater recharge, and add to the aesthetics and improve biodiversity, as well as reduce the size of the onsite stormwater pond. The most important aspect of this concept is that the water quality treatment is more protective through retention. The proposed Ordinance provides an incentive by increasing the landscape credit from the current 1:1 basis to a 2:1 basis toward the 20% landscape requirement on development sites. Staff believes this incentive will motivate developers to integrate stormwater within their landscaping to allow more land for development.
2. **Minimize Directly Connected Impervious Areas.** Most residential development collects road and roof runoff in street inlets, which are then hard-piped directly to a centralized stormwater treatment pond. By eliminating the pipes and replacing them with roadside swales, or even capturing sidewalk drainage before it enters the piped conveyance system, significant water quality benefits can be achieved (Attachment #4). Most of the runoff from small storm events would percolate in the swales and never reach the stormwater pond; versus directly piping the runoff, which guarantees that it will reach the stormwater pond. The anticipated reduction in piped volumes would directly result in the ability to incorporate smaller, centralized stormwater ponds into the development. In addition, simply requiring that roof gutter systems discharge across existing yard vegetation can reduce runoff versus piping the gutters to the storm sewers. The proposed Ordinance language requires that the site designer must demonstrate that directly connected impervious area is minimized to the greatest extent practicable before an environmental permit can be approved.
3. **Utilize Natural/Planted Area on Residential Lots.** Lawns require watering, mowing, aerating, and may be subject to chemical applications. Lawns are not as effective at absorbing and retaining water as natural forest leaf litter, native grasses, shrubs, trees, and wild flowers. Therefore, replacing lawns with native vegetation can reduce stormwater and filter pollutants.

An example of this concept is the Madera Subdivision in Gainesville (Attachment #5). Native landscapes require less maintenance and equipment than a traditional lawn. Currently, the Land Development Code (LDC) requires that all area that drains to a stormwater pond, including natural areas, be included in the volumetric treatment requirement. The proposed Ordinance language will allow for the exclusion of natural area from the required treatment volume calculation to provide an incentive for developers to keep a percentage of each lot natural and reduce the required water quality treatment volume in the stormwater pond.

4. **Promote Pervious Pavements.** Pervious pavement allows rainwater to percolate through the paving and into the ground, thus decreasing runoff and minimizing the pollutants introduced into stormwater runoff from parking areas. Additionally, the utilization of pervious driveway and parking surfaces will result in smaller onsite stormwater ponds. Pervious pavement techniques include porous asphalt, pervious concrete, paving stones, and manufactured “grass pavers” made of concrete or plastic (Attachment #6). Pervious pavements may be used for walkways, patios, plazas, driveways, parking stalls and overflow parking areas. The Target store parking lot in Bradfordville is an example of pervious asphalt, and the Tallahassee Mall overflow parking contains grass pavers. The proposed Ordinance requires that all overflow parking be constructed of pervious pavement, which will improve the overall water quality before runoff reaches the stormwater pond.
5. **Green Roofs.** A green roof is a roof that is partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane (Attachment #7). The purpose of a green roof is to absorb and treat rainwater, provide insulation, create habitat for wildlife and mitigate the heat island effect. The proposed Ordinance includes a landscape credit for the green roof area at a ratio of 1:1 toward the 20% landscape area code requirement after all other landscaping requirements (including interior landscaping requirements) have been met. Credit toward the water quality treatment requirements will be calculated on a case-by-case basis using acceptable engineering practices.
6. **Resource efficient landscapes.** Resource efficient type landscapes use in-situ native soils, avoid soil compaction, provide wildlife habitat, reduce cover of turfgrass species, use native plant species best adapted to the conditions present before planting and will not need supplemental water, fertilizer and pesticides once established. The proposed Ordinance includes a landscape credit for resource efficient landscapes provided at a ratio of 1.5:1 toward the landscape area requirement in Section 10-4.344 after all other landscaping requirements (including interior landscaping requirements) have been met.
7. **Stormwater Reuse.** Reuse of stormwater for irrigation of landscaping and natural areas can assist in retaining stormwater runoff onsite. In all areas where retention is not required and recovery cannot be met solely by percolation, irrigation of stormwater is proposed as an incentive to keep the stormwater onsite versus sending it to an inefficient stormwater pond with filtration as the treatment alternative. This will reduce the treatment volume and improve the resultant stormwater quality leaving the site.

8. **Redevelopment.** Many of the County's older developed sites were constructed with no landscaping or stormwater requirements. Some of these sites are abandoned or have been redeveloped. Currently, the LDC provides incentives for redevelopment projects, including reduced landscape and natural area requirements and credit for impervious area toward stormwater rate control requirements. However, each redevelopment site must meet the current water quality treatment requirements, which can often be a disincentive to the project moving forward. Staff believes the water quality benefits provided by retention ponds are more important in reducing pollutant loads, and therefore proposes to reduce the water quality treatment requirements by 50% for redevelopment sites utilizing retention treatment.
9. **Revise the Parking Standards.** Currently, Chapter 10, Article VII, Division 5 of the LDC maintains a list of general land use types and a typical standard for calculating the required minimum off-street parking spaces for each land use type. The required spaces are typically determined by the amount of square footage associated with the proposed land use. The LDC also provides a threshold for the required parking based on the zoning district of the proposed use, which can allow a range of required parking generally within 10-15% of the required minimum. However, the minimum standard parking requirements are based on standards established more than 25 years ago. Additionally, these standards were designed to accommodate larger vehicles with limited focus on the environmental impact of the impervious footprint or consideration for pedestrian mobility. With the growing popularity of smaller, more energy efficient vehicles, the concern over stormwater runoff and the decreasing supply of available land for non-residential development, the re-evaluation of minimum parking standards appear to be a logical next step to further the implementation of LID standards. In many jurisdictions in the U.S., it has become standard practice to incorporate more pedestrian friendly and compact design features into parking space requirements.

The current parking standards require non-residential developments to allocate a large portion of the site to provide parking for the proposed land use. The resulting "sea of parking" can limit the site's development potential. As a result, the associated SWMFs are increased, further limiting the area allocated for building square footage. The LDC was amended in 2008 to provide flexibility in the minimum required parking by providing a range of allowable parking thresholds in each zoning district. This flexibility has been met with mixed results, with several applicants desiring more parking than the typical minimum, while a select few have elected to provide less than the typical minimum required.

An analysis of other similar-sized jurisdictions indicates that the County's current parking minimum standards appear to be excessive. Therefore, the proposed Ordinance would revise Sections 10-7.545 and 10-7.546 of the LDC as follows:

- Reduce the range of allowable off-street parking spaces by zoning district;
- Revise the minimum number of off-street parking spaces required by land use category as outlined in Schedule 6-2 of the LDC;

- Increase the ratio of full-size to compact off-street parking by 5% for most land uses noted in Schedule 6-2; and
- Revise the parking percentage ratio for compact cars from 25% to 30%.

Staff presented the proposed LID Ordinance to the Science Advisory Committee (SAC), the DSEM Citizen's User Group, and Water Resources Committee (WRC) for review and comments. Each of these entities provided overall support for the ordinance. Staff incorporated several of the changes proposed by these groups. However, there were two recommended changes that were not agreed to by staff. The first change was proposed by the WRC to eliminate the natural area on residential lot incentive due to anticipated difficulty in enforcement. While acknowledging the difficulty, staff believes that by way of Covenants and Restrictions within homeowner's association (HOA) documents, which specifically address and provide education and awareness of the LID goals, compliance will be achieved most of the time. Furthermore, staff plans to address these LID goals at the time of individual residential permitting by providing education to ensure property owners understand that they are a major stakeholder in our efforts to improve the overall water quality of downstream surface waters.

The second change not agreed to by staff was recommended by the DSEM Citizen's User Group and involved the requirement to minimize directly connected impervious area. The Group recommended removing the underlined language in the sentence "All environmental permit applications that include stormwater treatment must demonstrate that directly connected impervious area is minimized to the greatest extent practicable, i.e., swales versus piped system." They expressed concern that engineers and permit staff might disagree on interpreting this subjective phrase and could lengthen the time for obtaining a permit. Staff believes this phrase is necessary to engage the engineering consultant community and promote a culture of critical thinking and "outside the box" approach to achieve the desired result. Staff consistently coordinates with consultants on engineering issues during the review process. Such coordination is not seen as a hindrance, and staff does not anticipate it resulting in an extension of permitting time. Staff believes this provision will assist in protecting the environment and downstream surface water quality.

A consistency review by the Planning Commission was scheduled on December 3, 2013. The results of the Planning Commission's review will be addressed at the podium.

Staff believes the proposed Ordinance provides the foundation for better water quality treatment, thereby improving protection of County surface and groundwater resources. The Ordinance will be revised and updated as new LID solutions become available.

The Public Hearing was duly advertised consistent with the applicable provisions of the Florida Statutes (Attachment #8).

Options:

1. Conduct the first and only Public Hearing and adopt the proposed Ordinance to Establish Low Impact Development Standards and Incentives.
2. Conduct the first and only Public Hearing and do not adopt the Ordinance to Establish Low Impact Development Standards and Incentives.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Low Impact Development Ordinance
2. LID Standards and Incentives Board Agenda Item dated March 12, 2013
3. Bioswales/Inverted Landscape Islands
4. Vegetative Roadside Swales
5. Natural/Planted Area
6. Pervious Pavement Examples
7. Green Roof Diagram
8. Public Hearing Advertisement

VSL/TP/DM/JK/RC

ORDINANCE NO. 13- _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO THE LAND DEVELOPMENT CODE; ADDING A NEW SECTION 10-4.308, LOW IMPACT DEVELOPMENT; AMENDING SECTION 10-4.401. REDEVELOPMENT ALLOWANCES; AMENDING SECTION 10-7.545, NUMBER OF OFF-STREET PARKING SPACES; AMENDING SECTION 10-7.546, OFF-STREET PARKING SPACE STANDARDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, that:

SECTION 1. The Code of Laws of Leon County, Florida, is hereby amended by adding Section 10-4.308, which reads as follows:

Sec. 10-4.308. Low Impact Development.

(a) Generally. Low impact development (LID) is a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the predevelopment hydrologic conditions of developing watersheds. LID is a manner of land development that seeks to mimic predevelopment hydrology to protect watercourses, habitat, baseflow and groundwater recharge. It also protects water quality by minimizing the pollutant loading from developed areas to our surface waters. The basic premise of LID is to decentralize stormwater treatment by reducing runoff and designing infiltration techniques before the runoff reaches the stormwater facility.

(b) Minimization of directly connected impervious area. It is the intent of this subsection to minimize directly connected impervious area in an effort to improve water quality treatment by decentralizing stormwater runoff and percolating this runoff wherever possible. Environmental permit applications that include stormwater treatment, with the exception of projects located in the Multi-Modal Transportation District, must demonstrate that directly connected impervious area is minimized to the greatest extent practicable, i.e., swales versus piped system.

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1 (c) LID options. The following are examples of LID options that will be evaluated on a
2 case by case basis by using acceptable engineering practices with verification that maintenance
3 entities are provided to ensure that the LID will provide continuing benefits after construction:

- 4 1. Bioretention;
- 5 2. Retaining natural vegetation;
- 6 3. Minimize directly connected impervious areas;
- 7 4. Pervious pavement;
- 8 5. Green roofs;
- 9 6. Rain gardens;
- 10 7. Rain barrels/cisterns;
- 11 8. Resource efficient landscapes;
- 12 9. Stormwater reuse; and
- 13 10. Vegetated swales.

14
15 (d) Minimum Standards. The following are determined to be acceptable LID
16 techniques for which credit shall be available (other techniques may be approved at the
17 discretion of the County Administrator or designee):

18
19 (1) **Shallow retention areas.** This category includes bioretention areas, inverted landscape
20 areas and planted retention areas, if these areas are less than two feet in depth and
21 integrated within the landscaped areas of a site. Landscape credit for these shallow
22 retention areas shall be provided at a ratio of 2:1 toward the landscape area requirement
23 in Section 10-4.344 after all other landscaping requirements, including interior
24 landscaping requirements, have been met. These retention areas may provide stormwater
25 treatment credit if recovery requirements have been met.

26
27 (2) **Natural area on residential lots.** Stormwater treatment will not be required for areas on
28 residential lots specifically designated as “conservation area,” intended to remain in a
29 natural predevelopment condition. If possible, conservation areas should be located on
30 the downstream side of the lot to provide infiltration of runoff from impervious areas.
31 “Conservation Areas” shall be so indicated on the site plan, plat, or environmental permit
32 for the development. Covenants and Restrictions for residential subdivisions shall
33 include specific language to ensure preservation of dedicated areas. The treatment
34 volume for the subdivision must meet the minimum state water quality treatment
35 standards.

36
37 (3) **Pervious pavement.** Pervious pavement techniques utilize a variety of materials and
38 construction designs that allow movement of stormwater flow through sustainable
39 materials that contain pores or separation joints with eventual seepage into a base
40 material. Types of pervious pavement include, but are not limited to, porous asphalt and

1 concrete, plastic or concrete grid systems with gravel-filled voids, and grass pavers/turf
2 blocks (gravel, asphalt millings, crushed limerock or equivalent are not considered
3 pervious pavement).

4 Pervious pavement is required for parking as required in Section 10-7.545. Credit toward
5 landscaping and stormwater treatment requirements are as follows:

6 a) Grass pavers/turf blocks. Landscape credit for grass pavers/turf blocks shall be
7 provided at a ratio of 1:1 toward the landscape area requirement in Section 10-4.344
8 after all other landscaping requirements, including interior landscaping requirements,
9 have been met.

10
11 b) For calculating the treatment volume required for pervious pavement, initially such
12 surfaces shall be assumed to be 100 percent impervious, then deductions in the
13 required treatment volume for such areas can be taken that is equivalent to:

14
15 (i) The porosity of the pavement material multiplied by the thickness of the paving
16 material multiplied by a safety factor of five-tenths.

17
18 (ii) If, and only if, the soils immediately underlying the pavement for a depth of 18
19 inches have a permeability of three inches per hour or greater, as demonstrated by
20 onsite percolation tests, then a further deduction can be taken equivalent to the
21 porosity of the soil strata multiplied by four inches multiplied by a safety factor of
22 five-tenths.

23
24 (iii) The above deductions will be allowed provided that the applicant specifically
25 commits, in the Stormwater Operating Permit, to regularly sweep/vacuum the area
26 covered with pervious pavement and to verify the percolation capacity of the
27 pavement upon each renewal of the operating permit.

28
29 (4) **Green roofs.** A green roof is a roof of a building that is partially or completely covered
30 with non-invasive vegetation and a growing medium, planted over a waterproofing
31 membrane. The purpose of a green roof is to absorb and treat rainwater, provide
32 insulation, create habitat for wildlife and mitigate the heat island effect. Landscape credit
33 for the green roof area shall be provided at a ratio of at least 1:1 toward the landscape
34 area requirement in Section 10-4.344 after all other landscaping requirements, including
35 interior landscaping requirements, have been met. Appropriate credit for water quality
36 treatment provided shall be applied towards the applicable treatment requirements for the
37 development. Appropriate credit shall be calculated based upon the actual water quality
38 benefit provided by the green roof as calculated by a licensed engineer applying
39 professionally acceptable standards.

1
2 (5) Resource efficient landscapes. Resource efficient landscapes must use in-situ native
3 soils, avoid soil compaction, provide wildlife habitat, reduce cover of turfgrass species,
4 use native plant species best adapted to the conditions present before planting and will
5 not need supplemental water, fertilizer and pesticides once established. Landscape credit
6 for resource efficient landscapes shall be provided at a ratio of 1.5:1 toward the landscape
7 area requirement in Section 10-4.344 after all other landscaping requirements, including
8 interior landscaping requirements, have been met.

9
10 (6) Stormwater reuse. Reuse of stormwater for irrigation of landscaping and natural areas
11 can assist in retaining stormwater runoff onsite. In all areas where retention is not
12 required and recovery cannot be met solely by percolation, reductions to the treatment
13 volume will be given for irrigation of stormwater on a case by case basis. The treatment
14 volume for the areas draining to the stormwater pond must still meet the minimum state
15 water quality treatment standards.

16
17 (e) LID Credit. All LID techniques must include provisions for maintenance and
18 enforcement to ensure that the original design remains intact and continues to provide the
19 benefits originally designed. Except as otherwise provided herein, credit towards water quality
20 requirements shall be given on a 1:1 basis and shall be based upon the actual water quality
21 benefit provided by the LID technique as calculated by a licensed engineer based upon
22 professionally acceptable methodology. Credits must be reviewed and approved by the County
23 Administrator or designee based on the site conditions and proposed LID techniques. The
24 County Administrator or designee will provide clarification and/or interpretation of requirements
25 in this section if multiple interpretations become the source of conflict.

26
27 **SECTION 2:** Section 10-4.401 of the Code of Laws of Leon County, Florida, is hereby
28 amended to read as follows:

29 **Sec. 10-4.401. Redevelopment allowances.**

30 (a) In the unincorporated area of the County, when redevelopment is occurring and when the
31 demolition or removal of the principal structure or 50 percent or more of the impervious
32 surface existing on a site is occurring, it is the intent of this section to allow for the
33 following modifications to this article:

34 (1) *Allowances.* The following allowances apply to parcels with impervious area
35 greater than or equal to 25 percent of the parcel existing on or before January 1,
36 2004, if there is no reduction to special development zone requirements and the
37 requirements of section 10-4.202:

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- 1 a. Only 1/2 of the landscaping area requirements of sections 10-4.344, 10-
- 2 4.347 (1)a., and (2) shall be applied except the minimum landscape
- 3 island area shall remain 400 sf.
- 4 b. Section 10-4.351 (e)(4)a. (40 percent canopy coverage of parking areas)
- 5 shall not apply.
- 6 c. Trees preserved shall receive double the credit listed in section 10-4.349.
- 7 d. A parcel may utilize section 10-4.346 if no impacts are proposed to
- 8 preservation areas.
- 9 e. If no increase in impervious area is proposed, section 10-4.302 2.a. is
- 10 presumed to be met.
- 11 f. If ~~full~~ water quality treatment is provided as required by this article, then
- 12 the parcel may utilize 50 percent of the existing impervious in the rate
- 13 control and downstream analysis calculations required in section 10-4.302.
- 14 g. Site specific stormwater standards in Section's 10-4.301(2), 10-4.301(3)
- 15 and 10-4.301(4) may be reduced up to 50% for all previously developed
- 16 areas if stormwater treatment is provided by retention. The treatment
- 17 volume for these areas must still meet the minimum state water quality
- 18 treatment standards.

19 (2) *Variances.* Where a redevelopment site can not meet the requirements of specific
 20 stormwater management, landscape, and tree protection requirements of division
 21 3, a variance may be sought by submitting an application to Leon County Growth
 22 and Environmental Management Department in accordance with the requirements
 23 in section 10-2.347.

24 * * *

25 **SECTION 3.** Section 10-7.545 of the Code of Laws of Leon County, Florida, is hereby
 26 amended to read as follows:

27 **Sec. 10-7.545. - Number of off-street parking spaces.**

28 (a) The standard number of off-street parking spaces required for specific land uses is
 29 established in schedule 6-2, below. The actual number of parking spaces provided in association
 30 with any proposed use may, at the developer's discretion, be equivalent to a range of number of
 31 parking spaces based upon the zoning district in which the development is located, pursuant to
 32 the following table:

33

Zoning District	Allowed Number of Parking Spaces
-----------------	----------------------------------

R, UF, LTRUF, RC, WRC, LP, RP, RA, OS, OA-1	95% - 105 <u>100</u> % of standard in Schedule 6-2; <u>up to 5% may be allowed over the standard, but shall be of an approved pervious material.</u>
R1, R2, R3, R4, R5, OR-1, MH, MRC	85% - 110 <u>100</u> % of standard in Schedule 6-2; <u>up to 10% may be allowed over the standard, but shall be of an approved pervious material.</u>
OR-2, MR-1, C-1, BC-1, BOR, M-1, I, MRCN, NBO	80% - 115 <u>100</u> % of standard in Schedule 6-2; <u>up to 15% may be allowed over the standard, but shall be of an approved pervious material.</u>
AC, BC-2, BCS, OR-3, CM, C-2, CP, IC, UP-1, UP-2	75% - 115 <u>100</u> % of standard in Schedule 6-2; <u>up to 15% may be allowed over the standard, but shall be of an approved pervious material.</u>
DRI, PUD	Development-specific schedule to be included in approved development application.

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Any deviation from the range of required parking established within the table above, would require approval or approval with conditions by the parking standards committee.

Surface parking areas in excess of the ~~requirements~~ standard identified in Schedule 6-2 of this division shall be of an approved pervious material, unless determined that pervious material would be more damaging to the environment or would not comply with accessibility requirements.

SCHEDULE 6-2
Required Parking Spaces
RESIDENTIAL

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
<u>RESIDENTIAL</u>					

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
1.	Conventional detached	<p>1,2 and 3 bedrooms: 2 <u>1.5</u> spaces/unit* **</p> <p>4 bedrooms: 3 <u>2</u> spaces/unit* **</p>	100/0	0	<p>* If on-street parking is not permitted or is restricted on the unit's street frontage, then 1 visitor parking space shall be required. The visitor space shall be located not more than 100 feet from the unit's street frontage.</p> <p>** Resident parking spaces may be tandem.</p>
2.	<p>Cluster/multifamily development: -Resident parking*</p> <p>-Visitor parking**</p>	<p><u>1</u> Studio/bedroom: 1 space/unit</p> <p>1 bedroom: 1.5 spaces/unit</p> <p>2,3 or more bedrooms: 2.0 <u>1.5</u> spaces/unit</p> <p>0.5 space/unit</p>	<p>100/0</p> <p>50/50</p>	<p>0.10 per required parking space</p>	<p>* Resident parking spaces may be tandem.</p> <p>** On-street parking provided in accordance with the dimensions required for parallel spaces may count toward visitor parking requirements. These spaces must be located within the maximum distances specified in Section 10-1028(d)(2)-7.544(d)(2).</p>
3.	Housing for the elderly	To be determined by the parking standards committee*			* Developer shall submit a parking study.

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
4.	Mobile home parks: -Resident parking* -Visitor parking**	≥ 1.5 spaces/unit 0.25 spaces/unit	100/0 50/50	0	* Resident parking spaces may be tandem. ** On-street parking provided in accordance with the dimensions required for parallel spaces may count toward fulfilling visitor parking requirements. These spaces must be located within the maximum distances specified in Section 10-1028(d)(2) 7.544(d)(2) .
COMMERCIAL					
5.	Uses located in commercial shopping centers	1 space/ 250 <u>350</u> square feet or <u>of</u> gross floor area	75/25 <u>70/30</u>	0.10 per required parking space	
6.	Auto repair/ <u>service station</u>	1 space/300 square feet of gross floor area <u>2 per service bay plus 1 per 2,000 square feet of gross floor area</u>	75/25 <u>70/30</u>	0	
7.	Auto sales	1 space/400 square feet of gross floor area*	75/25 <u>70/30</u>	0	* <u>Areas for vehicle display shall utilize pervious material to the greatest extent possible.</u>
8.	Auto service station	2 spaces plus 4 for each service bay	75/25	0	
98.	Auto washing	2 spaces <u>1 space/washing stall</u>	75/25 <u>70/30</u>	0	

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
10. <u>9.</u>	Barbershops or beauty parlors	1 space/ 150 <u>250</u> square feet of gross floor area	75/25 <u>70/30</u>	0.10 per required parking space	
11. <u>10.</u>	Bank, savings and loan	1 space/ 250 <u>400</u> square feet of gross floor area	75/25 <u>70/30</u>	0.10 per required parking space	
12. <u>11.</u>	Hotel, motel	1 <u>.75</u> space per unit	75/25 <u>70/30</u>	0	
13. <u>12.</u>	Lumberyards, nurseries	1 space/ 250 <u>350</u> square feet of gross floor area for retail sales plus 1 space/2,000 square feet of outdoor area devoted to displays and storage	75/25 <u>70/30</u>	2	
14. <u>13.</u>	Offices: -Administrative business and professional - Government	1 space/ 300 <u>350</u> square feet of gross floor area* ** 1 space/ 300 <u>350</u> square feet of gross floor area* **	50/50 50/50	0.10 per required parking space 0.05 per required parking space	* For on-site parking facilities containing 1,000 or more parking spaces, the parking requirement shall be 1 space per 500 square feet of gross floor area for parking spaces required in excess of 1,000. ** For an office building of 6 or more stories in height and which contains less than 250,000 square feet of gross floor area of office uses, the parking requirement shall be 1 space per 300 square feet of gross floor area.

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
15. 14.	Restaurants: -All restaurants except fast food -Fast food restaurant	1 space/ 125 <u>200</u> gross square feet of floor area up to 6,000 gross square feet plus 1 space/ 75 <u>150</u> gross square feet of floor area over 6,000 square feet 1 space/ 300 <u>350</u> square feet of gross floor area	75/25 <u>70/30</u> 75/25 <u>70/30</u>	0.10 per required parking space 0.25 per required parking space	
16. 15.	Retail, general (i.e. department stores, markets, etc.)	1 space/ 250 <u>350</u> square feet of gross floor area	75/25 <u>70/30</u>	0.10 per required parking space	
17. 16.	Retail, furniture and appliance	1 space/1000 square feet of gross floor area	75/25 <u>70/30</u>	0.05 per required parking area	
18. 17.	Elementary and junior high schools	2 <u>1.5</u> spaces/classroom	75/25 <u>70/30</u>	5.00 per required parking space*	* Bicycle spaces for teachers and visitors should be separate from spaces for students.
19. 18.	Senior high schools	4 3.25 <u>3.25</u> spaces/classroom	75/25 <u>70/30</u>	4.00 <u>2.50</u> per required parking space	
20. 19.	Colleges	4 3.25 <u>3.25</u> spaces/classroom	75/25 <u>70/30</u>	0.50 <u>3.00</u> per required parking space	

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
21. 20.	Convenience food stores	1 space/ 250 300 square feet of gross floor area	75/25 70/30	0.10 per required parking space	
HEALTH SERVICES					
21.	Convalescent and nursing homes	1 space/4 beds	75/25 70/30	0.10 per required parking space	
22.	Medical and dental offices and clinics, veterinary hospitals and clinics	1 space/ 200 250 square feet of gross floor area	75/25 70/30	0.5 per required parking space	

INDUSTRIAL USES					
24. 23.	Manufacturing	1 space/750 square feet of gross floor area devoted to manufacturing for the first 20,000 square feet plus the required parking for area devoted to other uses; 1 space/2,000 square feet for the second 20,000 square feet. 1 space/4,000 square feet for floor area in excess of 40,000 square feet	50/50	0.10 per required parking space	

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
24.	Warehouse	1 space/1,000 square feet of gross floor area for the first 20,000 square feet devoted to warehousing plus the required footage devoted to other uses. 1 space/2,000 square feet for the second 20,000 square feet. 1 space/4,000 square feet for floor area in excess of 40,000 square feet	50/50	.05 per required parking space	
25.	Reserved				
ENTERTAINMENT AND RECREATION					
26.	Arcades, games	1 space/ 200 300 square feet of gross floor area	75/25 70/30	0.20 per required parking space	
27.	Bowling alleys, billiard halls	4 3 spaces/alley plus 2 1.5 for each billiard table plus required parking for other uses on the site	75/25 70/30	0.20 per required parking space	
28.	Commercial stables	1 space/5 stalls boarded on the site	75/25 70/30	0.10 per required parking space	
29.	Driving range (golf)	1 space/tee plus required parking for any other uses on the site	75/25 70/30	0.10 per required parking space	
30.	Golf course (regulation)	6 5 spaces/hole plus required parking for any other uses on the site	75/25 70/30	0.10 per required parking space	

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
31.	Miniature golf	1 space/3 holes plus required parking for any other uses on the site	75/25 <u>70/30</u>	0.10 per required parking space	
32.	Parks (public or private)	To be determined by the parking standards committee*	75/25 <u>70/30</u>		* Developer must submit a parking study.
33.	Skating rinks	1 space/ 200 <u>300</u> square feet of gross floor area	75/25 <u>70/30</u>	0.25 per required parking space	
34.	Tennis, handball and racquetball facilities	2 spaces/court plus required parking for additional uses on the site	75/25 <u>70/30</u>	0.25 per required parking space	
35.	Health club	1 space/ 150 <u>200</u> square feet of gross floor area*	75/25 <u>70/30</u>	0.25 per required parking space	* Swimming pool shall be counted as floor area.
36.	Theaters, movies: - Single screen -Multiscreen	1 space/4 seats 1 space/4 seats	75/25 <u>70/30</u>	0.10 per required parking space	
MISCELLANEOUS					
37.	Auditoriums	1 space/ 100 <u>200</u> square feet of gross floor area	75/25 <u>70/30</u>	0.10 per required parking space	

	Use	Min. Off-Street Parking Requirement	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces	Notes
38.		1 space/ 100 <u>200</u> square feet of chapel, sanctuary or assembly area*	75/25 <u>70/30</u>	0.10 per required parking space	* May be all pervious material unless determined by parking standards committee to require impervious parking
39.	Day care, preschools, nursery schools	1 space/ 250 <u>300</u> square feet of gross floor area, if adequate drop-off facilities are provided*	75/25 <u>70/30</u>	0.10 per required parking space	* Drop-off facilities must be designed to accommodate a continuous flow of passenger vehicles to load and unload children safely. The adequacy of drop-off facilities shall be determined by the transportation engineer based on standard traffic safety principles.
40.	Model home	2 spaces/model home plus 1 space/salesperson * **	100/0	0	* Salesperson space may be a vacant garage space in the model home. ** On-street parking adjacent to the site frontage may count toward fulfilling required parking if doing so does not produce a shortage or residential parking or obstruct traffic.
41.	Utilities	To be determined by the parking standards committee*			*Developer must submit a parking study.
42.	Libraries	To be determined by the parking standards committee*	75/25 <u>70/30</u>	0.20 per required parking space	* Developer must submit a parking study.

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(b) For any use not listed in schedule 6-2, the county administrator or designee, upon review of the proposed use, shall specify the required number of loading spaces to be provided, using generally accepted traffic engineering practices and standards.

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1 **SECTION 4.** Section 10-7.546 of the Code of Laws of Leon County, Florida, is hereby
2 amended to read as follows:

3 **Sec. 10-7.546. - Off-street parking space standards.**

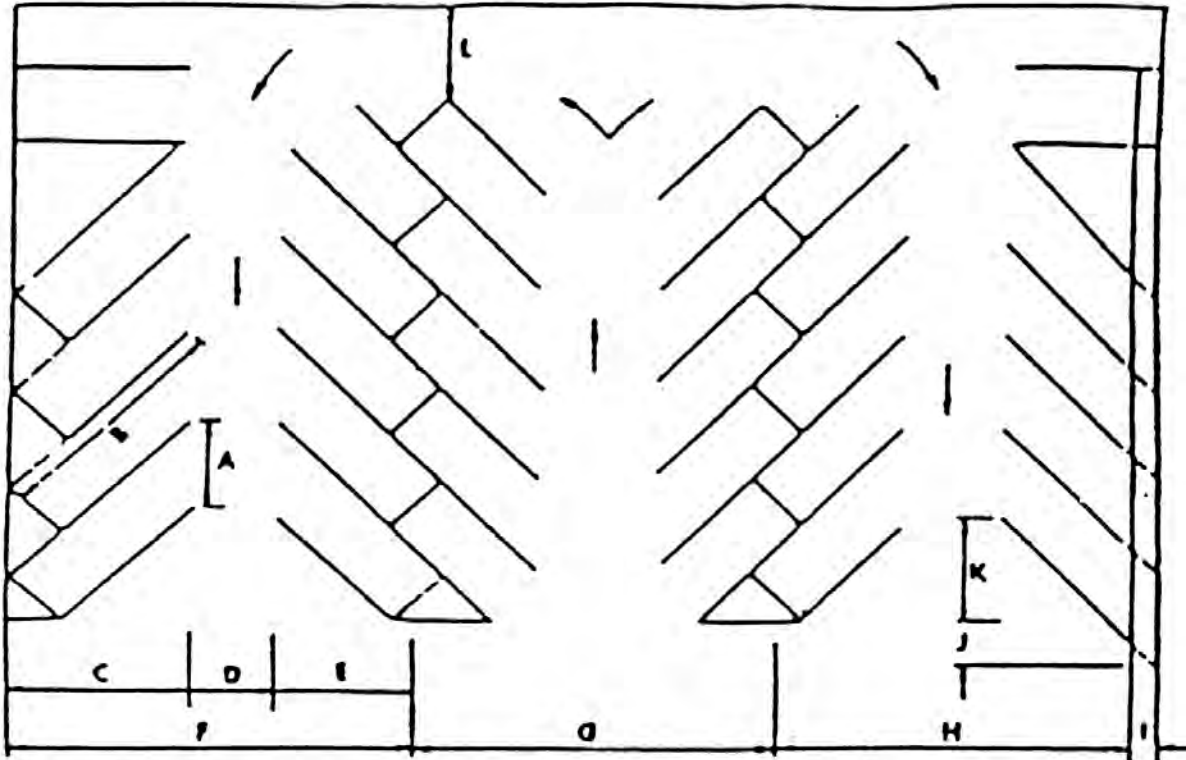
4 (a) *Regular car parking.* The minimum dimensions for required off-street spaces
5 shall be as depicted in schedule 6-3 and schedule 6-4 below:

6 **SCHEDULE 6-3**
7 **REGULAR CAR PARKING**

Dimension	Schedule 6-4	0 Deg	45 Deg	60 Deg	75 Deg	90 Deg
Stall width, parallel to aisle	A	9.0	12.7	10.4	9.3	9.0
Stall length of line	B	24.0	24.5	21.4	19.5	18.0
Stall depth to wall	C	9.0	17.0	18.5	19.0	18.0
Aisle width between stall lanes	D	12.0	12.0	16.0	22.0	24.0
Stall depth, interlock	E	9.0	14.8	17.0	18.3	18.0
Module, wall to interlock	F	30.0	43.8	51.5	59.3	60.0
Module, interlocking	G	30.0	41.6	50.0	58.6	60.0
Module, interlock to curb face	H	30.0	41.8	49.4	56.9	58.0
Bumper overhang (typical)	I	0.0	1.5	1.8	2.0	2.0
Offset	J	-	6.3	2.7	0.5	0.0
Setback	K	24.0	11.0	8.3	5.0	0.0
Cross aisle, one-way	L	18.0	18.0	18.0	18.0	18.0
Cross aisle, two-way	-	24.0	24.0	24.0	24.0	24.0

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Regular Car Off-Street Parking Stall Layout
Diagram 6-4



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(b) *Compact car parking.* Parking for compact cars may be provided for up to 30 percent of the required parking, according to the following conditions:

- (1) Compact car parking may be provided only for parking areas that have ten or more spaces.
- (2) For 90-degree compact parking, the minimum stall width shall be eight feet and the minimum stall length shall be 16 feet. There need be no provision for bumper overhang for compact parking.
- (3) Compact parking spaces must be designated as being for the exclusive use of compact cars through the use of signs or pavement marking.
- (4) The overall design of a parking lot incorporating spaces for compact cars must be reviewed and approved by the county administrator or designee.
- (5) The parking layout dimensions (in feet) for 8 foot compact parking stalls at various angles are shown below in schedule 6-5.

SCHEDULE 6-5
COMPACT CAR PARKING

Dimension	Schedule	0 Deg	45 Deg	60 Deg	75 Deg	90 Deg
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	6-4					
Stall width, parallel to aisle	A	8.0	11.3	9.2	8.3	8.0
Stall length of line	B	22.0	24.0	20.5	18.2	16.0
Stall depth to wall	C	8.0	17.0	17.8	17.6	16.0
Aisle width between stall lanes	D	12.0	12.0	16.0	22.0	24.0
Stall depth, interlock	E	8.0	11.7	14.3	16.0	16.0
Module, wall to interlock	F	28.0	43.2	48.1	53.3	56.0
Module, interlocking	G	28.0	43.2	48.1	53.3	56.0
Module, interlock to curb face	H	28.0	43.2	48.1	53.3	56.0
Bumper overhang (typical)	I	0.0	0.0	0.0	0.0	0.0
Offset	J	0.0	5.7	2.3	0.6	0.0
Setback	K	22.0	11.3	8.0	4.1	0.0
Cross aisle, one-way	L	18.0	18.0	18.0	18.0	18.0
Cross aisle, two-way	-	24.0	24.0	24.0	24.0	24.0

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(c) *Parking for handicapped persons.* Any parking area to be used by the general public shall provide suitable, marked parking spaces for handicapped persons. The number, design, and location of these spaces shall be consistent with the requirements of F.S. §§ 316.1955 and 316.1956, or succeeding provisions. No parking space required for the handicapped shall be counted as a parking space in determining compliance with section 10-7.545, but optional spaces for the handicapped shall be counted. All spaces for the handicapped shall be paved.

(d) *Parking surfaces.* Except for single-family and two-family dwellings and agricultural uses, every off-street parking area shall be surfaced with a material that provides a durable and dust-free surface, as approved by the county administrator or designee, upon consultation with appropriate representatives of the public works department. However, parking for seasonal uses and portions of off-street parking lots not used on a regular basis may be exempted from the paving requirements above. Determination of the granting of exemptions shall be made by the parking standards committee.

(e) *Miscellaneous.* When determination of the number of off-street spaces required by this article results in a fractional space, the fraction of one-half or less may be disregarded, and a fraction in excess of one-half shall be counted as one parking space. In stadiums, sports arenas, churches and other places of assembly in which those in attendance occupy benches, pews or other similar seating facilities, and/or which contains an open assembly area, the occupancy shall be based on the maximum occupancy rating given the building by the fire marshal. Gross floor area shall be the sum of the gross horizontal area of all floors of a building measured from the exterior faces of the exterior walls.

SECTION 5. Conflicts. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, as of the effective date of this

Version 11-25-13

1 Ordinance, except to the extent of any conflicts with the Tallahassee-Leon County
2 Comprehensive Plan, as amended, which provisions shall prevail over any parts of this
3 Ordinance which are inconsistent, either in whole or in part, with the Comprehensive Plan.
4

5 **SECTION 6.** Severability. If any section, subsection, sentence, clause, phrase or portion of this
6 article is for any reason held invalid or unconstitutional by any court of competent jurisdiction,
7 such portion shall be deemed a separate, distinct, and independent provision and such holding
8 shall not affect the validity of the remaining portions of this Ordinance.
9

10 **SECTION 7.** Effective date. This ordinance shall be effective according to law.
11

12 DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County,
13 Florida, this ____ day of _____, 2013.
14

15 LEON COUNTY, FLORIDA
16
17

18 BY: _____
19 KRISTIN DOZIER, CHAIRMAN
20 BOARD OF COUNTY COMMISSIONERS
21

22 ATTEST:
23 BOB INZER, LEON COUNTY CLERK OF THE COURT AND COMPTROLLER
24 LEON COUNTY, FLORIDA
25

26
27 BY: _____
28

29 APPROVED AS TO FORM:
30 LEON COUNTY ATTORNEY'S OFFICE
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32
33 BY: _____
34 HERBERT W.A. THIELE, ESQ.
35 COUNTY ATTORNEY

Leon County Board of County Commissioners

Cover Sheet for Agenda #17

March 12, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Proposed Low-Impact Development Standards and Incentives

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Tony Park, P.E., Public Works and Community Development David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	John Kraynak, P.E., Director, Environmental Services Division Ryan Culpepper, Director, Development Services Division

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the proposed low-impact development standards and incentives and direct staff to draft an Ordinance to implement standards and incentives.

Title: Approval of Proposed Low-Impact Development Standards and Incentives
March 12, 2013
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Report and Discussion

Background:

Low impact development (LID) can be defined as a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the predevelopment hydrologic conditions of developing watersheds. LID is a manner of land development that seeks to mimic predevelopment hydrology to protect watercourses, habitat, baseflow and groundwater recharge. It also protects water quality by minimizing the pollutant loading to our surface waters from developed areas. Additionally, LID-based stormwater mitigation applications will reduce the need for large and oftentimes aesthetically unpleasing stormwater management facilities that require fencing and landscaping due to unsafe side slopes.

Stormwater runoff occurs when rain falls at a rate that is more than the surface can absorb, allowing excess water flow into our streams and lakes. Undeveloped and undisturbed land typically has the ability to absorb small, frequent storms and a substantial portion of the larger storms before runoff occurs. After development, extra runoff is generated when impervious area is added to the property. Designing a development in a manner that generates excess stormwater runoff has caused several undesirable effects, such as: 1) the basin loses more water after development because impervious area blocks the soil from absorbing water; 2) pollutants flow across impervious surfaces and wash into our surface waters; and, 3) watercourses become eroded and scoured from increased flow rates and volumes. In addition, traditional stormwater management infrastructure includes unsightly pipes, outfalls, concrete channels and fenced "square boxed" ponds.

This item is essential to the following FY 2012 & FY 2013 Strategic Initiative that the Board approved at the January 29, 2013 meeting:

- "Integrate low impact development practices into the development review process."

This particular Strategic Initiative aligns with the Board's Strategic Priorities – Environment.

- "Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution." (EN1)

and

- "Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns." (EN2)

Analysis:

The basic premise of LID is to decentralize stormwater treatment by reducing runoff and designing infiltration techniques before the runoff reaches the stormwater pond. Developed land must look and function differently than traditional development to protect and restore water resources and mimic predevelopment hydrology.

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Some design elements that are barriers to water resource protection are:

- Elevated landscape islands in commercial parking areas;
- Curbs that prevent runoff from flowing off a street or parking lot onto landscape areas;
- Roof drains directly connected to an underground storm sewer system;
- Tightly manicured lawns with no natural areas; and
- Minimum parking requirements that create large, impervious parking areas with vacant spaces much of the time.

LID provides many environmental and economic benefits as follows:

- Improved water quality – Stormwater runoff collects pollutants such as oil, bacteria, sediments, metals, hydrocarbons, and nutrients from impervious surfaces and discharge these to our streams, rivers, and lakes. Utilizing LID design solutions will reduce pollutant-laden stormwater reaching our surface waters and groundwater. Improved water quality increases property values and lowers the potential cost of clean-up to the taxpayers. LID would be one of many tools used in the Basin Management Action Plan (BMAP) process for meeting total maximum daily loads (TMDLs) for Lake Lafayette and anticipated for Lake Munson.
- Reduces costly flooding events – Ditches and drains are designed to deliver runoff to our waterways, but can rapidly flood when large volumes of stormwater enter these conveyances. Implementing LID practices would reduce the volume and speed of stormwater runoff, thus decreasing flooding and property damage.
- Restored aquatic habitat – Rapidly moving stormwater erodes stream banks and scours stream channels, obliterating habitat for fish and other aquatic life. Using LID practices would reduce the amount of stormwater reaching a surface water system and help maintain natural stream channel functions and habitat.
- Improved groundwater recharge – Runoff that is quickly discharged through ditches and drains into surface waters cannot infiltrate into the ground. LID practices retain more rainfall on-site, allowing it to enter the ground and be filtered by soil as it seeps down to the water table. This can reduce pollutants reaching Wakulla Springs by preventing transfer of pollutants to our sinks and rapid infiltration stormwater ponds located below the Cody Scarp.
- Enhanced neighborhood aesthetics – Traditional stormwater management infrastructure includes unsightly pipes, outfalls, concrete channels and fenced ponds. Using LID broadly can increase property values and enhance communities by making them more beautiful, sustainable and wildlife friendly.
- Mitigate the “heat island effect” – When implemented broadly, LID can also mitigate the urban “heat island effect” by infiltrating water running off hot pavements by utilizing shading and minimizing impervious surfaces.

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Staff seeks Board direction to proceed with the development of LID standards and incentives. If approved, staff will focus on the following LID concepts and associated design solutions:

1. **Bioswales/Inverted landscape islands.** Current landscape islands are primarily required for aesthetics and shading of parking. By simply inverting the islands, many benefits are realized (Attachment #1). The runoff is treated using vegetation and biological organisms while the volume of runoff is reduced before discharging to the stormwater pond. This also increases infiltration and groundwater recharge, and can add to the aesthetics and improve biodiversity, as well as reduce the size of the onsite stormwater pond. Staff intends to incentivize this concept by increasing the landscape credit for implementation of this type of stormwater treatment-based landscape island.
2. **Minimize directly connected impervious areas.** Most residential development collects road and roof runoff in street inlets, which are then hard-piped directly to a centralized stormwater treatment pond. By eliminating the pipes and replacing them with roadside swales, or even capturing sidewalk drainage before it enters the piped conveyance system, significant water quality benefits can be achieved (Attachment #2). Most of the runoff from small storm events would percolate in the swales and never reach the stormwater pond, versus directly piping the runoff which guarantees that it will reach the stormwater pond. The anticipated reduction in piped volumes would directly result in smaller centralized stormwater ponds. In addition, simply requiring that roof gutter systems discharge across existing yard vegetation can reduce runoff versus piping the gutters to the storm sewers. Staff intends to provide incentives to disconnect these impervious areas.
3. **Promote pervious pavements.** Pervious pavement allows rainwater to percolate through the paving and into the ground, decreasing runoff. This reduces stormwater runoff volumes and minimizes the pollutants introduced into stormwater runoff from parking areas. Additionally, the utilization of pervious driveway and parking surfaces will result in smaller onsite stormwater ponds. Pervious pavement techniques include porous asphalt, pervious concrete, paving stones, and manufactured "grass pavers" made of concrete or plastic (Attachment #3). Pervious pavements may be used for walkways, patios, plazas, driveways, parking stalls and overflow parking areas. The Target store parking lot in Bradfordville is an example of pervious asphalt and the Tallahassee Mall overflow parking contains grass pavers. Staff intends to provide incentives to make this alternative more cost effective.
4. **Utilize natural/planted area on residential lots.** Lawns require watering, mowing, aerating and in most cases, chemicals. Lawns are not as effective at absorbing and retaining water as natural forest leaf litter, native grasses, shrubs, trees and wild flowers. Replacing lawns with native vegetation can reduce stormwater and filter pollutants. An example of this concept is the Madera Subdivision in Gainesville (Attachment #4). When designed and installed correctly, native landscapes require less maintenance and equipment than a traditional lawn. Staff intends to investigate incentives to promote this natural approach to stormwater management.

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5. **Revise the parking standards.** Currently, the Leon County Land Development Code (LDC), specifically Chapter 10, Article VII, Division 5, maintains a list of general land use types and a typical standard for calculating the required minimum off-street parking spaces for each land use type. The required spaces are typically determined by the amount of square footage associated with the proposed land use. The LDC also provides a threshold for the required parking based on the zoning district of the proposed use. This threshold can allow a range of required parking, generally within 10-15% of the required minimum. However, the minimum standard parking requirements are based on standards established more than 25 years ago. Additionally, these standards were designed to accommodate larger vehicles with little focus on the environmental impact of the impervious footprint. With the growing popularity of smaller, more energy efficient vehicles, the concern over stormwater runoff and the decreasing supply of available land for non-residential development, the re-evaluation of minimum parking standards appear to be a logical next step to further the implementation of LID standards.

The current standards require non-residential developments to allocate a large portion of the site to provide parking for the proposed land use. The resulting “sea of parking” can limit the site’s development potential. As a result of the increased area allocated for parking, the resulting stormwater management facilities are increased, further limiting the area allocated for building square footage. The LDC was amended in 2008 to provide flexibility in the minimum required parking by providing a range of parking percentages in each zoning district. This flexibility has been met with mixed results, with several applicants desiring more parking than the typical minimum, while few have elected to provide less than the typical minimum.

A preliminary analysis of other similar-sized jurisdictions indicates that the County’s current parking standards may be excessive. Not only could the parking spaces be reduced, but it appears that the parking dimensions could be revised as well. Many jurisdictions have implemented LID practices in their parking standards by requiring principles such as bio-swales, pervious parking surfaces and an increase in the use of compact car parking. The use of these LID techniques can help reduce the impervious surface footprint, reduce the area associated with stormwater management facilities, enhance the aesthetics of parking areas and provide more flexibility in the design of a proposed development, all while implementing the Board’s Strategic Priority of protecting the environment.

6. **Rain gardens and rain barrels (Attachment #5).** Other LID techniques include rain gardens and rain barrels. A rain garden is a shallow depression planted with suitable trees, shrubs, flowers, and other plants intended to capture and absorb stormwater runoff from impervious areas including roofs, driveways, sidewalks and compacted lawn areas. They can be used as a buffer to capture and absorb runoff from the home landscape before it enters a lake, pond, or river.

Rain barrels and cisterns capture and store rainwater from roofs for future use, reducing stormwater runoff and possibly decreasing irrigation costs. They require limited space and are relatively easy to install, but they must be emptied on a regular basis.

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Page 6

Both rain gardens and rain barrels are effective LID tools, but must be maintained and managed through the life of the residential structure, which may pose regulatory challenges for monitoring and enforcement. Staff intends to investigate these options further to see if stormwater treatment credits can be provided for their water quality benefits.

7. **Redevelopment Incentives.** Many of the County's older developed sites were constructed with no landscaping and stormwater requirements. Some of these sites are abandoned and/or have been redeveloped. Currently, the LDC provides incentives for redevelopment projects. These incentives include reduced landscape and natural area requirements and credit for impervious area toward stormwater rate control requirements. Staff intends to investigate additional incentives for redevelopment if LID design applications are incorporated into the project. The water quality benefits from LID are important in reducing pollutant loads and may warrant reducing the stormwater treatment volumes. The site plan process may also be expedited to incentivize the incorporation of LID design application during the redevelopment process.

Staff proposes to draft Ordinance language to implement the LID standards and incentives as outlined, and then obtain comments from the Science Advisory Committee, the Development Support & Environmental Management (DSEM) Citizen's User Group, and Planning Commission prior to finalizing the Ordinance for Board consideration. Staff is requesting Board direction to proceed with the process of drafting the LID Ordinance.

Options:

1. Approve the proposed low-impact development standards and incentives and direct staff to draft an Ordinance to implement the standards and incentives.
2. Do not approve the proposed low-impact development standards and incentives and do not direct staff to draft an Ordinance to implement the standards and incentives.
3. Board direction.

Recommendation:

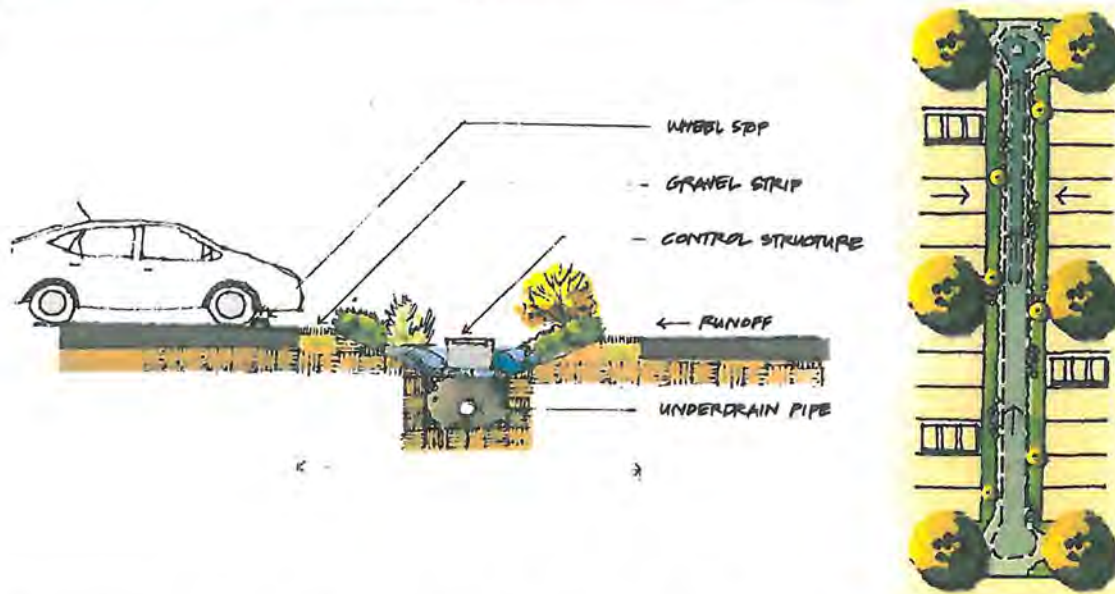
Option #1.

Attachments:

1. Bioswales/inverted landscape Islands
2. Roadside vegetative swales
3. Pervious pavement
4. Natural/planted area
5. Rain gardens and rain barrels

VSL/TP/DM/JK

Bioswales/Vegetated Swales



This bioswale cross section (left) depicts the swale with an underdrain, which may not be necessary in naturally well drained soils. Surface runoff from the adjacent impervious area enters the swale diffusely through an energy reducing gravel strip and then flows through vegetative buffers along the edge of the bioswale. Swales can be designed with swale blocks (dashed lines perpendicular to flow arrows in plat view (right)) if there is a significant slope or by setting the discharge elevation of the control structure higher than the swale bottom if the swale has little relief.

Definition:

A bioswale or vegetated swale is a form of bioretention used to partially treat water quality, attenuate flooding potential and convey stormwater away from critical infrastructure. These systems are linear, with length to width dimensions much greater than the more typical 2:1 applied to bioretention cells.

Objectives:

The function of these open-channel (broad) drainageways is to convey stormwater runoff. They are often used as an alternative to, or an enhancement of, traditional stormwater piping. Bioswales are often integrated into parking lot and road medians and parallel to roadways to infiltrate and treat a portion of the stormwater volume. These systems can often be integrated into existing ditch and swale systems to increase their treatment function. Where soils are well drained, infiltration can also be facilitated in the swale by placing ditch blocks or weirs perpendicular to the flow path, causing small volumes of water to be captured in the swale and allowing more time for infiltration.

Applications

- Parking lot island and medians
- Residential roadside swales
- Highway medians
- Landscape buff

Vegetated Roadside Swales

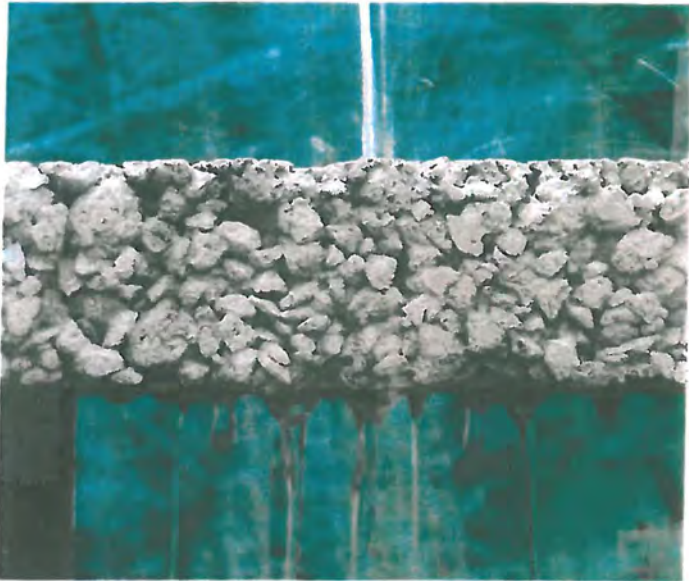


In Seattle's High Point neighborhood, roadside bioswales collect and filter stormwater, create a park-like feel and improve pedestrian safety.

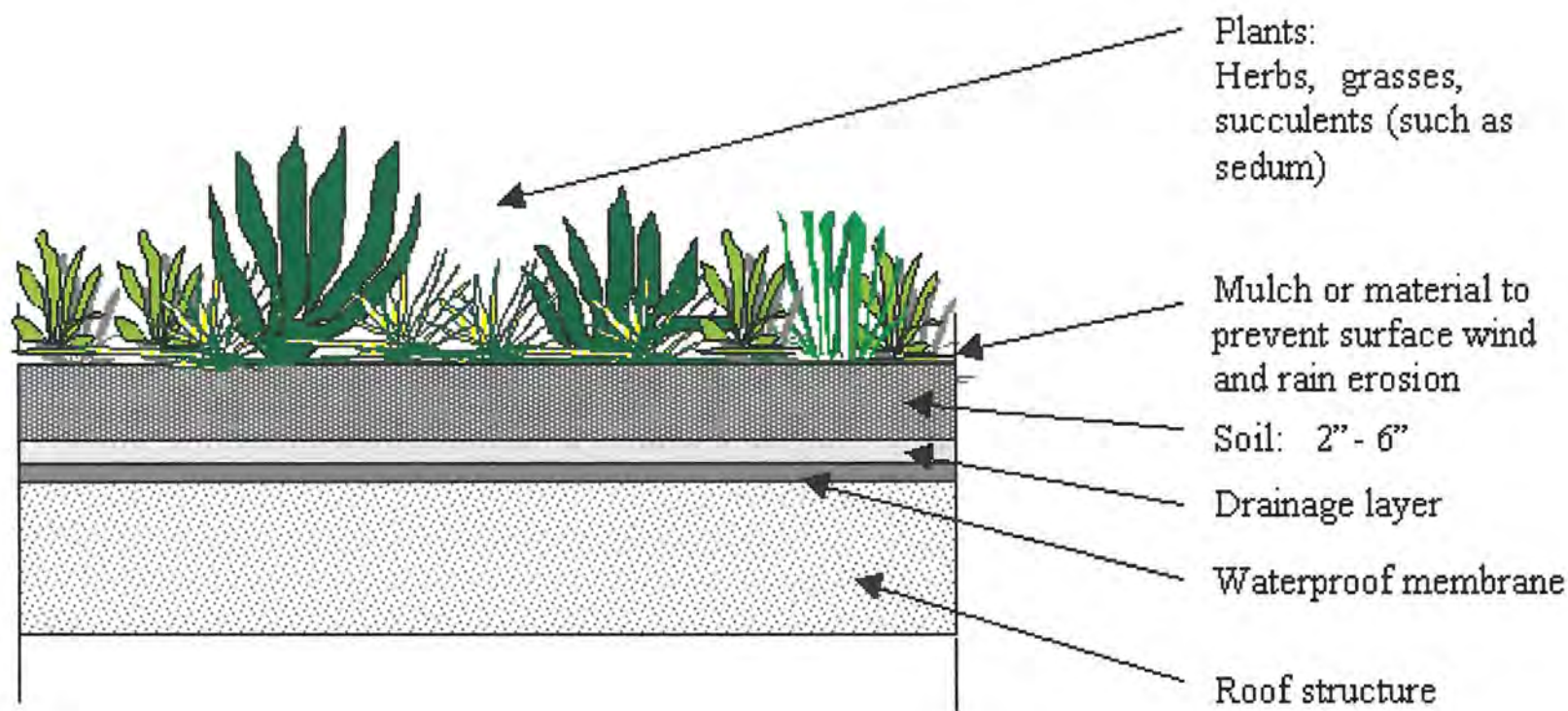




Pervious Pavement



Ecoroof (Green-roof)



Section Not to Scale

Green Roofs



NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 10, 2013, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO THE LAND DEVELOPMENT CODE; ADDING A NEW SECTION 10-4.308, LOW IMPACT DEVELOPMENT; AMENDING SECTION 10-4.401. REDEVELOPMENT ALLOWANCES; AMENDING SECTION 10-7.545, NUMBER OF OFF-STREET PARKING SPACES; AMENDING SECTION 10-7.546, OFF-STREET PARKING SPACE STANDARDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon Brown or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception Desk
Tallahassee, FL 32301

and

Leon County Clerk's Office
315 S. Calhoun Street, Room 426
Tallahassee, Florida 32301

Advertise: November 27, 2013

**Leon County
Board of County Commissioners**

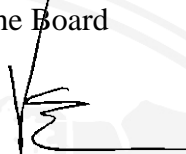
Notes for Agenda Item #34

Leon County Board of County Commissioners

Cover Sheet for Agenda #34

December 10, 2013

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First and Only Public Hearing to Adopt a Proposed Ordinance to Reauthorize the Levy of the 6th-Cent Local Option Fuel Tax

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Tim Barden, Principle Management and Budget Analyst

Fiscal Impact:

This item has a fiscal impact. The 6th-Cent Local Option Fuel Tax revenue generates approximately \$5,300,000 for transportation related expenditures annually.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance to reauthorize the levy of the 6th Cent Local Option Fuel Tax (Attachment #1).

Report and Discussion

Background:

The 6th Cent Local Option Fuel Tax is a fuel tax on every gallon of motor fuel sold in Leon County. The existing levy of the Local Option Fuel Tax expires in August 2015. The current ordinance has been in place since 1985, together with the interlocal agreement with the City of Tallahassee that outlines the expenditure and the distribution of funds between the County and the City.

At the July 8, 2013 budget workshop, the Board approved a comprehensive agreement with the City of Tallahassee addressing transportation funding, a long-term commitment to address Fire and Emergency Medical Services (EMS) funding, and a three-year commitment to the funding of Palmer Munroe Teen Center. Specific actions are required by both the County and City to continue to implement the Agreement.

One action required in the Interlocal Agreement for Fire and Emergency Medical Services was for the reauthorization by the County of the 6th Cent Local Option Fuel Tax to be approved by December 31, 2013. In order to reauthorize the levy of the 6th Cent Local Option Fuel Tax, the County is required to amend the interlocal agreement with the City of Tallahassee for the expenditure of the local option Fuel Tax; as well as, conduct a public hearing to adopt an ordinance levying the 6th Cent Local Option Fuel Tax.

On September 5, 2013, the County and City executed the second addendum to the Interlocal Agreement for the expenditure of Local Option Fuel Tax as required (Attachment #2).

Analysis:

The FY 2014 budget for the 6th Cent Fuel Tax is \$5.3 million dollars. It is anticipated to generate approximately \$23 million dollars over the next 4 years that will be used for transportation related expenditures. As stated in the attached Ordinance, the uses for the fuel tax include:

- Public transportation operation and maintenance
- Roadway and Right of way maintenance and equipment and structures used primarily for the storage and maintenance of such equipment
- Roadway and right of way drainage
- Street lighting installation, operation, maintenance, and repair
- Traffic signs, traffic engineering, signalization and pavement markings, installation, operation, maintenance, and repair.
- Bridge Maintenance
- Debt Service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of road and sidewalks.

This tax is already levied and shared with the City of Tallahassee (53.33% City and 46.67% County); the extension will occur under the same allocation that currently exists and will be imposed for a period of 30 years, commencing on September 1, 2015.

Notice of the public hearing was timely advertised (Attachment #3).

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance to reauthorize the levy of the 6th-Cent Local Option Fuel Tax (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance to re-levy the 6th-Cent Local Option Fuel Tax.
3. Board direction.

Recommendations:

Options #1.

Attachments:

1. Proposed Ordinance to reauthorize the levy of the 6th-Cent Local Option Fuel Tax
2. Interlocal Agreement with the City of Tallahassee Detailing the Sharing of the 6th-Cent Local Option Fuel Tax
3. Notice of Public Hearing

VSL/AR/SR/TB

1 BE IT ORDAINED by the Board of County Commissioners of the County of Leon,
2 Florida, as follows, that:

3 **Section 1.** The Code of Laws of Leon County, Florida, is hereby amended by adding
4 a section to be numbered 11-33, which section reads as follows:

5 **Sec. 11-33. 6th - Cent Local Option Fuel Tax.**

6 **(a) 6th - Cent Local Option Fuel Tax.**

7 There is hereby relieved, reimposed, and reset, pursuant to Section 206.41(1)(e) and
8 Section 336.025(1)(a), Florida Statutes, an additional tax of six cents per net gallon, to be
9 designated as the “6th - Cent Local Option Fuel Tax,” upon every gallon of motor fuel sold in
10 Leon County for transportation expenditures.

11 **(b) Tax Collection.**

12 The 6th - Cent Local Option Fuel Tax shall be collected, administered, and enforced in
13 accordance with Chapter 206, Florida Statutes. The proceeds of the 6th - Cent Local Option Fuel
14 Tax shall be transferred to the Local Option Fuel Tax Trust Fund and distributed to Leon County
15 and the City of Tallahassee by the State of Florida, Department of Revenue in accord with the
16 provisions of the Second Addendum to the Agreement entered into by and between Leon County
17 and the City of Tallahassee dated September 5, 2013.

18 **(c) Uses of 6th - Cent Local Option Fuel Tax.**

19 Leon County and the City of Tallahassee shall utilize monies received pursuant to this
20 ordinance in accord with the Second Addendum to the Agreement entered into by and between
21 Leon County and the City of Tallahassee dated September 5, 2013, for transportation
22 expenditures consistent with the provisions of Section 336.025(1)(a)2 and (7), Florida Statutes,
23 including but not limited to:

1 (1) Public transportation operations and maintenance.

2 (2) Roadway and right-of-way maintenance and equipment and structures used
3 primarily for the storage and maintenance of such equipment.

4 (3) Roadway and right-of-way drainage.

5 (4) Street lighting installation, operation, maintenance, and repair.

6 (5) Traffic signs, traffic engineering, signalization, and pavement markings,
7 installation, operation, maintenance, and repair.

8 (6) Bridge maintenance and operation.

9 (7) Debt service and current expenditures for transportation capital projects in the
10 foregoing program areas, including construction or reconstruction of roads and
11 sidewalks.

12 **(d) Duration.**

13 The tax imposed hereby shall be for a period of 30 years commencing September 1,
14 2015.

15 **Section 2. Conflicts.** All ordinances or parts of ordinances in conflict with the
16 provisions of this ordinance are hereby repealed to the extent of such conflict, except to the
17 extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended,
18 which provisions shall prevail over any parts of this ordinance which are inconsistent, either in
19 whole or in part, with the said Comprehensive Plan.

20 **Section 3. Severability.** If any provisions or portion of this Ordinance is declared by
21 any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all
22 remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Second Addendum to Agreement for Expenditure
of Local Option Gas Tax Proceeds**

This Second Addendum to the Agreement for Expenditure of Local Option Gas Tax Proceeds dated June 25, 1985, by and between Leon County, a political subdivision of the State of Florida, hereinafter referred to as "County", and the City of Tallahassee, a municipal corporation, hereinafter referred to as the "City", is made and entered into this 5th day of September, 2013.

RECITALS

WHEREAS, the County and City entered into an Agreement for Expenditure of Local Option Gas Tax Proceeds ("Agreement") on June 25, 1985, which Agreement sets forth a distribution formula for the proceeds from the four cent local option fuel tax which was proposed and adopted at that time; and

WHEREAS, the Agreement was amended by Addendum dated May 29, 1987, which contemplated an extension of the four cent local option fuel tax and the levy of an additional two cent local option fuel tax; and

WHEREAS, paragraph seven (7) of the Agreement authorizes modification to the restrictions contained in the Agreement by amendment if reduced to writing and executed by the Parties.

NOW, THEREFORE, the Parties hereto agree by this Second Addendum to the Agreement and in consideration of the forgoing recitals and following mutual covenants and promises, the sufficiency of which being acknowledged, the Parties hereto agree that:

Section 1. Amendment to Agreement and Effective Date. The Agreement dated June 25, 1985, as amended by Addendum dated May 29, 1987, shall be and is hereby superseded and replaced in its entirety with this Second Addendum to Agreement effective September 1, 2015.

Section 2. Distribution of 6th-Cent Local Option Fuel Tax Revenue. The monies received pursuant to the 6th-Cent Local Option Fuel Tax, less any sums retained by the Florida Department of Revenue for costs of collection, shall be distributed Forty-six and 67/100 Percent (46.67%) to the County and the remaining Fifty-three and 33/100 Percent (53.33%) to the City.

Section 3. Utilization of 6th-Cent Local Option Fuel Tax Revenue.

- A. The County shall utilize all monies received pursuant to the 6th-Cent Local Option Fuel Tax only for transportation expenditures pursuant to and consistent with section 336.025(1)(a)2. and (7), Florida Statutes.
- B. The City shall utilize all monies received pursuant to the 6th-Cent Local Option Fuel Tax only for transportation expenditures pursuant to and consistent with section 336.025(1)(a)2. and (7), Florida Statutes.

Section 4. Review by Parties. Representatives of the Parties shall meet periodically, but not less than annually, to review the method of distribution of the 6th-Cent Local Option Fuel Tax revenues and use of such revenues by the Parties.

Section 5. Outstanding Bond Resolutions. Nothing herein shall be construed and under no circumstances shall the provisions of this Second Addendum to Agreement materially or adversely affect the rights of holders of outstanding bonds which are backed by taxes authorized under section 336.025, Florida Statutes and imposed by Leon County Ordinances 85-45 and 87-59, and the amounts distributed to the County and the City thereby shall not be reduced below the amount necessary for the payment of principal and interest and reserves for principal and interest as required under the covenants of any bond resolution outstanding on the effective date hereof.

Section 6. Miscellaneous Provisions.

- A. **Amendments.** The Parties hereby acknowledge that the terms hereof constitute the entire understanding and agreement of the Parties with respect to the subject matter hereof. No modification hereof shall be effective unless in writing, executed with the same formalities as this Second Addendum to the Agreement, in accordance with general law.
- B. **Assignment.** The Parties agree not to assign this Second Addendum to the Agreement to a third-party without the prior written consent of the other Party.
- C. **Indemnification.** Each Party agrees to indemnify, defend and hold harmless the other Party, its officials, officers, and employees, from and against all liabilities, damages, costs and expenses, including but not limited to a reasonable attorney's fee, to the extent the same are caused by the negligent or wrongful acts or omissions of the indemnifying party, or its officials, officers, or

employees, in the performance of this Second Addendum to the Agreement. The liability of each Party, as set forth in this Paragraph, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this Paragraph shall be deemed to alter said waiver or to extend the liability of a party beyond such limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which the indemnifying party may be entitled.

D. Conflict Resolution.

1. The Parties shall attempt to resolve any disputes that arise under this Second Addendum to the Agreement in good faith and in accordance with this Paragraph. The provision of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Second Addendum to the Agreement, as an alternative dispute resolution process is hereby set forth in this section. The aggrieved Party shall give written notice to the other Party in writing, setting forth the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice."

2. Should the Parties be unable to reconcile any dispute, the appropriate City and County personnel shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision, in writing, to the City Manager and County Administrator. If they are unable to reconcile their dispute, they shall report their impasse to the City Manager and the County Administrator who shall then convene a meeting of the City Manager and County Administrator at their earliest opportunity, but in any event within 20 days following receipt of a Dispute Notice, to attempt to reconcile the dispute.

3. If a dispute is not resolved by the foregoing steps within thirty (30) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule

10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within 10 days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in transportation related matters. If agreement on a mediator cannot be reached in that 10-day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

4. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

(a) Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other with written notice thereof specifying the nature of such claims and the amount, if any, involved.

(b) Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall delivery written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select a third arbitrator.

(c) The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the third arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

E. Notice. If written notice to a Party is required under this Second Addendum to the Agreement, such notice shall be given by hand delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested, to the County as follows:

County Administrator
Leon County Courthouse
5th Floor
301 S. Monroe Street
Tallahassee, FL 32301

and to the City as follows:

City Manager
City Hall
300 S. Adams Street, Box A-21
Tallahassee, FL 32301

F. Choice of Law, Venue, and Severability. This Second Addendum to the Agreement shall be construed and interpreted in accordance with Florida Law. Venue for any action brought in relation to this Second Addendum to the Agreement shall be placed in a court of competent jurisdiction in Leon County, Florida. If any provision of this Agreement is subsequently held invalid, the remaining provisions shall continue in effect.

Section 7. Notification of Department of Revenue. The Clerk of the Board of County Commissioners shall notify the Florida Department of Revenue of the rate of the taxes levied by the County Ordinance re-imposing the 6th-Cent Local Option Fuel Tax, and shall provide the Department of Revenue with a certified copy of this Second Addendum to the Agreement.

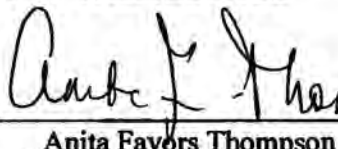
Section 8. Conditions Precedent. The effectiveness of this Second Addendum to the Agreement is specifically conditioned upon the adoption of an Ordinance by the Board of County Commissioners pursuant to section 336.025(1)(a), Florida Statutes, regarding the

Six Cent Local Option Fuel Tax, for the reimposition, relevy, and collection of six cents tax per net gallon of motor fuel commencing September 1, 2015.

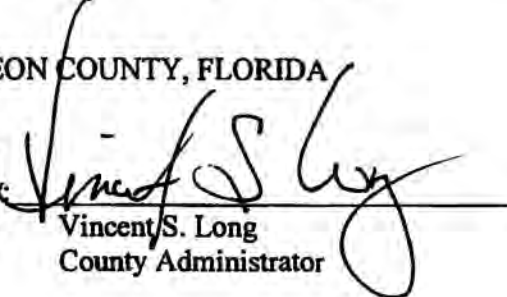
IN WITNESS WHEREOF, the Parties caused this Second Addendum to the Agreement to be executed by their duly authorized representatives this 5th day of September, 2013.

CITY OF TALLAHASSEE

LEON COUNTY, FLORIDA

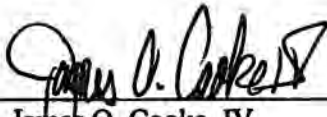
By: 
Anita Favors Thompson
City Manager





Vincent S. Long
County Administrator


ATTEST:

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida


By: 
James O. Cooke, IV
City Treasurer-Clerk

By: 
John Stott, Deputy Clerk

APPROVED AS TO FORM:
City Attorney's Office

By: 
Lewis E. Shelley, Esq.
City Attorney

APPROVED AS TO FORM:
Leon County Attorney's Office

By: 
Herbert W. A. Thiele, Esq.
County Attorney

NOTICE OF PUBLIC HEARING

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AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 11, ARTICLE II OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, BY ADDING A NEW SECTION 11-33 ENTITLED "6TH-CENT LOCAL OPTION FUEL TAX"; RELEVYING A 6TH-CENT LOCAL OPTION FUEL TAX IN LEON COUNTY; PROVIDING FOR COLLECTION AND DISTRIBUTION OF THE PROCEEDS; PROVIDING A GENERAL DESCRIPTION OF THE USES OF THE TAX REVENUE; PROVIDING A DURATION OF THE RELEVY OF A 6TH CENT LOCAL OPTION FUEL TAX; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR NOTIFICATION; AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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and

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Tallahassee, Florida 32301

PUBLICATION: NOVEMBER 27, 2013