

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

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

**Tuesday, September 20, 2016
3:00 P.M.**

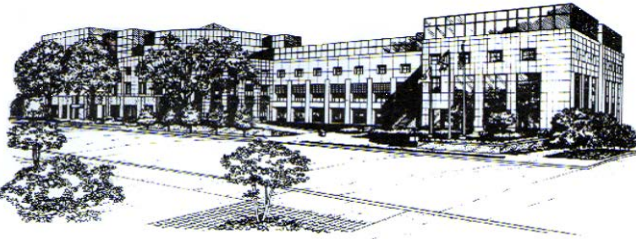
COUNTY COMMISSIONERS

Bill Proctor, Chairman
District 1

Jane Sauls
District 2

Bryan Desloge
District 4

Mary Ann Lindley
At-Large



John Dailey, Vice Chair
District 3

Kristin Dozier
District 5

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 a 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 the ADA Coordinator at 850-606-5011, or Facilities Management, 850-606-5000, by written or oral request at least 48 hours prior to the proceeding. 7-1-1 (TDD and Voice), via Florida Relay Service. Accommodation Request Forms are available on the website www.LeonCountyFl.gov/ADA.

Board of County Commissioners
Leon County, Florida
Agenda

Regular Public Meeting
Tuesday, September 20, 2016, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Pastor Quincy Griffin of Family Worship and Praise Center

Pledge of Allegiance by Chairman Bill Proctor

AWARDS AND PRESENTATIONS

- Proclamation Declaring September 2016 National Sickle Cell Awareness Month
(Chairman Proctor)
- Proclamation Recognizing the Accomplishments of Star Swain
(Commissioner Proctor)
- Proclamation Declaring September as National Hunger Action Month
(Commissioner Proctor)
- Proclamation Declaring October as Breast Cancer Awareness Month
(Commissioner Dozier)

CONSENT

1. Approval of Payment of Bills and Vouchers Submitted for September 20, 2016 and Pre-Approval of Payment of Bills and Vouchers for the Period of September 21 through October 17, 2016
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
2. Approval of FY 2017 Outside Agency Grant Funding Agreements
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Approval of Renewal of the Certificate of Public Convenience and Necessity to Provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc.
(County Administrator/Office of Public Safety/Emergency Medical Services)
4. Approval of Renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services
(County Administrator/ Office of Public Safety/Emergency Medical Services)
5. Acceptance of the Florida Department of Health County Emergency Medical Services Entitlement Grant in the Amount of \$40,451
(County Administrator/ Office of Public Safety/Emergency Medical Services)
6. Approval to Renew the Agreements with Tallahassee Community College and North Florida Community College for the Provision of Internships for Emergency Medical Services Technology Students
(County Administrator/ Office of Public Safety/Emergency Medical Services)

7. Adoption of a Resolution Authorizing the Leon County Housing Finance Authority to engage The Hendrickson Company as the Housing Finance Authority's Financial Advisor
(County Administrator/ Human Services & Community Partnerships / Housing Services)
8. Consideration of Request from Neighborhood Medical Center, Inc., for a Letter of Support for the Health Resources and Services Administration Service Area Competition Grant
(County Administrator/ Human Services & Community Partnerships)
9. Approval of the Memorandum of Agreement Between Leon County and the Florida Veterans Foundation, Inc. for Administration of the Veterans Emergency Assistance Program for FY16/17
(County Administrator/ Human Services & Community Partnerships/ Veterans Services)
10. Adoption of Proposed Amended Policy No. 01-07, Meeting Rooms-Library
(County Administrator/ Office of Library Services)
11. Approval of the Amendment to the Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation
(County Administrator/ Public Works/ Engineering Services)
12. Approval of Crowder Road Maintenance Map for Recording in the Public Records
(County Administrator/ Public Works/ Engineering Services)

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

13. Acceptance of a Status Report on the Big Bend Continuum of Care
(County Administrator/County Administration)
14. Acceptance of Status Report on Educational Facilities Authority
(County Attorney)

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

15. Acceptance of the 2016 Leon County Annual Report
(County Administrator/County Administration)
16. Acceptance of the FY 16/17 Board Retreat Overview
(County Administrator/ County Administration)
17. Approval to Support the Request for a Letter of Support and Funding to Establish the Apalachee Center Central Receiving Facility
(County Administrator/ Human Services & Community Partnerships)

18. Consideration of the Full Board Appointments to the Leon County Research and Development Authority Board of Governors
(County Administrator/County Administration)

19. Consideration of Full Board Appointments to the Affordable Housing Advisory Committee and the Tallahassee-Leon County Commission on the Status of Women & Girls
(County Administrator/County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

20. Second and Final Public Hearing for Adoption of the FY16/17 Final Millage Rates and Final Budgets
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)

21. First and Only TEFRA Public Hearing and Adoption of the Resolution and Approval of the Interlocal Agreement Regarding Presbyterian Retirement Communities, Inc.
(County Attorney)

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, October 18, 2016 at 3:00 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

2016

JANUARY

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NOVEMBER

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PUBLIC NOTICE
2016 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 preceding the Commission meeting.

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
January 2016	Friday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 12	No Meeting	BOARD RECESS
	<i>Wednesday 13 – Friday 15</i>	<i>FAC New & Advanced County Comm. Workshop</i>	<i>Seminar 2 of 3 Gainesville; Alachua County</i>
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 26	3:00 p.m.	Regular Meeting
	Thursday 28	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
February 2016	Tuesday 2	7:30 a.m.	Community Legislative Dialogue Meeting County Commission Chambers
	<i>Wednesday 3</i>	<i>Legislative Day</i>	<i>FSU Turnbull Center; Tallahassee</i>
	Monday 8	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 9	3:00 p.m.	Regular Meeting
		1:00 – 3:00 p.m.	Workshop on Infant Mortality
	Tuesday 16	No Meeting	NO MEETING
	<i>Saturday 20 – Wednesday 24</i>	<i>NACo Legislative Conference</i>	<i>Washington, D.C.</i>
	Thursday 25	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers
	Monday 29	3:00 – 5:00 p.m.	Intergovernmental Meeting City Commission Chambers
March 2016	Tuesday 8	1:30 p.m.	Joint City/County Workshop on Cycle 2016 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
		6:00 p.m.	Public Hearing on a Proposed Ordinance to Amend the On-site Sewage Disposal Systems Provisions
		6:00 p.m.	Public Hearing for the Transfer of Six Small Franchise Areas from Rowe Utilities to Seminole Waterworks, Inc.
	Monday 21	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 22	7:30 a.m.	Community Legislative Dialogue Meeting County Commission Chambers

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
		No Meeting	NO MEETING
April 2016	<i>Thursday 7 – Friday 8</i>	<i>FAC Advanced County Commissioner Workshop</i>	<i>Seminar 3 of 3: Gainesville; Alachua County</i>
	Tuesday 12	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing to Consider Proposed Revisions to the Leon County Land Development Code to Provide Private and Charter School Siting Standards
		6:00 p.m.	First & Only Public Hearing to Adopt an Ordinance to Regulate Outdoor Dog Friendly Dining Areas
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2016 -1 Comprehensive Plan Amendments
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance to Revise the County's Driveway Connection Permitting, Inspection and Enforcement Process
	Monday 18	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 26	9:00 a.m. – 3:00 p.m.	Budget Policy Workshop
		3:00 p.m.	Regular Meeting
	Thursday 28	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
May 2016	Tuesday 10	3:00 p.m.	Regular Meeting
		6:00 p.m.	Second Public Hearing to Consider Proposed Revisions to the Leon County Land Development Code to Provide Private and Charter School Siting Standards
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending Section 13-58 of the Leon County Code of Laws
		6:00 p.m.	First & Only Public Hearing to Consider the Proposed Ordinance Amending Chapter 9 by Enacting a New Article VI of the Leon County Code of Laws Entitled “Human Trafficking”
	Monday 16	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 24	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2016-1 Comprehensive Plan Amendments
		6:00 p.m.	First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map
	Monday 30	Offices Closed	MEMORIAL DAY

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
June 2016	Tuesday 14	9:00 a.m. – 3:00 p.m.	Budget Workshop
		3:00 p.m.	Regular Meeting
		6:00 p.m.	First of Two Public Hearings to Consider Proposed Amendments to the Leon County Land Development Code to Allow Outdoor Sport Shooting Ranges in the Rural Zoning District
		6:00 p.m.	First and Only Public Hearing to Adopt an Ordinance Amending the Review Process for Accessory Dwelling Units
		6:00 p.m.	First and Only Public Hearing Regarding a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
		6:00 p.m.	First and Only Public Hearing to Adopt the Solid Waste Disposal Services Non-ad Valorem Assessment Roll and Authorize the Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll and Authorize Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First and Only Public Hearing on a Proposed Resolution to Adopt the Non-Ad Valorem Assessment Rolls for Fire Rescue Services Assessment
		6:00 p.m.	First and Only Public Hearing to Consider the Recommended Order of the Special Master on the Site and Development Plan Application for the Residential Condominiums on Blountstown Highway
	Monday 20	9:00 a.m.	CRTPA Meeting; Wakulla Environmental Institute, 170 Preservation Way, Wakulla
		3:00 – 5:00 p.m.	Intergovernmental Agency Meeting; City Commission Chamber
	Thursday 23	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers
	Tuesday 28	No Meeting	NO MEETING
	<i>Tuesday 28 - Friday, July 1</i>	<i>FAC Annual Conference & Educational Exposition</i>	<i>Orlando, Orange County</i>
July 2016	Monday 4	Offices Closed	JULY 4TH HOLIDAY OBSERVED
	Tuesday 12	1:00 p.m. – 3:00 p.m.	Adult Civil Citation Workshop

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
July 2016 (cont.)		3:00 p.m.	Regular Meeting
		6:00 p.m.	Second and Final Public Hearing to Adopt a Proposed Ordinance Amending the Leon County Land Development Code to Allow Outdoor Sport Shooting Ranges in the Rural Zoning District
		6:00 p.m.	First and Only Public Hearing for the Proposed Abandonment of a Portion of Orchard Pond Road
	Thursday 14	9:30 – 11:00 a.m.	CRA Meeting; City Commission Chambers
	Friday 22 – Tuesday 26	<i>NACo Annual Conference</i>	<i>Los Angeles County, Long Beach, California</i>
	Tuesday 26	No Meeting	BOARD RECESS
August 2016	Wednesday 3 – Saturday 6	<i>National Urban League Annual Conference</i>	<i>Baltimore, Maryland</i>
	Tuesday 9	No Meeting	BOARD RECESS
	Friday 19 - Sunday 21	<i>Chamber of Commerce Annual Conference</i>	<i>Amelia Island/Fernandina Beach</i>
	Tuesday 23	No Meeting	BOARD RECESS
September 2016	Thursday 1	9:30 – 11:00 a.m.	Community Redevelopment Agency Special Meeting; City Commission Chambers
	Monday 5	Offices Closed	LABOR DAY HOLIDAY
	Monday 12	5:00 – 8:00 p.m.	Intergovernmental Meeting/Public Hearing City Commission Chambers
	Tuesday 13	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2017
		6:00 p.m.	First and Only Public Hearing to Adopt an Ordinance Amending the Composition of the Leon County Research and Development Authority Nominating Committee
	Wednesday 14- Friday 16	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Hutchinson Island Martin County</i>
	Wednesday -14 Sunday 18	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Monday 19	1:00 p.m.	CRTPA Meeting; City Commission Chambers
	Tuesday 20	3:00 p.m.	Regular Meeting

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
September 2016 (cont.)	Tuesday 20 (cont.)	6:00 p.m.	Second Public Hearing on Adoption of Millage Rates and Budgets for FY 2017
		6:00 p.m.	First and Only TEFRA Public Hearing and Adopt the Resolution and Approve the Interlocal Agreement Regarding Presbyterian Retirement Communities, Inc.
	<i>Sunday 25- Wednesday 28</i>	<i>ICMA Annual Conference</i>	<i>Jackson County Kansas City, Missouri</i>
	Thursday 29	4:00 p.m.	Community Redevelopment Agency Meeting
		6:00 p.m.	Community Redevelopment Agency Public Hearing City Commission Chambers
October 2016			
	<i>Thursday 13 – Friday 14</i>	<i>FAC Advanced County Commissioner Program</i>	<i>Part 1 of 3 Gainesville; Alachua County</i>
	Monday 17	9:00 a.m. - 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat; TBD
	Tuesday 18	1:30 – 3:00 p.m.	Workshop on the 2017 State and Federal Legislative Priorities
		3:00 p.m.	Regular Meeting
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Amendment to the Affordable Housing Advisory Committee Ordinance
		6:00 p.m.	First and Only Public Hearing to Consider Proposed Ordinance Amending Chapter 9, Article VI of the Leon County Code of Laws Regarding “Human Trafficking”
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance Governing Mosquito Control for October 18, 2016 at 6:00 p.m.
	Tuesday 25	3:00 p.m.	Regular Meeting
	Thursday 27	9:30 a.m.	Joint Workshop with the City Commission on Affordable Housing Issues
		1:00 p.m.	Blueprint Intergovernmental Agency Board Special Meeting - Economic Development Strategic Plan City Commission Chambers
November 2016			
	Friday 11	Offices Closed	VETERAN’S DAY OBSERVED
	Monday 14	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) City Commission Chambers
	Monday 21	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
November 2016 (cont.)	Tuesday 22	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	Thursday 24	Offices Closed	THANKSGIVING DAY
	Friday 25	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
	<i>Wednesday 30 – Friday, Dec. 2</i>	<i>FAC Legislative Conference</i>	<i>Buena Vista Orange County</i>
December 2016	Monday 12	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 13	3:00 p.m.	Regular Meeting
	Monday 26	Offices Closed	CHRISTMAS DAY OBSERVED
	Tuesday 27	No Meeting	BOARD RECESS
January 2017	Monday 2	Offices Closed	NEW YEAR'S DAY OBSERVED
	Tuesday 10	No Meeting	Board Recess
	Tuesday 24	3:00 p.m.	Regular Meeting

Citizen Committees, Boards, and Authorities 2016/17 Expirations and Vacancies

www.leoncountyfl.gov/committees/list.asp

VACANCIES

CareerSource Capital Region

Board of County Commissioners (1 appointment)

Educational Facilities Authority

Board of County Commissioners (2 appointments)

UPCOMING EXPIRATIONS

SEPTEMBER 30, 2016

Affordable Housing Advisory Committee

Board of County Commissioners (11 appointments- 6 must meet the criteria below)

A member who is actively engaged in the residential home building industry in connection with affordable housing.

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

A member who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.

A member who is actively engaged as an advocate for low-income persons in connection with affordable housing.

A member who is actively engaged as a for-profit provider of affordable housing.

A member who is actively engaged as a not-for-profit provider of affordable housing.

A member who is actively engaged as a real estate professional in connection with affordable housing.

A member who actively serves on the local planning agency pursuant to s. 163.3174.

A member who resides within the jurisdiction of the local governing body making the appointments.

A member who represents employers within the jurisdiction.

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

Leon County Research and Development Authority at Innovation Park

Board of County Commissioners (5 appointments)

Tallahassee-Leon County Commission on the Status of Women and Girls

Board of County Commissioners (Ratify 4 CSWG appointments)

OCTOBER 31, 2016

Audit Advisory Committee

Board of County Commissioners (2 appointments)

Canopy Roads Citizens Committee

Board of County Commissioners (1 appointment)

Tourist Development Council

Board of County Commissioners (1 appointment)

DECEMBER 31, 2016

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 II: Maddox, Nick (1 appointment)
- Commissioner - District I: Proctor, Bill (1 appointment)
- Commissioner - District V: Dozier, Kristin (1 appointment)

Tourist Development Council

- Board of County Commissioners (1 appointment)

JANUARY 31, 2017

Minority, Women & Small Business Enterprise Committee

- Commissioner - District I: Proctor, Bill (1 appointment)
- Commissioner - District III: Dailey, John (1 appointment)
- Commissioner - District IV: Desloge, Bryan (1 appointment)
- Commissioner - District V: Dozier, Kristin (1 appointment)

FEBRUARY 28, 2017

Value Adjustment Board

- Board of County Commissioners (1 appointment)

**Leon County
Board of County Commissioners**


Notes for Agenda Item #1

Leon County Board of County Commissioners

Cover Sheet for Agenda #1

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Payment of Bills and Vouchers Submitted for September 20, 2016 and Pre-Approval of Payment of Bills and Vouchers for the Period of September 21 through October 17, 2016

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 the payment of bills and vouchers submitted for September 20, 2016, and pre-approve the payment of bills and vouchers for the period of September 21 through October 17, 2016.

Report and Discussion

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval September 20, 2016 and pre-approval of payment of bills and vouchers for the period of September 21 through October 17, 2016. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the September 20, 2016 meeting, the morning of Monday, September 19, 2016. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Due to the Board not holding a regular meeting until October 18, 2016, it is advisable for the Board to pre-approve payment of the County's bills for September 21 through October 17, 2016, 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 the payment of bills and vouchers submitted for September 20, 2016, and pre-approve the payment of bills and vouchers for the period of September 21 through October 17, 2016.
2. Do not approve the payment of bills and vouchers submitted for September 20, 2016, and pre-approve the payment of bills and vouchers for the period of September 21 through October 17, 2016.
3. Board direction.

Recommendation:

Option #1.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #2

Leon County Board of County Commissioners

Cover Sheet for Agenda #2

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of FY 2017 Outside Agency Grant Funding Agreements

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Scott Ross, Director, Office of Financial Stewardship Brent Rau, Management Analyst, Office of Management & Budget

Fiscal Impact:

This item has a fiscal impact of \$1,173,234. This includes \$1,129,234 for outside agency contracts and \$44,000 to fund the Legal Aid Foundation as required by Florida Statutes. Funding is available in the FY 2017 Tentative Budget.

Staff Recommendation:

Option #1: Approve the FY 2017 Outside Agency Grant Funding Agreements.

Report and Discussion

Background:

At the March 8, 2016 meeting, staff presented the annual agenda item regarding FY 2017 Maximum Discretionary Funding levels. Staff was directed to prepare a budget discussion item regarding current outside agency service contracts to evaluate if the funding continues to align with current Board priorities to ensure this approach continues to be the most effective method for service delivery. The following entities were included in the discussion item: DISC Village; Whole Child Leon; United Partners for Human Services (UPHS); TMH Trauma Center; Sustainable Tallahassee; Sharing Tree; Tallahassee Trust for Historic Preservation; Domestic Violence Coordinating Council; St. Francis Wildlife Association; and the Tallahassee Senior Citizens Foundation

During the April 26, and June 14, 2016 Budget Workshops, the Board tentatively approved continued contract funding for FY 2017 for the:

- Tallahassee Senior Citizens Foundation;
- Legal Services of North Florida;
- Tallahassee Trust for Historic Preservation;
- Oasis Center;
- Sustainable Tallahassee;
- Disc Village
- The Sharing Tree;
- Whole Child Leon;
- The Domestic Violence Coordinating Council;
- St Francis Wildlife Association;
- United Partners for Human Services; and
- Tallahassee Memorial Healthcare

In addition, based on a review of the current services, the Board discontinued funding for Keep Tallahassee Beautiful, and realigned funding to the Office of Sustainability to focus on partnering with agencies to address both volunteer beautification efforts and illegal dumping in the national forest.

To memorialize this annual contract review process, the Board approved modifying Fiscal Planning Policy No. 93-44, that requires as part of the annual budget process, staff prepare a budget discussion item providing a mid-year performance report for all outside agency contracts and include funding recommendations for the following fiscal year.

Analysis:

To summarize, Table #1 outlines the tentatively approved outside agency contract funding included in the FY 2017 budget.

Table #1: FY 2017 Tentative Outside Agency Funding

Outside Agency	FY 2017 Funding
Legal Services of North Florida ⁽¹⁾	\$257,500
DISC Village ⁽²⁾	\$222,759
TMH Trauma Center	\$200,000
Tallahassee Senior Citizens Foundation	\$179,000
St. Francis Wildlife Association	\$71,250
Tallahassee Trust for Historic Preservation	\$63,175
Whole Child Leon	\$38,000
Domestic Violence Coordinating Council	\$25,000
UPHS	\$23,750
OASIS Center ⁽³⁾	\$20,000
Sharing Tree	\$20,000
Sustainable Tallahassee	\$8,800
Total	\$1,129,234

- (1) Includes \$132,000 in Article V funding required by State Statute, and the second year of \$125,000 of additional funding with a maximum commitment of four years.
- (2) Reflects \$37,000 increase tentatively approved by the Board to cover the inflationary costs associated with the cost of operating the Juvenile Assessment Center
- (3) The OASIS Agreement is a tri-party agreement between OASIS, Leon County and the City of Tallahassee. This agreement will be brought to the Board for approval in October 2016.

Moreover, in an effort to provide clarity, a uniform Grant Funding Agreement has been drafted to reflect the FY 2017 tentatively approved funding levels for each outside agency (Attachments #1-11). Each agreement makes clear the services that the County can expect to be provided, the timeline for funding disbursements, contact information for public records requests, and mid-year/annual reporting procedures.

Also, included is a Grant Funding Agreement with Legal Aid Foundation (Attachment #12). As part of the Article V funding requirements for funding the court system, Leon County has provided \$44,000 to Legal Aid Foundation since FY 2005. For consistency, this agreement has been updated to the new Grant Funding Agreement format.

If approved, the new Grant Funding Agreements would take effect on October 1, 2016 and expire on September 30, 2017. In accordance with the revised Fiscal Planning Policy, a mid-year review of these contracts will be provided to the Board as part of the FY 2018 budget process. Based on these annual reviews, the Board will have the opportunity to determine if the outside agency contracts still align with the Boards Strategic Priorities and warrant continued funding.

Options:

1. Approve the FY 2017 Outside Agency Grant Funding Agreements.
2. Do not approve the FY 2017 Outside Agency Grant Funding Agreements.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. DISC Village Grant Funding Agreement
2. Legal Services of North Florida Grant Funding Agreement
3. Whole Child Leon Grant Funding Agreement
4. UPHS Grant Funding Agreement
5. TMH Trauma Center Grant Funding Agreement
6. Sustainable Tallahassee Grant Funding Agreement
7. Sharing Tree Grant Funding Agreement
8. Tallahassee Trust for Historic Preservation Grant Funding Agreement
9. Domestic Violence Coordinating Council Grant Funding Agreement
10. St. Francis Wildlife Association Grant Funding Agreement
11. Tallahassee Senior Citizens Foundation Grant Funding Agreement
12. Legal Aid Foundation Grant Funding Agreement

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and DISC Village, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 1, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$222,759 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of DISC Village, including providing assessments, screenings, and various other services to juvenile consumers in Leon County and surrounding areas that have been referred by local law enforcement agencies.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully

qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: John C. Wilson, Chief Executive Officer
DISC Village, Inc.
3333 West Pensavola Street, Suite 330
Tallahassee, FL 32304

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

DISC Village, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
John C. Wilson, Chief Executive Officer
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Legal Services of North Florida, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 26, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be

delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$257,500 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of Legal Services of North Florida, including full professional legal services provided solely to the indigent residents of Leon County. Those professional services shall include, but are not limited to: civil legal representation in the areas of family, consumer, employment, health, education, housing, real property, public benefits and probate law.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.

- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.
- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Leslie Powell, Executive Director
Legal Services of North Florida, Inc.
2119 Delta Blvd.
Tallahassee, FL 32303

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.

- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.

- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.
- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees

incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its

funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

LEGAL SERVICES OF NORTH FLORIDA,
INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Leslie Powell, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Whole Child Leon, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 2, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$38,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of Whole Child Leon, including assisting families in identifying the needs of their young children, connecting families with appropriate service providers, encouraging and enabling service providers to build collaborative networks, and enabling communities to identify gaps in service and assess their progress in ensuring that all children thrive.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.

- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.
- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Courtney Atkins, Executive Director
Whole Child Leon, Inc.
725 South Calhoun Street
Tallahassee, FL 32301

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.

- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.

- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.
- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees

incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its

funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

WHOLE CHILD LEON, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Courtney Atkins, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and United Partners for Human Services, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 2, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$23,750 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with improving the knowledge and skills in the effective operation of human service organizations and programs for local human service organizations, increasing the capacity of UPHS human service nonprofits by providing information and training on resource development, and facilitating collaborative efforts to improve service delivery.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.

- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.
- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Ellen Piekalkiewicz, Executive Director
United Partners for Human Services, Inc.
2477 Tim Gamble Place
Tallahassee, FL 32308

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.

- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.

- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.
- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees

incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its

funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

UNITED PARTNERS FOR HUMAN SERVICES, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Ellen Piekalkiewicz, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Tallahassee Memorial Healthcare (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 26, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be

delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$200,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of the Tallahassee Memorial Healthcare Trauma Center.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Warren Jones
Tallahassee Memorial Healthcare
1300 Miccosukee Road
Tallahassee, FL 32308

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a “Force Majeure Event” which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney’s fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

TALLAHASSEE MEMORIAL
HEALTHCARE

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Warren Jones

Date: _____

DATE: _____

Attest: _____

As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Sustainable Tallahassee, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 22, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be

delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$8,800 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the Urban Agriculture Entrepreneurship Project, which will assist unemployed, underemployed, and those recently released from prison.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully

qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Jim Davis, Executive Director
Sustainable Tallahassee, Inc.
PO Box 765
Tallahassee, FL 32302

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

SUSTAINABLE TALLAHASSEE, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Jim Davis, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and The Sharing Tree (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 22, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$20,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, collecting and redistributing reusable materials to educators, artists, and the broader learning community while simultaneously educating the community on the art of creative reuse.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Carly Sinnadurai, Director
The Sharing Tree
218 East 3rd Avenue
Tallahassee, FL 32303

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

THE SHARING TREE

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Carly Sinnadurai, Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Tallahassee Trust for Historic Preservation (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 26, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be

delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$63,175 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of historic preservation, staffing and maintaining records of the Tallahassee-Leon County Architectural Review Board, and preparing and submitting required reports to the Historic Preservation Bureau of the Florida Department of State, Division of Historical Resources.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.

- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.
- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Melissa Stoller, Executive Director
Tallahassee Trust for Historic Preservation
423 East Virginia Street
Tallahassee, FL 32312

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.

- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.

- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.
- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees

incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its

funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

TALLAHASSEE TRUST FOR HISTORIC PRESERVATION

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Melissa Stoller, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Domestic Violence Coordinating Council (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 2, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$25,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the function of reducing domestic violence in communities, including well-coordinated community responses and ongoing public awareness.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully

qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

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- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Kelly O'Rourke, Director
Domestic Violence Coordinating Council
11077 Wildlife Trail
Tallahassee, FL 32312

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
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- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
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- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
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- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

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The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
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- N. 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 promotion 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 Grantee to its representative customers.
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- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

DOMESTIC VIOLENCE COORDINATING
COUNCIL

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Kelly O'Rourke, Director

Date: _____

DATE: _____

Attest: _____

As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and St. Francis of Assisi Wildlife Association, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties do agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 1, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$71,250 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the conservation of native wildlife in North Florida, including the rescue and rehabilitation of sick, injured, and orphaned wildlife for eventual return to their natural habitats and public education related to wild animals.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully

qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Pat Simmons, President
St. Francis of Assisi Wildlife Association, Inc.
PO Box 38160
Tallahassee, FL 32315

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assignees of the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

ST. FRANCIS OF ASSISI WILDLIFE
ASSOCIATION, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Pat Simmons, President

Date: _____

DATE: _____

Attest: _____

As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and Tallahassee Senior Citizen’s Foundation (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties to agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted August 3, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would

be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$179,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with the Leon County Senior Outreach (LCSO) program of the Tallahassee Senior Center Foundation.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Sheila Salyer, Executive Director
Tallahassee Senior Citizen's Foundation
1400 North Monroe Street
Tallahassee, FL 32303

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

TALLAHASSEE SENIOR CITIZENS
FOUNDATION, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Sheila Salyer, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

GRANT FUNDING AGREEMENT

This Agreement is made and entered into on this 1st day of October, 2016, by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as “County”) and The Legal Aid Foundation of the Tallahassee Bar Association, Inc., (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee has presented the County a proposal, identifying the community service activities, as well as those persons responsible for overseeing and assuring delivery of those services, with the grant funding provided for herein; and

WHEREAS, the County, by and through its Board of Commissioners, at its final public hearing on the fiscal year 2017 budget approved a disbursement of funds to the Grantee for the purposes of providing those identified community service activities; and

WHEREAS, the Grantee is either a governmental, civic, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties agree as follows:

I. Services to be Provided

- A. Grantee shall provide those activities and services (“Services”) identified in the Funding Request Application submitted July 26, 2016 in which the Grantee set out and identified the activities and Services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those Services would be

delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. County agrees to provide \$44,000 in grant funding for those Services provided by Grantee under this Agreement, which shall include but are not limited to, activities associated with civil legal representation and assistance in Leon County to people in need, including support through volunteer lawyers and supporters.
- B. The County will advance the Grantee 50% of its grant funding which has been allocated under this Agreement by the 15th day of October, 2016 and the remaining 50% of its grant funding which has been allocated under this Agreement by the 15th day of April 2017, contingent upon receipt of the mid-year report as set forth in Exhibit B.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- E. Funding for Services shall end September 30, 2017. The Grantee shall return any unexpended funds to the County by October 10, 2017.
- F. County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully

qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the County.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the County for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Brent Rau at RauB@leoncountyfl.gov. All other related correspondence may be submitted to:

Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Darby Kerrigan Scott, Executive Director
The Legal Aid Foundation of the Tallahassee Bar
Association, Inc.
301 South Monroe Street, Suite 108
Tallahassee, FL 32301

Notice to COUNTY: Mr. Brent Rau, Management Analyst
Office of Management and Budget
Department of Financial Stewardship
301 South Monroe Street, Suite 202
Tallahassee, FL 32301

- D. Grantee shall provide both a mid-year and annual report to the County of all Services provided in the approved Non-Departmental funding Performance report, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the County, that summarizes the mid-year and annual report and provide a copy of same upon delivery of the mid-year and annual reports to the County.

V. 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 in accordance with Section IV.C. herein.
- 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 in accordance with Section IV.C. hereof. 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 may only be compensated for such work performed under this Agreement, on a pro rata basis, which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee 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. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the County for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on October 1, 2016, or on the date on which the Agreement is signed by the last Party, and shall terminate on September 30, 2017, unless extended by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall not be excused from performance of an obligation under this Agreement except to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- M. Revision. 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.
- N. 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 promotion 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 Grantee to its representative customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the 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.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or other with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs.

Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and County are partners or that Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.

4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5100), RauB@leoncountyfl.gov, Mr. Brent Rau, Management Analyst, Office of Management and Budget, Department of Financial Stewardship, 301 South Monroe Street, Suite 202, Tallahassee, FL 32301.**

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Agreement.

LEON COUNTY, FLORIDA

THE LEGAL AID FOUNDATION OF THE
TALLAHASSEE BAR ASSOCIATION, INC.

BY: _____
Bill, Proctor, Chairman
Board of County Commissioners

By: _____
Darby Kerrigan Scott, Executive Director
Date: _____

DATE: _____

Attest: _____
As Its: _____

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele
County Attorney

**Leon County
Board of County Commissioners**


Notes for Agenda Item #3

Leon County Board of County Commissioners

Cover Sheet for Agenda #3

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Renewal of the Certificate of Public Convenience and Necessity to Provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc.

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff/ Project Team:	Timothy Carlson, EMS Financial Compliance Manager

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option # 1: Approve the renewal of the Certificate of Public Convenience and Necessity to provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc. (Attachment #1).

Report and Discussion

Background:

During the September 24, 2013 meeting, the Board of County Commissioners issued the current Certificate of Public Convenience and Necessity (COPCN) to Tallahassee Memorial Hospital, Inc. (TMH) for ground transport. The COPCN authorizes TMH to provide neonatal, infant, and pediatric advanced life support ground transport ambulance services; non-medically necessary TMH campus inter-facility transports; transport of adult patients who do not meet medical necessity criteria as established by the Center for Medicare and Medicaid Services from TMH to other local or regional facilities, with prior approval of Leon County; and the transport of patients from the TMH Emergency Center – Northeast to the main TMH facility. The current COPCN expires December 31, 2016.

On June 24, 2016 TMH submitted an application for renewal of their COPCN with no changes to the services being provided under the current COPCN (Attachment #2).

Analysis:

In accordance with Section 8-62 of the Leon County Code of Laws, Article III, Emergency Medical Transportation Services, the application was transmitted for review and comments on July 13, 2016 to: the City of Tallahassee; the Tallahassee Fire Department; the Leon County Director of Emergency Management; the medical directors of the emergency departments at Capital Regional Medical Center and Tallahassee Memorial Hospital; and the members of the Emergency Medical Services Advisory Council (EMSAC). Written comments were due back to the County by August 15, 2016. No written comments were received by the County.

On August 10, 2016, the required Public Notice of the EMSAC meeting was published. Subsequently, on August 23, 2016, the EMSAC met to investigate and review the application and to formulate a recommendation to the Board for consideration. EMSAC voted to recommend the renewal of the Limited Advanced Life Support and Basic Life Support Ground Transport COCPN to TMH for the period of December 31, 2016 through December 31, 2019.

Options:

1. Approve the renewal of the Certificate of Public Convenience and Necessity to provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc. (Attachment #1).
2. Do not approve the renewal of the Certificate of Public Convenience and Necessity to provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc.
3. Board direction.

Recommendation:

Option #1.

Title: Approval of the Renewal of the Certificate of Public Convenience and Necessity to Provide Limited Advanced and Basic Life Support Ground Transport Ambulance Services to Tallahassee Memorial Healthcare, Inc.

September 20, 2016

Page 3

Attachments:

1. Proposed Certificate of Public Convenience and Necessity to Tallahassee Memorial Hospital, Inc.
2. Tallahassee Memorial Hospital, Inc. Application for Renewal of COPCN
(Note: Due to the size of this document, it is not included as an attachment with this item, but is available as a separate electronic link and also available for review in the Leon County Courthouse, 5th floor, Reception lobby.)

LEON COUNTY

Certificate of Public Convenience and Necessity Emergency Medical Services

Whereas, Tallahassee Memorial Healthcare, Inc., (TMH) has made application for the renewal of their Certificate of Public Convenience and Necessity to provide Advanced Life Support and Basic Life Support Ground Ambulance Services to the citizens of Leon County, Florida; and

Whereas, the above named service provider affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above named service provider affirms that it will comply with Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County has considered recommendations of the Emergency Medical Services Advisory Council.

Now therefore, The Board of County Commissioners of Leon County hereby issues a Certificate of Public Convenience and Necessity with limitations as prescribed on the Certificate, to Tallahassee Memorial Healthcare, Inc. to provide the following services only: neonatal, infant, and pediatric Advanced Life Support transport services; non-medically necessary TMH campus interfacility transports; the transport of adult patients who do not meet medical necessity criteria as established by the Center for Medicare and Medicaid Services from TMH to other local or regional facilities, with prior approval of Leon County; and the transport of patients from the TMH Emergency Center – Northeast to the main TMH facility. These service shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate, and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: December 31, 2016
Date of Expiration: December 31, 2019
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

BY: _____

Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the 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 #4

Leon County Board of County Commissioners

Cover Sheet for Agenda #4

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff/ Project Team:	Timothy Carlson, EMS Financial Compliance Manager

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option # 1: Approve the renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services (Attachment #1).

Report and Discussion

Background:

During the May 28, 2013 meeting, the Board of County Commissioners issued the current Certificate of Public Convenience and Necessity (COPCN) to Leon County Emergency Medical Services (LCEMS) for ground transport. The COPCN authorizes LCEMS to provide advanced life support and basic life support ground ambulance services 24 hours a day/7 days per week, within the territorial limits of the County. The current COPCN expires September 30, 2016.

On July 1, 2016 LCEMS submitted an Application for Renewal of their COPCN. The only change to the services being provided under the current COPCN (Attachment #2) is the addition of the Tactical Medic Services which was approved by the Board at the October 28, 2014 meeting.

This renewal application is essential to the Board's Strategic Priority – Quality of Life:

- (Q2) Provide essential public safety infrastructure and services which ensures the safety of the entire community (2012).
- (Q3) Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services (rev. 2013).

Analysis:

In accordance with Section 8-62 of the Leon County Code of Laws, Article III, Emergency Medical Transportation Services, the application was transmitted for review and comments on July 7, 2016 to the following: the City of Tallahassee; the Tallahassee Fire Department; the Leon County Director of Emergency Management; the medical directors of the emergency departments at Capital Regional Medical Center and Tallahassee Memorial Hospital; and the members of the Emergency Medical Services Advisory Council (EMSAC). Written comments were due back to the County by August 8, 2016. No written comments were received by the County.

On August 10, 2016, the required Public Notice of the EMSAC meeting was published. Subsequently, on August 23, 2016, the EMSAC met to investigate and review the application and to formulate a recommendation to the Board for consideration. The EMSAC voted to recommend the renewal of the Advanced Life Support and Basic Life Support Ground Transport COCPN to LCEMS for the period of September 30, 2016 through September 30, 2019.

Title: Approval of Renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services

September 20, 2016

Page 3

Options:

1. Approve the renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services (Attachment #1).
2. Do not approve the renewal of the Certificate of Public Convenience and Necessity to Provide Advanced Life Support and Basic Life Support Ground Transport Services to Leon County Emergency Medical Services.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Proposed Certificate of Public Convenience and Necessity to Leon County Emergency Medical Services.
2. Leon County Emergency Medical Services Application for Renewal of COPCN (Note: Due to the size of this document, it is not included as an attachment with this item, but is available as a separate electronic link and also available for review in the Leon County Courthouse, 5th floor, reception lobby).

LEON COUNTY

Certificate of Public Convenience and Necessity Emergency Medical Services

Whereas, Leon County, has made application for the grant of authority to provide Advanced Life Support and Basic Life Support ground transport and non-transport services, twenty-four hours per day / seven days per week, to the citizens of Leon County, Florida; and

Whereas, there has been demonstrated a need to provide these essential services to the citizens of Leon County, Florida; and

Whereas, the above named service provider affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above named service provider affirms that it will comply with Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County has considered recommendations of the Emergency Medical Services Advisory Council.

Now therefore, The Board of County Commissioners of Leon County hereby issues a Certificate of Public Convenience and Necessity to Leon County to provide the following services only: Advanced Life Support and Basic Life Support Ground Transport and Non-Transport Services, twenty-four hours per day / seven days per week with limitations as prescribed on this Certificate. The service shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate, and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: September 30, 2016
Date of Expiration: September 30, 2019
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the 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 #5

Leon County Board of County Commissioners

Cover Sheet for Agenda #5

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the Florida Department of Health County Emergency Medical Services Entitlement Grant in the Amount of \$40,451

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosensweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services Division
Lead Staff/ Project Team:	Timothy Carlson, EMS Financial Compliance Manager

Fiscal Impact:

This item is associated with grant funding in the amount of \$40,451 and is contemplated in the FY 16/17 budget.

Staff Recommendation:

- Option # 1: Accept the Florida Department of Health County Emergency Medical Services Entitlement Grant in the Amount of \$40,451 (Attachment #1) and authorize the County Administrator to execute all documents related to the grant.
- Option # 2: Approve the Resolution in support of the grant (Attachment #2).

Report and Discussion

Background:

Annually, the Department of Health grants funding to each County in Florida to improve and expand the quality of Emergency Medical Services (EMS).

This grant project is essential to the Board's Strategic Priority – Quality of Life:

- (Q2) Provide essential public safety infrastructure and services which ensures the safety of the entire community (2012)
- (Q3) Maintain and further develop programs and partnerships necessary to support a healthy community, including: access to health care and community-based human services (rev. 2013).

Analysis:

On August 29, 2016, the County was notified by the Department of Health that this year's grant funding for the County is \$40,451 (Attachment #1). This grant funding is contemplated in the FY 16/17 budget to be used for the acquisition of EMS equipment. As a part of the acceptance process, the Board must approve a Resolution certifying that the grant funds will be used to improve and expand pre-hospital EMS and will not be used to supplant existing County EMS budget allocations (Attachment #2).

Options:

1. Accept the Florida Department of Health County Emergency Medical Services Entitlement Grant in the Amount of \$40,451 (Attachment #1) and authorize the County Administrator to execute all documents related to the grant project.
2. Approve the Resolution in support of the grant (Attachment #2).
3. Do not accept the Florida Department of Health County Emergency Medical Services Entitlement Grant.
4. Board direction.

Recommendation:

Options #1 and 2.

Attachments:

1. Grant Award Notification
2. Resolution

Timothy Carlson - FW: County EMS Grant Announcement

From: Chad Abrams <abramsc@leoncountyfl.gov>
To: Timothy Carlson
Date: 8/29/2016 9:40 AM
Subject: FW: County EMS Grant Announcement

Sent from my Windows Phone

From: Van Lewen, Alan
Sent: 8/29/2016 9:13
To: Vince Long; Bill Proctor
Cc: Chad Abrams; Malcolm Kemp
Subject: County EMS Grant Announcement

>>> "Van Lewen, Alan" 08/29/2016 09:13 >>>

We are pleased to announce that you may now request your annual emergency medical services (EMS) county grant funds. The amount for your county this year is \$40,451.00.

The state EMS grant website address follows, which contains links with the instructions and forms.

<http://www.floridahealth.gov/provider-and-partner-resources/ems-grants/index.html>

Section 401.113 (l); Florida Statutes, requires the funds must be used solely to improve and expand pre-hospital EMS. Therefore, replacement, indirect, and recurring costs are not allowable.

Your grant budget total that you submit must equal the amount cited above.

The deadline for us to receive the completed application is December 16, 2016.

Send the completed and signed documents by email attachment or mail the original and one copy to the following address.

DOH EMS, County Grants
Attn: Alan Van Lewen
4052 Bald Cypress Way, Mail Bin A-22
Tallahassee, FL 32399-1722.

Please see the instructions in the website links or contact me if you have any questions.

Alan Van Lewen

Health Services and Facilities Consultant Telephone: (850) 245-4440 Ext. 2734
DOH Emergency Medical Services Fax: (850) 245-4378 or (850) 488-9408
4052 Bald Cypress Way, Mail Bin A-22 E-Mail: Alan.VanLewen@flhealth.gov
Tallahassee, FL 32399-1722

DOH Mission: To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

RESOLUTION NO. _____

WHEREAS, the Board of County Commissioners of Leon County, Florida proposes to submit a EMS County Grant Application to the Florida Department of Health; and,

WHEREAS, the Board of County Commissioners desires to improve the pre-hospital EMS system in order to better serve the public.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby certifies that the proposed use of EMS grant funds will improve and expand the County pre-hospital EMS system and will not be used to supplant current levels of County expenditures.

Adopted this _____ day of _____, 2016

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the 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 #6

Leon County Board of County Commissioners

Cover Sheet for Agenda #6

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval to Renew the Agreements with Tallahassee Community College and North Florida Community College for the Provision of Internships for Emergency Medical Services Technology Students

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Division of Emergency Medical Services
Lead Staff/ Project Team:	Darryl Hall, Deputy Chief of Operations, Division of EMS Timothy Carlson, Financial Compliance Manager, EMS

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Approve the renewal of the Agreement with Tallahassee Community College to provide internships for Emergency Medical Services Technology students (Attachment #1).
- Option #2: Approve the renewal of the Agreement with North Florida Community College to provide internships for Emergency Medical Services Technology students (Attachment #2).

Report and Discussion

Background:

The County entered into an Agreement with Tallahassee Community College (TCC) that established internship opportunities for EMS Technology students on April 15, 2004, and with North Florida Community College (NFCC) on January 1, 2007. The internship program allows students to experience the daily work performed by members of the County's Division of EMS and is a valuable learning tool in the educational process. Further, completion of an internship is a requirement of the Florida Department of Health for students to qualify for Emergency Medical Technician (EMT) and Paramedic certifications. A majority of the EMTs and Paramedics employed by the County have graduated from these programs.

The Agreements are subject to annual renewal upon the mutual consent of both parties. The current renewal period was approved by the Board at the September 15, 2015 meeting.

Analysis:

Tallahassee Community College (Attachment #1) and North Florida Community College (Attachment #2) have both requested that their Agreement be renewed in its current form for an additional one-year term.

Options:

1. Approve the renewal of the Agreement with Tallahassee Community College to provide internships for Emergency Medical Services Technology students (Attachment #1).
2. Approve the renewal of the Agreement with North Florida Community College to provide internships for Emergency Medical Services Technology students (Attachment #2).
3. Do not approve the renewal of the Agreements with Tallahassee Community College and North Florida Community College to provide internships for Emergency Medical Services Technology students.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Request for Renewal from Tallahassee Community College with Current Agreement
2. Request for Renewal from North Florida Community with Current Agreement



444 Appleyard Drive
Tallahassee Florida 32304-2895
850.201.6200 | www.tcc.fl.edu

August 17, 2016

Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

Dear County Commissioners:

Please acknowledge our request for Leon County to renew the contract between Tallahassee Community College and the Leon County Board of County Commissioners regarding the TCC EMS Technology Program Internship Program. We request the contact extension from August 1, 2016 to July 31, 2017.

Your support is greatly appreciated as TCC continues to graduate well qualified and locally based individuals to serve Leon County's EMS and Paramedic needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Murdaugh', written over a white background.

Jim Murdaugh, PhD
President



To: Tim Carlson, Leon County Emergency Medical Services

Date: August 2nd 2016

Re: Contract renewal

Mr. Carlson,

This letter is a request for the renewal of the contract between Leon County EMS and North Florida Community College. We appreciate the job your preceptors do in helping us maintain a quality program and look forward to continuing our relationship.

Additionally, if I can be of any further assistance, please don't hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mike Kirkland", is written over a light blue horizontal line.

Mike Kirkland
Director of EMS Programs
North Florida Community College

EMS and Fire Programs

Mike Kirkland
Director of EMS and Fire
Programs
kirklandm@nfcc.edu
850-973-1673

Jane Williams
Clinical Coordinator
850-973-9493
williamsj@nfcc.edu

325 NW Turner Davis Drive
Madison, Florida 32340
Telephone: 850.973.1664
Fax: 850.973.1694
TTY: 850.973.1611
www.nfcc.edu

AGREEMENT

THIS AGREEMENT, made this 1st day of January, 2007, between LEON COUNTY, FLORIDA, (hereinafter referred to as the "County") and the NORTH FLORIDA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES (hereinafter referred to as the "BOARD").

WITNESSETH

WHEREAS, the COUNTY provides emergency medical services within the jurisdictional boundaries of Leon County, in accordance with Florida Statutes; and

WHEREAS, the President of North Florida Community College has recommended to the Board that an EMS Technology Program (hereinafter referred to as the "Program"), be established by the Board for the purpose of preparing emergency medical technician and paramedic students from North Florida Community College, and that the Program contains certain ambulance-based learning experiences required for State certification and the national accreditation of the Program, and that some phases of this specialized training be implemented and take place with the County; and

WHEREAS, the Board wishes to implement in full the recommendations of the President of North Florida Community College for the appropriate course content and proper instructional and practical experiences; and

WHEREAS, the County desires that selected EMT and paramedic training and clinical experiences occur within the vehicles and facilities of the County under its professional supervision.

NOW, THEREFORE, in consideration of the mutual agreements of the parties as hereinafter set forth, it is agreed as follows:

1. The County agrees to permit selected specialized clinical and field-internship training of students enrolled in the Board EMS programs by providing a clinical environment for students to observe and practice hands-on patient care through the cooperation and assistance of County EMT's, paramedics and other employees with the faculty/staff-employees of the Board in the following manner and subject to the following conditions:
 - A. Program guidelines developed by the Board shall be provided to and approved by the County before any Board students may be permitted access to County EMS facilities.

- B. The County agrees to the use of Program guidelines, which the Board faculty member, the Program Medical Director, and the Program Clinical/Coordinator will develop and coordinate with the involved County supervisors. The Program guidelines may require modification from time to time to parallel the upgrading of the EMT and paramedic training to ensure quality in the training and to meet State certification and national accreditation requirements. The County will make a reasonable effort to accommodate changing Program guidelines and accreditation requirements when such guidelines and requirements are not inconsistent with the policies, practices, goals and objectives of the County EMS service. Any changes to the Program guidelines shall be approved by the County prior to implementation.
 - C. The Board students will have the opportunity to ride in the emergency vehicles and provide patient care, under direct supervision of a County EMS EMT or paramedic preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements.
 - D. The Board students shall have access to the same personal protective equipment as County employees during the clinical rotations.
 - E. The County shall provide to the school, a policy for notifying the Program about Board students who are exposed to infectious diseases while on clinical assignment. The Board shall be responsible for notifying the student.
 - F. The County will be responsible for making available first aid and emergency department care for any student injured while on clinical assignment. Charges for services rendered shall be the sole responsibility of the student. All follow-up or on-going care shall be the responsibility of the individual Board student.
 - G. The County, upon the recommendation and advice of the Board, shall adopt and implement guidelines regarding Board students, to include but not be limited to:
 - 1) Selection process of paramedic student preceptors
 - 2) Scheduling of student clinical shifts
 - 3) Student dress code
 - H. The County, at its sole discretion, may allow Board faculty and staff to ride shifts in the emergency vehicles.
2. The Board shall appoint a physician to serve as EMS Technology Program Medical Director. The Program Medical Director shall approve the medical content of the Program.

3. The County EMS Medical Director and the Board EMS Program Medical Director shall formulate and agree upon Board student practices to be permitted during clinical rotations, provided all guidelines, as adopted pursuant to Section 1G above, are fully complied with.
4. The Board agrees that each Board student, prior to participating in the clinical training, shall have, on file, proof of the following:
 - A. A physical exam with immunizations.
 - B. A level II criminal background check.
 - C. Board liability and incident insurance acceptable to the County.
 - D. Signed "Assumption of Risk", and "Confidentiality Agreement".
5. The County shall adopt upon the recommendation and advice of the Board a policy for the removal of any Board faculty, employee or student from any EMS vehicles or County facilities. This policy shall, at a minimum, consist of reasons for removal and procedures for notification of Program administrative personnel.
6. The Board agrees and recognizes that the County may at any time require the withdrawal of any Board faculty, employee or student from any EMS vehicles or County facilities whose conduct or work with patients or County personnel is not in full accord with the County's rules and regulations or standards of performance. The Board shall immediately comply with such request. If time or circumstances permit, such requests by the County shall be made in writing to the Board, and shall include the reasons for the requested withdrawal, otherwise the County may take any action it deems appropriate and necessary in this regard.
7. The County and Board expressly agree that all Board faculty and employees under this Agreement shall remain agents or employees of the Board and shall not at any time during the term of the Agreement be deemed to be the personnel, employees, or agents of the County.
8. The County and Board agree that all Board students shall remain students of the North Florida Community College and shall not at any time during the term of this Agreement be deemed to be the personnel, employees or agents of the County or Board. Furthermore, no student shall be subject to call or be considered County staff while participating in clinical training.
9. The County and Board agree that they will never act, or represent that they are acting, as agents of each other, nor incur any obligations on the part of the other without first obtaining the express written authority of the party who is to be obligated.
10. Insurance
 - A. The Board agrees that it will be solely responsible for all salaries and costs of its own personnel, agents, and employees. The Board shall provide annual proof of

professional liability insurance coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering Board students, faculty, clinical coordinator, and medical director. The County shall be listed as an insured party on the Certificate of Insurance.

- B. The Board agrees to provide Worker's Compensation coverage for all of its employees which meets Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee.
11. Consistent with the provisions of §768.28, Florida Statutes, and without waiving its rights thereunder, the Board expressly acknowledges its material and financial responsibility for the acts or omissions and the consequences of the acts or omissions of its students, instructors, employees, agents and personnel. Cost of litigation and expenses arising from such situations shall be borne by the Board.
12. The Board shall carry out its obligations under this Agreement in full compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, as amended (hereinafter "HIPAA"), to protect the privacy of any personally identifiable Protected Health Information ("PHI") that is collected, processed or learned as a result of the Program contemplated under this Agreement. In conformity therewith, the Board agrees that it will:
- A. Not use or further disclose PHI except as permitted under this Agreement or as required by law;
 - B. Use appropriate safeguards to prevent user disclosure of PHI except as permitted by this Agreement;
 - C. Mitigate, to the extent practical, any harmful effect that is known to the Board of use or disclosure of PHI by the Board in violation of this Agreement;
 - D. Report to the County any use or disclosure of PHI not provided for by this Agreement of which the Board becomes aware;
 - E. Ensure that any agents, employees or instructors to whom the Board provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to the Board with respect to such PHI under this Agreement;
 - F. Make PHI available to the County and to the individual as a right of access as required under HIPAA within 30 days of the request by the County regarding the individual;
 - G. Incorporate any amendments to PHI when notified to do so by the County;

- H. Provide an accounting of all users or disclosures of PHI made by the Board as required under HIPAA privacy rule within 60 days;
 - I. Make their internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining the Board's and the County's compliance with HIPAA; and at the termination of this Agreement, return or destroy all PHI received from, or created or received by the Board on behalf of the County, and if return is infeasible, the protections of this Agreement will extend to such PHI.
 - J. Notwithstanding any of the other provisions of this Agreement, the Agreement may be terminated by the County if the Board has violated a term or provision of this Section 12 pertaining to the Board's material obligations under HIPAA privacy rules, or if the Board engages in conduct which would, if committed by the County, result in a violation of the HIPAA privacy rule by the County.
 - K. **Return or Destruction of Health Information:** Upon termination, cancellation, expiration, or other conclusion of this Agreement, the Board, if feasible, shall return to Leon County or destroy all PHI and all health information, in whatever form or medium, including any electronic media under the Board's custody or control or which the Board received from or on behalf of Leon County, including any copies of any health information or compilation derived from and showing an identification of such PHI or such health information. The Board shall complete such return or destruction as promptly as possible, but not later than 30 days after the effective date of the termination, cancellation, expiration or other conclusion of this Agreement. Within such 30-day period, the Board shall certify under oath in writing to the County such return or destruction has been completed or, if return or destruction is not feasible or lawful, a written justification explaining why such PHI could not be returned or destroyed.
 - L. **Continuing Obligations:** The Board's obligation to protect PHI and health information received from or on behalf of the County or any other source shall be continuous and shall survive any termination, cancellation, expiration or other conclusion of this Agreement.
 - M. **Response to Subpoenas:** In the event that the Board receives a subpoena or similar notice or request from any judicial, administrative or other party arising out of or in connection with this Agreement, including, but not limited to any unauthorized use or disclosure of PHI or any failure in the Board's security measures, the Board shall promptly forward a copy of such subpoena, notice or request to the County and afford the County the opportunity to be part of the decision making with regard to the subpoena, including, but not limited to, responding to the subpoena.
13. The County and Board agree that this Agreement may be cancelled at any time by either party hereto, with or without cause upon ninety (90) days prior written notice to the other

party to be effective at the completion of the clinical experience of the ongoing classes. No new class will start during the ninety (90) day period.

14. This Agreement shall remain in effect from January 1, 2007 through September 30, 2007, and then be subject to annual renewal (October 1 through September 30) upon the mutual consent of both parties.

15. No alteration, modification or variation of the terms of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this 17 day of April, 2007 at Tallahassee, Leon County, Florida.

THE DISTRICT BOARD OF TRUSTEES OF
NORTH FLORIDA COMMUNITY COLLEGE

WITNESS: Cindy M. Gayle

BY: John Maultsby, Jr.
Chairman

WITNESS: Sammy Herne

LEON COUNTY, FLORIDA

BY: C.E. DePuy, Jr.
Chairman
Board of County Commissioners

ATTESTED BY:

Bob Inzer, Clerk of Circuit Court

BY: [Signature]

Approved as to Form:

COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: [Signature]
Herbert W.A. Thiele, Esq.
County Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

Cover Sheet for Agenda #7

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney

Title: Adoption of a Resolution Authorizing the Leon County Housing Finance Authority to engage The Hendrickson Company as the Housing Finance Authority's Financial Advisor



County Administrator Review and Approval:	Vincent S. Long, County Administrator
County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Eryn D. Calabro, Director, Office of Human Services and Community Partnerships Lamarr Kemp, Director of Housing Services Daniel Rigo, County Attorney

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the Resolution Authorizing the Leon County Housing Finance Authority to engage The Hendrickson Company as the Housing Finance Authority's Financial Advisor (Attachment #1).

Report and Discussion

Background:

The Leon County Housing Finance Authority (HFA) encourages investment by private enterprise and stimulates construction and rehabilitation of housing through use of public financing. As a special district, the Leon County HFA has the option of retaining professional services, F.S. Chapter 159, in the execution of fulfilling its mission to consider opportunities that increase the availability of affordable housing in Leon County. This includes financing for owner-occupied single-family and multi-family housing units (townhouses and condominiums) and the sale of taxable bonds, once approved by the Leon County Board of County Commissioners.

Analysis:

In an effort to better capture its financial position and examine methodologies for increasing financing options for affordable housing in Leon County, in January 2014, the HFA put out a Request for Qualifications (RFQ) for a financial advisor. The HFA received three responses to the RFQs. At a regularly scheduled HFA board meeting, the HFA decided to retain the services of the Hendrickson Company and the Leon County Purchasing Division issued a purchase order. In 2015, the HFA board voted to continue utilizing the Hendrickson Company as its financial advisor and a new purchase order was issued. The current purchase order expires September 30, 2016.

At the June 16, 2016 HFA board meeting, the HFA approved entering into a new three –year contractual agreement (Attachment #2) for financial advisor consulting services with the Hendrickson Company, effective October 1, 2016. Furthermore, it was identified by both parties that a formal contract outlining the scope of services that includes the financial advisor's services as well as the municipal advisory activities will be executed accordingly.

Pursuant to Section 2-77, Code of Laws of Leon County, Florida, contracts by the Housing Finance Authority shall first be approved by Resolution of the Board of County Commissioners (Attachment #1).

Options:

1. Adopt the Resolution authorizing the Leon County Housing Finance Authority to engage the Hendrickson Company as the Housing Finance Authority's Financial Advisor (Attachment #1).
2. Do not adopt the Resolution authorizing the Leon County Housing Finance Authority to engage the Hendrickson Company as the Housing Finance Authority's Financial Advisor.
3. Board direction.

Recommendation:

Option #1

Title: Adoption of a Resolution Authorizing the Leon County Housing Finance Authority to engage the Hendrickson Company as the Housing Finance Authority's Financial Advisor
September 20, 2016
Page 3

Attachments:

1. Resolution for the Housing Finance Authority to engage The Hendrickson Company as Financial Advisor.
2. Contractual Agreement between the Housing Finance Authority and the Hendrickson Company.

RESOLUTION NO. R16-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING THE FINANCIAL ADVISORY AGREEMENT BY THE LEON COUNTY HOUSING FINANCE AUTHORITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, in 1980 the Board of County Commissioners adopted Ordinance No. 80-39, creating the Housing Finance Authority of Leon County, Florida, pursuant to Chapter 159, Part IV, Florida Statutes; and

WHEREAS, Ordinance No. 80-39 is codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida; and

WHEREAS, pursuant to Section 2-77, Code of Laws of Leon County, Florida, contracts by the Housing Finance Authority shall first be approved by resolution of the Board of County Commissioners; and

WHEREAS, the Housing Finance Authority desires to enter into a Financial Advisory Agreement with Mark Hendrickson d/b/a The Hendrickson Company; and

WHEREAS, the Board desires to adopt a resolution approving the Financial Advisory Agreement by the Housing Finance Authority;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, that:

1. The Leon County Board of County Commissioners hereby approves the Financial Advisory Agreement between the Leon County Housing and Finance Authority and Mark Hendrickson d/b/a The Hendrickson Company.
2. This Resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon
County, Florida, this ____ day of _____, 2016.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTESTED BY:
Bob Inzer, Clerk of Court & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W. A. Thiele, Esq.
County Attorney

**FINANCIAL ADVISORY AGREEMENT
BETWEEN THE
LEON COUNTY HOUSING FINANCE AUTHORITY &
THE HENDRICKSON COMPANY**

THIS IS AN AGREEMENT (the "Agreement") between the LEON COUNTY HOUSING FINANCE AUTHORITY, a local government body, corporate and politic, hereinafter referred to as the "HFA," and MARK HENDRICKSON, DBA "THE HENDRICKSON COMPANY", hereinafter referred to as the "ADVISOR":

W I T N E S S E T H

In consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, the HFA and ADVISOR agree as follows:

I. PREAMBLE

It is understood by the parties hereto that the HFA requires professional financial advice from time to time on various matters involving its normal operations and further intends to undertake the issuance of notes and bonds to finance various affordable housing projects of the HFA. It is also understood that in connection with such professional advice and the issuance, sale, and delivery of such bonds, the HFA desires ADVISOR to perform professional services in the capacity as the HFA's Financial Advisor.

II. SCOPE OF SERVICES

The services to be provided by the ADVISOR shall include but not be limited to the following:

1. Attend any and all HFA meeting as requested by the HFA
2. Assist the HFA to develop and modify investment policy
3. Analyze investment opportunities for HFA consideration
4. Evaluate all multi-family applications
5. Coordinate credit underwriting reports with credit underwriters
6. Evaluate monthly servicing reports
7. Maintain detailed cost information for HFA projects upon HFA request
8. Evaluate proposals for professional services upon HFA request
9. Evaluate HFA Affordable Housing Study for HFA direction setting and follow-through
10. Any other valid request from the HFA provided in writing to the ADVISOR, including:
 - Prepare monthly written reports to the HFA on single family, multi-family, and other financial issues
 - Prepare agenda, minutes, and other materials for monthly HFA Board meeting
 - Prepare monthly financial statement, including coordination with staff of the Leon

County Board of County Commissioners (the "County") to obtain financial information

- Prepare proposed annual budget
- Develop tracking system for HFA subordinate DPA loans
- Coordinate work of professional team
- Work with Escambia County HFA and others to insure compliance and coordinated efforts for the First Time Homebuyer Program
- Work with County staff on disposition of properties assigned to the HFA
- Analyze and report on opportunities for the HFA including but not limited to:
 - ✓ Actions or proposals by the Florida Housing Finance Corporation
 - ✓ State Legislative program or budget changes and the current focus of the Sadowski Coalition

11. The ADVISOR has a strict fiduciary relationship with the HFA. The ADVISOR must advise the HFA as to any potential conflicts.

III. PERSONNEL TO BE ASSIGNED

The following member(s) of the ADVISOR will be assigned primarily to work with HFA to provide the services as set forth hereinabove in the Scope of Services as Financial Advisor on the PROJECT: Mark Hendrickson will be the primary contact; Susan Leigh will also service the account.

A. The HFA has the right to approve, disapprove or change any of the staff assigned by the ADVISOR to the account. If, for any reason, the personnel assigned are changed or replaced, the HFA has the right to immediately terminate this Agreement.

B. The HFA has the right to request, for any reason, the ADVISOR to replace any personnel assigned. Should the HFA make such a request, the ADVISOR shall promptly suggest a substitute until a satisfactory substitute is selected.

C. The ADVISOR assures the HFA that during the term of this Agreement, the ADVISOR shall comply with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Human Right Act of 1977 in that the ADVISOR shall not, on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against its employees or applicants for employment. The ADVISOR understands that this Agreement is conditioned upon the veracity of this statement of assurance. Furthermore, the ADVISOR assures the HFA it will comply with Title VI of the Civil Rights Act of 1964, as amended, in the event federal grant funds are involved. Compliance with other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination delineated above is also required. This statement of assurance shall be interpreted to include Vietnam-era veterans and disabled veterans within its protective range of applicability.

IV. OBLIGATIONS OF THE HFA

Submittal of Materials to ADVISOR

A. The HFA and ADVISOR acknowledge and agree that the ADVISOR has been engaged to provide municipal advisory services to advise and assist the HFA with all bond financings that come before the HFA, as well as the analysis of other housing programs in which the HFA may, or does, participate. Such services to be provided are listed in detail in the HFA's Request for Proposal to Serve as Financial Advisor dated January 7, 2014.

B. As part of those services, the ADVISOR, acting in the capacity of Independent Registered Municipal Advisor ("IRMA"), reviews all third party recommendations made to the HFA and which are submitted to the ADVISOR in writing by the HFA.

C. The HFA shall, upon receipt of any materials presented by third parties to the HFA or individual members of the HFA, which are associated with, or related to, any of the ADVISOR's services provided as an IRMA, deliver such materials to the ADVISOR for handling as appropriate.

V. COMPENSATION

A. The ADVISOR, as an independent contractor, is not deemed to be an employee or an official of the HFA and in performance of this Agreement is not acting as a business broker, realty broker, lawyer, or accountant, but only as Agent to the HFA.

B. With regard to the issuance of bonds, fees will be paid out of cost of issuance. The fee is per \$25,000 per multi-family bond issue, paid by the developer at the time of application.

C. The ADVISOR shall be paid a \$3,000 multi-family review fee, paid by the developer at the time of application.

D. The ADVISOR shall be paid an annual retainer fee of \$40,000.00 commencing on October 1, 2016, which shall be payable on a monthly basis, in arrears, in the amount of \$3,333.33 commencing on November 1, 2016.

E. The ADVISOR shall be reimbursed for expenses related to agreed administrative duties. Total non-travel expenses shall be limited to \$2,500 per year, unless an amount in excess of \$2,500 is specifically authorized by the HFA.

F. The ADVISOR shall be given full reimbursement, after full detail and documentation, of all expenses incurred in the pursuit of its duties on behalf of the HFA. Such expenses shall include, but not be limited to, items such as travel (including both interstate and intrastate travel), meals, lodging, communications, duplicating, postage and federal express charges. All travel shall be pre-approved by the HFA. All travel expenses, including transportation, mileage, per diem for

meals, and lodging, shall be billed in accordance with Chapter 112, Florida Statutes. In order to facilitate the HFA's efforts in controlling and monitoring expenses incurred in conjunction with the ADVISOR'S performance of its contractual duties, the ADVISOR shall report all expenses incurred during each calendar year, indicating both expenses for the year, and total expenses accumulated and not reimbursed to date. The report for each calendar year thereafter will be due within thirty (30) days of the end of each year.

VI. GENERAL PROVISIONS

A. The ADVISOR agrees to keep such records and accounts as may be necessary in order to record complete and correct entries for which the ADVISOR expects to be reimbursed. Such books and records shall be available at all reasonable times for such examination and audit by the HFA. All HFA records are deemed public records pursuant to Chapter 119, Florida Statutes.

B. All work performed by the ADVISOR, pursuant to the Agreement, shall be by the direction of the HFA and all communications pertaining to the progress of any work performed hereunder shall be addressed to the HFA. The HFA may, from time to time, designate one or more of their members, or staff, to perform all or part of the functions required hereunder and shall advise the ADVISOR thereof in writing.

C. The ADVISOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the ADVISOR, to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the ADVISOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the HFA shall have the right to terminate the Agreement without liability at its discretion, and to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

D. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by the ADVISOR, without prior written consent of the HFA.

E. The ADVISOR has not had, does not have, nor will not entertain any implied, verbal or written understanding or contract with any other investment banking firm in regard to the negotiation for, or participation in any financing plan. The ADVISOR agrees not to be a member of an investment banking group proposing to provide any financing. The foregoing shall not restrict, however, the ADVISOR from its customary business associations, from time to time, with any members of investment banking groups.

F. The ADVISOR agrees to comply with public records access requirements set forth in section 119.0701(2), Florida Statutes, including the obligation to:

1. Keep and maintain public records required by the HFA and the County to perform the Financial Advisor Scope of Services required under this Agreement.
2. Upon request from either the HFA's or the County's custodian of public records, provide the HFA or the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the ADVISOR does not transfer the records to the HFA or the County.
4. Upon termination of the Agreement, transfer, at no cost, to the HFA or the County, as requested, all public records in possession of the ADVISOR or keep and maintain public records required by the HFA or the County to perform the Scope of Services required hereunder. If the ADVISOR transfers all public records to the HFA or the County, as requested, upon termination of the Agreement, the ADVISOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the ADVISOR keeps and maintains public records upon termination of the Agreement, the ADVISOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the HFA or the County, upon request from either the HFA's or the County's custodian of public records, in a format that is compatible with the information technology systems of the HFA or the County.
5. IF THE ADVISOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ADVISOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (850) 606-1900, KEMPL@LEONCOUNTYFL.GOV, OFFICE OF HUMAN SERVICES & COMMUNITY PARTNERSHIPS, 918 RAILROAD AVENUE, TALLAHASSEE, FL 32310.

VII. INCORPORATION OF ALL PRIOR AGREEMENTS

A. This document incorporates and includes the ADVISOR's Response, dated January 7, 2014, to the HFA's Request for Proposals to Serve as Financial Advisor, to the extent such documents are not inconsistent with this Agreement.

B. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document.

VIII. EFFECTIVE DATES, TERM, AND TERMINATION

This Agreement shall be for a term of three years (the "Term") commencing on October 1, 2016 and expiring on September 30, 2019 unless terminated in writing by the HFA. Compensation for the Term shall be in the amount specified in Section V. of this Agreement. This Agreement may be terminated without cause by either party upon written notice to the other party. In the event the ADVISOR receives such termination notice from the HFA, the ADVISOR shall be reimbursed for out-of-pocket expenses incurred and shall be entitled to fees for services performed to the date of termination, including services related to any bond transaction in progress as of the date of termination. The parties may, by written amendment, extend the Term upon mutual agreement. The compensation to be paid to the ADVISOR during any such extension period beyond September 30, 2019 shall be at an annual rate of \$2,500 per year above any previous year.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective date under each signature: The HFA, signing by and through its Chairman, authorized to execute same by Board action on the XXXXX day of XXX, 2016, and the ADVISOR signed by and through Mark Hendrickson DBA "The Hendrickson Company".

ATTEST:

MARK HENDRICKSON DBA "THE HENDRICKSON COMPANY"

Witness

By: Mark Hendrickson

Date: _____

ATTEST:

LEON COUNTY HOUSING FINANCE AUTHORITY

Witness

By: Mike Rogers, Chairman

Date: _____

**Leon County
Board of County Commissioners**


Notes for Agenda Item #8

Leon County Board of County Commissioners

Cover Sheet for Agenda #8

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of Request from Neighborhood Medical Center, Inc., for a Letter of Support for the Health Resources and Services Administration Service Area Competition Grant

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Eryn D. Calabro, Director, Office of Human Services and Community Partnerships Jennifer Sousa, Financial Compliance Manager

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Direct the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.

Report and Discussion

Background:

Consistent with prior direction, the Board has authorized the provision of letters of support for partnering agencies seeking other external sources of funding in order to increase services for citizens in Leon County.

On July 28, 2016, Neighborhood Medical Center, Inc. (NMC), a CareNet provider, submitted an email (Attachment #1) requesting a letter of support for the upcoming Service Area Competition (SAC).

Providing a letter of support for the NMC is essential to the Board's Strategic Priority - Quality of Life:

- (Q3) Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (rev. 2013)

Analysis:

On August 16, 2016, the Health Resources and Services Administration (HRSA) issued a Service Area Competition grant funding opportunity from the Bureau of Primary Health Care. The application period is open from August 16, 2016 through November 1, 2016. (Attachment #2) NMC has requested a letter of support from the County and asked to have the letter by September 30, 2016 for inclusion in their application submission. The initial application period closes October 17, 2016, with supplemental documentation required to be uploaded to HRSA's Electronic Handbook (EHB) by November 1, 2016.

HRSA's Service Area Competition (SAC) grant will serve to ensure a continuation of access, preventative, and primary care services availability to the community's underserved population. The SAC funding strives to assist health care centers to remain culturally competent, and provide comprehensive primary healthcare services to the most at risk members of the community.

As part of the SAC funding application, the applicant agencies are afforded the opportunity to request letters of support from any organizations they so desire and submit them by the posted deadline of November 1, 2016 as part of their supplemental documentation submission. HRSA's application guide states, "Letters of support must be included with the application as part of the collaboration portion of the secondary submission and need to demonstrate the capacity in which the applicant is in collaboration or coordination with the providers within the service area". Additionally, HRSA specifies that letters of support not submitted with the application will not be reviewed. The Deadline for submission to HRSA is November 1, 2016.

NMC is requesting a letter of support from the County for continued HRSA funding that will continue to support access to primary care, mental health and dental services for the underserved population in the Leon County community. NMC reports in the last year they have been able to

provide care to over 12,000 patients, which equates to over 26,000 encounters. In addition, NMC has expanded access to the care provided in the community through expanded hours and use of the mobile unit. The NMC mobile unit is capable of providing medical and dental services.

NMC has demonstrated consistent outreach efforts and collaboration efforts with other community organizations to continue to provide holistic care to their patients. An example of this is their recent medical center partnership with Rickards High School. The Rickards location is the site for which NMC applied for the HRSA New Access Point grant funding to provide primary care, behavioral health, social services and dental services. This location will be open to the public and will also serve Rickards students. NMC has also partnered with America's Second Harvest of the Big Bend to help meet some of the food assistance needs of the community. Through these partnerships NMC has shown their commitment to maintaining and growing community partnerships to meet the health care and social services needs of the community.

It should be noted that the SAC is an open competition and HRSA will only award one grant for each announced SAC. This makes it critical for the applicant agency to fully demonstrate the ability to meet the grant expectations of having established a comprehensive health care delivery system to efficiently provide services to the target population. NMC, as the currently funded SAC recipient, has demonstrated their commitment to caring for the underserved and indigent populations of Leon County through the County's primary healthcare program.

According to the SAC announcement, letters of support are required from certain entities, such as existing health centers, state or local government, critical access hospitals and rural clinics. Drafting a letter of support for NMC supports efforts to bring additional funds into the County and increase services provided to the medically underserved and indigent population of Leon County, therefore staff recommends providing NMC a letter of support for the 2017 HRSA's Bureau of Primary Health Care's Service Area Competition Grant.

Options:

1. Direct the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.
2. Do not direct the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Neighborhood Medical Center, Inc. Email Request for Letter of Support.
2. Health Resources and Services Administration Service Area Competition Announcements.

Eryn Calabro - Letter of Support for SAC Grant

From: Jeanne Freeman <JFreeman@neighborhoodmedicalcenter.org>
To: Eryn Calabro <CalabroE@leoncountyfl.gov>
Date: 7/28/2016 6:32 PM
Subject: Letter of Support for SAC Grant

Good Afternoon Eryn,

I wanted to formally request that Neighborhood Medical Center be placed on the County Commission's agenda to request a letter of support for our SAC application. If you will need a template please let me know. We would request that we have the letter no later than September 30, 2016. Thank in advance for all of your help and support. If there is anything else I need to do please let me know. Thanks!

Jeanne' S. Freeman, MSP, MSW
Registered Clinical Social Worker Intern
Chief Executive Officer
Neighborhood Medical Center, Inc.
872 West Orange Avenue
Tallahassee, FL 32310
[\(850\) 577-1558](tel:8505771558) Phone
[\(850\) 487-9915](tel:8504879915) Fax



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Service Area Competition

HRSA-17-053 | Bureau of Primary Health Care

Application Accepted: 08/16/2016 to 11/01/2016

Projected Award Date: 04/01/2017

Estimated Award Amount: N/A

Program Description:

This announcement solicits applications for the Health Center Program's Service Area Competition (SAC). The Health Center Program supports patient-directed public and private nonprofit organizations that provide primary and preventive health care services to the Nation's medically underserved. The purpose of the SAC funding opportunity is to ensure continued access to comprehensive, culturally competent, quality primary health care services for communities and vulnerable populations currently served by the Health Center Program.

This FOA details the SAC eligibility requirements, review criteria, and awarding factors for organizations seeking funding for operational support to provide primary and preventive health care services to an announced service area under the Health Center Program, including Community Health Center (CHC - section 330(e)), Migrant Health Center (MHC - section 330(g)), Health Care for the Homeless (HCH - section 330(h)), and/or Public Housing Primary Care (PHPC - section 330(i)). For the purposes of this document, the term "health center" encompasses these types of funding (i.e., CHC, MHC, HCH, and PHPC).

Download

Application Guidance

[Application guidance template](#)

Contact Information

Beth Hartmayer

bphcsac@hrsa.gov

Phone: 301-594-4300

More Program Opportunities

- [How to Become a Health Center](#)
- [Health Center Program Look-Alikes](#)

Quick Links

- [Open HRSA Funding Opportunities](#)
- [BPHC Career Opportunities](#)
- [Annual Health Center Data](#)
- [Health Center Program Policies](#)

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- [Key BPHC Staff](#)
- [BPHC Helpline](#) or call 1-877-974-BPHC (2742)
8:30 am to 5:30 pm ET, Monday through Friday (except Federal holidays)



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FY 2017 SAC Service Area Announcement Table (SAAT)

Project period end date:

State:

City:

Zip Code:

Results include all service areas that contain the requested zip code.

Service Area Identification Number	Current Project Period End Date ¹	City ² (Click the City to access the Patient Origin Map)	State	Funding Opportunity Number	Total Funding	CHC Funding	MHC Funding	HCH Funding	PHPC Funding	Zip Codes ³	Percentage of Patients from Zip Code ⁴	Patient Target
230	3/31/2017	Tallahassee	FL	HRSA-17-053	\$3,469,868	\$2,107,228	\$0	\$817,820	\$544,820	32304	19.6 %	19,647
										32303	14.7 %	
										32305	14.2 %	
										32301	11.5 %	
										32310	11.2 %	
										32333	7.4 %	
										32311	2.7 %	
										32308	2.4 %	
										32309	2.1 %	
										32312	2.1 %	
										32351	1.7 %	
										32317	1.5 %	
										32327	1.3 %	
										32343	1.1 %	
										32352	0.9 %	
32344	0.8 %											
32324	0.4 %											
32315	0.3 %											
32302	0.2 %											
32307	0.2 %											
32316	0.2 %											



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FY 2017 Service Area Competition (SAC) Technical Assistance



Technical Assistance

The [Service Area Announcement Table](#) lists all service areas announced for competition through the SAC FOA and includes the:

- Patient Target for each service area (Information provided at [Patient Target FAQs](#) (PDF))
- Service area Zip Codes and the percentage of patients that reside within each
- Total Funding available for each service area and the target population(s) served

SAC Funding Opportunity Announcement (FOA) Release and Application Schedule

Project Period End Date	HRSA Announcement Number	Expected FOA Release	Grants.gov Deadline (11:59 PM EST)	HRSA EHB Deadline (5:00 PM EST)
Dec, 31, 2016	HRSA-17-050	June 15, 2016	Aug. 16, 2016	Aug. 31, 2016
Jan. 31, 2017	HRSA-17-051	June 28, 2016	Aug. 29, 2016	Sep. 13, 2016
Feb. 28, 2017	HRSA-17-052	July 5, 2016	Sep. 6, 2016	Sep. 21, 2016
March 31, 2017	HRSA-17-053	Aug. 16, 2016	Oct. 17, 2016	Nov. 1, 2016
April 30, 2017	HRSA-17-054	Sep. 6, 2016	Nov. 7, 2016	Nov. 29, 2016
May 31, 2017	HRSA-17-055	Sep. 20, 2016	Nov. 29, 2016	Dec. 14, 2016

Overview

The purpose of the SAC funding opportunity is to ensure continued access to comprehensive, culturally competent, quality primary health care services for communities and vulnerable populations currently served by the Health Center Program. A SAC application is a request for federal financial assistance to continue support of comprehensive primary health care services in a service area currently served by a Health Center Program grantee whose project period is ending in FY 2017.

Who Can Apply

Open Health Center Program Funding Opportunities

[BPHC Funding Opportunities](#)

Register Today

Before you can apply for this funding opportunity, you must register in three places: [DUNS](#), [SAM](#), and [Grants.gov](#).

Be sure to provide complete and consistent information to all three systems. If there is a problem anywhere in the process, your registration can take 4 weeks or longer.

Before you do anything else, make sure you [Register & Get Ready](#)

Contacts

Program Information

Beth Hartmayer
HRSA Bureau of Primary Health Care
Office of Policy and Program Development
301-594-4300 | BPHCSAC@hrsa.gov

Budget Information

Donna Marx
HRSA Office of Federal Assistance Management
Division of Grants Management Operations
301-594-4245 | dmarx@hrsa.gov

EHB Application Assistance

BPHC Helpline
877-974-2742 | [Submit Web Request Form](#)

Posted 9:30 a.m. Sept. 14, 2016

Organizations eligible to compete for SAC funds include public or nonprofit private entities, such as tribal, faith-based, or community-based organizations, that propose to serve an announced service area and its associated population to ensure continued access to comprehensive, culturally competent, quality primary health care services for communities and vulnerable populations served by the Health Center Program. Applicants must meet all Eligibility Requirements listed in Section III of the FOA.

How to Apply

SAC applications must be submitted via Grants.gov and the HRSA Electronic Handbooks (EHB). To download the Application Package, click on the Grants.gov link below and search for the FOA number (e.g., HRSA-17-XXX). Refer to the Service Area Announcement Table to obtain the applicable FOA number.

Phase 1 - Grants.gov: must be completed and successfully submitted via Grants.gov by 11:59 p.m. EST on the date noted in the schedule above and in the FOA.

- See the FOA and the [HRSA SF-424 Two-Tier Application Guide](#) (PDF) for instructions on how to submit in Grants.gov.

Phase 2 - HRSA EHB: must be completed and successfully submitted by 5 p.m. EST on the date noted in the schedule above and in the FOA.

- See the funding opportunity announcement and the EHB SAC Applicant User Guide for instructions on how to submit in EHB.

Technical Assistance Resources

- [Applicant Completeness and Eligibility Checklist](#) (PDF - 125 KB)
- [FY 2017 Applicant Frequently Asked Questions \(FAQs\)](#) (PDF - 296 KB)
- [HRSA SF-424 Two-Tier Application Guide](#) (PDF)
- [SAC Application EHB User Guide](#) (PDF - 5 MB)
- [SAC Applicant Technical Assistance Webinar](#)
As of August 12, 2016, references in this webinar recording have been updated. Refer to the updated FY 2017 Applicant Technical Assistance Presentation as you listen to this recording.
- [FY 2017 Applicant Technical Assistance Presentation](#) (PDF - 1.6 MB)
- [How to Read Your NoA: Project Period End Date](#) (PDF - 152 KB)
- [Health Center Program Requirements and Resources](#) (PDF - 113 KB)
- [Available Data Sources](#) (PDF - 135 KB)
- [Patient and Budget Calculator](#)
- [Patient Target Frequently Asked Questions \(FAQs\)](#) (PDF)

Program Specific Documents and Forms

- [Table of EHB SAC Application Attachments](#) (PDF - 180 KB)
- Attachment 1: Service Area Map and Table
 - [Service Area Map and Table Instructions](#) (PDF - 1.6 MB)
 - [Service Area Map and Table Sample](#) (PDF)
 - [Zip Code To ZCTA Crosswalk](#) (XLS)
- [Attachment 13: Implementation Plan Sample](#) (PDF - 135 KB)
- Budget Documents
 - [Budget Narrative Sample](#) (PDF - 170 KB)
 - [SF-424A: Budget Information](#) (PDF - 142 KB)
- [Form 1A: General Information Worksheet](#) (PDF - 515 KB)
- [Form 1C: Documents on File](#) (PDF - 294 KB)
- [Form 2: Staffing Profile](#) (PDF - 469 KB)
- [Form 3: Income Analysis](#) (PDF - 304 KB)

EHB Account Access Assistance

HRSA Contact Center

877-464-4772 |

CallCenter@hrsa.gov

General Feedback

BPHCFOAFeedback@hrsa.gov

Additional Resources

[HRSA Electronic Handbooks \(EHB\) Registration and Help](#)

[Health Center Program Strategic Partnerships](#) (PCAs, NCAs, and PCOs)

Sign up to receive the weekly [Health Center Program Health Care Digest](#)

[Track Your Grant Application](#)

[HRSA Scoring Rubric](#) (PDF)

[Legislative Mandates in Grants Management for FY 2016](#)

- [Form 4: Community Characteristics](#) (PDF - 559 KB)
- [Form 5A: Services Provided](#) (PDF - 343 KB)
- [Form 5B: Service Sites](#) (PDF - 243 KB)
- [Form 5C: Other Activities/Locations](#) (PDF - 259 KB)
- [Form 6A: Current Board Member Characteristics](#) (PDF - 524 KB)
- [Form 6B: Request for Waiver of Governance Requirements](#) (PDF - 530 KB)
- [Form 8: Health Center Agreements](#) (PDF - 481 KB)
- [Form 10: Emergency Preparedness Report](#) (PDF - 258 KB)
- [Form 12: Organization Contacts](#) (PDF - 282 KB)
- [Summary Page](#) (PDF - 233 KB)

Performance Measures

Tools:

- [2016 Performance Measure Crosswalk](#) (PDF - 217 KB)
- [Clinical Performance Measure Form Field Guide and Sample](#) (PDF - 152 KB)
- [Performance Measure Fillable Form](#) (PDF - 600 KB)

Resources:

- [Health Center Data and Reporting](#) for information on the UDS, the reporting system for Health Center Program performance measures and patient data
- [UDS Resources](#) for presentations on UDS reporting
- [2015 UDS Manual](#) for definitions and UDS reporting details
- [Healthy People 2020/Health Center Program Measures](#) (PDF - 104 KB)

Quick Links

- [HRSA.gov](#)
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**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

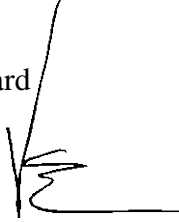
Leon County

Board of County Commissioners

Cover Sheet for Agenda #9

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Memorandum of Agreement Between Leon County and the Florida Veterans Foundation, Inc. for Administration of the Veterans Emergency Assistance Program for FY 2016/2017

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Eryn D. Calabro, Director, Office of Human Services and Community Partnerships
Lead Staff/ Project Team:	Ben Bradwell, Veteran Services Director

Fiscal Impact:

This item has a fiscal impact. Funding in the amount of \$50,000 has been contemplated in the FY2017 budget for the Veterans Emergency Assistance Program.

Staff Recommendation:

- Option #1: Approve Memorandum of Agreement with the Florida Veterans Foundation, Inc. for the administration of the Veterans Emergency Assistance Program (Attachment #1).
- Option #2: Authorize the County Administrator to execute the Agreement, in a form approved by the County Attorney and approve any future modifications.

Report and Discussion

Background:

This item seeks Board approval to continue the allocation of Veterans Emergency Assistance Program (VEAP) funds through an MOU with the FVF in accordance with established guidelines.

At the November 18, 2003 meeting, the Board adopted Policy No.03-18, Grant for Active Duty Military Personnel. The grant established a program and funding for residents who are members of the United States Military or called to active duty as members of the United States Military Reserves or National Guard forces to apply for a refund of ad valorem taxes paid during any calendar year in which they serve in a named United States Military conflict. A budget of \$100,000 was established to support this program.

At its March 12, 2013 meeting the Board formerly adopted a Veterans Emergency Assistance Program (VEAP) and guidelines to address the influx of troops returning home following the end of U.S. involvement in Iraq, who found themselves in emergency situations and unable to pay for basic necessities, such as shelter and utilities (Attachment #2). At the same time, the County established a Memorandum of Agreement (MOA) with the Florida Veterans Foundation (FVF), to distribute VEAP funds to veterans and their families in accordance with guidelines approved by the Board.

At the June 23, 2015 Budget Workshop, the Board approved the reallocation of a portion of FY2016 Active Duty Grant Program funds in the amount of \$25,000 to the VEAP. This additional allocation increased the funds available to the VEAP from \$25,000 to \$50,000. On July 7, 2015 the Board ratified the actions taken at the June 23, 2015 Budget Workshop.

The VEAP Guidelines and Program are essential to the following FY2012 - FY2016 Strategic Initiatives that the Board approved at the January 26, 2016 meeting:

- Consider policy to allocate a portion of Direct Emergency Assistance funds to Veterans. (2012)

This particular Strategic Initiative aligns with the Board's Strategic Priorities – Economy and Quality of Life:

- (EC5) 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. (2012)
- (EC6) Ensure the provision of the most basic services to our citizens most in need so that we have a “ready workforce.” (2012)
- (Q3) Maintain and further develop programs and partnerships necessary to support and promote a healthier community, including: access to health care and community-based human services. (rev. 2013)

Analysis:

Under the current VEAP guidelines the County may provide up to \$500 for rent/mortgage assistance, up to \$300 for utilities/fuel assistance, up to \$200 for temporary shelter assistance, \$100 for transportation to a Veterans Assistance medical facility, and up to \$50 to obtain a birth certificate or driver's license.

Data shows that the VEAP is highly utilized by veterans and their family members primarily for housing rental and utilities costs. In FY2016, in partnership with FVF, 220 Veterans received emergency financial assistance totaling \$50,000. This partnership with FVF has made it possible for Veterans to receive faster assistance, have access to more funds, and has saved the County considerable man-hours in getting Veterans the immediate assistance they need.

Options:

1. Approve Memorandum of Agreement with the Florida Veterans Foundation (Attachment #1).
2. Authorize the County Administrator to execute related Memorandum of Agreement with partner agency, in a form approved by the County Attorney and approve any and all future modifications.
3. Do not approve Memorandum of Agreement with the Florida Veterans Foundation.
4. Do not authorize the County Administrator to execute related Memorandum of Agreement with partner agency, in a form approved by the County Attorney and approve any and all future modifications.
5. Board direction.

Recommendation:

Options #1 & #2.

Attachments:

1. Leon County Veterans Emergency Assistance Program (VEAP) Memorandum of Agreement
2. Leon County Office of Human Services and Community Partnerships Veterans Emergency Assistance Program (VEAP) Guidelines

LEON COUNTY VETERANS EMERGENCY ASSISTANCE PROGRAM (VEAP)

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA), entered into this ___ day of September, 2016, by and between Leon County, Florida, hereinafter referred to as the “County” and the Florida Veterans Foundation, Inc., hereinafter referred to as the “Agency”.

WHEREAS, the County has determined that it is in the best interest of the Veterans of Leon County, Florida that the County allocate funds to assist Veterans with basic necessity expenditures during emergencies for purposes of health and safety, and prevent homelessness.

WHEREAS, the County desires to expand its partnership with the Florida Veterans Foundation to include administration of Veterans Emergency Assistance Program (VEAP).

WHEREAS, the County desires to engage the Agency to partner with the County in providing the services as described in the Scope of Work.

NOW, THEREFORE, the parties do mutually agree as follows:

A. GENERAL CONDITIONS

1. Agreement and Term

The County hereby agrees to engage the Agency and the Agency hereby agrees to perform all the necessary services hereafter set forth in the Scope of Services and in accordance with VEAP Guidelines for a term of October 1, 2016 to September 30, 2017.

2. Scope of Services

In assuming its responsibilities hereunder, the Agency shall do, perform, and carry out in a satisfactory manner, the provisions of the Scope of Work and in accordance with the and terms of this Agreement.

- a. The services are to be provided in a manner which meets the emergency needs of eligible applicants, while adhering to the intent of the program to provide temporary emergency assistance with basic necessity expenditures, not on-going or regular support.
- b. The Agency should assist all applicants, eligible or ineligible for VEAP assistance, with social services as appropriate, and within the Agency’s current purview, including financial counseling, alternative resources, and referrals to appropriate

agencies for employment counseling, energy audits, and other related services to assist with long term sustainability.

3. Personnel and Subcontracting

- a. The Agency represents that it has and will maintain adequate staffing to carry out the Scope of Work under this agreement. Such employees shall not be employees of Leon County or have any contractual relationship with the County.
- b. All services required hereunder will be performed by the Agency and all personnel engaged in performance of work or services shall be fully qualified and properly authorized under appropriate state and local laws to perform such services.
- c. None of the work or services to be performed under this agreement shall be subcontracted without prior written approval from the County.

4. Budget and Funding

- a. The Agency shall be funded at \$50,000.
- b. Semi-Annually, the County will advance the Agency one half of its funding which has been allocated for emergency assistance by the 15th of the month for that period.
- c. By the 15th of each month, the Agency will submit a report of VEAP Expenditures to the County for the previous month, documenting details of assistance provided (Attachment 3).
- d. The County will inspect all reports and conduct scheduled audits to ensure program and fiscal compliance and provide written notice of any findings and proposed corrective action within 30 days.
- e. Future distributions to the Agency will be contingent upon compliance and status of previously disbursed funds to the Agency.
- f. Upon termination of this agreement, the Agency shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination.
- g. Funding for services shall end September 30, 2017. The Agency shall return any unexpended funds to the County by October 10, 2017.

5. Reporting

- a. Upon execution of the Agreement, the Agency will provide in writing, the Agency staff member who will be responsible for the submission of all Agency reports to the County for the administration of this agreement.
- b. All reports must be submitted electronically by the 15th of each month to Ben Bradwell at bradwellb@leoncountyfl.gov . All other related correspondence may be submitted to:

Ben Bradwell
Attn: VEAP
918 Railroad Avenue
Tallahassee, FL 32310

6. Termination of Agreement for Cause

If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, or stipulations of this Agreement, the County shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. Notwithstanding such termination, the Agency shall not be relieved of the liability to the County for any damages sustained by the County by virtue of any breach of the agreement by the Agency.

7. Termination of Contract

The County reserves the right to terminate this Agreement with the Agency at any time and for any reason with or without cause.

8. Audits

The County reserves the right to perform an audit of the Agency's records with prior notice. The audit shall encompass an examination of all financial transactions, applications, eligibility documentation, accounts, and reports to evaluate program and fiscal compliance with the terms of the Agreement.

9. Use of County Funds

- a. Funds received by the Agency pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.

- b. Funds shall be deemed misused when the Agency does not fully comply with the use of funds in accordance with the Agreement. The Agency will repay to the County all misused funds.

10. Assignment

The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County.

B. ASSURANCES

1. Non-Discrimination

The Agency warrants and agrees not to discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, age, sex, orientation, national origin, disability, political affiliation or belief, nor shall it discriminate or permit discrimination against any person in any manner prohibited by the laws of Leon County, the State of Florida, or the United States.

2. Interest of the Agency

The Agency covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which conflicts in any manner or degree with the performance of services required to be performed under this Agreement. The Agency further covenants that it will not employ any individual or utilize any volunteer whose interest conflicts in any manner or degree with the performance of services required to be performed under this Agreement.

3. Records

The Agency shall use an accounting system that meets generally accepted accounting principles. The Agency shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Agency of all funds received. The Agency shall preserve and make its records available until the expiration of three (3) years from the date of the final settlement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

4. Public Records

The Grantee shall, to the extent applicable, comply with public records access requirements, set forth in Section 119.0701(2) Florida Statutes, including the obligation to:

- a. Keep and maintain public records required by the County to perform the Services required under this Agreement.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Contractor does not transfer the records to the County.
- d. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services required hereunder. If the Contractor transfers all public records to the County upon termination of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon termination of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
- e. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :**

Ben Bradwell
Veteran Services Manager
Office of Human Services and Community Partnerships
918 Railroad Avenue
Tallahassee, Florida 32310
(850) 606-1940
BradwellB@leoncountyfl.gov

C. NOTICES.

All notices provided hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this agreement shall be given to the parties at the addresses below or at such other place as the parties may designate in writing.

Notice to Florida Veterans Foundation: Col. Washington J. Sanchez, Jr. USA (Ret)
Chairman/CEO
Florida Veterans Foundation, Inc.
The Capitol, Room 2105-D
400 South Monroe
Tallahassee, FL 32399

Notice to the COUNTY: Eryn D. Calabro, Director
Leon County Office of Human Services and
Community Partnerships
918 Railroad Avenue
Tallahassee, FL 32310

SCOPE OF WORK

1. The Agency will provide services to Veterans who are in need of assistance with rental/mortgage, utilities, temporary shelter, and transportation for medical treatment, birth certificates, and special need circumstances. Assistance will include responding to inquiries for assistance; receiving and processing assistance applications; providing customer with application status updates; and, for approved applications, and allocation of funds.
2. The Agency must make determinations for eligibility for assistance based on the Veteran Emergency Assistance Program (VEAP) Guidelines.
3. The Agency will provide assistance to Veterans of Leon County only.
4. The Agency will verify and document all information required to make eligibility determinations before any disbursement is made.
5. The Agency will confirm and document the circumstance of the emergency situation.

6. The Agency will not provide assistance if the payment does not resolve the emergency situation.
7. The Agency will document and verify the Veteran's plan for sustainability after assistance has been awarded.
8. The Agency will not provide assistance to any Veteran or its household who has received assistance during the last twelve (12) months or a total of three (3) times during the life of the program. MAXIMUM OF THREE TIMES TOTAL FOR ALL SERVICES.
9. The Agency will submit VEAP Expenditure Reports by the 15th of each month.
10. The Agency will maintain a record of all VEAP assistance provided for tracking, auditing, and responding to inquiries regarding assistance status.
11. Agency will have appropriate supervisory and auditing protocols in place to ensure program compliance.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

BY: _____

Vincent S. Long
County Administrator

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

AGENCY NAME

BY: _____
Agency Rep/Title

Date: _____

Witness: _____

Leon County
Office of Human Services and Community Partnerships
Veterans Emergency Assistance Program (VEAP)
Guidelines

The Veterans Emergency Assistance Program (VEAP) is funded by the Leon County Board of County Commissioners to provide financial assistance to Veterans including rental/mortgage, utilities, temporary shelter, and transportation for medical treatment, birth certificates, and special need circumstances. VEAP is designed to help Veterans who are in need of assistance during an emergency situation and have the ability to sustain payments for future expenditures. The Veteran and his/her household must be “in need” of the assistance payment. Specifically, the Veteran and his/her household is “in need” when the household’s net income is less than the household’s Basic Necessity Expenditures (as established below) for the most recent 30-day period. If the household’s net income exceeds the household’s Basic Necessity Expenditures, then the Veteran and his/her household is ineligible. Applicant must have good likelihood of future independence. The applicant must demonstrate that the situation will be improved by next payment date.

Maximum Payment Amounts

Maximum payment amounts have been established to ensure that funds may be used to assist an optimal number of Veterans, while still providing payment levels that will adequately assist clients with their particular need. The maximum payments are as follows:

Shelter (Rent/Mortgage) Up to \$500

Not to exceed the total monthly rental or mortgage payment.

Utilities/Fuel Up to \$300.00

Not to exceed the total utility/fuel costs for the 30-day period for which assistance is being provided.

Temporary Shelter Up to \$200.00

Not to exceed the total fees charged by the establishment providing shelter for a period up to 3 days.

Transportation Up to \$100.00

Not to exceed the one-way transportation cost to the VA medical center providing treatment.

Birth Certificate Up to \$50.00

Not to exceed the fee charged by the State issuing the birth certificate.

Eligibility Criteria

The following criteria are used to determine eligibility for VEAP. Applicants must meet all eligibility criteria in order to qualify for VEAP assistance.

A. Residency: The applicant must be a Leon County resident or intending to live in Leon County.

B. Veteran: A Veteran is defined as a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.

C. Identification

Proper identification will be required for all applicants. Proper identification includes, but is not limited to, the following:

1. Driver's License
2. Florida Identification
3. Social Security Card
4. Birth Certificate
5. Military Identification
6. DD214/HINQ (Certificate of Release or Discharge from Active Duty)

D. Basic Necessity Expenditures are defined as follows. These expenditures are the only expenditures considered when determining eligibility:

Shelter: The household's actual shelter obligation (rent/mortgage) for the current month will be considered a Basic Necessity Expenditure. The amounts listed below are the maximum amounts to be included, based on household size:

Efficiency:	\$596.00
1 Bedroom:	\$756.00
2 Bedrooms:	\$933.00
3 Bedrooms:	\$1,245.00
4 Bedrooms:	\$1,281.00

Limits are based on the HUD Fair Market Rent Documentation System for Leon County. Units larger than four bedrooms are calculated by adding 15% to the four bedroom fair market rate for each additional room.

Utility/Fuel: The household's actual utility/fuel/heating costs for the month will be considered as a Basic Necessity Expenditure. Only the actual charges for the month, including wood payment, will be considered.

Food: The household's food cost for the current month will be considered a Basic Necessity Expenditure. The following is based on the number of family members in the household.

1-\$200.00	3-\$526.00	5-\$793.00
2-\$367.00	4-\$668.00	6-\$952.00

Adapted from the USDA Supplemental Nutrition Assistance Program (SNAP) Guidelines. Add \$150.00 for each additional person in household.

Child Care: The household's child care costs for the current month will be considered a Basic Necessity Expenditure only if the adult is working. No cost will be deducted if the household contains another non-working adult. Child care must be verified prior to being considered and only the amount that is actually paid will be considered. A current childcare contract or receipt for payment should be provided for consideration.

Transportation to and from work: Transportation costs for purposes of employment are considered a Basic Necessity Expenditure. The household will receive a credit of \$50.00 per working household member.

Telephone: The household will receive a credit of \$50.00 for telephone services, which is considered a Basic Necessity Expenditure.

E. Emergency Expenditures

Expenditures made as a result of the applicant experiencing an emergency, such as a fire, flood, theft, or a medical emergency will be considered as a Basic Necessity Expenditure. Verification is required in the form of receipts for service/goods rendered such as hospital bills or medication purchased. Determination of whether the expenditure will be considered a Basic Necessity Expenditure will be determined on a case-by-case basis, and only with documentation.

F. Income Types Considered

Income is any cash, check or payment received by or made on behalf of a household. Any income received or anticipated to be received in the current month will be considered.

Earned income: any income (cash, check, etc.) received in return for work done or service rendered by any member of the household, excluding employed children 16 years or older who are still students. Earned income includes, but is not limited to:

- 1) Wages
- 2) Commissions
- 3) Farm Earnings
- 4) Self Employment
- 5) Retirement Income

Non-earned income: any other cash check or payment received. Non-earned income includes, but is not limited to:

- 1) Food Stamps
- 2) Temporary Assistance for Needy Families (TANF)
- 3) Social Security

- 4) Supplemental Security Income (SSI)
- 5) Veteran's Administration Benefits
- 6) Unemployment Compensation
- 7) Vocational Rehabilitation Benefits

Contributions: Contributions are considered income if received on a regular basis. This includes regular contributions received from all sources.

- 1) Child Support or Alimony
- 2) Payment for rent and/or room and board
- 8) Non-governmental payments such as retirement pensions.

Income Calculation

The household's income will be calculated by totaling all income received during the previous 30 days.

Income is defined as follows:

Earned income: The individual's gross earnings for the pay period minus the Social Security tax, Medicaid and Federal Income Tax actually deducted from the earnings. These are allowable deductions.

Self-Employment: The business' gross income minus actual business expenditures. Only valid business expenditures will be deducted. No personal expenditures will be considered.

Other Income: The full amount of the cash, check, or payment received will be considered the net income.

Income Calculation Exceptions: Income received less often than monthly will be considered for the period of time, it is intended to cover.

Example: School grants received once a semester will be divided by the number of months in the semester.

Students: Applicants and spouses who are attending an institution of higher education are ineligible. Institutions include, but are not limited to, Florida A&M University, Florida State University, Tallahassee Community College, and Lively Vocational Technical School.

Exception: *If either the applicant or spouse is working at least 30 hours a week, the household may be eligible. Student status is also extended to those who are in-between terms.*

G. Employability:

- An applicant will be ineligible if either the applicant or any adult member of the household, who is physically able to work, is voluntarily unemployed or underemployed and does not meet one of the following criteria. Underemployed is defined as working less than 25 hours a week at minimum wage.

Note: A teenager not enrolled in high school is considered an adult.

- Unemployed or underemployed individuals must provide verification that they are actively seeking employment. The household member must identify places where he or she has sought employment within the last 30 days. Exceptions:
 1. An individual who is 62 years old or older.
 2. An individual who is physically unable to work.
 3. An individual who is needed in the home to care for an invalid adult or child (*verification from a physician required.*)
 4. An individual who is employed but is currently not working or working fewer hours due to inclement weather.
 5. An individual who has applied for or is receiving unemployment compensation.
 6. An individual (*one adult per household*) who is needed in the home to care for an infant under 90 days old.

H. Verification

The applicant must provide documentation of any information required by the caseworker to determine eligibility. Verification of the information is the responsibility of the applicant, but some assistance may be provided by the agency. Failure of the applicant to provide the requested information will result in ineligibility for assistance.

I. Sustainability

The applicant must provide proof that the household will be able to sustain payments for the expenditure in subsequent months. If the caseworker determines that the applicant is unable to pay the following month's rent or utilities because of income limitations, assistance may not be provided.

J. Other Reasons for Ineligibility

- Caseworker is unable to determine the applicant's eligibility
- Applicant does not provide requested information or documentation.
- Information or documentation provided is inaccurate or incomplete.
- Caseworker is unable to verify information with third parties, as warranted.
- The applicant has received assistance through VEAP within the last 12 months.
- The assistance to be provided by VEAP is not adequate to resolve the emergency situation.
- The applicant has received assistance 3 (three) times during the lifetime of the program.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #10

Leon County Board of County Commissioners

Cover Sheet for Agenda #10

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Adoption of Proposed Amended Policy No. 01-07, Meeting Rooms-Library

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Cay Hohmeister, Library Director

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Adopt proposed amended Policy No. 01-07, "Meeting Rooms-Library" (Attachment #1).

Report and Discussion

Background:

This item seeks to update the information regarding Library meeting rooms in the Meeting Rooms-Library Policy No. 01-07 (Attachment #2). The current policy is out-of-date, does not include all available rooms and includes an application form that is no longer used. The Library has expanded the number of rooms and added new locations that the public may use for meetings. An online reservation system is now used for all locations. Information is available on the Library website and by email, telephone or in-person inquiry.

Meeting rooms are available at the Collins Main Library, Dr. B.L. Perry Jr. Branch and the Eastside Branch. Smaller conference rooms are available at the Collins Main Library, the Northeast Branch and the Woodville Branch. The Lake Jackson Branch Library and the Woodville Branch Library each share building space with Leon County Parks and Recreation facilities. Parks and Recreation meeting rooms are available in the same buildings at these two locations. The Ft. Braden Community Center, which offers meeting space, is next to the Ft. Braden Branch Library.

Analysis:

The online reservation system now in use for library meeting rooms enables the Library to provide consistency in room reservations and guidelines at all library locations and has eliminated paper reservation forms. The online system allows citizens to see information about the meeting rooms and make their own reservations. Library staff reviews all reservations and prompts the system to respond to all meeting room reservation requests to confirm or deny the request. Library staff members may assist and/or make reservations for those who cannot use the online system, offering help in person, by email or by telephone.

Information is available on the Library's website regarding the location, size and available AV equipment of the meeting rooms. Interested citizens can open accounts with the online reservation system and receive email or telephone confirmation of their reservations.

The proposed amended Policy No. 01-07 (Attachment #1), includes guidelines for meeting room use at all locations. For example, meetings must be free and open to the public; meeting rooms may not be used for personal or private financial profit, advertisement or solicitation of business; and granting permission for use of meeting rooms does not imply Library endorsement of the aims, policies or activities of the group.

Staff recommends that the Board adopt the amended policy for Library meeting rooms.

Options:

1. Adopt proposed amended Policy No. 01-07, “Meeting Rooms-Library” (Attachment #1).
2. Do not adopt proposed amended Policy No. 01-07, “Meeting Rooms-Library”
3. Board direction.

Recommendation:

Option # 1.

Attachments:

1. Amended Policy 01-07, “Meeting Rooms—Library.”
2. Proposed changes to Policy 01-07

Board of County Commissioners Leon County, Florida

Policy No. 01-07

Title:	Meeting Rooms - Library
Date Adopted:	September 20, 2016
Effective Date:	September 20, 2016
Reference:	N/A
Policy Superseded:	Policy No. 91-5 "Meeting Rooms - Library" Adopted July 9, 1991; Policy No. 01-07 adopted June 19, 2001, amended July 12, 2016.

It shall be the policy of the Board of County Commissioners of Leon County, Florida that Policy No. 01-07 Meeting Rooms – Library, amended by the Board of County Commissioners on July 12, 2016, is hereby further amended and a new amended policy adopted in its place, to wit:

The Leon County Public Library is pleased to provide use of meeting rooms for the general public. This service brings the resources of the Library and the interests and activities of the community together.

Information about the location, size and availability of meeting rooms, equipment, and the on-line reservation system is available on the Library website or by telephone, email or personal inquiry at any of the libraries.

All programs are open to the public. Meeting rooms are not to be used for personal or private financial profit, advertising or solicitation of business. No admission fee may be charged.

Granting permission for use of meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Rooms Policy will be interpreted and enforced by the Library Director.

1. All groups reserving Library meeting rooms, whether online, by telephone or in person, agree that they assume full responsibility and assure that no damage or loss will occur to the meeting space, furnishings or equipment.
2. Meeting rooms are available on a first-come, first-served basis. The Library should be contacted as soon as possible if a meeting is canceled, so that the room may be made available. If the group that reserved the room is an hour late, the room will be made available to others if needed.

3. Use of the rooms for events of community-wide interest may be held on a recurring basis.
4. Any group reserving a meeting room must have an adult (18 yrs. or older), parent or legal guardian in the room at all times that the room is occupied.
5. Light snacks may be served. Open flames are prohibited. Alcoholic beverages are prohibited, except upon prior written approval of the County Administrator or designee (Leon County Board of County Commissioners Policy No. 16-7).
6. Programs and/or meetings must be held during regular library hours, with adjournment being 15 minutes before the library's scheduled closing time.
7. All groups holding meetings are responsible for setting up furniture and equipment as needed, and for cleaning up the premises after the meeting's conclusion. Failure to clean up premises may result in denial of group's future use of Library meeting rooms.

DRAFT

Board of County Commissioners Leon County, Florida

Policy No. 01-07

Title: Meeting Rooms - Library

Date Adopted: ~~July 12, 2016~~ September 20, 2016

Effective Date: ~~August 1, 2016~~ September 20, 2016

Reference: N/A

Policy Superseded: Policy No. 91-5 "Meeting Rooms - Library" Adopted July 9, 1991; Policy No. 01-07 adopted June 19, 2001, ~~amended July 12, 2016.~~

It shall be the policy of the Board of County Commissioners of Leon County, Florida that Policy No. 01-07, "Meeting Rooms – Library", adopted by the Board of County Commissioners on ~~June 19~~ July 12, 2016, ~~is hereby amended and a new amended policy adopted in its place, to wit:~~

The Leon County Public Library is pleased to provide use of meeting rooms for the general public. This service brings the resources of the Library and the interests and activities of the community together.

Information about the location, size and availability of meeting rooms, equipment, and the on-line reservation system is available on the Library website or by telephone, email or personal inquiry at any of the libraries.

All programs are open to the public. ~~Alcohol beverages are prohibited, except upon prior written approval of the County Administrator, or designee.~~ Meeting rooms are not to be used for personal or private financial profit, advertising or solicitation of business. No admission fee may be charged. ~~however, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director.~~

Granting permission for use of meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

~~Assignment of meeting rooms will be given first to community groups, organizations and agencies.~~

~~Any group reserving a meeting room must have an adult (18 yrs. or older), parent or legal guardian in the room at all times that the room is occupied.~~

The Meeting Rooms Policy ~~and Procedures~~ will be interpreted and enforced by the Library

Director.

**~~MEETING ROOM PROCEDURES
AND APPLICATION PROCESS~~**

- ~~1. 1. All groups reserving requesting to use Library meetings rooms, whether online, by telephone or in person, agree that they assume must complete and sign the "Application for Use of Meeting Rooms" form. The person signing the application assumes full responsibility and assure that no damage or loss will occur to the meeting space, furnishings or equipment.~~
- ~~2. Use of the rooms will be assigned on a first come, first served basis.~~
- ~~3. Use of the rooms for events of community-wide interest may be held on a recurring basis.~~
- ~~4. If a scheduled meeting/program is canceled, the Library should be immediately contacted, so that the room(s) can be made available to other groups. If a room is reserved and the group who reserved the room is over an hour late in arriving, then the room can be given to another group if one is waiting.~~
- ~~5. Minimum capacity for reserving rooms:
 - ~~a. The Donald Henderson Room—3 or more persons~~
 - ~~b. Program Room A or B—10 or more persons~~~~
- ~~6. Microphones are available for use only when both rooms are booked by the same patron as it causes a disturbance to patrons in the other room.~~
- ~~7. The Library's Media Section has audi-visual equipment that may be reserved, in adherence with Media rules, for scheduled programs and meetings.~~
- ~~8. 2. Assignment of meeting rooms will be given first to community groups, organizations and agencies. Meeting rooms are available on a first-come, first-served basis. The Library should be contacted as soon as possible if a meeting is canceled, so that the room may be made available. If the group that reserved the room is an hour late, the room will be made available to others if needed.~~
 - ~~3. Use of the rooms for events of community-wide interest may be held on a recurring basis.~~
 - ~~4. Any group reserving a meeting room must have an adult (18 yrs. or older), parent or~~

legal guardian in the room at all times that the room is occupied.

5. Light snacks may be served. Open flames are prohibited. Alcoholic beverages are prohibited, except upon prior written approval of the County Administrator or designee (Leon County Board of County Commissioners Policy No. 16-7).

6. Programs and/or meetings must be held during regular library hours, with adjournment being 15 minutes before the library's scheduled closing time.

7. All groups holding meetings are responsible for setting up furniture and equipment as needed, and for cleaning up the premises after the meeting's conclusion. Failure to clean up premises may result in denial of group's future use of Library meeting rooms.

~~The piano is for Library sponsored functions only unless approved in advance by the Library Director.~~

Space/Seating Capacity:

Classroom Style:

Program Room A/B	<u>150</u>
Program Room A	<u>80</u>
Program Room B	<u>70</u>

Auditorium Style:

Program Room A/B	<u>270</u>
Program Room A	<u>140</u>
Program Room B	<u>130</u>

Fire Code Occupancy:

Program Room A/B	<u>352</u>
Program Room A	<u>192</u>
Program Room B	<u>160</u>

8. ~~Programs/meetings must be held during regular library hours with adjournment being 15 minutes prior to the Library's scheduled closing time.~~

Hours of Operation: _____ Meeting Ending Time

Monday - Thursday:	<u>10:00 a.m.</u>	<u>9:00 PM</u>	<u>8:45 PM</u>
Friday:	<u>10:00 a.m.</u>	<u>6:00 PM</u>	<u>5:45 PM</u>
Saturday:	<u>10:00 a.m.</u>	<u>5:00 PM</u>	<u>4:45 PM</u>
Sunday:	<u>1:00 p.m.</u>	<u>6:00 PM</u>	<u>5:45 PM</u>

~~Adopted: June 19, 2001
Board of County Commissioners, Leon County~~

LEON COUNTY PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS

PROGRAM DATE: _____ **PROGRAM TIME: FROM** _____ **TO** _____

ROOM PREFERENCE (when available):

D. Henderson Room (2nd floor) _____ **Program Room A** _____ **Program Room B** _____

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

GROUP/ORGANIZATION: _____

Any Group reserving a meeting room must have an adult (18yrs or older), parent or legal guardian in the room at all times that the room is occupied.

PURPOSE: _____

CONTACT PERSON: _____ **PHONE: Day:** _____

ADDRESS: _____

ARE YOU CHARGING A FEE: YES _____ **NO** _____

AMOUNT: \$ _____ **FOR WHAT PURPOSE:** _____

A IF AUDIO-VISUAL EQUIPMENT IS NEEDED: Please make arrangements through the Library Technology/Media Section.

A REQUIREMENTS FOR USING THE MEETING ROOMS: Your meeting or program must be open to the public, be free of charge and is not to be used for personal or private financial profit, advertising or solicitation of business. Assignment of meeting rooms will be given first to community groups, organizations and agencies. If a room is reserved and the group who reserved the room is over one hour late in arriving, then the room can be given to another group if one is waiting.

Minimum Capacity for reserving rooms:
The Donald Henderson Room – 3 or more persons
Program Room A or B – 10 or more persons

ANY REPRESENTATIONS REGARDING SPONSORSHIP BY LEON COUNTY ARE PROHIBITED UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY THE LIBRARY DIRECTOR.

SIGNATURE _____ **DATE** _____

Return to: Library Administration Services or Information Desk
LeRoy Collins Leon County Public Library, Level One
200 West Park Avenue
Tallahassee, Florida 32301

Staff Initials _____

PARKING IS NOT FREE
LIBRARY DOES NOT SET-UP ROOMS

Policy 01-07

**LEROY COLLINS
LEON COUNTY PUBLIC LIBRARY**

8.03

APPLICATION FOR USE OF MEETING ROOMS FOR BRANCH LOCATIONS

PROGRAM DATE: _____ **PROGRAM TIME: FROM** _____ **TO** _____

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

GROUP/ORGANIZATION: _____

Any Group reserving a meeting room must have an adult (18yrs or older), parent or legal guardian in the room at all times that the room is occupied.

PURPOSE: _____

CONTACT PERSON: _____ **PHONE: Day:** _____

ADDRESS: _____

ARE YOU CHARGING A FEE: YES _____ **NO** _____

AMOUNT: \$ _____ **FOR WHAT PURPOSE:** _____

A IF AUDIO-VISUAL EQUIPMENT IS NEEDED: Please make arrangements through the Library Technology/Media Section.

A REQUIREMENTS FOR USING THE MEETING ROOMS: Your meeting or program must be open to the public, be free of charge and is not to be used for personal or private financial profit, advertising or solicitation of business. Assignment of meeting rooms will be given first to community groups, organizations and agencies. If a room is reserved and the group who reserved the room is over one hour late in arriving, then the room can be given to another group if one is waiting.

ANY REPRESENTATIONS REGARDING SPONSORSHIP BY LEON COUNTY ARE PROHIBITED UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY THE LIBRARY DIRECTOR.

SIGNATURE _____ **DATE** _____

Please return to the Service Desk or call the Branch Location where you are requesting a room:-

Northeast 921-1776 / Lake Jackson 488-2665

Dr. B.L. Perry, Jr. 487-1815 / Parkway 487-1926

LIBRARY DOES NOT SET-UP ROOMS

**Leon County
Board of County Commissioners**


Notes for Agenda Item #11

Leon County Board of County Commissioners

Cover Sheet for Agenda #11

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Amendment to the Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Robert Mills, Assistant Public Works Director
Lead Staff/ Project Team:	Charles Wu, P.E., Director of Engineering Services

Fiscal Impact:

This item has a fiscal impact. The County will realize an additional \$48,877 reimbursement from the Florida Department of Transportation, bringing the total reimbursement to \$150,261.

Staff Recommendation:

- Option #1: Approve the Amendment to the Traffic Signal Maintenance and Compensation Agreement with Florida Department of Transportation, and authorize the County Administrator to execute (Attachment #1).
- Option #2: Approve the Resolution and associated Budget Amendment Request recognizing an additional \$48,877 from the Florida Department of Transportation for traffic signal maintenance (Attachment #2).

Report and Discussion

Background:

As allowed in Section 335.055, Florida Statutes, the Florida Department of Transportation (FDOT) routinely contracts with counties and cities for the maintenance and operation of intersection traffic devices, such as traffic signals, where the signals are the responsibility of FDOT. These agreements establish the relationship and responsibilities of the local agency and FDOT. By this process, local agencies can provide electric power and maintenance of these facilities more efficiently than would be possible for FDOT, and FDOT can reimburse local agencies for the costs associated with this maintenance.

On March 9, 1983, Leon County entered into a traffic signal maintenance contract with FDOT. Subsequently, on November 3, 1983, Leon County and the City of Tallahassee entered into an agreement whereby the City of Tallahassee would operate and maintain traffic signal systems that are the responsibility of Leon County or FDOT. Leon County establishes electric service for each traffic signal installation with the appropriate electric service provider for the location of each signal.

On June 9, 2015, the Board approved the Traffic Signal Maintenance and Compensation Agreement Phase 2 with FDOT to increase the reimbursement amount to \$101,384. The current Agreement with maintaining agencies defines maintenance responsibilities, incorporates maintenance records retention, provides clarification on performance requirements reporting, and incorporates additional compensation from FDOT.

In August 2016, the County received the Amendment to the Traffic Signal Maintenance and Compensation Agreement from FDOT.

Analysis:

This Amendment to the Traffic Signal Maintenance and Compensation Agreement is intended to clarify the roles and responsibilities of both parties to the Agreement, assign a few additional traffic signals to the County, and reduces some of the administrative responsibilities.

The amended Agreement is intended to institute a “beginning of services date” retroactively coinciding with the beginning of FDOT’s current fiscal year (July 1, 2016), and will replace the current Phase II Traffic Signal Maintenance Agreement, which was executed in July 2015.

A 60-day grace period has been established for execution during which the amended Agreement will be made retroactive to the beginning of the State fiscal year, July 1, 2016. The City Commission is expected to approve the execution of a similar agreement with FDOT on September 14, 2016.

Staff reviewed the amended Traffic Signal Maintenance and Compensation Agreement and recommends Board approval.

Options:

1. Approve the Amendment to the Traffic Signal Maintenance and Compensation Agreement with Florida Department of Transportation, and authorize the County Administrator to execute (Attachment #1).
2. Approve the Resolution and associated Budget Amendment Request recognizing an additional \$48,877 from the Florida Department of Transportation for traffic signal maintenance (Attachment #2).
3. Do not approve the Amendment to the Traffic Signal Maintenance and Compensation Agreement with Florida Department of Transportation.
4. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Amendment to the Traffic Signal Maintenance and Compensation Agreement
2. Resolution and Budget Amendment Request

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE
AND COMPENSATION AGREEMENT**

CONTRACT NO. _____
FINANCIAL PROJECT NO. _____
F.E.I.D. NO. _____
AMENDMENT NO. _____

THIS AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT ("Amendment") is made and entered into on this [enter date] day of [enter month] [enter year], by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION ("Department"), an agency of the State of Florida, and (enter name of Maintaining Agency), ("Maintaining Agency").

RECITALS

WHEREAS, the Department and the Maintaining Agency on [enter date] entered into a Traffic Signal Maintenance and Compensation Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

All the terms and conditions of the Agreement are superseded and replaced in their entirety by the terms and conditions contained in Attachment "1", Revised Terms and Conditions for the Traffic Signal Maintenance and Compensation Agreement, attached to and incorporated into this Amendment.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on the day, month and year set forth above.

_____, Florida
(Maintaining Agency)

By _____
(Authorized Signature)

Print/Type Name: _____

Title: _____

Attorney: _____ Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By _____
(Authorized Signature)

Print/Type Name: _____

Title: _____

Legal Review: _____

ATTACHMENT 1
REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

CONTRACT NO. _____
FINANCIAL PROJECT NO. _____
F.E.I.D. NO. _____

The following terms and conditions replace and supersede all the existing terms and conditions contained within the Traffic Signal and Maintenance Agreement:

- A. The Department is authorized under Section 335.055, Florida Statutes, to enter into this Agreement.
- B. The Maintaining Agency is authorized under _____ to enter into this Agreement and has authorized its undersigned representative to enter into and execute this Agreement on behalf of the Maintaining Agency.

NOW, THEREFORE, in consideration of the mutual covenants contained in the Agreement, the sufficiency of which is acknowledged, the parties mutually agree and covenant as follows:

- 1. The term "Traffic Signals and Devices" is defined as follows: all traffic signals, interconnected and monitored traffic signals ("IMTS") (defined as signals that are interconnected with telecommunications and are monitored at a central location), traffic signal systems (defined as central computer, cameras, message signs, communications devices, interconnect / network, vehicle, bicycle & pedestrian detection devices, traffic signal hardware and software, preemption devices, and uninterruptible power supplies ("UPS")), control devices (defined as intersection control beacons, traffic warning beacons, illuminated street name signs, pedestrian flashing beacons (i.e., school zone flashing beacons, pedestrian crossing beacons, and Rectangular Rapid Flashing Beacons)), blank-out signs, travel time detectors, emergency/fire department signals, speed activated warning displays, and other types of traffic signals and devices specifically identified within Exhibit A, which are located on the State Highway System within the jurisdictional boundaries of the Maintaining Agency.

The Maintaining Agency shall be responsible for the maintenance and continuous operation of Traffic Signals and Devices ("Project"). The Maintaining Agency shall be responsible for the payment of electricity and electrical charges incurred in connection with operation of Traffic Signals and Devices upon completion of installation of each of the Traffic Signals and Devices.

- 2. The Department agrees to pay the Maintaining Agency an annual compensation amount based on the Department's fiscal year. The compensation amount consists of the cost of the maintenance and continuous operation of the Traffic Signals and Devices as identified in Exhibit A, which is attached and incorporated into this Agreement. Compensation will also be made for costs incurred for the repair and/or replacement of damaged Traffic Signals and Devices as identified in Exhibit C, attached and incorporated into this Agreement. Payments by the Department will be made in accordance with Exhibit B. In the case of construction contracts, the Maintaining Agency shall be responsible for the payment of electricity and electrical charges incurred in connection with the operation of the Traffic Signals and Devices, and shall undertake the maintenance and continuous operation of these Traffic Signals and Devices upon final acceptance of the installation by the Department. Prior to any final acceptance of the installation by the Department, the Maintaining Agency will have the opportunity to inspect and request modifications or corrections to the installation(s) and the Department agrees to undertake those modifications or corrections prior to final acceptance so long as the modifications or corrections comply with the Agreement, signal plans, and specifications previously approved by both the Department and Maintaining Agency. Repair or replacement and other responsibilities of the installation contractor and the Department, during construction, are contained in the Department's Standard Specifications for Road and Bridge Construction.
- 3. If Traffic Signals and Devices are damaged and the Maintaining Agency did not cause the damages, then the Department shall reimburse the Maintaining Agency for the actual costs incurred by the Maintaining Agency for repairs and/or replacement of Traffic Signals and Devices, once the following occurs:
 - a. The Department has approved a properly completed invoice for reimbursement that was provided to the Department outlining the details of the requested reimbursements; and
 - b. Evidence of the costs incurred were included as an attachment to the invoice.

Exhibit C sets forth additional conditions that apply when the Maintaining Agency seeks to obtain reimbursement for costs incurred for repair and/or replacement of damaged Traffic Signals and Devices. Exhibit C also serves as a form invoice that can be used by the Maintaining Agency. The Maintaining Agency shall obtain written approval from the Department regarding the appropriate method of repair and/or replacement of damaged Traffic Signals and Devices prior to performing repair and/or replacement work. If there is an immediate risk to public safety due to damaged Traffic Signals and Devices and the Maintaining Agency is unable to immediately obtain the Department's written approval regarding the method of repair and/or replacement, then the Maintaining Agency shall immediately repair and/or replace the Traffic Signals and Devices. The Maintaining Agency shall notify the Department within thirty (30) calendar days of becoming aware of any damage to Traffic Signals and Devices caused by third parties. The Department shall be responsible for pursuing reimbursement from individuals and/or the third parties

ATTACHMENT 1

**REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

who cause damages and are liable for replacement and/or repair costs to Traffic Signals and Devices. If the Maintaining Agency causes damages to the Traffic Signals and Devices, then the Maintaining Agency shall repair and/or replace the Traffic Signals and Devices, and the Maintaining Agency shall be fully responsible for the cost of repair and/or replacement to the extent the damages were caused by the Maintaining Agency.

4. The Maintaining Agency shall maintain and operate the Traffic Signals and Devices in a manner that will ensure safe and efficient movement of highway traffic and that is consistent with maintenance practices prescribed by the International Municipal Signal Association (IMSA) and operational requirements of the Manual on Uniform Traffic Control Devices (MUTCD), as amended.
5. The Maintaining Agency's maintenance responsibilities include, but are not limited to, locates, preventive maintenance (periodic inspection, service, and routine repairs), restoration of services, and emergency maintenance (troubleshooting in the event of equipment malfunction, failure, or damage). Restoration of services may include temporary poles and/or signals, stop signs or other methods to maintain traffic. The Maintaining Agency shall record its maintenance activities in a traffic signal maintenance log, as they occur, and include this as part of the annual report, highlighting the time it took to restore the normal service and number of times such events occurred.
6. Neither the Maintaining Agency nor the Department shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by a Force Majeure Event and provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

A "Force Majeure Event" means the occurrence of:

- (a) an act of war, hostilities, invasion, act of foreign enemies, riot, terrorism or civil disorder;
 - (b) act of God (such as, but not limited to, fires, explosions, earthquakes, drought, hurricanes, storms, lightning, tornados, tidal waves, floods, extreme weather or environmental conditions, and other natural calamities);
 - (c) or another event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence.
7. The Department intends to conduct a structural inspection of the mast arm structures every sixty (60) months. The inspection report will serve as ninety (90) days notification to the Maintaining Agency that deficiencies exist that require preventive maintenance. Preventive maintenance of the mast arm structures includes, but is not limited to, spot painting, cleaning, all wiring repair and replacement, graffiti removal, all signal related issues (including lighting, signs and connections), tightening of nuts, replacing missing or deficient bolts, replacement of missing cap covers or equivalent, replacement of missing or deficient access hole cover plates, repairing improper grounding, and repainting any painted mast arms installed after April 30, 2015. If the preventive maintenance is not carried out after the expiration of the 90-day notice given to the Maintaining Agency, the Department shall withhold 8.33% up to a maximum of 25% of the total annual compensation amount under this Agreement for the affected signal locations each month.
 8. Any and all work performed by the Maintaining Agency must conform to the current Department Standard Specifications for Road and Bridge Construction as applicable. Mast arms that the Department determines to be at the end of their useful life cycle will be replaced by the Department so long as documented preventive maintenance was satisfactorily performed by the Maintaining Agency. In the case of a total paint failure, as determined by the Department, on a mast arm installed prior to April 30, 2015, the Department may repaint or replace with a galvanized mast arm. The aforementioned requirement does not apply to any mast arm that was installed under a separate mast arm paint finish agreement; in such case, the terms of that agreement shall govern.
 9. The Maintaining Agency may remove any component of the installed equipment for repair or testing; however, it shall only make permanent modifications or equipment replacements and only if the equipment provided is capable of performing at minimum the same functions as the equipment being replaced. The Department shall not make any modifications or equipment replacements without prior written notice to and consultation with the Maintaining Agency.
 10. The Maintaining Agency shall implement and maintain the timing and phasing of the traffic signals in accordance with the Department's timing and phasing plans, specifications, special provisions, Department re-timing projects, and the Department's Traffic Engineering Manual. The Maintaining Agency shall obtain prior written approval from the Department for any modification in phasing of signals and flash times (where applicable). Signal Systems timings (cycle length, split, offsets) are considered operational changes and may be changed by the Maintaining Agency to accommodate changing needs of traffic. The Maintaining Agency may make changes in the signal timing provided these changes are made under the direction of a qualified Professional Engineer registered in the State of Florida. The Maintaining Agency shall make available a copy of the timings to the Department upon request. The Department reserves the right to examine equipment, timing and phasing at any time and, after consultation with the Maintaining Agency, may specify modifications. If the Department specifies modification in timing or phasing, implementation of such modifications will be coordinated with, or made by, the Maintaining Agency. All signal timing and phasing records shall be retained by the Maintaining Agency for at least three (3) years, and will be made available to the Department upon request.

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**REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

11. The Maintaining Agency shall note in the maintenance log any changes in timings and phasings, and keep a copy of the timings and phasings, and any approval documentation in a file. A copy of the log shall be provided to the Department upon request. Maintaining Agencies may provide this information electronically.
12. The Maintaining Agency and the Department shall update Exhibit A on an annual basis through an amendment of this Agreement. The Maintaining Agency designates Public Works Director as its authorized representative(s), who is delegated the authority to execute any and all amendments to Exhibit A of this Agreement on behalf of the Maintaining Agency. Exhibit A contains a list of Traffic Signals and Devices that identifies their location and type. No changes or modifications may be made to Exhibit A during the Department's fiscal year for compensation. Traffic Signals and Devices added by the Department during its fiscal year must be maintained and operated by the Maintaining Agency upon the Department's final acceptance of installation of the new Traffic Signals and Devices. The Maintaining Agency and the Department shall amend Exhibit A prior to the start of each new fiscal year of the Department to reflect the addition or removal of Traffic Signals and Devices. The Maintaining Agency will begin receiving compensation for new Traffic Signals and Devices that were added to Exhibit A by amendment of this Agreement in the Department's fiscal year occurring after the Traffic Signals and Devices are installed and final acceptance of such installation is given by the Department. In the event that no change has been made to the previous year's Exhibit A, a certification from the Maintaining Agency shall be provided to the Department certifying that no change has been made to Exhibit A in the Department's previous fiscal year. The annual compensation will be a lump sum payment (***minus any retainage or forfeiture***) as set forth in Exhibit B. Future payments will be based on the information provided in Exhibit A, in accordance with the provisions as set forth in Exhibit B, attached to and incorporated in this Agreement. Some of the Traffic Signals and Devices may not be listed in Exhibit A because the cost of operating and maintaining such devices is relatively small. The Department has factored in these costs and the compensation provided through this Agreement also covers the cost of operation and maintenance for Traffic Signals and Devices that are not listed in Exhibit A.
13. Payment will be made in accordance with Section 215.422, Florida Statutes.
14. There shall be no reimbursement for travel expenses under this Agreement.
15. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
16. The Maintaining Agency should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than twenty (20) working days. The Department has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.
17. If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Maintaining Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Maintaining Agency requests payment. Invoices returned to a Maintaining Agency because of Maintaining 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.
18. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for contractors or 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.
19. 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 five (5) years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Maintaining Agency's general accounting records and the Project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
20. 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 Maintaining 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.
21. The Maintaining Agency must submit the final invoice on the Project to the Department within 120 days after termination of the Agreement. Invoices submitted after the 120-day time period may not be paid.
22. In the event this contract is for services in excess of \$25,000.00 and a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), F.S., are hereby incorporated:

ATTACHMENT 1

**REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

"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 such 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 \$25,000.00 and which have a term for a period of more than 1 year."

23. 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 Maintaining Agency, in writing, when funds are available.
24. In accordance with Section 287.134, Florida Statutes, 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, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.
25. 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 thirty-six (36) months from the date of being placed on the convicted vendor list.
26. 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 Maintaining Agency.
27. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
28. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.
29. The Maintaining 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.
30. The Maintaining Agency may be subject to inspections of Traffic Signals and Devices by the Department. Such findings will be shared with the Maintaining Agency and will be the basis of all decisions regarding payment reduction, reworking, Agreement termination, or renewal. If at any time the Maintaining Agency has not performed the maintenance responsibility on the locations specified in the Exhibit A, the Department has the option of (a) notifying the Maintaining Agency of the deficiency with a requirement that it be corrected within a specified time, otherwise the Department shall deduct payment, suspend funds, or terminate funds for any deficient maintenance of Traffic Signals and Devices that has not been corrected at the end of such time, or (b) take whatever action is deemed appropriate by the Department. Any deduction in payment, suspension of funds, or termination of funds does not relieve any obligation of the Maintaining Agency under the terms and conditions of this Agreement.
31. The Department shall monitor the performance of the Maintaining Agency in the fulfillment of its responsibilities under the Agreement. The Maintaining Agency shall submit an annual Report prior to June 30 of each year detailing the following:
 - a. Critical Detection device malfunctions: Critical Detection devices include the detectors on side-streets and in left turn lanes on the main streets, and all pedestrian/bicycle detectors. Repairs to the side-street and main street left turn detectors shall be made within ninety (90) days and pedestrian detectors within seventy-two (72) hours of discovery. The Maintaining Agency shall ensure that 90% of all Critical Detection devices system wide are operating at all times. At any time the level drops below 90%, the Maintaining Agency shall notify the Department and correct the situation within a time frame determined in the sole discretion of the Department. Discovery and correction dates for Critical

ATTACHMENT 1

**REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

Detection device malfunction shall be logged into the annual report. If the repairs cannot be performed within stipulated times, the agency shall document the reason(s) why in the annual report. When the 90% Critical Detection device requirement is (are) not met, a 10% retainage of the total annual compensation amount (as shown in Exhibit B) for the affected Critical Detection device location(s) each month will be withheld after the 90-day period.

- b. Traffic signal preventive maintenance inspections: Traffic signals shall receive a comprehensive preventive maintenance inspection on at least 50% of all traffic signals annually, alternating the remaining 50% the following year. Preventive maintenance inspection shall include verification that all detection is working, the traffic signal is cycling properly, the ventilation system is functioning and filters are clean. Basic traffic cabinet maintenance shall also verify power feed voltages, verify that the vehicle and pedestrian indications are functioning properly, test the effective functioning of pedestrian push buttons, and check hinges and door locks. At least one (1) conflict monitor test shall be performed on 50% of traffic signals annually, alternating the remaining 50% the following year. Each test is to be documented and included in the annual report to the Department. The inspection report shall note the location, date of inspection, and any items noted. If 50% of the traffic signals do not receive at least one (1) comprehensive preventive maintenance inspection during a twelve (12) month period, there shall be a 20% retainage of the annual compensation amount for the affected traffic signal locations until the preventive maintenance inspection is made. If not performed within the state's fiscal year, the 20% retainage of the annual compensation amount for the affected traffic signal locations will be forfeited.
- c. For any traffic signals that are interconnected with telecommunications and their real-time operation is electronically monitored via software by personnel at a central location and are therefore receiving the higher compensation amount as described in Exhibit B, the name(s) and title(s) of those monitoring those intersections, and the location of the central monitoring facility(ies), are to be documented and contained in the annual report submitted to the Department.

- 32. The Maintaining Agency may enter into agreements with other parties pertaining to Traffic Signals and Devices including, but not limited to, agreements relating to costs and expenses incurred in connection with the operation of Traffic Signals and Devices on the State Highway System, provided that such Agreements are consistent with the mutual covenants contained in this Agreement. The Maintaining Agency shall furnish a copy of such agreements to the Department.
- 33. This Agreement may not be assigned or transferred by the Maintaining Agency in whole or in part without prior written consent of the Department.
- 34. The Maintaining Agency shall allow public access to all documents, papers, letters, or other material subject to provisions of Chapter 119, Florida Statutes, and made or received by the Maintaining Agency in conjunction with this Agreement. Failure by the Maintaining Agency to grant such public access will be grounds for immediate unilateral cancellation of this Agreement.
- 35. At no additional cost to the Department, the Maintaining Agency shall provide the Department access to all traffic signal data available from the firmware of the traffic signal controllers and other devices covered under this Agreement. The Maintaining Agency shall include the Department as a party to all traffic signal firmware/software related agreements that the Maintaining Agency enters into with other parties.
- 36. This Agreement is governed by and construed in accordance with the laws of the State of Florida. The invalidity or unenforceability of any portion of this Agreement does not affect the remaining provisions and portions hereof. Any failure to enforce or election on the part of the Department to not enforce any provision of this Agreement does not constitute a waiver of any rights of the Department to enforce its remedies hereunder or at law or in equity.
- 37. In no event shall the making by the Department of any payment to the Maintaining 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 Maintaining 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.
- 38. The term of this Agreement is twenty (20) years from the date of execution of the Agreement; provided that either party may cancel this Agreement prior to the expiration of the term of this Agreement. A minimum notice period of two (2) years plus the remaining months of the Department's fiscal year shall be provided to the other party in writing. Should the Maintaining Agency provide its written notice of cancellation to the Department, the notice shall be endorsed by the elected body (County Commission, City Council, or local agency governing body) under which the Agency operates.
- 39. Any Project funds made available by the Department which are determined by the Department to have been expended in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Maintaining Agency files shall not constitute a waiver of the Department's rights and Department has the right to verify all information at a

ATTACHMENT 1

**REVISED TERMS AND CONDITIONS FOR THE
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

later date by audit or investigation. Within thirty (30) days of the termination of this Agreement, the Maintaining Agency shall refund to the Department any balance of unobligated funds which were advanced or paid to the Maintaining Agency. In the event the Maintaining Agency fails to perform or honor the requirements and provisions this Agreement, the Maintaining Agency shall return funds in accordance with this paragraph within thirty (30) days of termination of the Agreement.

40. Upon execution, this Agreement cancels and supersedes any and all prior Traffic Signal Maintenance Agreement(s) between the parties, except any specific separate Agreements covering painted mast arm maintenance or any other aspect related to the painting of mast arms.
41. The Department reserves the right to remove select critical corridors or critical intersections from the Maintaining Agency's obligation under this Agreement. The remaining intersections and corridors would continue to be covered under this Agreement. The Department will provide a minimum of one year notice prior to take-over of maintenance of critical corridors or critical intersections.
42. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
43. The Department agrees that the Maintaining Agency must comply with State law regarding appropriations and budgets. This Agreement shall not be interpreted to conflict with State law applicable to the Maintaining Agency.
44. The Maintaining Agency shall:
 - a. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Maintaining Agency during the term of the Agreement; and
 - b. expressly require any contractors and subcontractors performing work or providing services pursuant to the Agreement 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 Agreement term.
45. Unless authorized by law and agreed to in writing by the Department, the Department will not be liable to pay attorney fees, interest, or cost of collection.
46. The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
47. Exhibits A, B, and C are attached and incorporated into this Agreement.
48. This Agreement contains all the terms and conditions agreed upon by the parties.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ATTACHMENT 1
REVISED TERMS AND CONDITIONS FOR THE TRAFFIC SIGNAL MAINTENANCE AND
COMPENSATION AGREEMENT

Reimbursement for Maintenance and Operation

Exhibit A

Compensation for Maintaining Traffic Signals and Devices for FY

Effective Date: from _____ to _____

Intersection Location	Traffic Signals (TS)	Traffic Signal - Interconnected & monitored (IMTS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (FDS)	Speed Activated Warning Display (SAWD) or Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Travel Time Detector	Uninterruptible Power Supplies (UPS)	Compensation Amount (using Unit Rates from Exhibit B)
Total Lump Sum Amount*										

*Amount paid shall be the Total Lump Sum (minus any retainage or forfeiture).

I certify that the above Traffic Signals and Devices will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement. For satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum (minus any retainage or forfeiture) of \$_____.

Maintaining Agency Date

District Traffic Operations Engineer Date

43674618801

EXHIBIT A

TRAFFIC SIGNAL INTERSECTIONS MAINTAINED AND OPERATED FOR FY 2017

Effective Date: 7/1/2016 thru 6/30/2017

Maintaining Agency: LEON COUNTY

CONTRACT #: ARX27

Traffic Signal #	Intersection Locations	Type	UPS	TTD	Comp	FDOT FY Unit Rate	% of State	Total Amount
001	SR 20 (US 27) @ CR 2195 (WW KELLEY RD)/CR 1543 (CHAIRES CROSSROADS)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
002	SR 10 (US 90/MAHAN DR) @ CR 1543 (CHAIRES CROSSROADS)/CR 0345 (CRUMP RD)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
003	SR 61 @ CR 0342 BRADFORDVILLE / BANNERMAN RD	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
004	SR 10 (US 90/MAHAN DR) @ CR 1568 (BUCK LAKE RD)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
005	SR 63 (US 27) @ SR 263 (CCMW/CR 361 OLD BAINBRIDGE)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
006	SR 263 @ CR 356 (FRED GEORGE RD)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
007	SR 261 @ CR 259 (TRAM RD)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
008	SR 261 @ SR 363 (WOODVILLE HWY)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
009	SR 263 @ SR 61 (CRAWFORDVILLE HWY)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
010	SR 263 @ CR 2203 (SPRINGHILL RD)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
011	SR 63 @ CROWDER/FRED GEORGE RD (CR 0356)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
012	SR 63 @ SESSIONS ENT. TO SAM'S CLUB	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
013	SR 63 @ PERKINS RD/FAULK DR	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
014	SR 363 (WOODVILLE HWY) @ ROSS RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
015	SR 10 (US 90/MAHAN DR) @ VINELAND DR	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
016	SR 363 @ CR 2204 (OAK RIDGE RD)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
017	SR 20 W @ CR 1581 (AENON CHURCH)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
018	SR 20 (BLOUNTSTOWN HWY) @ SR 263 (CCSW)	IMTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,600.00	100.00%	\$4,600.00
019	SR 10 (US 90/MAHAN DR) @ CR 1553 (PEDRICK RD/LAYFAYETTE OAKS)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
020	SR 61 (US 319) @ SHELFER RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
021	SR 263 (CCSW) @ GUM ROAD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
022	SR 10 (US 90/TENNESSEE ST) @ CR 1581 (AENON CHURCH RD)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
023	SR 366 (PENSACOLA ST) @ NINA ST	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
024	SR 61 (WAKULLA SPRINGS RD) @ SR 369 (CRAWFORDVILLE HWY)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
025	SR 10 (US 90/MAHAN DR) @ LAGNIAPPE WAY	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
026	SR 10 (US 90/MAHAN DR) @ DEMPSEY MAYO RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
028	SR 10 (US 90/TENNESSEE ST) @ CR 1585 (GEDDIE RD)	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00

EXHIBIT A

TRAFFIC SIGNAL INTERSECTIONS MAINTAINED AND OPERATED FOR FY 2017

Effective Date: 7/1/2016 thru 6/30/2017

Maintaining Agency: LEON COUNTY

CONTRACT #: ARX27

Traffic Signal #	Intersection Locations	Type	UPS	TTD	Comp	FDOT FY Unit Rate	% of State	Total Amount
030	SR 61 @ OAKRIDGE RD FB	ICB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$783.00	100.00%	\$783.00
031	SR 10 (US 90/MAHAN DR) @ EDENFIELD RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
032	SR 10 (US 90/MAHAN DR) @ THORNTON RD FB	ICB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$783.00	100.00%	\$783.00
033	SR 10 (US 90/MAHAN DR) @ WALDEN RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
035	SR 20 @ GEDDIE ROAD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00
036	SR 20 (BLOUNTSTOWN HWY) @ FORT BRADEN FIRE DEPT	FDS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$1,096.00	100.00%	\$1,096.00
037	SR 10 (US 90/MAHAN) @ CHAIRES CROSS RD EB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
038	SR 10 (US 90/MAHAN) @ CHAIRES CROSS RD WB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
039	SR 20 (US 27) @ CHAIRES CROSS RD EB (2)	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$626.00	100.00%	\$626.00
040	SR 20 (US 27) @ CHAIRES CROSS RD WB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
041	SR 363 (WOODVILLE HWY) @ OAKRIDGE ELEM SCHOOL	SZ	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$626.00	100.00%	\$626.00
042	SR 61 (US 27/MONROE) @ CANOPY OAKS ELEMENTARY SCHOOL	SZ	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$626.00	100.00%	\$626.00
043	SR 363 @ WOODVILLE ELEMENTARY SCHOOL	SZ	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$626.00	100.00%	\$626.00
044	SR 363 @ WOODVILLE ELEMENTARY SCHOOL NB	SAWD	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
045	SR 363 @ WOODVILLE ELEMENTARY SCHOOL NB	SAWD	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
046	SR 61 (US 319/THOMASVILLE HWY) @ LAWTON CHILES HIGH SCHOOL	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
047	SR 61 (US 319/THOMASVILLE HWY) @ LAWTON CHILES HIGH SCHOOL	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
048	SR 20 (BLOUNTSTOWN HWY) WEST OF COE'S LANDING	SAWD	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
049	SR 20 (BLOUNTSTOWN HWY) WEST OF LUTHER HALL RD	SAWD	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
050	SR 20 (BLOUNTSTOWN HWY) EB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
051	SR 20 (BLOUNTSTOWN HWY) EB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
052	SR 20 (BLOUNTSTOWN HWY) EB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
053	SR 20 (BLOUNTSTOWN HWY) WB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
054	SR 20 (BLOUNTSTOWN HWY) WB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
055	SR 20 (BLOUNTSTOWN HWY) WB	TWB	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$313.00	100.00%	\$313.00
056	SR 263 (CCSW) @ GUM RD	IMTS	<input type="checkbox"/>	<input type="checkbox"/>	Yes	\$4,500.00	100.00%	\$4,500.00

EXHIBIT A

TRAFFIC SIGNAL INTERSECTIONS MAINTAINED AND OPERATED FOR FY 2017

Effective Date: 7/1/2016 thru 6/30/2017

Maintaining Agency: LEON COUNTY

CONTRACT #: ARX27

Traffic Signal #	Intersection Locations	Type	UPS	TTD	Comp	FDOT FY Unit Rate	% of State	Total Amount
Grand Total								\$150,261.00

I certify that the above traffic signals will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement.

For Satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum of: \$150,261.00

Tony Park, PE
Maintaining Agency 5-20-2016
Date

S. J. Bernal
District Traffic Operations Engineer 5/27/16
Date

TONY PARK, Public Works Director
Printed or Typed Name/Title

**ATTACHMENT 1
REVISED TERMS AND CONDITIONS FOR THE TRAFFIC SIGNAL
MAINTENANCE AND COMPENSATION AGREEMENT**

**EXHIBIT B
TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the Maintaining Agency for the services described in this Agreement and in Exhibit A and method by which payments will be made.

2.0 COMPENSATION FOR MAINTENANCE AND OPERATION

For the satisfactory completion of all services related to maintenance and operation detailed in this Agreement and Exhibit A of this Agreement, the Department will pay the Maintaining Agency the Total Lump Sum (**minus any retainage or forfeiture**) in Exhibit A. The Maintaining Agency will receive one lump sum payment (**minus any retainage or forfeiture**) at the end of each fiscal year for satisfactory completion of service.

Beginning in the fiscal year 2016-17, for traffic signals that are not interconnected with telecommunications and are not monitored at a central location, the compensation amount shall be \$3,131. The compensation amount for traffic signals that are interconnected with telecommunications and are monitored at a central location shall be \$4,500 per signal location. These differential compensation amounts shall be in effect beginning July 1, 2016. The Table below shows the compensation amount for the various devices for fiscal years 2015-16 and 2016-17, and beyond.

Total Lump Sum (**minus any retainage or forfeiture**) Amount for each fiscal year is calculated by adding all of the individual intersection amounts.

Pedestrian Flashing Beacon: includes school zone beacons, pedestrian crossing beacons, and rectangular rapid flashing beacons (RRFB). School zones, crosswalks and warning sign locations shall be paid at a unit rate regardless of the number of individual beacons or poles.

Unit Compensation Rates per Intersection on the State Highway System

FY	Traffic Signal s (TS)	Traffic Signal - Interconnect ed & monitored (IMTS)	Intersecti on Control Beacon (ICB)	Pedestria n Flashing Beacon (PFB)	Emergen cy Fire Dept. Signal (FDS)	Speed Activate d Warning Display (SAWD) or Blank Out Sign (BOS)	Traffic Warni ng Beaco n (TWB)	Travel Time Detect or	Uninterrupti ble Power Supplies (UPS)
2014-15*	\$ 2,951		\$738	\$295	\$738	\$148	\$148		
2015-16	3,040		760	608	1,064	304	304		
2016-17	3,131	4,500	783	626	1,096	313	313	100	100
2017-18	Based on the Consumer Price Index (CPI), the 2016-17 compensation amounts will be revised upwards.								
2018-19	Based on the CPI, the 2017-18 compensation amounts will be revised upwards.								
2019-20	Based on the CPI, the 2018-19 compensation amounts will be revised upwards.								

*Compensation pro-rata based on intersection approaches or legs on State Highway System.

Based on the Consumer Price Index (CPI), the Unit Rate for the following fiscal year will be adjusted accordingly, unless otherwise specified in an amendment to this Agreement. However, if CPI is negative, there shall be no reduction from the previous year's compensation.

3.0 COMPENSATION FOR REPAIR AND/OR REPLACEMENT OF DAMAGED TRAFFIC SIGNALS AND DEVICES

For the satisfactory completion of all services related to repair and/or replacement of damaged Traffic Signals and Devices detailed in this Agreement, the Department will pay the Maintaining Agency a Lump Sum amount of the actual costs incurred for the replacement and/or repair of the damaged Traffic Signals and Devices as set forth in the invoice submitted to the Department. The invoice for the costs incurred for the replacement and/or repair of

ATTACHMENT 1
REVISED TERMS AND CONDITIONS FOR THE TRAFFIC SIGNAL
MAINTENANCE AND COMPENSATION AGREEMENT

damaged Traffic Signals and Devices shall contain the information required in Exhibit C and any other additional information requested by the Department to justify the costs incurred. The reimbursement amount is subject to approval by the Department.

4.0 PAYMENT PROCESSING

For regular maintenance costs, the Maintaining Agency shall invoice the Department in a format acceptable to the Department, on an annual basis for the reimbursement costs incurred by the Maintaining Agency for the previous year prior to June 30th of each year. For example, the Maintaining Agency shall submit its invoice for the previous year beginning July 1, 2015 through June 30, 2016 no later than June 30, 2016.

For costs incurred for repair and/or replacement of damaged Traffic Signals and Devices, applicable reimbursements will be processed after the Department receives a properly completed and supported invoice from the Maintaining Agency. The Maintaining Agency shall submit invoices for repair and/or replacement costs due to damaged Traffic Signals and Devices at least on an annual basis but the Maintaining Agency may also submit such invoices to the Department on a quarterly basis.

**ATTACHMENT 1
REVISED TERMS AND CONDITIONS FOR THE TRAFFIC SIGNAL
MAINTENANCE AND COMPENSATION AGREEMENT**

**EXHIBIT C
Reimbursement for Replacement and/or Repair of
Damaged Traffic Signals and Devices**

The Department will reimburse the Maintaining Agency a Lump Sum amount for costs incurred for the replacement and/or repair of Traffic Signals and Devices damaged as a result of third parties or as a result of other causes that were not caused by the Maintaining Agency.

The Maintaining Agency is not required to provide a police report in situations where damage is caused to Traffic Signals and Devices by a Force Majeure Event or as a result of other causes beyond the control of the Maintaining Agency that do not necessarily prevent performance, which includes but is not limited to: storms, winds, lightning, flooding and other natural and weather related causes. The Maintaining Agency must provide a police report in all situations where a traffic accident, theft, or vandalism causes damage to Traffic Signals and Devices to the extent the Maintaining Agency has the ability and opportunity to obtain a police report.

Applicable reimbursements will be processed after the Department receives a properly completed and supported invoice from the Maintaining Agency. The following information shall be provided by the Maintaining Agency to be eligible for the reimbursement payment:

Date and Time of Accident/Incident:	
Location of Accident/Incident:	
Provide Police Report (if applicable) and the Following Information:	
<ol style="list-style-type: none"> 1. Attach pictures of damaged traffic signals and devices. 2. Attach invoices or receipt of equipment purchased to replace damaged components. 3. Attach detailed documentation of labor costs associated with replacing and/or repairing damaged components, including dates of performance and completion of the work. 	
Contract No.: _____	
Project No.: _____	
Total Lump Sum Reimbursement Amount	
	\$

The Maintaining Agency hereby certifies that it has replaced and repaired all the Traffic Signals and Devices at the location or signalized intersection referenced above. Henceforth, this document is the Maintaining Agency's request for reimbursement to the Department for the services of restoring the Traffic Signals and Devices to their original operating condition.

The Parties agree to the Total Lump Sum Reimbursement Amount set forth above.

Maintaining Agency Date

District Traffic Operations Engineer Date

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2015/2016; 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 20th day of September, 2016.

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the 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 2015/2016
BUDGET AMENDMENT REQUEST**

No: BAB16025
Date: 9/1/2016

Agenda Item No:
Agenda Item Date: 9/20/2016

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

**Request Detail:
Revenues**

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
106	000	344914	000	Signal Maintenance - State Reimbursement	101,384	48,877	150,261
							-
							-
							-
							-
				Subtotal:		48,877	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
106	431	53400	541	Other Contractual Services	379,531	48,877	428,408
				Subtotal:		48,877	

Purpose of Request:

This amendment budgets additional funding from the Florida Department of Transportation for additional traffic signal maintenance under the amended Traffic Signal Maintenance and Compensation Agreement.

Group/Program Director

Senior Analyst

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

Leon County Board of County Commissioners

Cover Sheet for Agenda #12

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Crowder Road Maintenance Map for Recording in the Public Records

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director, Department of Public Works Robert Mills, Assistant Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M. County Surveyor

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Approve the Maintenance Map for a section of Crowder Road for recording in the Public Records (Attachment #1).

Report and Discussion

Background:

Crowder Road is a 1.2 mile County maintained paved road between North Monroe Street and Lake Jackson. The road is located in Sections 9, 10, and 3, Township 1 North, Range 1 West

Approximately 0.75 miles of Crowder Road has been dedicated to the County through deed recordings in the past. The remaining 0.45 miles of the Crowder Road has been maintained by the County without a formal maintenance map.

Analysis:

Preparing and recording the maintenance map (Attachment #1) in the public records will provide the County with recorded documentation for the remaining 0.45 mile segment of the Crowder Road maintained by the County. The recorded maintenance map will establish the baseline for any potential right of way acquisitions if necessary for future road improvements such as sidewalk construction and intersection improvements.

Staff has prepared a maintenance map for Crowder Road that geographically depicts the limits of the existing/ongoing County maintenance along the road to clearly delineate the limits of what the County owns via said maintenance activities. This claim to property is in full compliance with Section 95.361, Florida Statutes. In addition, the aforesaid map will formalize existing right-of-way limits.

Options:

1. Approve the maintenance map for a section of Crowder Road for recording in the Public Records (Attachment #1).
2. Do not approve the maintenance map for a section of Crowder Road for recording in the Public Records.
3. Board direction.

Recommendation:

Option #1.

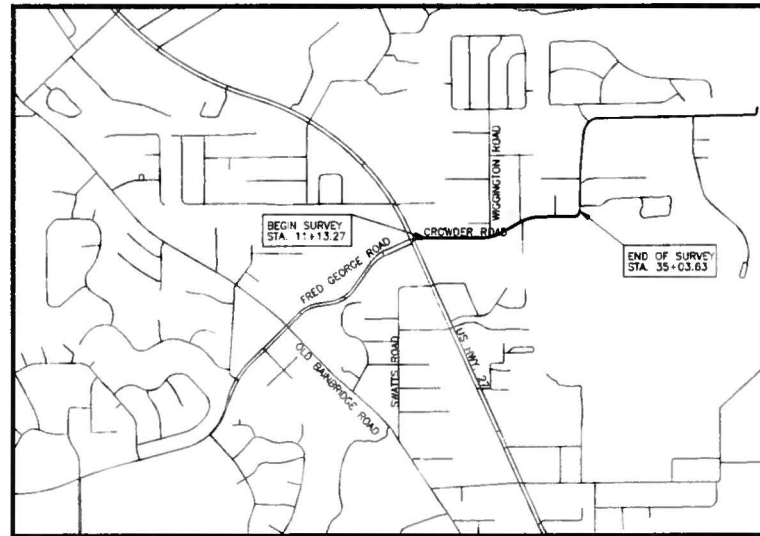
Attachment:

1. Maintenance Map

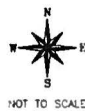
LOCATION MAP LEON COUNTY, FLORIDA

LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- | | |
|----------------------------------|--|
| N - NORTH | HRZ - HORIZONTAL |
| S - SOUTH | VERT - VERTICAL |
| E - EAST | C.M.P. - CORRUGATED METAL PIPE |
| W - WEST | R.C.P. - REINFORCED CONCRETE PIPE |
| TWP - TOWNSHIP | R/W - RIGHT-OF-WAY |
| RNG - RANGE | T.O.B. - TOP OF BANK |
| SEC - SECTION | U/G - UNDERGROUND |
| (F) - FIELD MEASUREMENT | E.O.P. - EDGE OF PAVEMENT |
| (C) - CALCULATED MEASUREMENT | E.O.R. - EDGE OF ROAD |
| (D) - FROM FIELD INFORMATION | F.C.M. - FOUND CONCRETE MONUMENT |
| DEED MEASUREMENT | S.C.M. - SET CONCRETE MONUMENT |
| ○ - TELEPHONE POLE | IRP - FOUND IRON PIPE |
| ○ - POWER POLE | IRPP - FOUND PINCHED IRON PIPE |
| ○ - LIGHT POLE | IRP - SET IRON PIPE |
| ○ - SUPPORT POLE | SMAC - SET NAIL & CAP |
| ○ - FENCE LINE | FMAC - FOUND NAIL & CAP |
| ○ - FIRE HYDRANT | ° - DEGREES, MINUTES, SECONDS |
| ○ - GUY WIRE ANCHOR | ' - FEET |
| ○ - CONCRETE MONUMENT | R - RIGHT |
| ○ - NAIL & CAP | L - LEFT |
| ○ - SINGLE POST SIGN | DOC. NO. - DOCUMENT NUMBER |
| ○ - SPIGOT | --- SECTION CORNER |
| ○ - GUY POLE | (TT) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. # |
| ○ - UTILITY POLE | P.O.B. - POINT OF BEGINNING |
| ○ - WATER VALVE | P.O.C. - POINT OF COMMENCEMENT |
| ○ - WATER MAIN | FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION |
| ○ - TELEPHONE PEDESTAL | R - ROAD |
| ○ - CENTERLINE | (P) - PLAT MEASUREMENT |
| ○ - BASELINE | FPAC - FOUND IRON PIPE WITH SURVAYORS REGISTRATION NUMBER ON CAP |
| ○ - CENTRAL ANGLE (DELTA) | FRPAC - FOUND IRON PIPE WITH SURVAYORS REGISTRATION NUMBER ON CAP |
| R - RADIUS OF CURVE | IRP - FOUND PINCHED IRON PIPE |
| D - DEGREE OF CURVE | CONC - CONCRETE |
| L - ARC LENGTH OF CURVE | M/W - MAINTAINED RIGHT-OF-WAY |
| T - TANGENT DISTANCE | FRB - FOUND REBAR |
| CH - LONG CHORD | CALC. - CALCULATED PROPERTY CORNER |
| E - EXTERNAL DISTANCE | R - RADIAL STATION FROM SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY |
| P.I. - POINT OF INTERSECTION | G.P.S. - GLOBAL POSITIONING SYSTEM |
| P.O.C. - POINT OF CURVE | L.B. - LAND BUSINESS LICENSE |
| P.C.C. - POINT OF COMPOUND CURVE | OR - OFFICIAL RECORD BOOK |
| P1 - POINT OF TANGENT | PC - PAGE |
| DI - DISTANCE | REF - REFERENCE |
| E.O.S. - END OF SURVEY | RLS - RECORDED LAND SURVEYOR |
| B.O.S. - BEGINNING OF SURVEY | RPB - ROAD PLAT BOOK |
| R.V. - WATER VALVE | STA - STATION |
| PT# - POINT NUMBER | TLC - TALLAHASSEE-LEON COUNTY |
| AC - ACCURATE | ACD - ACQUISITION |
| APPROX - APPROXIMATE | C.O.T. - CITY OF TALLAHASSEE |
| CB - CHORD BEARING | DB - DEED BOOK |
| CD - CHORD DISTANCE | |
| T to C - TANGENT TO CURVE | |



SECTIONS 9 & 10, TOWNSHIP-1-NORTH, RANGE-1-WEST



CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 3 INCLUSIVE, CONSTITUTE A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR CROWDER ROAD LOCATED IN SECTIONS 9 & 10, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA AS LISTED ON THIS SHEET.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY AND LABELED EDGE OF PAVEMENT MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361(2) FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2016

DATE: BILL PROCTOR, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: BOB INZER, CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____ 2016 IN ROAD PLAT BOOK _____ PAGE _____

BOB INZER, CLERK OF THE COURT
LEON COUNTY, FLORIDA

By:
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR CROWDER ROAD FROM US HIGHWAY 27 TO WIGGINTON ROAD. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY LEON COUNTY, DEPT. OF PUBLIC WORKS. FIELD SURVEY DATE: 04/09/2015

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE: JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
CERTIFICATE NO. 5550
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL EMBOSSED SEAL OF A FLORIDA LICENSED SURVEYOR AND CARRIES THIS DRAWING, SPECIAL PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 3, HAVE BEEN REGULARLY MAINTAINED OR REPAIRED FOR THE IMMEDIATE PAST SEVEN (7) YEARS BY LEON COUNTY, FLORIDA, A CHARTER COUNTY AND POLITICAL SUBDIVISION OF THE STATE OF FLORIDA.

ROAD NAME: CROWDER ROAD

DATE: CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE: DALE WALKER
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES:

- LAST DATE OF FIELD SURVEY: JULY 27, 2015
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON RIGHT OF WAY MAP OF US HIGHWAY 27 SECTION 55010-2501
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR TO THE BASELINE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG CROWDER ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN STA. 11+13.27 AND STA. 20+51.01 INCLUSIVE.

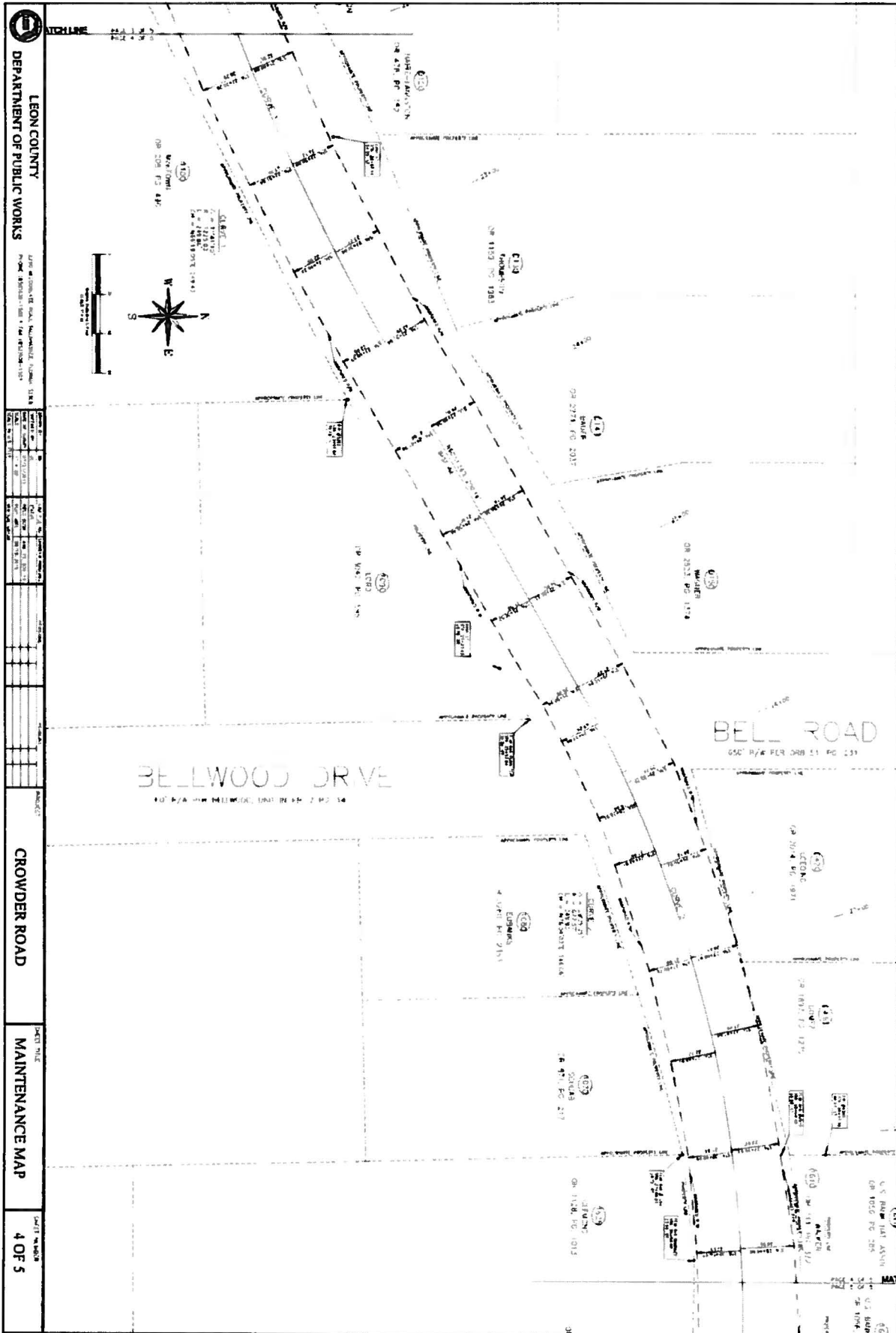
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

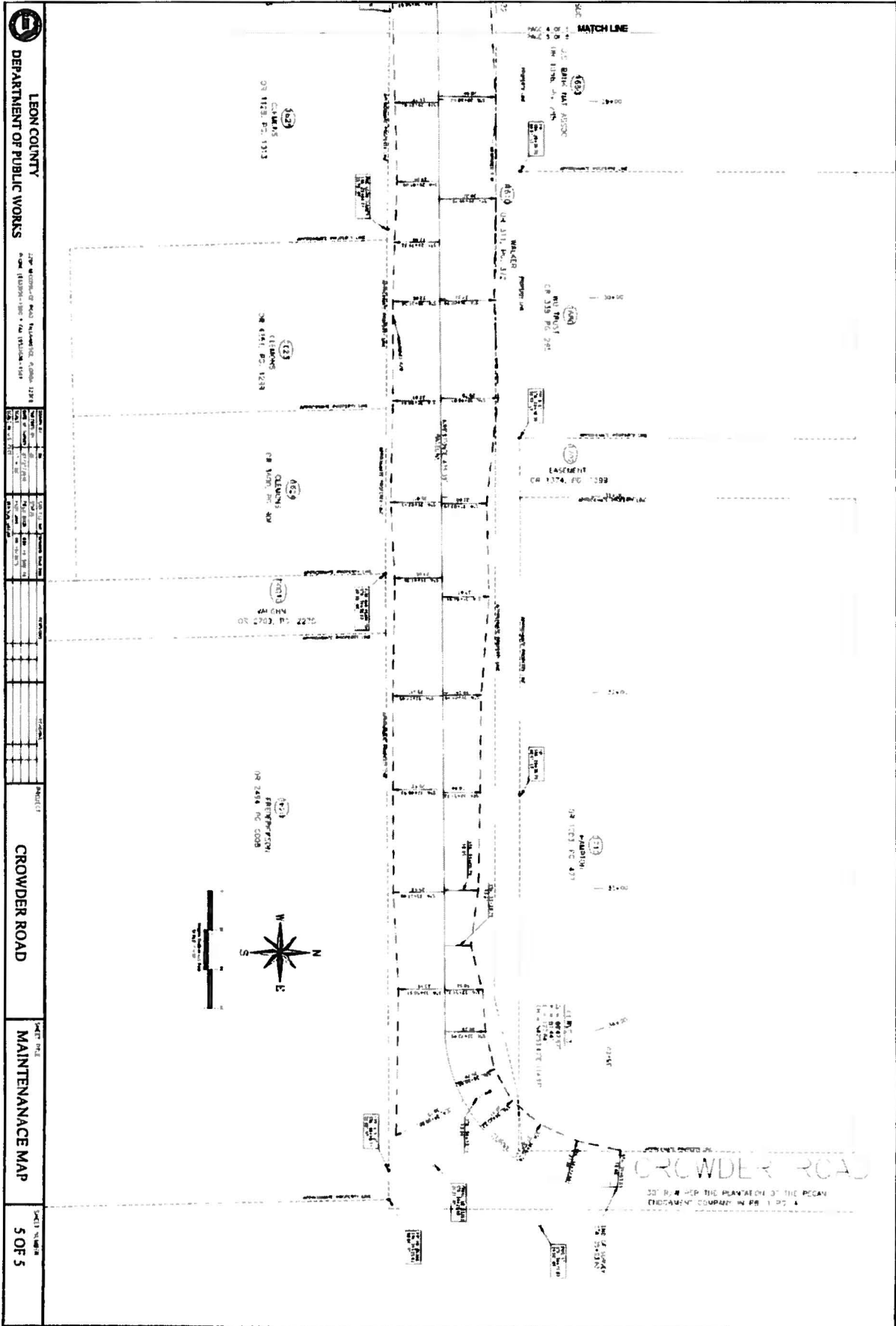
2280 WOODLAKE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)908-1500 • FAX (850)908-1501

DATE	BY	CHKD BY	APPROV. BY	REVISIONS	REVISIONS
DATE OF BUREAU	DATE	DATE	DATE		
SCALE	SCALE	SCALE	SCALE		
SCALE IN U.S. FEET	SCALE IN METERS	SCALE IN METERS	SCALE IN METERS		

PROJECT
CROWDER ROAD

SHEET TITLE	SHEET NUMBER
MAINTENANCE MAP	1 OF 5





**Leon County
Board of County Commissioners**


Notes for Agenda Item #13

Leon County Board of County Commissioners

Cover Sheet for Agenda #13

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a Status Report on the Big Bend Continuum of Care

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Heather Peebles, Special Projects Coordinator

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept the status report on the Big Bend Continuum of Care.

Report and Discussion

Background:

At the April 26, 2016 Budget Workshop, during discussion regarding Workshop Item #3: Consideration of Additional funding for the Kearney Center, the Board requested that staff bring back an agenda item on the role that the Big Bend Continuum of Care (CoC) plays in addressing the issues of housing and homelessness in the community.

The Big Bend Continuum of Care (CoC), is a membership planning and oversight body for the eight-county region of the Big Bend of Florida, which includes Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla. The Big Bend CoC currently contracts with the Big Bend Homeless Coalition (BBHC) to act as staff and fiscal agent; however, both the BBHC Board and Big Bend CoC Board are currently discussing whether to continue this agreement or adopt another governing structure for Big Bend CoC. The CoC Board is scheduled to discuss this matter in October 2016. Consequently, this item also reviews alternative CoC structures in Florida, as well as observations regarding the existing structure should the Big Bend CoC Board choose to maintain its current relationship with the BBHC.

Analysis:

In 1995, the US Department of Housing and Urban Development (HUD) began to require communities submit a single consolidated application for McKinney-Vento Homeless Assistance Grants. To implement this requirement, states were divided into catchment areas with a recognized regional or local planning body known as a Continuum of Care (CoC). The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) codified in law the CoC planning process, a longstanding part of HUD's application process, and directed HUD to establish regulations for operating a CoC. For instance, each CoC must adopt a charter and a Board of Directors with representation from relevant organizations such as nonprofit service providers, victim service providers, faith-based organizations, public housing agencies, and governments. Each CoC must then designate an entity to act as the Collaborative Applicant to apply for grants on their behalf in addition to designating an entity to operate a Homeless Management Information System (HMIS) used for mandatory data collection. The latter entity is referred to as the HMIS Lead and can be the same entity acting as the CoC's Collaborative Applicant.

According to HUD, the CoC model was designed to do the following:

- Promote community-wide planning and strategic use of resources to address homelessness;
- Improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness;
- Improve data collection and performance measurement; and
- Allow each community to tailor its program to the particular strengths and challenges within that community.

Florida is divided into 27 CoC catchment areas (Attachment #1). The Big Bend CoC represents an eight-county catchment area including Leon, Franklin, Gadsden, Liberty, Madison, Taylor, Jefferson, and Wakulla. The CoC model is also used by the State of Florida to distribute grant funds to nonprofit providers and local governments to address homelessness in a coordinated and comprehensive manner.

The Florida Department of Children & Families (DCF) Office on Homelessness requires that CoCs submit a single application for their annual Challenge Grant, Emergency Solutions Grant (ESG), and Homelessness Prevention Grant. Additionally, the CoC Board of Directors must designate a Lead Agency that will serve as the Collaborative Applicant and point of contact and accountability to the State Office on Homelessness. According to Section 420.624, Florida Statute, the Lead Agency may be a local homeless coalition, municipal or county government, or other public agency or private, not-for-profit corporation.

Big Bend Continuum of Care

The established CoC representing Leon County and the surrounding counties is the Big Bend Continuum of Care. According to the Big Bend Continuum of Care Governance Charter, the purpose of the Big Bend CoC is to develop and implement strategies to help end homelessness in the Big Bend (Attachment #2). The CoC is overseen by a 36-member Board representative of the relevant organizations and projects serving homeless subpopulations. The CoC Board annually renews a Memorandum of Understanding (MOU) with the Big Bend Homeless Coalition (BBHC) to be its Lead Agency and provide administrative support in addition to acting as the Big Bend CoC's fiscal agent (Attachment #3). The BBHC also services as the Big Bend CoC's HMIS Lead.

It should be noted that prior to 2012, when the HEARTH Act went into effect, the BBHC Board served as the governance body for the Big Bend CoC. The HEARTH Act requires that no CoC board member participate or influence discussions or decisions concerning the award of a grant or other financial benefits for an organization that the member represents. As a result, the BBHC and the Big Bend CoC must have separate governing boards.

Of the 36 members of the Big Bend CoC Board, 16 are appointed by various agencies and local governments. One member is appointed by each County Commission for Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla counties who is either an elected County Commissioner or a County employee. Additionally, one member is appointed by the Tallahassee City Commission who is an elected City Commissioner and one is appointed by the Leon County Commission who is an elected County Commissioner. In recent years, Franklin and Liberty County have chosen to not appoint a member to the Big Bend CoC Board. The remaining appointed members include the following:

- One person appointed by the Veterans Administration
- One person appointed by a Chamber of Commerce within the CoC
- One local government Housing Authority Executive Director
- United Way of the Big Bend President/CEO
- Center for Independent Living Executive Director

- State-certified domestic/sexual violence provider Executive Director
- CoC Lead Agency Executive Director, serving in a non-voting capacity

An additional eight members are elected by the CoC Board to represent the healthcare industry, law enforcement, mental health services, substance abuse services, high education, K-12 public schools, employment services, and one member is currently or has previously experienced homelessness. The remaining 12 members of the CoC Board are elected by the dues-paying members of the Big Bend CoC. These elected members include various service providers and representatives of the public and private sector.

The CoC Board serves as the lead governance body, providing oversight, direction, policy setting and guidance regarding homeless planning and resources in the Big Bend. According to the Governance Charter, the CoC Board is responsible for operating the CoC, developing a local Homeless Assistance Continuum of Care Plan as required by Florida Statute, designating and operating the HMIS, and preparing an application for CoC funds. The CoC Board has designated the BBHC as the Lead Agency to assist with fulfilling these responsibilities.

Big Bend Homeless Coalition

The BBHC acts as both the Lead Agency and HMIS Lead for the Big Bend CoC. Currently, five BBHC staff members work part-time performing Lead Agency duties. These staff members include BBHC's Executive Director, Sylvia Smith, the Director of Planning, Prevention & Permanent Housing, Community Relations Director, Finance Director, and Financial Specialist (Attachment #4). Two BBHC staff members work full-time performing HMIS Lead duties and include the CoC Data Manager and Coordinated Intake & Assessment Staff. BBHC also has an HMIS Director; however, 5% of his time is spent performing other technology-related duties for BBHC (Attachment #5).

The responsibilities of BBHC as the Lead Agency and HMIS Lead for the Big Bend CoC are outlined in a Continuum of Care Lead Agency MOU and are summarized below.

Coc Board & Committees

BBHC assists the CoC Board in forming a Local Homeless Assistance Continuum of Care Plan as required by Section 420.624, Florida Statute. A Plan should include a vision for the CoC, an assessment of the supply of and demand for housing and services for the homeless population, and specific strategies and processes for providing the components of the CoC. The Big Bend CoC Plan for FY15-16 is included as Attachment #6.

BBHC also coordinates and staffs all CoC Board meetings, provides meeting minutes and materials to the CoC Board, in addition to providing an annual operating budget to cover the Lead Agency and HMIS Lead duties and responsibilities. One of the committees that the BBHC is responsible for coordinating is the Project Performance and Review Committee. This Committee evaluates and scores project applications and makes recommendations to the CoC Board whether a project should be included in a CoC funding application. The procedures for collecting and reviewing project applications are outlined in the Big Bend CoC Project Application and Performance Review Committee Policy and Procedure; however, the policy does not specify how members of the Committee are selected (Attachment #7).

Continuum of Care Grant Funds

The BBHC is responsible for preparing and submitting the annual collaborative application for the federal and state funds. Currently, the BBHC coordinates collaborative applications for four different grants:

1. **HUD CoC Program Competition:** This grant provides funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness.

In 2015, the Big Bend CoC received \$1,341,674 in HUD funding, an increase from the previous year. The funding recipients were the BBHC and Ability First. A portion of the HUD funds were also awarded to BBHC for Lead Agency planning and HMIS coordination. The application to HUD for the current year is being finalized for submission, but will include projects from BBHC and Ability First in addition to funds for CoC planning and HMIS coordination (Attachment #8).

2. **DCF Challenge Grant:** The Challenge Grant provides funding to assist the local homeless CoC Lead Agencies and local providers to implement a written plan for addressing the needs of the homeless populations. The Lead Agencies may allocate the grant funds to programs, services, or housing providers that support the implementation of the local Homeless Assistance Continuum of Care Plan.

In 2015, the Big Bend CoC received the maximum grant award possible, \$200,000. These funds supported projects submitted by the BBHC, Capital City Youth Services (CCYS), The Kearney Center, and The Shelter. For the 2016 Challenge Grant, the Big Bend CoC has applied for the maximum grant award of \$300,000 which they hope will fund projects submitted by BBHC, CCYS, 211 Big Bend, The Kearney Center, and Emergency Care Help Organization (ECHO).

3. **DCF Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant:** The TANF grant allows organizations to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crisis. According to the BBHC, no other agency expressed an interest in applying for or administering these funds as a sub provider, so BBHC applied for the TANF grant as a direct service provider to prevent the Big Bend CoC from losing funds for homeless prevention. BBHC requested \$60,000 and was awarded \$30,900.

4. **Emergency Solutions Grant (ESG):** The ESG provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

In 2016, \$250,000 in ESG grant funds were available to each CoC, but the Big Bend CoC only applied for \$107,500 and received \$97,829. BBHC and CCYS projects were

awarded these grant funds. For administering the grant, BBHC will also receive \$2,445.73.

A more detailed summary of the funding applied for by the Big Bend CoC and administered by the BBHC as the Lead Agency is included as Attachment #9.

HMIS Coordination

The BBHC serves as the HMIS Lead and is therefore responsible for operating the HMIS to ensure high data quality, complying with all HUD HMIS standards and laws related to client privacy, and preparing the Annual Homeless Assessment Report (AHAR) as required by HUD.

Point in Time (PIT) Count and Annual Housing Inventory Chart (HIC)

The BBHC is responsible for coordinating both the PIT Count and HIC. The PIT Count is a count of sheltered and unsheltered homeless persons on a single night within the CoC. Prior to 2015, the PIT Count was only conducted in Leon County. 2016 is the first year that the PIT Count has been conducted in all eight counties in the Big Bend CoC. The PIT Count is a required part of grant applications and, in many cases, is used as part of the ranking on the “need preference criteria.” The 2016 PIT Count is included as Attachment #10.

The HIC is a point-in-time inventory of provider programs within a CoC that provide beds and housing units dedicated to serve persons who are homeless. The inventory is categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing. The 2015 HIC is included as Attachment #11.

By assessing and comparing the PIT and HIC, the BBHC conducts and prepares an annual Gaps/Needs Assessment Report for the Big Bend CoC.

Continuum of Care Program Performance Evaluation

The BBHC is responsible for coordinating with the CoC Board to conduct performance evaluations for the CoC funded programs and compile the results to report to the Board at least annually. The BBHC is also responsible for providing/arranging for training on topics of relevance to the CoC, particularly for those agencies not meeting CoC performance standards.

Observations Regarding the Existing CoC Structure

Should the CoC Board maintain its current structure with BBHC acting as the Lead Agency and HMIS Lead, staff has made the following observations, which the CoC Board may wish to consider as part of their plan moving forward.

Transparency: As the Lead Agency and a direct service provider, the BBHC is both a grant recipient and grant administrator. Although BBHC has established protocols such as limiting communication between program staff and administrative staff handling project applications, the CoC Board may wish to consider the following opportunities to promote transparency and eliminate perceived conflicts of interest:

- Adopt a policy that clearly states how members of the Project Performance and Review Committee are selected and how conflicts of interest will be prevented.
- Consider alternative methods for reviewing and recommending projects for funding, such as the Funders Council used by the Pinellas County CoC (Attachment #12).
- Establish an objective and transparent process for conducting regular performance evaluations of CoC funded programs.

Participation among the Eight Big Bend Counties: Although efforts to engage the surrounding counties in the Big Bend CoC have been made, such as expanding the PIT Count to all eight counties, participation remains low. Two counties no longer appoint members to the CoC Board and are therefore not participating in the development of the local Homeless Assistance Plan. Only Tallahassee-based nonprofits have received CoC grant funding and few provide services in multiple counties. Refuge House is the only CoC nonprofit currently serving all eight counties in the Big Bend and is consequently the only service provider outside of Leon County that is collecting HMIS data. Without an accurate assessment of homelessness in the catchment area, the Big Bend CoC cannot develop a comprehensive Homeless Assistance Plan.

The CoC Board may consider conducting a survey of the Big Bend CoC members and service providers outside of Leon County in order to identify barrier to participation and strategies to incentivize and increase participation.

HMIS Participation: Currently, 12 nonprofit agencies and 26 of their programs are participating in HMIS data collection. Participation is required in order to qualify for CoC grant funds. The FY15/16 HMIS Data Grades, a report produced by the BBHC, shows that HMIS data quality and completeness varies among the agencies as follows: 15 programs received an “A;” six programs received a “B;” two programs received a “C;” two programs received an “F;” and one program received a “N/A” (Attachment #13). It should be noted that domestic and sexual violence shelters and service providers that must comply with the Health Insurance Portability and Accountability Act (HIPA) are exempt from direct participation in HMIS, but are required to provide some basic data to allow for an accurate count of homeless individuals that received services.

The CoC Board may wish to consider adopting a plan for increasing the number of agencies participating in HMIS data collection including ways to address technological barriers and prevent participation being cost prohibitive for those organizations that cannot afford the HMIS participation fees.

Communication: The BBHC primarily communicates with CoC members through a list serve and has dedicated a page on the BBHC website for the Big Bend CoC. To ensure that the public and CoC members have easy access to clear and correct information, the CoC Board may wish to consider the following:

- Publish a calendar of important events such as CoC Board and Committee meetings, the dates of the PIT Count and HIC, available trainings, and application deadlines on the CoC webpage.
- Publish a list of Committee members and advertise any openings on the CoC Board or Committees on the CoC webpage.
- Provide access to historical documents such as agenda, meeting minutes, and past grant applications on the CoC website.
- Create a separate website for the Big Bend CoC.
- Utilize social media platforms.

Alternative Continuum of Care Structures

Staff assessed the 27 CoCs within the State of Florida and identified four different governance structures being utilized as it relates to the Lead Agency and HMIS Lead: (1) Nonprofit Direct Service Provider; (2) Nonprofit; (3) Local Government; and (4) Hybrid. A summary of staff's findings is included as Attachment #14.

Nonprofit Direct Service Provider

In this structure, the CoC Board has an agreement with an existing nonprofit direct service provider to act as the Lead Agency and/or HMIS Lead. Eleven (11) CoCs in the State of Florida use this governance structure, including the Big Bend CoC. The majority of these CoCs represent two or more counties and the number and type of direct services provided vary. For instance, the North Central Florida Coalition for the Homeless and Hungry, which represents Alachua, Putnam, Bradford, Levy, and Gilchrist County, provides a full range of services including an emergency shelter, case management and counseling. The Northeast Florida CoC, which represents Duval, Clay, and Nassau County, only provides direct services through a veterans housing program that it manages.

The benefit to this structure is that it allows for economies of scale as a CoC can leverage the infrastructure of an existing organization and benefit from a staff that has extensive knowledge and experience. Additionally, the income available to a Lead Agency is limited, making this structure the most feasible for many CoCs. The primary drawback to this structure is that staff time is divided between the duties related to the organization's role as the Lead Agency and its role as a direct service provider to homeless individuals. There may also be a perception that a Lead Agency who is also a direct service provider competing for grant funds has an inherent conflict of interest. However, protocols can be in place to ensure that the Lead Agency is acting transparently and projects are evaluated and funded fairly.

Nonprofit

In this structure the CoC has formed a nonprofit organization to act as the Lead Agency and/or HMIS Lead. This nonprofit does not provide direct services and, therefore, does not require a separate governing board. The Board of Directors for this nonprofit would be the CoC Board, who would be responsible for selecting the nonprofit's executive director. The nonprofit's staff would work solely on duties related to the organization's role as the Lead Agency, thereby

avoiding concerns of a conflict of interest that arise when the Lead Agency is also competing for grant funds. This model is used by 11 CoCs in Florida, which are a nearly even mix of single and multi-county CoCs.

The primary issue with this structure is that it requires a substantial financial investment from the CoC members and local community. Lead Agencies and HMIS Leads primarily receive funding as part of the federal and state grants awarded to a CoC in addition to CoC membership dues and HMIS user fees; however, the total amount is relatively small and may not cover all necessary expenses. The total amount of income the Big Bend Homeless Coalition has received in FY15/16 as the Lead Agency is \$155,866. The total amount received as the HMIS Lead is \$137,998. (Attachment #15). **Local Government**

In this structure the CoC Board has an agreement with a local government to act as the Lead Agency and/or HMIS Lead. Only three CoCs utilize this structure, all of which represent a single county: (1) Broward, (2) Lee, and (3) Miami-Dade. Possible benefits to this structure are that the local government may already have the staff and resources to administer grants and oversee data collection. However, local governments are not eligible for some of the funds available to nonprofit Lead Agencies, which might limit the ability to provide services. Additionally, this structure does not easily lend itself to a multi-county CoC, like the Big Bend Continuum of Care.

Hybrid

In this structure, nonprofits or a nonprofit and local government work collaboratively to oversee the CoC. Two CoCs in Florida use this structure: (1) Central Florida CoC and (2) Palm Beach County CoC.

The Central Florida CoC, which represents Orange, Osceola, and Seminole County, has a nonprofit organization acting as the Lead Agency, but works alongside another nonprofit known as the Central Florida Commission on Homelessness. The Commission coordinates research, strategic policy development, and works with each County to align funding to their plan from the Federal, State, and local public sectors as well as private sector.

Palm Beach County's Department of Human Services acts as the Lead Agency for the Palm Beach CoC, but works alongside the Homeless and Housing Alliance, a group of local service providers. The Alliance serves as the operations arm of the Palm Beach County homeless services system by providing technical assistance, supportive services, and educational opportunities to local service providers in addition to acting as the decision-making body responsible for planning evaluation and coordination of CoC grant funds.

Conclusion

The CoC Board is currently the conduit for accessing state and federal grant funds for addressing homelessness as a community and collects the necessary data to support these fund requests through HMIS. As requested by the Board, relevant reports published by the Big Bend CoC will be included in the materials for the joint affordable housing workshop with the City Commission scheduled for October 27, 2016.

Options:

1. Accept the status report on the Big Bend Continuum of Care.
2. Do not accept the status report on the Big Bend Continuum of Care.
3. Board direction.

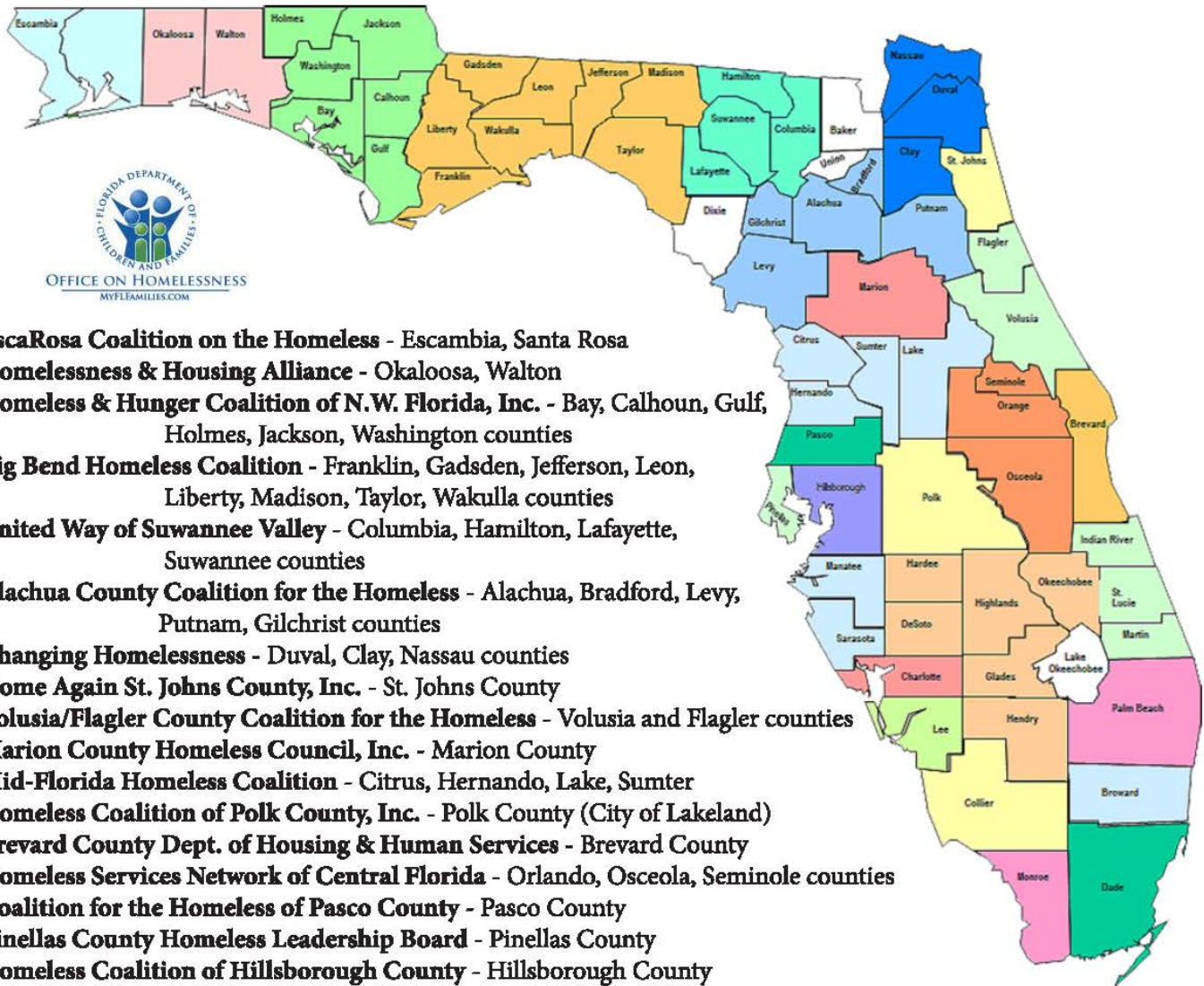
Recommendation:

Option #1.

Attachments:

1. Map of CoCs in Florida
2. Big Bend Continuum of Care Governance Charter
3. MOU Between the Big Bend Continuum of Care and the Big Bend Homeless Coalition
4. Big Bend Homeless Coalition 2015 Lead Agency Proposal
5. Big Bend Homeless Coalition 2015 HMIS Lead Proposal
6. FY15/16 Homeless Assistance Plan
7. Big Bend CoC Project Application and Performance Review Committee Policy and Procedure
8. 2016/17 HUD NOFA Project Review, Scoring and Tiering Recommendation
9. Big Bend CoC Funding Summary
10. 2016 Point in Time Count
11. 2015 Housing Inventory Chart
12. Pinellas County CoC Funders' Council Responsibilities
13. FY15/16 Data Grades
14. Florida Continuum of Care Summary
15. FY 2015/2016 Financial Statement

Appendix VI — Map of Continuum of Care Geographic Areas
Continuum of Care Designated Lead Agencies with Catchment Areas by County
 (Counties in white are not part of a continuum of care.)



- ❑ **EscaRosa Coalition on the Homeless** - Escambia, Santa Rosa
- ❑ **Homelessness & Housing Alliance** - Okaloosa, Walton
- ❑ **Homeless & Hunger Coalition of N.W. Florida, Inc.** - Bay, Calhoun, Gulf, Holmes, Jackson, Washington counties
- ❑ **Big Bend Homeless Coalition** - Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla counties
- ❑ **United Way of Suwannee Valley** - Columbia, Hamilton, Lafayette, Suwannee counties
- ❑ **Alachua County Coalition for the Homeless** - Alachua, Bradford, Levy, Putnam, Gilchrist counties
- ❑ **Changing Homelessness** - Duval, Clay, Nassau counties
- ❑ **Home Again St. Johns County, Inc.** - St. Johns County
- ❑ **Volusia/Flagler County Coalition for the Homeless** - Volusia and Flagler counties
- ❑ **Marion County Homeless Council, Inc.** - Marion County
- ❑ **Mid-Florida Homeless Coalition** - Citrus, Hernando, Lake, Sumter
- ❑ **Homeless Coalition of Polk County, Inc.** - Polk County (City of Lakeland)
- ❑ **Brevard County Dept. of Housing & Human Services** - Brevard County
- ❑ **Homeless Services Network of Central Florida** - Orlando, Osceola, Seminole counties
- ❑ **Coalition for the Homeless of Pasco County** - Pasco County
- ❑ **Pinellas County Homeless Leadership Board** - Pinellas County
- ❑ **Homeless Coalition of Hillsborough County** - Hillsborough County
- ❑ **Suncoast Partnership to End Homelessness** - Manatee and Sarasota counties
- ❑ **Charlotte County Homeless Coalition** - Charlotte County
- ❑ **Collier County Hunger & Homeless Coalition** - Collier County
- ❑ **Lee County Department of Human Services** - Lee County
- ❑ **Highlands County Coalition for the Homeless** - DeSoto, Glades, Hardee, Hendry, Highlands, Okeechobee counties
- ❑ **Treasure Coast Homeless Services Council, Inc.** - Indian River, Martin, St. Lucie counties
- ❑ **Division of Human Services of Palm Beach County** - Palm Beach County
- ❑ **Broward County Homeless Initiative Partnership Administration** - Broward County
- ❑ **Miami-Dade County Homeless Trust** - Miami-Dade County
- ❑ **Monroe County Homeless Services CoC** - Monroe County

Big Bend Continuum of Care Governance Charter

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Introduction

WHEREAS, in 1987, Congress enacted the first major federal legislative response to homelessness by passing the McKinney-Vento Act;

WHEREAS, in 1987, the Florida Legislature began implementing the McKinney-Vento Act by creating local homeless coalitions;

WHEREAS, since 1994, the Continuum of Care (CoC) concept has been phased in administratively by the United States Department of Housing and Urban Development (HUD) to encourage communities to address homelessness in a coordinated and comprehensive manner;

WHEREAS, HUD guided CoC development and governance through HUD's annual Notice of Funding Availability (NOFA) annual competitions and a variety of HUD sources and values statements;

WHEREAS, in 2001, the Florida Legislature expanded state statute to create the Council on Homelessness, establish the Statewide Office on Homelessness, and outline the duties of the CoCs;

WHEREAS, the values that have guided the development of the CoC concept have been:

- Best serving people who are homeless
- Comprehensive local collaboration, coordination, and decision-making
- Data collection and performance
- Flexibility so communities can meet local needs
- Coordination between homeless assistance grantees and mainstream supportive services from other Federal agencies
- Incentivizing local strategies that involve accessing mainstream resources
- Performance driven decisions
- Data quality and data collection including HMIS, APRs, Point In Time counts, and housing inventory charts;

WHEREAS, in 2009, Congress codified the CoC Program as a core HUD program when it reauthorized the McKinney-Vento Act in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act;

WHEREAS, in October 2012, HUD's Interim CoC Program Rule became effective by defining the CoC as the group in each state designated catchment area organized to carry out the responsibilities outlined in the rule and directing the establishment of a CoC Board by August 30, 2014;

WHEREAS, in 2016, the Florida Legislature directed the Statewide Office on Homelessness to collaborate with the Council on Homelessness to distribute Challenge Grants based on

performance and achievement of objectives, which may include the number of persons or households that are no longer homeless, the rate of return to homelessness, and the number of persons who obtain gainful employment;

WHEREAS, in 2016, the Florida Legislature directed that rapid rehousing be added to CoC plans in addition to the existing components of outreach, intake, assessment, emergency shelter, transitional living, supportive services, permanent supportive housing, permanent housing, linkages and referral mechanisms, services to prevent housed persons from returning to homelessness, and ongoing planning methods;

WHEREAS, Florida Statutes define the Homeless Assistance Continuums of Care (CoC) as the community components needed in each state designated catchment area to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency, including the action steps to end homelessness and prevent a return to homelessness; and

WHEREAS, HUD's Interim CoC Program Rule outlines that the CoC be composed of representatives of organizations, including nonprofit homeless service providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

THEREFORE, be it further enacted that the name of the Continuum of Care (CoC) for Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla counties, designated by the state office on homelessness as the Big Bend Continuum of Care, shall be the Big Bend Continuum of Care and the name of the CoC Board shall be the Big Bend Continuum of Care Board, herein referred to, respectively, as "the CoC" and "the CoC Board".

I. Purpose of the CoC

The CoC is a membership planning and oversight body for the eight-county region of the Big Bend of Florida. The eight counties are Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla.

The purpose of the CoC is to develop and implement strategies to help end homelessness in the Big Bend. The CoC coordinates the community's policies, strategies, and activities toward ending homelessness. Its work includes:

- A. Gathering and analyzing information to determine the local needs of people experiencing homelessness
- B. Identifying and bridging gaps in housing and services
- C. Implementing strategic responses
- D. Educating the community on homeless issues
- E. Providing advice and input on the operations of homeless services
- F. Measuring CoC performance

II. Responsibilities of the CoC Board

The CoC Board, as constituted in Article III of this Governance Charter, shall provide ongoing leadership, policy oversight, and implementation responsibility for fulfilling the purposes of the CoC, including the responsibilities set forth in Article II of this Governance Charter.

The responsibilities of the CoC Board must include:

A. Operate a CoC

1. Hold meetings of the full membership, with published agendas, at least semi-annually.
2. Make an invitation for new members to join publicly available within the geographic region at least annually.
3. Adopt and follow a written process to select a CoC Board to act on behalf of the CoC and as a CoC, and review, update, and approve that process at least once every five years.
4. Appoint committees, subcommittees, and/or work groups.
5. In consultation with the CoC Board designated Lead Agency and HMIS Lead Agency, develop, follow, and annually update this Governance Charter. This Governance Charter shall include all policies and procedures necessary to comply with HUD's CoC and HMIS requirements, including a code of conduct and recusal process for the CoC Board, its Chair, and any person acting on behalf of the CoC Board.

6. In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC's geographic area, establish and operate a Coordinated Intake and Assessment (CIA) system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
7. In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
8. Consult with recipients and sub recipients to establish performance targets appropriate for population and program type.
9. Educate the community on homeless issues.
10. Monitor performance of CoC and ESG recipients and sub recipients.
11. Evaluate the outcomes of projects funded under ESG and CoC programs.
12. Provide technical assistance and support to underperforming projects.
13. Based on outcome evaluations, recommend action by funders against ESG and CoC projects that perform poorly.
14. Approve the Lead Agency's report on outcomes of ESG and CoC projects to HUD annually.

B. Develop a CoC Plan

1. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following:
 - a. Outreach, engagement, and assessment.
 - b. Shelter, housing, rapid re-housing, and supportive services (supportive services include, but are not limited to mental health, substance abuse, medical services).
 - c. Prevention strategies (preventing an episode of homelessness).
2. Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
3. Plan for and conduct an annual Point In Time count of persons experiencing homelessness within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for person who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires.
4. Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.

5. Provide information required to complete any Consolidated Plans within the CoC geographic area.
6. Engage stakeholders and elected officials in each county about the opportunity to participate in the development of the CoC housing and service system plan and Point in Time count, and provide stakeholders and elected officials in each county with data reports and information about best practices, innovations, and available resources.
7. Consult with state and local government ESG recipients and sub recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub recipients.

C. Designate and Operate a Homeless Management Information System (HMIS)

1. Designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS Lead Agency.
2. Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.
3. Ensure that the HMIS is administered in compliance with HUD requirements.
4. Ensure consistent participation by CoC and ESG recipients and sub recipients in the HMIS.

D. Prepare an Application for CoC Funds

1. Establish the local process for applying, reviewing, and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition and for funding in other competitions, such as the Challenge Grant, as required by the funder.
2. Establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding.
3. Designate an eligible Lead Agency applicant to advertise funding opportunities, collect and combine the required application information from all applicants.
4. Determine whether to select the Lead Agency applicant to apply for Unified Funding Agency designation from HUD.
5. Approve the final submission of applications by the Lead Agency to HUD, in response to the CoC Notice of Funding Availability and funding in other competitions, such as the Challenge Grant, as required by the funder.

III. Membership of the CoC Board

The CoC Board shall be broadly based, with representation from all sectors of the community, including but not limited to, individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations, and must be representative of the geographic area served by the CoC. The CoC Board shall be a thirty-six (36) member body as follows:

- A. **Appointed Members** - Sixteen (16) members will be appointed, as follows:
1. One person appointed by the Tallahassee City Commission who is an elected City Commissioner
 2. One person appointed by the Leon County Commission who is an elected County Commissioner
 3. One person appointed by each County Commission for Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla counties who is either an elected County Commissioner or a County employee
 4. One person appointed by the Veterans Administration
 5. One person appointed by a Chamber of Commerce within the CoC
 6. One local government Housing Authority Executive Director
 7. United Way of the Big Bend President/CEO
 8. Center for Independent Living Executive Director
 9. State-certified domestic/sexual violence provider Executive Director
 10. CoC Lead Agency Executive Director, serving in a non-voting capacity
- B. **CoC Board Elected Members** – Eight (8) members, described below, will be elected by the CoC Board:
1. One person who is currently experiencing homelessness or one person who has been homeless
 2. One representative of the healthcare industry
 3. One representative of local law enforcement
 4. One representative of the mental health services field
 5. One representative of the substance abuse services field
 6. One representative from higher education
 7. One Homeless Services Liaison from public school systems
 8. One representative of the employment services field

- C. **CoC Membership Elected Members** - Twelve (12) members, described below, will be elected by the CoC Membership:
1. One emergency shelter provider
 2. One transitional housing provider
 3. One homeless prevention provider (i.e., an organization offering emergency financial services for rent, and/or utilities, and/or mortgage to prevent a household from becoming homeless)
 4. One permanent supportive housing provider
 5. One representative from the faith community
 6. One representative from the private philanthropic sector
 7. One representative from the private business sector
 8. Two additional persons who are currently experiencing homelessness or have experienced homelessness in the past
 9. Three “at-large” representatives selected from the following categories, with no more than one person representing a single category:
 - a) Researcher/data specialist
 - b) HIV/AIDS service organization
 - c) Criminal Justice/Legal Aid services (e.g., Public Defenders Office, Legal Services of North Florida)
 - d) Nonprofit housing organization
 - e) Children’s services provider
 - f) Indigent healthcare provider
 - g) Federal Emergency Assistance Act (FEMA) Board
 - h) An ESG sub recipient agency
 - i) A provider of housing and/or services to unaccompanied homeless youth
 - j) Policy or planning specialist
 - k) Affordable housing provider
- D. **Additional Membership Requirements and Conditions:**
1. No organization may have more than two paid staff, paid contractors, or Board of Directors members seated on the CoC Board at any time, regardless of which Board seats those two individuals occupy.
 2. Every effort shall be made to ensure that CoC stakeholder groups, all counties in the CoC geographic area, and homeless services areas are represented on the CoC Board.
 3. An individual who is appointed to the CoC Board by an appointing entity serves at the pleasure of the appointing entity.

4. An individual appointed or elected as a representative of an agency or population sits on the CoC Board in that capacity, and may no longer serve in that capacity if their representative status changes.
5. An individual appointed or elected in a representative capacity should have the authority to represent their respective agency or body.

IV. **Composition, Selection, Terms, Qualifications, and Authority of the CoC Board Executive Committee**

- A. **Composition** – The CoC Board’s Executive Committee (Executive Committee) shall consist of:
 1. One CoC Board Chair
 2. One CoC Board Vice Chair
 3. One CoC Board Secretary
 4. Four At Large Members
 5. Four Chairs of CoC Committees
 6. One Immediate Past Chair
- B. **Selection**
 1. A nominating committee shall present a slate consisting of a Chair, Vice-Chair, Secretary, Committee Chairs, and At Large Members, to the CoC Board, preferably at a Board Meeting scheduled concurrently with a Membership Meeting, for election.
- C. **Terms and qualifications**
 1. Executive Committee members shall serve one-year terms.
 2. Executive Committee members may serve no more than two consecutive one year terms in a given office or role.
 3. The Immediate Past Chair may serve for one year following the expiration of term as Chair.
 4. No representative of a recipient of a CoC program or ESG funded agency may serve as Chair, Vice-Chair, or Secretary.
 5. No organization may have more than one staff, one contractor, or one Board of Directors representative on the Executive Committee at any time, regardless of which seat that individual occupies.
- D. **Authority**
 1. The Executive Committee is empowered to act on behalf of the CoC Board between meetings of the CoC Board, in cases of emergency or as directed by the CoC Board in accordance with the following:
 - a) A quorum for Executive Committee action is 51% of Executive Committee members.

- b) Executive Committee action is subject to review by the full CoC Board at its next regular meeting.
- c) By a two-thirds vote of the CoC Board members present at the next regular CoC Board meeting, the actions of the Executive Committee may be overturned.

v. Terms of CoC Board Members

1. Members of the CoC Board shall serve two-year terms.
2. Appointed Members may serve more than three sequential terms at the discretion of the appointing authority, but must be reappointed every two years.
3. CoC Board Elected Members and CoC Member Elected Members may serve no more than three sequential terms and must be reelected to serve at the end of each term.
4. Terms will be staggered as follows:
 - a) Five Board Elected Members' terms shall conclude in odd numbered years and three of the eight Board Elected Members' terms shall conclude in even numbered years.
 - b) Five Member Elected Members' terms shall conclude in odd numbered years and seven Member Elected Members' terms shall conclude in even numbered years.
5. Terms will begin in _____ of each year.
6. Persons (appointed or elected) to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term. This person will be eligible for appointment or election to three subsequent sequential terms.

vi. CoC Board Member Qualifications and Responsibilities

All members of the CoC Board shall affirm a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of the community.

Each Board Member must also:

1. Be a CoC member in good standing.
2. Complete and sign a conflict of interest disclosure statement and regularly update that disclosure statement.
3. Collaborate with other members to work toward the CoC mission and purpose.
4. Abide by the CoC Governance Charter, policies, and procedures.

5. If representing a certain sector of homeless services or prevention, solicit input from others in that sector who are not on the CoC Board to ensure their voices are represented.
6. Attend and participate actively in CoC Board meetings and to the greatest extent possible, also participate actively in CoC Committee meetings.
7. Participate in the activities of the CoC, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, projects and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals.

VII. CoC Board Process

A. Selection

1. As described in Article III A., sixteen (16) Appointed Members are appointed by specified bodies to the CoC Board. A specified body may appoint an Appointed Member at any time.
2. As described in Article III B., eight (8) CoC Board Elected Members are elected by the CoC Board. The CoC Board may elect a CoC Board Elected Member at any CoC Board meeting.
3. As described in Article III C., twelve (12) CoC Membership Elected Members are elected by the CoC Membership. The CoC Membership may elect CoC Membership Elected Members by a majority of members in attendance at either CoC Membership Meetings.

B. Removal and Resignation

1. A CoC Board Elected Member or CoC Member Elected Member may be removed for cause from the CoC Board upon a two-thirds vote of the remaining CoC Board Members in attendance.
2. If a CoC Board Member wishes to resign, the Board Member shall submit a letter of resignation to the Chair.

C. Conflict of Interest

1. All members of the CoC will scrupulously avoid conflicts between the interest of the CoC Board, and personal, professional and financial interests, including both potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

2. Any individual participating in or influencing decisions must identify potential, actual, or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.
3. A financial conflict of interest is broadly defined to include a conflict by any CoC Board Member with any other Member(s), professional employment and groups, funding sources, and vendors, and with members of their immediate family or significant others.
4. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues.
5. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict.
6. An individual with a conflict who is the CoC Board Chair shall yield that position during discussion and abstain from voting on the item.
7. Decisions by the CoC Board must be justifiable as being in the best interests of the CoC.
8. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.
9. Additional commitments to support this by CoC members include:
 - a) Refraining from influencing the selection of staff, consultants, or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

D. Meetings, Decision Making, Quorum, and Proceedings

1. CoC Membership meetings shall be held semi-annually.
2. The CoC Board will meet more frequently, as needed.
3. All CoC Membership meetings, CoC Board meetings, and CoC Committee meetings shall be open to any CoC Member or interested party.
4. The date, time, and location of such meetings will be noticed in advance through the CoC's electronic membership list.
5. Meeting agendas and materials shall be emailed in advance to CoC Members, CoC Board Members, and CoC Committee Members respectively depending on the nature of the meeting being held. Interested parties may access materials at meetings.
6. In addition, the Membership Meetings shall be noticed through the designated Lead Agency website home page and by publication in the Tallahassee Democrat.

7. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the CoC and the CoC Board will comply with the requirements of the Sunshine Law.
8. A quorum for CoC Board meetings is defined as one-third of the CoC Board Membership.
9. Conduct of all CoC meetings shall be vested in the Chair.
10. Meetings will ordinarily be conducted in an informal matter, but may be conducted according to Robert's Rules of Order, revised edition, as deemed appropriate by the Chair.
11. The CoC Board will refer to Robert's Rules of Order whenever a process is needed to conduct business.
12. Meeting procedures for CoC Board, Membership, and Committee meetings must provide an opportunity for all CoC Board members present to be heard and for the efficient conduct of business.
13. Actions of the CoC Board will be by majority vote of the CoC Board Members present.
14. Decisions at the CoC Membership meetings will be final upon a majority vote of CoC Members present.
15. Board and Membership Meetings shall be audio recorded and minutes shall be prepared by Lead Agency staff and made available to interested parties.

E. Committees and Workgroups

The CoC Board will appoint committees, subcommittees, or workgroups to fulfill the work of the CoC. Committees and workgroups will be open to CoC Members and CoC Board Members. Committees and workgroups will submit their findings and recommendations to the CoC Board for further action. Standing CoC Committees will include:

1. **Executive Committee** – To assist the CoC Board with its responsibilities to operate a CoC, the Executive Committee will:
 - a) Make recommendations for semi-annual full membership meetings.
 - b) Make recommendations for annual public invitation process for new members.
 - c) Review the written process to select a CoC Board at least once every five years and recommend updates.
 - d) Appoint CoC Board Members to committees, subcommittees, or work groups.
 - e) In consultation with the Lead Agency and the HMIS Lead Agency, develop, follow, and annually update this Governance Charter, which will include all

- procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its Chairs, and any person acting on behalf of the CoC Board.
- f) At the Chair's discretion, the Executive Committee may invite other CoC Board Members and CoC Members to participate in and assist with annual Governance Charter review activities.
2. **Application and Project Performance Review Committee** – To assist the CoC Board with its responsibility to develop performance targets, monitor performance, and recommend projects for funding, the Project Performance and Application Review Committee will:
- a) Review local and federal policy priorities and recommend the adoption of priorities that align with them.
 - b) Recommend and implement a local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition and State of Florida Department of Children and Families Challenge Grant competition.
 - c) Recommend a process for how the CoC:
 - i. Consults with recipients and sub recipients to establish performance targets appropriate for each population and program type
 - ii. Monitors performance of CoC and ESG recipients and sub recipients, evaluates the outcomes of projects funded under ESG and CoC programs
 - iii. Provides technical assistance and support to underperforming projects, and
 - iv. Takes action against ESG and CoC projects that perform poorly
 - d) Ensures that the outcomes of ESG and CoC projects are reported to HUD annually.
3. **Coordinated Intake and Assessment Committee** – to assist the CoC Board with its responsibility to establish and operate a coordinated intake and assessment system, the Coordinated Intake and Assessment Committee will:
- a) In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC's geographic area, establish and operate a Coordinated Intake and Assessment (CIA) system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services; and
 - b) In consultation with recipients of ESG funds within the CoC, establish and consistently follow written CIA standards for providing CoC assistance.

4. **HMIS Committee** – To assist the CoC Board with its responsibility to oversee the HMIS in compliance with HUD’s requirements, the HMIS Committee will:
 - a) Review, revise and recommend a CoC HMIS data privacy plan, data security plan, and data quality plan;
 - b) Review HMIS administration and recommend any changes needed to ensure compliance with HUD requirements; and
 - c) Make recommendations to ensure consistent participation in the HMIS by CoC and ESG recipients and sub recipients.
5. **Needs Assessment and Planning Committee** – To assist the CoC Board with its responsibility to coordinate the implementation of a housing and service system within the CoC’s geographic area that meets the needs of individuals and families experiencing homelessness, the Needs Assessment and Planning Committee will:
 - a) Assist the Lead Agency and CoC Board to conduct an annual gaps analysis;
 - b) Make annual recommendations to the CoC Board for updates to the Homeless Assistance Plan;
 - c) Assess needs for outreach, engagement, and coordinated assessment, shelter, housing, rapid re-housing, and supportive services, prevention strategies, strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources;
 - d) Consult with state and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub recipients;
 - e) Assist the Lead Agency to plan for and conduct the annual Point In Time count, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires; and
 - f) Assist the Lead Agency to provide information required to complete the Consolidated Plan(s) within the CoC geographic area and make recommendations for improving the engagement of each county in the CoC.

The CoC Board may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

VIII. CoC Membership

A. Relationship between Big Bend CoC Board and Full CoC Membership

1. CoC Board meetings will be open to the full CoC membership, and the minutes of the CoC Board meetings will be public and easily accessible to CoC members.
2. The CoC Board will keep the full membership involved by engaging CoC members in workgroups and committees, and sharing information via email lists and any other means appropriate.
3. Each CoC member in good standing who is present at the CoC annual meeting is entitled to one vote.
4. To be a member in good standing, the individual or organization must have completed an application for membership and paid dues in full for the year.
5. The CoC Board determines membership dues annually.
6. Dues will be waived for persons experiencing homelessness.

B. Recruitment and Outreach

1. The CoC will publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new CoC members.
2. The CoC will document recruitment efforts.
3. The CoC will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders.
4. The CoC will recruit members to ensure that it meets all membership requirements set forth in its Governance Charter, including representation of certain populations and certain organizations.
5. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the Big Bend CoC geographic area and are available to participate in the CoC:
 - a) Nonprofit homeless assistance providers,
 - b) Victim service providers,
 - c) Faith-based organizations,
 - d) Governments,

- e) Businesses,
- f) Advocates,
- g) Public housing agencies,
- h) School districts,
- i) Social service providers,
- j) Mental health agencies,
- k) Hospitals,
- l) Universities,
- m) Affordable housing developers,
- n) Law enforcement,
- o) Organizations that serve veterans,
- p) Individuals who are, or have been, homeless, and
- q) Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

ix. Amendment and Review

The CoC will review, update, and approve this Governance Charter at least annually. Amendment of the Governance Charter requires a majority vote of the CoC members present at a regularly scheduled meeting of the CoC, if notice of the scheduled vote on the Governance Charter amendment was provided at least two weeks prior to that CoC meeting.

x. Definitions

**Continuum of Care Lead Agency
Memorandum of Understanding
between
Big Bend Continuum of Care Board (CoC)
and
Big Bend Homeless Coalition (the Coalition)**

I. PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding (“MOU”) is to confirm agreements between the Big Bend Continuum of Care (“CoC”) and the Big Bend Homeless Coalition (the “Coalition”), related to the role of the Coalition as the Lead Agency for the CoC. This MOU establishes the Coalition as the Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our joint partnership to end homelessness in the Big Bend of Florida. An annual work plan will be drafted which will detail specific lead agency annual goals, outcomes, and work products. This work plan will be approved by both entities engaged in this Memorandum of Understanding.

II. DURATION

Except as provided in Section IX Termination, the duration of this MOU shall be from January 1, 2015 through December 31, 2015.

III. RENEWAL

While it is anticipated that this MOU may be renewed annually for periods of one year thereafter, the parties will revise and affirmatively agree to the terms of this relationship annually.

IV. GOVERNANCE AND PARTICIPATION

1. CoC Authority

The CoC program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs such as TANF, SNAP, etc., by homeless individuals and families; and
- Promote and enhance self-sufficiency among individuals and families experiencing homelessness to minimize the length of time they are out of permanent housing.

A CoC is a geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as set out by federal regulation. The CoC is

designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The geographic jurisdiction of the Big Bend CoC comprises the following counties: Leon, Franklin, Wakulla, Jefferson, Gadsden, Liberty, Madison, and Taylor, and includes the City of Tallahassee.

The CoC's oversight and governance responsibilities are carried out by the CoC Board. The CoC Board is responsible for oversight of the CoC processes, planning, resources, and outcomes required by CoC funding sources. Its structure, members' roles, and responsibilities can be found in the "Big Bend CoC Governance Charter."

2. CoC Lead Agency Designation

The CoC designates the Coalition as the Lead Agency and Collaborative Applicant to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the CoC planning area and that the CoC is in compliance with all applicable HUD rules and regulations. The Coalition performs these tasks at the direction of the CoC Board. The CoC Board also designates the Coalition as the Lead Agency for the purposes of coordination and collaborative funding processes in compliance with requirements of the State of Florida Statutes (F.S. 420.623-624) and requirements of the State Office on Homelessness related to CoC funding.

3. HMIS Lead Agency Designation

The CoC designates the Coalition as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects in the Big Bend CoC. The Coalition performs these tasks at the direction of the CoC, through its CoC Board, and in compliance with the "Big Bend HMIS Governance Charter."

V. GENERAL UNDERSTANDINGS

1. Housing and Urban Development (HUD) CoC Grant

The CoC recognizes the Coalition as the Big Bend CoC Collaborative Applicant, and authorizes the Coalition to prepare and submit the annual application for HUD CoC funds on behalf of the community. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules.

2. Homeless Management Information System (HMIS)

The CoC authorizes the Coalition to manage the HMIS system consistent with all HUD requirements.

3. Compliance with HUD Requirements

It is the responsibility of the CoC Board to ensure that the Lead Agency is operating in compliance with HUD regulations, notices, standards and other applicable laws, include State of Florida Statutes. The parties agree to update this MOU as provided in Section VII Amendment/Notices, and other operational documents, and practices and procedures in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

4. CoC Management Fees

Funding of the Coalition, as CoC Lead Agency, is eligible for financial assistance from the State of Florida, City of Tallahassee, HUD Planning Grants, and other funders of the Coalition. The CoC Board authorizes the Coalition to continue to seek funding to support the Lead Agency and CoC-related activities coordinated by the Coalition consistent with the CoC plan. CoC membership fees and HMIS participation fees, as authorized by the CoC Board, will be collected by the Coalition and utilized to advance the goals of the CoC.

VI. SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. CoC Responsibilities

The Big Bend Continuum of Care is a collaborative inclusive community-based process and approach to planning for and managing homeless assistance resources and programs effectively and efficiently to end homelessness in the jurisdiction. It is governed by the CoC Board which is comprised of representatives from various stakeholders within the Continuum, as set forth in the Big Bend Charter. The CoC Board serves as the lead governance body, providing oversight, direction, policy setting, and guidance regarding homeless planning and resources in the jurisdiction.

In this agreement, the CoC agrees to:

- Act as the Primary Decision-Making Group, through the CoC Board, for the Big Bend CoC;
- Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness;
- Increase public awareness of homelessness and other related issues;
- Maintain operations of the CoC through calling/holding meetings, creating and providing meeting agendas and minutes, establishing and implementing a strategic plan and planning process, creating and monitoring of committees, and other activities with the support of the Lead Agency as specified in this agreement and the Lead Agency Annual Work Plan;
- Support the Coalition, Cities, and Counties in the Big Bend with the annual HUD CoC Homeless Assistance application, the Annual Point-in-Time Count of the Homeless, the Housing Inventory Chart of Homeless Beds, HUD regulation compliance, State of Florida regulations compliance, and other mutually agreed upon goals to maximize the application score and overall performance of the CoC;
- Oversee required planning processes and establish priorities for funding;
- Set priorities and system performance expectations and monitor system progress on Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act objectives and take actions as necessary to improve performance;
- Ensure data is provided by all HUD CoC programs through participation in a Homeless Information Management System (HMIS) selected by the CoC and encourage participation of critical non-HUD funded agencies in the HMIS selected by the CoC;

- Ensure Continuum of Care members and Board representatives are kept apprised, and noticed, of activities occurring on their behalf through a process of open and fair communications;
- Ensure fair, objective, and transparent processes are in place for priority-setting and funding decisions;
- Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open and timely manner; and
- Support the Coalition in securing funds for its work outlined in the Lead Agency Annual Work Plan.

2. Big Bend Homeless Coalition Responsibilities

In this agreement, the Coalition agrees to:

- Serve as the CoC Lead Agency with responsibility for the following areas:
 - CoC Board and Committees
 - Coordinate and facilitate collaboration among agencies to ensure successful planning and partnership in the CoC;
 - Coordinate planning with the City of Tallahassee, Big Bend Counties, and key stakeholders such as community funding organizations;
 - Ensure that planning and priority setting processes are in place and occur as planned;
 - Analyze the CoC Score from HUD and identify ways to improve score in order to achieve the maximization of CoC application score to the greatest extent possible;
 - Recruit stakeholders to participate in CoC activities to ensure broad awareness and participation;
 - Advertise CoC and CoC Board meetings;
 - Coordinate and staff all CoC committees;
 - Research and produce planning materials including best practices;
 - Provide committee minutes and materials to the Board in a timely manner;
 - Act as the fiscal agent for the CoC; and
 - Provide an annual operating budget to cover the lead agency duties and responsibilities.
 - HUD McKinney Vento (HEARTH) funds
 - Work with HUD, the CoC Board, and providers to ensure accurate accounting of grants and that all renewal funds are received by preparing the Grant Inventory Worksheet (GIW);
 - Prepare and submit the annual CoC collaborative application for HUD McKinney Vento (HEARTH) funds, also known as the HUD CoC Application for Homeless Assistance/Project Exhibits;

- With the CoC Board and CoC Funding Committee, develop and manage application and scoring processes for funding applications for new and renewal projects;
- Staff and support application review committees; and
- Post CoC Application and related materials online.

- **HMIS Lead Agency**
 - Serve as the HMIS Lead Agency, operating the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects in the Big Bend CoC.
 - Provide overall staffing for the HMIS project and comply with all HUD HMIS standards and other applicable laws;
 - Provide reports to the CoC Board on HEARTH Indicators regularly; and
 - Prepare the Annual Homeless Assessment Report (AHAR) and submit the report to HUD upon approval by the CoC Board.

- **HUD Mandated Point in Time (PIT) and Annual Housing Inventory Chart (HIC) of Homeless Beds and Needs Assessment**
 - Coordinate with the Board to conduct the Point-in-Time Count of homelessness;
 - Complete the corresponding Housing Inventory Chart of Homeless Beds; and
 - Conduct and prepare the Gaps/Needs Assessment Report.

- **CoC Program Performance Evaluation**
 - Collect and report on HUD program performance data through analysis of HMIS and AHAR data;
 - Coordinate, with the CoC Board, on-site performance evaluation of CoC funded programs;
 - Compile and prepare results to report no less than annually to the Board on data results;
 - Ensure open and fair methods of communication and processes in the monitoring of grants; and
 - Provide and/or arrange for training and TA on topics of relevance to the CoC and for agencies not meeting CoC performance standards.

- **HUD Regulations and State of Florida Requirements**
 - Keep up to date and educate the CoC members on relevant changes in HUD rules and regulations;
 - Keep up to date and educate the CoC members on relevant changes in State law; and

- Serve in the collaborative applicant role for funding applications to be submitted on behalf of the CoC for state funding (e.g., Challenge grants).
- Miscellaneous
 - Perform other activities as defined by the Lead Agency Annual Work Plan.

VII. AMENDMENT/NOTICES

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to the (1) Chair of the Big Bend CoC Board and (2) Executive Director of the Big Bend Homeless Coalition.

VIII. TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 90 days written notice to the other party. If the CoC Board wishes to consider alternative lead agencies, the intent to issue an RFP for Lead Agency duties must be publicized at least 120 days prior to the renewal date. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 60 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

Chair
Big Bend Continuum of Care Board

Executive Director
Big Bend Homeless Coalition

Big Bend Continuum of Care (CoC) Lead Agency Proposal

Submitted October 30, 2015 by Sylvia W. Smith, Executive Director

Big Bend Homeless Coalition



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Agency capacity (Up to five pages).

The Big Bend Homeless Coalition (BBHC) is a registered Florida not for profit corporation and a 501(c)(3) tax-exempt nonprofit agency. The BBHC is governed by a Board of 12 diverse individuals with expertise in financial oversight, governance, strategic planning, public relations, homelessness and housing policy, risk management, and health care. In 2017, the BBHC will celebrate 30 years of service to the goal of preventing and ending homelessness. The core competencies of the Big Bend Homeless Coalition relevant to this proposal to continue to serve as the CoC Lead Agency include:

- Writing, receiving, managing, and reporting on federal, state, local government, and private sector grants.
- Ensuring compliance with complex federal and state law – including the HEARTH Act and its implementing regulations, White House Office of Management and Budget circulars (n/k/a Uniform Guidance Regulations), and wage and hour laws.
- Hiring, orienting, training, and managing a staff of 45 individuals.
- Managing a multi-million dollar budget consisting of resources from federal, state, local, and private sources.
- Procuring services in a manner consistent with funder requirements.
- Engaging in public relations and advocacy efforts, multi-county outreach, and extensive volunteer management.
- Monitoring quality and compliance of programs and sub recipient contracts.
- Staffing, supporting and reporting to governance and oversight Boards.

- Leading strategic planning processes including conducting gaps analysis, needs assessments, and priority setting activities.
- Staffing, supporting, and participating in appointed or volunteer work groups, tasks forces, and committees.
- Cooperating and collaborating with diverse individuals and institutions such as people who have or are experiencing homelessness, policy makers, local law enforcement officers, regulatory agency staff, private business owners and operators, groups and leaders faith-based groups, faculty, staff and students from both FSU, FAMU, and TCC.
- Providing emergency shelter, prevention, rapid rehousing, permanent supportive housing, and related services to individuals with and without disabilities who are experiencing homelessness in a culturally competent and client centered manner using the Housing First model.

Experience with state and federal grant management and reporting

BBHC staff have a combined 110+ years experience with federal, state, and local grant management and reporting.

Ability to provide organizational support to a large and diverse group of community stakeholders

The BBHC employs staff with expertise and experience in public relations, communications, logistics, cultural competency, disabilities, stakeholder relationships, collaboration, and advocacy. Despite the challenges presented by the April 2015 resignation of the Executive Director who had previously assisted the CoC Board with its formation and early development, the BBHC has successfully provided the CoC

Board with substantial support throughout 2015. That achievement is evidenced by the BBHC's performance of CoC wide outreach, hosting of monthly CoC Networking meetings, and performance of other contract deliverables, and most significantly by the following work to assist the Big Bend CoC accomplish compliance with the vast majority of its obligations under 24 C.F.R. 578 – HUD's HEARTH Act CoC Program Interim Rule. Those regulations required the Big Bend CoC to operate a CoC, designate an HMIS agency, and develop a CoC plan. The BBHC has supported the Big Bend CoC with the following compliance milestones:

- ✓ Holding full CoC membership meetings on January 26, 2015 and August 24, 2015, and publicly invited new members to join on numerous occasions.
- ✓ Updating the written process for selecting a board on January 26, 2015 through amendment to its Governance Charter.
- ✓ Updating the HMIS governance charter on January 26, 2015.
- ✓ Updating the Code of Conduct and Recusal Process for the board, its chair(s), and any person acting on behalf of the board on January 26, 2015
- ✓ Establishing and operating a coordinated assessment system.
- ✓ Adopting the Big Bend CoC's official Coordinated Assessment policy on October 26, 2015.
- ✓ Re-designating a single HMIS and HMIS Lead for the geographic area through a MOU with the Big Bend Homeless Coalition dated January 26, 2015, and reviewing, revising, and approving a privacy plan, security plan, and data quality plan for the HMIS.

- ✓ Ensuring consistent participation of recipients and sub recipients in the HMIS as evidenced by the 20 participating agencies in place at the end of the 14-15 fiscal year.
- ✓ Ensuring that the HMIS is administered in compliance with requirements prescribed by HUD.
- ✓ Finally, ensuring that the Big Bend CoC was in compliance in 2015 with all five of its planning obligations required by 578.7(c).

Ability to organize large groups of volunteers to conduct community-wide outreach for the Annual Point In Time Count for the CoC designated counties

BBHC has conducted a federally mandated Annual Point In Time Count for over 15 years. The coordination and outreach efforts required by this event have expanded over the years. In 2015, BBHC recruited nearly 200 volunteers who contributed 1700 combined hours to survey more than 400 unsheltered individuals across the CoC. The coordination and organizational efforts required to successfully complete the Annual Point In Time Count require months of dedicated staff hours of planning, recruiting, soliciting donations for supplies and food, training, and preparation. Prior to 2015, the Annual Point In Time Count traditionally focused only on Leon County in our CoC. This year, Franklin County recruited a group of volunteers so a count could be done locally, which located 27 more individuals that had not been counted in previous Annual Point In Time Counts. Preparations are already underway to again expand the efforts for Annual Point In Time Counts to be conducted in three additional neighboring counties in January 2016 (Gadsden, Taylor, and Wakulla Counties). The coordinated efforts for a successful Point In Time Count require significant relationship building and support from

the local communities long before the request can be made of a community to organize volunteers and conduct a local Count.

Experience with program monitoring and evaluation for highly regulated grants

The key staff have 46 years combined experience with program monitoring and evaluation for highly regulated grants. In my capacity as Executive Director, I bring 15 years experience directing and monitoring the quality of legal and advocacy services provided under Florida's Protection and Advocacy for Individuals with Developmental Disabilities Act funding, with funding levels up to 1.9 million dollars. Since joining the BBHC, I have gained experience directing the monitoring of HUD and VA program sub-recipients. These due diligence activities resulted in the mutual voluntary termination of a contract with a sub-recipient of our VA program due to performance related challenges. Moreover, the BBHC's Director of Planning, Prevention, and Permanent Supportive Housing has 15 years experience directing and monitoring the quality of numerous housing assistance grants totaling over 2.5 million dollars annually. The BBHC's Lead Agency/CoC Community Relations Director has 12 years experience managing and monitoring federal and state grants and since joining the BBHC, he has monitored permanent supportive housing sub recipients and managed federal, state, and local lead agency contract deliverables. See Key Staff narrative for additional detail.

Agency budget and budget narrative (Up to 4 pages):

Proposed 2016 Lead Agency Budget

Line Item Revenue and Expense Budget

Lead Agency Income

City of Tallahassee CDBG Lead Agency and HMIS Grant	21,683.00
CoC Membership Dues	8,000.00
DCF Challenge Grant Lead Agency Administration	16,000.00
DCF Lead Agency Staffing Grant	73,280.00
HUD Lead Agency Planning Grant	16,000.00
Total Income	134,963.00

Expenses	Expense Narrative
Rent	8,500.00
Insurance	4,250.00
Office Supplies & Postage	1,125.00
Printing & Copying	750.00
Telephone & Network	2,800.00
Trainings, Meetings, & Conferences	2,250.00
Travel & Mileage	600.00
Personnel	105,688.00
Professional Fees	9,000.00
Total Expenses	134,963.00

Budget Narrative

- **Rent** refers to occupancy costs for Lead Agency (LA) portion of BBHC John Knox Road Administrative Offices.
- **Insurance** refers to the Lead Agency portion of the total BBHC agency insurance coverage (approximately 10%).
- **Office Supplies and Postage** refers to the portion of the total BBHC agency costs for office supplies and postage that are for Lead Agency activities.
- **Printing and Copying** refers to the portion of the total BBHC agency costs for paper, toner ink, and copier leasing that are for Lead Agency activities.
- **Telephone and Network** refers to the Lead Agency portion of the total BBHC telephone and network costs allocated according to use by specific personnel.
- **Trainings, Meetings, and Conferences** refers to professional staff development direct costs.
- **Mileage and Travel** refers to direct cost reimbursement to Lead Agency staff for travel associated with performing Lead Agency duties.
- **Personnel** refers to estimated direct and indirect personnel costs.
 - **NOTE:** Having been in my capacity for less than 90 days, it is important that I share that each specific personnel time estimate included in the Key Staff narrative is at this juncture truly an estimate. My study of how the BBHC can most effectively and efficiently staff Lead Agency functions is ongoing. Moreover, there are variables external to the BBHC that will likely impact staffing patterns and staffing costs at the BBHC, and nationwide, in the near future – most notably the U.S. Department of Labor’s Wage and Hour Division’s July 2015 Notice of

Proposed Rulemaking: Overtime. This federal rulemaking is expected to dramatically alter definitions of exempt and non-exempt staff. Observers expect the proposed rulemaking process to be completed in 2016 at which point, the timetable for implementation and compliance will be available. Therefore, in light of funding, changes in law, or for other business related reasons, there will likely be a need for me to present a modification, adjustment, or revision to the specifics outlined in the Key Staff section that is tied to this line item.

- **NOTE:** BBHC staff also conduct sub recipient contract management billed to funding sources not included in the Lead Agency budget.
- **Professional Fees** refers to direct costs for CoC consulting and monitoring, and indirect costs of Lead Agency portion of BBHC's professional fees for legal and audit services.

Key Staff (Up to 2 pages):

As the Executive Director, I, **Sylvia W. Smith** am responsible for all programmatic, operational, and administrative aspects of the BBHC. I have skills and competencies in strategic planning, housing and homelessness policy, strength based human resource management, grant writing, reporting, and compliance management, financial management including budgeting, tracking, and supervision of finance staff, board support, and public relations and communication including expertise in community engagement. My Lead Agency functions will constitute 40% of my total time and focus on strategic planning (10% \$10,370), grant writing and financial management (5% \$5,185, CoC board and committee support (20% \$20,740), and public relations (5% \$5,185). The Lead Agency annual hourly costs including wage and benefits associated with my position are \$41,480.

Bret Oglesby, as our Director of Planning, Prevention, and Permanent Housing, has Lead Agency duties including assisting with grant applications, strategic planning, and support delivery design. Bret has skills and competencies in planning, accounting, grant management, housing and homelessness policy, budgeting, social work, and agency leadership. His work staffing the Lead Agency functions of the BBHC will constitute (2.5%) of his total time and focus on the areas of policy, planning and assigned CoC Committee work. Lead Agency annual hourly costs including wage and benefits for Bret Oglesby are \$2,135.

Zachary Summerlin, as BBHC's Lead Agency/CoC Community Relations Director is responsible for assisting with the provision of Lead Agency deliverables by providing public relations support and outreach (30% 17,568), research and analysis (5% 2,928),

and administrative services (65% 38,064). Zachary has skills and competencies in housing and homelessness policy, grant management and administrative support. Zack's work staffing the Lead Agency functions of the BBHC will constitute 100% of his time. Lead Agency annual hourly costs including wage and benefits are \$58,560.

Deidre Park is our Finance Director. Her primary duties include reporting, grant management, contract management, payroll and human resources, budget preparation, cash flow, serving as chief liaison for external audits by funders and independent external auditors, accounts payable, account reconciliation, expense reduction and vendor management. Deidre has skills and competencies in legal compliance, financial reporting, grant management, and agency leadership. Deidre's work staffing the Lead Agency functions of the BBHC will constitute 2.5% of her total time and focus on compliance and reporting. Lead Agency annual hourly costs for Deidre including wage and benefits are \$2,339.

Shari Anderson, as our Financial Specialist, assists with contract management, accounts payable, reporting, payroll/personnel, banking and audit preparation. Shari has skills and competencies is contract management, accounting, payroll, and accounts payable. Shari's work staffing the Lead Agency functions of the BBHC will constitute 2.5% of her total time. Lead Agency annual hourly costs for Shari including wages and benefits are \$1,174.

Project narrative (2-3 pages):

In the CoC Lead Agency RFP scope of work, five major priorities were identified. The following is a concise narrative describing the Big Bend Homeless Coalition's plan to support each priority:

1. CoC Board and Committees

In 2016, the work of planning and priority setting will be of utmost importance. The first step is the development of a strategic work plan that outlines what needs to happen in 2016, during each quarter, each month, and at each Board meeting. This plan needs to outline the goals and objectives our CoC will work to complete throughout the year. The goals to be addressed will include all areas that need to be undertaken by the Board or the staff (or both) - needs assessment, priority setting, community stakeholder engagement, CoC training, research, analysis, coordination, monitoring, public relations, and administration. We propose to present a draft of this strategic work plan to the and full membership in January. Additionally the work of populating and staffing committees, engaging in membership drives, assisting in recruiting applicants for the Board, and performing the administrative and financial tasks will continue. The BBHC has budgeted funds for the development of new website in 2016. The Executive Director and other BBHC staff will bring their extensive public relations and digital media experience to the task of broadening the CoC's public engagement through improved outreach materials and the development of a unique website for the Big Bend CoC, hosted and maintained by the BBHC as Lead Agency. This website will be built using a modern content management system such as Expression Engine.

2. HUD McKinney Vento (HEARTH) Funds

In 2016, the work of improving the development and management of application and scoring processes for funding applications is the top priority.

3. HUD Mandated Point in Time (PIT) and Annual Housing Inventory Chart (HIC) of Homeless Beds and Needs Assessment

The work for the 2016 PITs is underway. After consulting with the Executive Committee, BBHC staff has initiated an assessment of the feasibility of performing PITs in not only Leon and Franklin, but also Gadsden, Wakulla, and Taylor. A timetable for preparation and presentation of the Gaps/Needs Assessment Report will be included in the 2016 strategic work plan.

4. CoC Program Performance Evaluation

Also ahead in 2016 is the work of maintaining and addressing some of the more expensive aspects of compliance such as developing a performance evaluation system that includes goal setting, monitoring, outcome reporting and evaluation, and independent compliance and performance auditing of CoC and ESG project recipients as well as possibly Challenge Grant recipients. This work includes establishing performance targets, monitoring recipients and sub recipients, evaluating outcomes, and developing policies and procedures to govern how the Big Bend CoC will address poor performance. This work will build our CoC's capacity overall by supporting the professional development of CoC members and Lead Agency staff in topics related to compliance and performance evaluation systems. The costs associated with this work have yet to be fully researched. A budget amendment or revised staffing plan may be required in early 2016 to accomplish this work once research has been completed and

HUD has released information about the funding of our CoC's planning project application.

5. HUD Regulations and State of Florida Requirements

The BBHC will perform these requirements by relying on its staff's experience and expertise with legislative and regulatory processes, housing and homelessness policy, grant application submission, and the availability of additional funding sources. The BBHC will rely on HUD, VA, and the Florida Housing Coalition for training and technical assistance resources to stay up to date on relevant changes (and proposed changes) to VA, HUD, and other pertinent rules and regulations. The BBHC will rely on online legislative tracking, collaboration with other CoC's statewide, membership in the Florida Homeless Coalition (FCH), and regular communication with FCH contracted legislative staff to stay up to date on relevant changes (and proposed changes) to Florida law and rule.

The BBHC will continue to serve in the collaborative applicant and fiscal agency role for state funding applications and will apply for additional funding related to the CoC's mission with other community partners.

Big Bend Continuum of Care (CoC) HMIS Agency Proposal

Submitted October 30, 2015 by Sylvia W. Smith, Executive Director

Big Bend Homeless Coalition



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Agency Budget and Budget Narrative

Proposed 2016 HMIS Agency Budget

Line Item Revenue and Expense Budget

HMIS Agency Income

City of Tallahassee CDBG Lead Agency and HMIS Grant	56,852.00
DCF Challenge Grant Coordinated Intake	17,625.00
HMIS Participation Fees	17,700.00
HUD HMIS Grant	130,292.00
United Way of the Big Bend - HMIS	8,000.00
Total Income	230,469.00

Expenses	Expense Narrative
Rent	8,500.00
Insurance	4,250.00
Office Supplies & Postage	1,125.00
Printing & Copying	540.00
Software & Small Equipment	18,518.00
Telephone & Network	2,800.00
Trainings, Meetings, & Conferences	5,250.00
Travel & Mileage	300.00
Personnel	186,186.00
Professional Fees	3,000.00
Total Expenses	230,469.00

Budget Narrative

- **Rent** refers to occupancy costs for HMIS portion of BBHC John Knox Road Administrative Offices
- **Insurance** refers to the HMIS portion of the total BBHC agency insurance coverage (approximately 10%)
- **Office Supplies and Postage** refers to the portion of the total BBHC agency costs for office supplies and postage that are for HMIS activities
- **Printing and Copying** refers to the portion of the total BBHC agency costs for paper, toner ink, and copier leasing that are for HMIS activities
- **Software and Small Equipment** includes \$1,000 for small equipment purchase and the balance to HMIS software vendor Bowman Systems for annual contract
- **Telephone and Network** refers to the HMIS portion of the total BBHC telephone and network costs allocated according to use by specific personnel
- **Trainings, Meetings, and Conferences** refers to professional staff development direct costs.
- **Mileage and Travel** refers to direct cost reimbursement to HMIS staff for travel associated with performing HMIS agency duties.
- **Personnel** refers to estimated direct and indirect personnel costs.
 - **NOTE:** Having been in my capacity for less than 90 days, it is important that I share that each specific personnel time estimate included in the Key Staff narrative is at this juncture truly an estimate. My study of how the BBHC can most effectively and efficiently staff HMIS Agency functions is ongoing.

Moreover, there are variables external to the BBHC that will likely impact staffing

patterns and staffing costs at the BBHC, and nationwide, in the near future – most notably the U.S. Department of Labor’s Wage and Hour Division’s July 2015 Notice of Proposed Rulemaking: Overtime, which is expected to be completed in 2016. This federal rulemaking is expected to dramatically alter definitions of exempt and non-exempt staff. Observers expect the proposed rulemaking process to be completed in 2016 at which point, the timetable for implementation and compliance will be available. Therefore, in light of funding, changes in law, or for other business related reasons, there will likely be a need for me to present a modification, adjustment, or revision to the specifics outlined in the Key Staff section that is tied to this line item.

- **Professional Fees** are the indirect costs of HMIS Agency portion of BBHC’s professional fees for legal and audit services.

Key Staff¹

Paul Fortier is BBHC's HMIS Director. His primary duties include maintaining HMIS software and maintaining and designing system security and client privacy procedures and workflows (20% of total time)(\$15,860), tracking HMIS-wide performance measures (10% of total time)(\$7,930), making changes to software and database to comply with local, state and federal reporting requirements (25% of total time)(\$19825), communicating with HMIS stakeholders regarding policy and procedures and system-wide changes (5% of total time)(\$3,965), providing reports from HMIS to local, state and federal entities (20% of total time)(\$15,860), and supervision (5% of total time)(\$3,965). 5% of Paul Fortier's time is estimated to be allocated to other funding sources as a result of his performance of other technology related duties. This percentage may be raised over time as we launch an enhanced monitored computer lab for HOPE Community residents. Paul has skills and competencies in software development, database development and management, program direction, report creation, programming languages, communication, hardware maintenance, and agency leadership. The HMIS Agency annual hourly costs associated with this position are \$79,300.

Amanda Wilke is BBHC's CoC Data Manager. Her primary duties include user training and background screenings (30% of total time)(\$16,470), data grades and quality, Help Desk/trouble shooting with users, (5% of total time), and maintaining HMIS training and info site (10% of total time)(\$5,490), Zero: 2016 reporting and deliverables (10% of total

¹ For Sylvia Smith, Bret Oglesby, Deidre Park, and Shari Anderson, please see the Lead Agency proposal for duties, skills, and competencies information. I will dedicate 5-10% of my total time (up to \$10,370) to HMIS supervision and administration at the same annual hourly cost as indicated in the Lead Agency Proposal per person. Bret, Deidre, and Shari will dedicate 2.5% each to HMIS administration.

time)(\$5,490), coordinating CoC Point In Time Count² (10% of total time)(\$5,490), implementation and coordination of CIA (30% of total time)(\$16,470), and supervising the new CIA staff person (10% of total time)(\$5,490). Amanda has skills and competencies in training system users, management and leadership, communication, major software titles, report running, and troubleshooting. The annual hourly costs associated with Amanda's position are \$54,900.

BBHC's **Coordinated Intake and Assessment** staff person will be hired soon. The primary duties will include entering client data for coordinated entry (30% of total time)(\$10,682), generating reports for referrals and outcomes and training agency staff on client privacy and security and coordinated entry (30% of total time)(\$10,682), coordinating enhancements with software vendor and service providers, maintains data integrity, network security, privacy and confidentiality (20% of total time) (\$7,122), and maintaining community housing lists (20% of total time)(\$7,122). This CIA staff person will skills and competencies in computer technology, provision of technical assistance, training, data collection and reporting. The CIA staff person will also have excellent interpersonal and organization skills, the ability to work well with diverse groups of individuals, and prior experience working directly with clients and consumers. The annual hourly costs including wage and benefits associated with this position are \$35,608.

² Due in part to the page limit for each Key Staff description section, this Lead Agency function is listed here instead of in the Lead Agency Proposal.

Project Narrative

Overview

BBHC will support each of the major priorities listed in our *HMIS Agency Requirements* section, by continuing with our 2-year system overhaul plan. In the last year, we completed significant improvements to our database to accommodate our CoC's Coordinated Intake project and the inclusion of a new comprehensive emergency service center with a 250-bed shelter, day center, medical clinic and room for 50 co-located homeless service agencies. Our HMIS database and software front-end were completely redesigned to bring all the components of the new center online and to provide the necessary functionality for coordinated intake as well. This system overhaul has greatly expanded the size of our data footprint and we plan, over the next year, to add additional monitoring and cleansing methods as well as system-level controls to improve the data quality coming from all new sources.

Detail:

Our HMIS implementation will employ the following methods to improve data quality: Data Quality Reports (tracking UDEs), Data Grading Reports, Test AHARs, Simple Client Counts (to compare with agency paperwork), various custom Report-Writer reports, and HUD Bed Utilization Tool reports. BBHC will soon hire a new dedicated Coordinated Intake Specialist who will lead the Coordinated Intake component of our HMIS project. As BBHC staff and report to various CoC Governance boards, we will keep members abreast of HEARTH indicators, timelines, and progress. The data quality improvements mentioned above mean more accurate client counts to local, state and federal partners. These global HMIS reports also serve as valuable System

Performance Measures to keep us and our CoC Governing Board informed about the overall health of our HMIS.

With an additional Coordinated Intake and Assessment person, BBHC will be able to more quickly address technical and data reporting requests from participating agencies going forward. In the next year, BBHC will also continue to support the data reporting needs of the Big Bend's two SSVF projects. Our recently streamlined procedures for bringing on, training and licensing new HMIS users will expedite further HMIS expansion.

**Big Bend Continuum of Care
Homeless Assistance Plan FY15-16**

Homeless Definition: HUD defines homelessness as being in one of four categories: 1) Literally Homeless, 2) Imminent Risk of Homelessness, 3) Homeless under other Federal Statutes, and 4) Fleeing/Attempting to Flee Domestic Violence. These categories are more fully defined at the end of this document.

Data Driven Plan: The Homeless Assistance Plan is updated and refined quarterly through a data driven approach the using client data collected through the Homeless Management Information System and other needs assessment tools.

	Veteran Homelessness	Chronic Homelessness	Family, Youth, & Child Homelessness	All Other Types of Homelessness
	<p><i>Obj. 1 – House 160 homeless veterans, with a goal of reaching functional zero of literally homeless veterans by December 31, 2015</i></p> <p><i>Obj. 2 – At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance</i></p> <p><i>Obj. 3 – At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance</i></p>	<p><i>Obj. 1 – By December 31, 2016, reach functional zero of individuals experiencing chronic homelessness by housing an average of 6 chronically homeless individuals each month</i></p> <p><i>Obj. 2 – Increase referrals of chronically homeless clients to permanent supportive housing services to 80% by December 31, 2016</i></p> <p><i>Obj. 3 – Reduce referral time for individuals experiencing chronic homelessness so that individuals will be referred to permanent supportive housing services within 10 days of entering the system</i></p>	<p><i>Obj. 1 – Reduce the average length of time that a families is homeless to no more than 60 days by December 31, 2016</i></p> <p><i>Obj. 2 – Work to ensure at least 85% of the families receiving rapid re-housing assistance remain in permanent housing for at least 6 months following receipt of last rental payment or case management assistance</i></p> <p><i>Obj. 3 – Ensure that at least 95% of youth entering foster care or the juvenile system have stable permanent housing within 60 days of exit</i></p> <p><i>Obj. 4 - Work to identify runaway, homeless, and street youth, to reduce the average length of time that a youth spends on the street to no more than 60 days.</i></p>	<p><i>Obj. 1 – Establish prevention assistance programs targeted to serve the elderly designed to keep these individuals in permanent housing</i></p>
Emergency Shelter	<p>a. Increase resources available for emergency shelter case management needed to increase referrals and placements in permanent housing</p>	<p>a. Increase resources available for emergency shelter case management needed to increase referrals and placements in permanent housing</p>	<p>a. Assess the need for additional shelter capacity in neighboring counties for families fleeing domestic violence</p> <p>b. Increase resources available for emergency shelter case management needed to increase referrals and placements in permanent housing</p>	<p>a. Increase resources available for emergency shelter case management and assistance needed to increase referrals and placements in permanent housing</p> <p>b. Assess the need for additional shelter capacity</p>
Employment & Income Support Services	<p>a. Continue to expand veteran involvement with the HELPS and other employment programs/efforts</p> <p>b. Refer appropriate Veterans to the SOAR initiative to help improve system access to maximize for veterans trying to secure/restore SSI/SSDI benefits</p> <p>c. Work with CareerSource Capital Region and the VET program to assist all veterans seeking employment</p>	<p>a. Increase access to SOAR initiative to help improve system access to maximize for individuals trying to secure/restore SSI/SSDI benefits</p> <p>b. Assess job readiness and provide employability training support services (including financial literacy supports) to help individuals access employment programs/efforts</p>	<p>a. Continue to expand participant involvement with the HELPS employment program</p> <p>b. Refer appropriate households members to the SOAR initiative to help improve system access to maximize for individuals trying to secure/restore SSI/SSDI benefits</p> <p>c. Explore the development of a vocational training program for youth experiencing homelessness</p>	<p>a. Increase access to SOAR initiative to help improve system access to maximize for individuals trying to secure/restore SSI/SSDI benefits</p> <p>b. Continue to expand involvement with the HELPS and other employment programs/efforts</p>
Prevention/Emergency Assistance	<p>a. Increase resources available for emergency assistance and homeless prevention through collaborative partnership among agencies</p>	<p>a. Increase resources available for emergency assistance (food, clothing, shelter, etc.) through collaborative partnership among agencies</p>	<p>a. Increase resources available for emergency assistance and homeless prevention for families, youth, and children</p>	<p>a. Increase resources available for emergency assistance and homeless prevention through collaborative partnership among agencies</p>
Transportation Assistance	<p>a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless</p> <p>b. Increase transportation services options for veterans accessing homeless services</p>	<p>a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless</p> <p>b. Increase transportation services options for individuals experiencing chronic homelessness accessing services</p>	<p>a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless</p> <p>b. Increase transportation services options for families, youth, & children accessing homeless services</p>	<p>a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless</p> <p>b. Increase transportation services options for individuals accessing homeless services</p>

**Big Bend Continuum of Care
Homeless Assistance Plan FY15-16**

	Veteran Homelessness	Chronic Homelessness	Family, Youth, & Child Homelessness	All Other Types of Homelessness
Healthcare	a. Assess how to access Medicaid/VA Healthcare benefits can be used for case management services among veterans	a. Assess how to access Medicaid benefits can be used for case management services among individuals experiencing chronic homelessness b. The Comprehensive Emergency Services Center will provide coordinated provision of medical services for individuals experiencing chronic homelessness c. Assess and provide behavioral healthcare supports and substance abuse treatment services for individuals experiencing chronic homelessness	a. Assess how to access Medicaid benefits can be used for case management services among families experiencing homelessness b. Work to improve access of families and youth without insurance to ongoing behavioral health services c. The Comprehensive Emergency Services Center will provide coordinated provision of medical services for families and children experiencing homelessness	
Intake, Assessment, & Referrals		a. Collaborate with agencies serving those who are chronically homeless so that the agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services	a. Collaborate with agencies serving families, youth, & children who are experiencing homelessness so that agencies are fully utilizing the Coordinated Entry System In HMIS, which will connect clients with appropriate services	a. Collaborate with agencies serving individuals experiencing homelessness so that agencies are fully utilizing the Coordinated Entry System In HMIS, which will connect clients with appropriate services
Permanent Supportive Housing	a. Our CoC's SSVF programs will work with the VA and the Tallahassee Housing Authority to house veterans in HUD VASH units	a. Maximize HUD funding for PSH dollars to reinvest in the community b. Utilize our CoC's PSH programs to house chronically homeless as approved by the CoC's Zero:2016 initiative c. Utilize a multidisciplinary approach to working with housing providers to ensure that individuals with difficult backgrounds have fair access to housing		a. Maximize HUD funding for PSH dollars to reinvest in the community b. Work with elder housing programs to refer homeless individuals to those programs c. Explore funding from the Florida Housing Finance Corporation for elder housing for homeless individuals d. Utilize a multidisciplinary approach to working with housing providers to ensure that individuals with difficult backgrounds have fair access to housing
Childcare	a. If needed, connect these individuals to various childcare opportunities through set-aside vouchers		a. Refer homeless households needing childcare to the Early Learning Coalition for vouchers b. Establish through collaborative partnerships the development of a childcare facility that provides targeted services for families with children experiencing homelessness	
Rapid Re-housing	a. Our CoC's SSVF programs will dedicate at least 60% of their Temporary Financial Assistance to Rapid Rehousing		a. Build capacity through increased rapid re-housing funds by working with the city and state to allocate a greater portion of funding to rapid rehousing b. Encourage neighboring counties to launch rapid rehousing and homelessness prevention programs	

**Big Bend Continuum of Care
Homeless Assistance Plan FY15-16**

	Veteran Homelessness	Chronic Homelessness	Family, Youth, & Child Homelessness	All Other Types of Homelessness
<i>Rental Housing</i>		<ul style="list-style-type: none"> a. Explore the option of securing, rehabilitating/repurposing former student apartment developments to meet needs of housing the chronically homeless by the end of 2016 b. Tap available housing assistance programs to support creation of more low-cost reserved rental units for individuals and families experiencing homelessness 	<ul style="list-style-type: none"> a. Explore the option of securing, rehabilitating/repurposing former student apartment developments to meet needs of housing extremely low income (ELI) families by the end of 2016 b. Tap available housing assistance programs at the local government and state government to support creation of more low-cost rental units and/or rental assistance c. Work with the Tallahassee Housing Authority to access more affordable housing vouchers and prioritize homeless households d. Establish partnerships with existing SAIL apartment management agencies to refer and place specific population clients that meet unit set aside requirements 	
<i>Outreach</i>		<ul style="list-style-type: none"> a. Increase involvement and placement into permanent housing of individuals identified who are currently residing in primitive camps b. Continue to explore the development of a legal campground 	<ul style="list-style-type: none"> a. Street Outreach to homeless camps, youth hotspots, local schools, and the streets to identify runaway, homeless, and street youth, ages 11-21. b. Provide services and goods to meet basic needs for to run away, homeless, and street youth and connect to service providers for youth to exit the streets into stable housing c. Provide basic needs and assistance to homeless youth to increase youth's personal safety, well-being, and self-sufficiency; and provide positive adult connections. 	
<i>Education of Homeless Youth</i>			<ul style="list-style-type: none"> a. Identify "doubled up" families through school system liaisons to connect with existing services in the community b. Engage school system liaisons with the Coordinated Entry System and utilize referral system to minimize the time experiencing homeless among families with school aged children c. Provide education and prevention services to homeless, runaway, and street youth to reduce the exploitation of youth. 	
<i>Ownership Housing</i>			<ul style="list-style-type: none"> a. Tap state and local incentive programs to qualify low income households for home purchases b. Evaluate the potential for alternative, low-cost, smaller sized housing to be created for home ownership 	

Big Bend CoC
Project Application and Performance Review Committee
Policy and Procedure for all Big Bend CoC funding cycles including ESG, Challenge, HUD, TANF

1. Distribute the funding announcement.
2. Distribute CoC priorities set by the CoC board at the time funding is announced.
3. Set calendar of deadlines (confer with Chair or Exec. or Board for approval).
4. Announce the calendar of deadlines.
5. Notify Independent Project Performance and Review Committee members about schedule and confirm availability.
6. Host info call open to entire CoC.
7. Require letters of intent by a date certain outlining service, target population, and geography.
8. Require project applicant agencies to prepare separate applications (this may need further refinement).
9. Require project applicant agencies to be available to answer questions from the Review Committee.
10. Require CoC membership by organization or its CEO of applicants (make it clear they can become a member the same day as the funding application submittal).
11. Advertise webinars and other learning opportunities available.
12. Prepare local application materials for CoC Board or Exec. Comm. approval.
13. Prepare scoring pages for CoC Board or Exec. Comm. approval (to be distributed at time of project application release).
14. Host info call with those who submitted letters of intent (any other coordination among projects should be pursued outside of the CoC process, there will be no more formal coordination provided by the CoC to project applicants beyond this point).
15. Note: BBHC is to operate as Lead Agency on calls. CoC/lead agency staff should not address BBHC's intended application, a specific program manager with that proposed project from BBHC should speak on BBHC direct service proposals if applicable.
16. Share agency name, service, target population, and geography information from letters of intent with all who submitted letters of intent.
17. Require agencies to submit by deadline via email to new special email – BigBendCoC@bigbendhc.org.
18. Require agencies to deliver needed hard copies by the following morning after email submission.

Qualifications of Review Committee Members

1. Completion of a conflict of interest disclosure form using enclosed form (provided in Word and PDF for your use) .
2. No affiliation with any subcontractor of the BBHC's direct services programs or BBHC's CoC Lead Agency/HMIS programs.
3. No affiliation with any agency (or subcontractor of any agency) submitting a notice of intent to apply or a full application for funding.
4. Experience reviewing and scoring grant applications for local, state, or federal funding.
5. Experience developing a grant application that was successfully funded by a local, state, or federal funder.

The Review Committee evaluates and scores project applications and makes recommendations to the CoC Board whether a project should be included in a CoC funding application. The CoC Board is now responsible for selecting projects for DCF Emergency Solutions Grant funding, DCF Temporary Assistance to Needy Families funding, DCF Challenge Grant funding, and HUD CoC Program funding. The time commitment required for each grant is different with some requiring more time than others. Review Committee members need not serve on the committee for every grant, but a sufficient number of members is needed to ensure five to seven members are available for each grant.

The Review Committee is staffed and supported by **Amanda Wander**, the CoC's Director of Outreach and Public Affairs. Amanda Wander follows the CoC Board's policies for bringing forward any questions the Review Committee has of applicant agencies. For the past ten years, Amanda has been dedicated to CoC-wide data collection and analysis (including the annual Point in Time count) and she has worked providing training and technical assistance to providers throughout the CoC on topics such as HMIS, Coordinated Entry, Housing First, and other best practices. She is extremely knowledgeable. With regard to Review Committee deliberations, a firewall separates Amanda Wander from BBHC staffers, including myself, who might be affiliated with project applications.

As you know - as required by HUD's 2012 CoC Program Interim Regulation, the Big Bend CoC Board was established in August 2014 with responsibilities for coordinating and planning homelessness and housing services. In April 2016, the CoC Board revised its Governance Charter to create the new standing **Application and Project Performance Review Committee**. The CoC's newly revised Governance Charter can be found under the CoC/HMIS tab of the www.bigbendhc.org website. Earn the gratitude of the entire CoC and help ensure that the services funded meet the priority needs of our areas most vulnerable neighbors experiencing homelessness or living at risk of homelessness by volunteering to serve.

CoC Project Performance and Review Committee

2016/17 HUD NOFA Project Review, Scoring and Tiering Recommendation

Summary from Convening of Project Review Committee on 8/22/16 from 11am-2:30pm and 8/2/16

Review Committee Members Present: Emily Millet, Shirley O’Rear, Mark Heidorn, Lamarr Kemp

Projects Reviewed

The Committee reviewed the following projects (Grouped by like projects); Full project proposals can be found at <http://bigbendhc.org/coc-HMIS.htm>

Permanent Supportive Housing Renewal Projects *(previously reviewed and approved recommendation of renewal at 8/4/16 CoC Board Meeting, there was no recommendation of reallocation)*

- Ability 1st – A Place Called Home for Families at \$151,699.00
- Ability 1st – A Place Called Home (Individuals) at \$413,728.00
- Big Bend Homeless Coalition (BBHC) – HomePlate at \$591,253.00

Permanent Housing Bonus Projects *(There were 3 projects submitted; 1 did not meet the submission deadline and requirements and the other 2 projects were reviewed and scored) These are all considered NEW project proposals.*

- Ability 1st – A Place Called Home for Families Expansion Project at \$98,412.00
- Friends of Post 84 – Permanent Housing for Veterans at \$100,000.00
- ECHO – Rapid Rehousing Project *(failed to meet submission deadline and criteria)*

HMIS Project Renewal

- BBHC – HMIS Project Renewal at \$130,292.00

CoC Planning Project Renewal

- BBHC – CoC Planning Project Renewal at \$59,047.00

Tiering, Funding and Requirement Breakdown

HUD requires that all CoCs rank their projects, including all new and renewing projects (except for the CoC Planning Project) into 2 tiers, prioritizing projects based on performance and need. The CoC Planning Project is not included in the ranking and tiering and is considered separately per HUD.

Below is the recommended Tiering and ranking of projects to be approved for inclusion in the HUD CoC Competition for 2016/17. Project 1 is the highest ranked project and project 6 is the lowest ranked project.

Tier 1 = \$1,196,884.00 available

1. HMIS Renewal at \$130,292.00
2. Ability 1st's A Place Called Home for Families at \$151,699.00
3. Ability 1st's A Place Called Home (for individuals) at \$413,728.00
4. *BBHC’s HomePlate at \$501,165.00

Tier 2 = \$188,500.00 available

5. *BBHC’s HomePlate at \$90,088.00 (this could affect 9 clients who are now permanently housed)
6. Permanent Housing Bonus; Ability 1st's A Place Called Home for Families Expansion Project at \$98,412.00 (Permanent Supportive Housing for 8 families)

*This project straddles the two tiers. This means that if only Tier 1 projects are funded, this program would be funded at a lower rate than in previous years and would affect our CoC's permanent supportive housing availability. This recommendation is based on project performance.

Total Funds Requested (Tier 1 and Tier 2) = \$1,385,384.00

CoC Planning Grant Funds Available (not included in Tiering per HUD instruction) = \$59,047.00

Project Score Details and Comments from the Review Committee

HMIS Renewal Project 28/30 Points (93%)

Comments: This project was prioritized as #1 due to the operation of the CoC and all HUD funded projects being mandated to use HMIS. Without prioritizing this project as number 1, considering it's high performance and need, our CoC would be negatively impacted. The only reason the HMIS project is recommended to be prioritized over a higher performing PSH project is that all PSH projects are reliant on an HMIS. This proposal was well done and all details needed were provided. This proposal is exemplary of how an administrative proposal should be presented.

A Place Called Home for Families Renewal Project 14/14 Points (100%)

Comments: This is the highest performing project. The project exceeds the expected outcomes and is cost efficient while meeting the need of our CoC.

A Place Called Home (for Individuals) Renewal Project 13/14 Points (93%)

Comments: This is the second highest performing PSH program in our CoC and meets all expected outcomes and is cost efficient.

HomePlate Renewal Project 11/14 Points (79%)

Comments: This project is the third highest performing PSH program in our CoC and failed to meet the income outcome measure. This area of concern has a corrective action plan and the program will update the review committee on progress. Upon review next HUD NOFA cycle, this project must meet ALL outcome measures to be considered for renewal. This project was placed higher in priority due to the target population being individuals. There is more of a need in our CoC for PSH for individuals over families.

Permanent Housing Bonus Project – A Place Called Home for Families Expansion 38/42 Points (90%)

Comments: This project proposal was well written and thoughtfully put together to fill a specific need to house chronically homeless families. This project would allow for 8 families to gain permanent supportive housing. There is currently more of a need to housing individuals with chronic homeless histories over families so this project was ranked lower based on the need. It is believed that with the funding of this project, chronic homelessness among families could be eliminated.

Permanent Housing Bonus Project – Friends of Post 84 Permanent Veteran Housing 13/42 Points (31%)

Comments: This project proposal is for a single site permanent housing program for veterans. The request for 100K exceeds the Permanent Housing bonus amount and structure of the program lacks supportive services paired with permanent housing and includes costs for converting a single property. This project as proposed would not immediately end episodes of homelessness and a

scattered site PSH or Rapid Rehousing model would be more competitive. Veterans currently have resources dedicated to housing and there are other populations like chronic individuals and families that should be prioritized for resources. The recommendation of the committee is to not include this project as part of the request for bonus money. The committee recommends that this project, as structured, should seek private funding. Currently the funding opportunities available through the CoC are not prioritized for single site permanent housing projects. The committee also believes that this project could apply for a traditional loan for construction and rehabilitation and since the program is sustainable, long term due to paid rent by participants, a more traditional financing option is feasible.

Please note that Permanent Housing Bonus Project funds can only fund Permanent Supportive housing dedicated to chronically homeless or Rapid Re-housing Programs per HUD.

Permanent Housing Bonus Project – ECHO Rapid Rehousing Project

Comments: This project was not considered for review or scoring due to receiving the electronic submission after the 5pm deadline on August 12th. There was also a requirement of 5 hard copies to be submitted by noon on the 17th and there were no hard copies delivered. This project is very much a need and the committee recommends providing support to agencies throughout the year to help them better prepared for the CoC grant deadlines.

CoC Planning Renewal Project 11/16 Points (69%) not to be included in tiering per HUD

Comments: Overall the Committee recommends that the current project proposal be enhanced with more detail and be more thoroughly thought out and organized before submission to HUD. Specific areas the committee would like to see addressed before submission to HUD are;

1. More effort to planning discharge from hospitals, jails, prisons and institutions.
2. Elaborate on strategies of the CoC to evaluate CoC and ESG funded projects.
3. More detail and planning around gaps analysis as a CoC for homeless services and prevention.
4. There are items in Section III of the scoring document that were not addressed and should have been addressed in a cover letter to the committee. All items in Section III of the scoring sheet should be addressed more thoroughly and supporting documentation provided when appropriate.
5. Recommendation to include proposed schedule for reporting on outcomes of this project as well as clearly stating what the expected outcomes will be.
6. Need for more detail about how the planning will be rolled out by including a timeline for the 2016/17 year.

The Committee recommends that the revised project be submitted to the CoC Board for final comment before submission to HUD.

Funding Applied for as a CoC and Administered by the Lead Agency (as of 9-1-16)

(Currently the Big Bend Homeless Coalition)

State DCF ESG Grant: BBHC is the collaborative applicant as the Lead and then there are agencies that are sub-providers/recipients for our CoC. Below is a breakdown of the projects that were applied for this year. We have also heard back on the final award amount and that is below as well. The complete application submitted for the Big Bend CoC can be found at <http://bigbendhc.org/pdfs/2016%20Complete%20DCF%20ESG%20CoC%20Application.pdf>

Total ESG Funds Requested by CoC 2016/17: \$107,500.00 (Actual Award: \$97,829.55)

Projects included in request:

Capital City Youth Services (CCYS) Street Outreach: \$56,000.00

CCYS Emergency Hotel Vouchers for Youth: \$4,000.00

BBHC Homeless Prevention/Rapid Re-Housing: \$43,000.00

BBHC Emergency Hotel Vouchers: \$4,500.00

Administration: up to 5% of the awarded funds can be designated to the Lead Agency for Administration of this grant. Generally, the Admin amount is split between the Lead Agency and the Sub-Provider due to this grant not allowing adequate admin funding for sub-providers. 5% of the award amount for 2016/17 is **\$4,891.47**, it is proposed that this amount will be split in half with \$2,445.73 going to the lead agency for administering the grant.

State DCF TANF (Temporary Assistance for Needy Families) Homelessness Prevention Grant:

BBHC is the collaborative applicant as the Lead. For this particular funding stream, there were no other agencies interested in applying for or administering these funds as a sub-provider. BBHC applied as a direct service provider so our CoC would not lose funds that are dedicated to Homelessness Prevention.

Total TANF Funds Requested 2016/17: \$60,000.00 (Actual Award: \$30,900.00)

Administration: \$900.00 is designated as admin funds for administering this grant.

State DCF Challenge Grant: BBHC is the collaborative applicant as the Lead and then there are agencies that are sub-providers/recipients for our CoC. Below is a breakdown of the projects that were applied for this year. We have not yet heard of our award amount.

Total Challenge Funds Requested 2016/17: \$300,000.00

Projects included in request:

BBHC/HOPE Family Emergency Shelter Case Management: \$50,000.00

CCYS Street Outreach and Drop in Center for Youth: \$60,000.00

BBHC/HOPE Family ES HMIS, Intake and Coordinated Entry Specialist: \$29,700.00

211 Big Bend Coordinated Entry and HMIS Integration of Software: \$16,155.00

Kearney Center Case Management to Chronic Homeless and other Homeless Indvs.: \$60,000.00

ECHO Rapid Re-housing /Homeless Prevention: \$28,265.00

211 Big Bend Coordinated Entry Assessment Staff: \$16,000.00

Administration fee of 8%: \$24,000.00

HUD CoC Competition: These funds currently fund 3 Permanent Supportive Housing Programs and we have requested renewal of all three in addition to a new bonus project that would expand permanent housing for chronically homeless families.

Total HUD Housing Program Funding Request: \$ 1,255,092.00

Permanent Supportive Housing Renewal Projects

Ability 1st – A Place Called Home for Families at \$151,699.00

Ability 1st – A Place Called Home (Individuals) at \$413,728.00

Big Bend Homeless Coalition (BBHC) – HomePlate at \$591,253.00

Permanent Housing Bonus Projects

Ability 1st – A Place Called Home for Families Expansion Project at \$98,412.00

HMIS and CoC Planning Projects were also included in this application for renewal. These two projects directly fund functions of the CoC, see details below.

Total HUD CoC Funding Requested: \$189,339.00

HUD CoC Planning: \$59,047.00

HUD HMIS Project: \$130,292.00

The HUD grant is in the process of being finalized for submission at this time.

Other CoC Funding: There are also other grants that directly fund the function of the CoC including;

CDBG for CoC/HMIS from the City of Tallahassee: \$41,528.00

State DCF Staffing Grant: \$59,534.00

Point In Time Count Final Report 2016

Includes all 8 counties included in CoC (Leon, Gadsden, Wakulla, Taylor, Jefferson, Franklin, Liberty and Madison)

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	434	124	0	141	699
Total Number of Persons	555	166	0	148	869
Number of Children (under age 18)	119	44		4	167
Number of Persons (18 to 24)	48	11	0	5	64
Number of Persons (over age 24)	388	111	0	139	638

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	209	52	0	34	295
Male	346	114	0	113	573
Transgender (male to female)	0	0	0	1	1
Transgender (female to male)	0	0	0	0	0

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	532	155	0	145	832
Hispanic/Latino	23	11	0	3	37

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		

White	175	57	0	69	301
Black or African-American	360	107	0	70	537
Asian	2	0	0	1	3
American Indian or Alaska Native	0	0	0	3	3
Native Hawaiian or Other Pacific Islander	2	1	0	0	3
Multiple Races	16	1	0	5	22

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	375	103	0	139	617
Total Number of persons (Adults)	375	103	0	143	621
Number of Persons (18 - 24)	35	10	0	5	50
Number of Persons (over age 24)	340	93	0	138	571

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	106	17	0	30	153
Male	269	86	0	112	467
Transgender (male to female)					1
Transgender (female to male)					0

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	358	96	0	140	594
Hispanic/Latino	17	7	0	3	27

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	141	48	0	68	257
Black or African-American	224	54	0	66	344
Asian	1	0	0	1	2
American Indian or Alaska Native	0	0	0	3	3
Native Hawaiian or Other Pacific Islander	2	0	0	0	2
Multiple Races	7	1	0	5	13

Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Inventory Count Date: 1/25/2016 Population:
Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	52	15	1	68
Total Number of persons (Adults & Children)	173	57	4	234
Number of Persons (under age 18)	112	38	3	153
Number of Persons (18 - 24)	13	1	0	14
Number of Persons (over age 24)	48	18	1	67

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	101	32	3	136
Male	72	25	1	98
Transgender (male to female)				0
Transgender (female to male)				

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	167	53	4	224
Hispanic/Latino	6	4	0	10

Race (adults and children)	Sheltered	
	Emergency	Transitional
White	30	6
Black or African-American	133	50
Asian	1	0
American Indian or Alaska Native	0	0
Native Hawaiian or Other Pacific Islander	0	1
Multiple Races	9	0

Unsheltered	Total
0	36
4	187
0	1
0	0
0	1
0	9

Persons in Households with only Children

	Sheltered	
	Emergency	Transitional
Total Number of Households	7	6
Total Number of children (under age 18)	7	6

Unsheltered	Total
1	14
1	14

Gender (adults and children)	Sheltered	
	Emergency	Transitional
Female	2	3
Male	5	3
Transgender (male to female)		
Transgender (female to male)		

Unsheltered	Total
1	6
0	8
	0
	0

Ethnicity (adults and children)	Sheltered	
	Emergency	Transitional
Non-Hispanic/Non-Latino	7	6
Hispanic/Latino	0	0

Unsheltered	Total
1	14
0	0

Race (adults and children)	Sheltered	
	Emergency	Transitional
White	4	3
Black or African-American	3	3
Asian	0	0
American Indian or Alaska Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Multiple Races	0	0

Unsheltered	Total
1	8
0	6
0	0
0	0
0	0
0	0

Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	52	16	0	6	74
Number of parenting youth households	10	0		0	10
Number of unaccompanied youth households	42	16	0	6	64
Total number of persons	72	16	0	6	94
Total number of persons in parenting youth households	30	0	0	0	30
Number of parenting youth (youth parents only)	12	0	0	0	12
Number of parenting youth (under age 18)	0	0		0	0
Number of parenting youth (age 18 to 24)	12	0		0	12
Number of children with parenting youth (children under age 18 with parents under age 25)	18	0		0	18
Total number of unaccompanied youth	42	16	0	6	64
Number of unaccompanied children (youth under age 18)	7	6		1	14
Number of unaccompanied youth between ages 18 and 24	35	10	0	5	50

Gender (parenting youth and unaccompanied youth only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	20	12	0	2	34
Male	22	4	0	3	29
Transgender (male to female)					1
Transgender (female to male)					0

Ethnicity (parenting youth and unaccompanied youth only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	41	15	0	6	62
Hispanic/Latino	1	1	0	0	2

Race (parenting youth and unaccompanied youth only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	15	11	0	3	29
Black or African-American	27	5	0	2	34
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	1	1

	Veteran Households with at least one Adult & one Child			Veteran Households without Children			Veteran Totals		
Total Households and Persons	Sheltered			Unsheltered			Total		
	Emergency	Transitional	Safe Haven						
Total Number of Households	28	60	0			29			117
Total Number of Persons	36	60	0			34			130
Total Number of Veterans	28	60	0			29			117
Gender	Sheltered			Unsheltered			Total		
	Emergency	Transitional	Safe Haven						
Female	2	3	0			2			7
Male	26	57	0			27			110
Transgender	0	0	0			0			0
Ethnicity	Sheltered			Unsheltered			Total		
	Emergency	Transitional	Safe Haven						
Non-Hispanic/Non-Latino	27	56	0			28			111
Hispanic/Latino	1	4	0			1			6
Race	Sheltered			Unsheltered			Total		
	Emergency	Transitional	Safe Haven						
White	12	21	0			16			49
Black or African-American	15	38	0			11			64
Asian	0	0	0			0			0
American Indian or Alaska Native	0	0	0			0			0
Native Hawaiian or Other Pacific Islander	1	0	0			0			1
Multiple Races	0	1	0			2			3

Veteran Households with at least one Adult & one Child	Veteran Households without Children			Veteran Totals	
Persons in Households without Children	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number of Households	26	60	0	28	114
Total Number of Persons	26	60	0	30	116
Total Number of Veterans	26	60	0	28	114
Gender (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Female	1	3	0	2	6
Male	25	57	0	26	108
Transgender	0	0	0	0	0
Ethnicity (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Non-Hispanic/Non-Latino	25	56	0	27	108
Hispanic/Latino	1	4	0	1	6
Race (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
White	12	21	0	16	49
Black or African-American	13	38	0	10	61
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	1	0	0	0	1
Multiple Races	0	1	0	2	3

Veteran Households with at least one Adult & one Child	Veteran Households without Children		Veteran Totals	
Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="14"/>
Total Number of Veterans	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Transgender	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Multiple Races	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Point-in-Time Subpopulations Summary for FL-506 -Tallahassee/Leon County CoC

Date of PIT Count: 1/25/2016 Population:
Sheltered and Unsheltered Count

Chronically Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
Chronically Homeless Individuals	56	0	22	78
Chronically Homeless Families (Total Number of Families)	1		0	1
Chronically Homeless Families (Total Persons in Household)	3		0	3

Chronically Homeless Veterans

	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
Chronically Homeless Individuals	9	0	6	15
Chronically Homeless Families (Total Number of Families)	0		0	0
Chronically Homeless Families (Total Persons in Household)	0		0	0

Other Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens			
Adults with a Serious Mental Illness	131		35	166
Adults with a Substance Use Disorder	60		27	87
Adults with HIV/AIDS	4		4	8
Victims of Domestic Violence	113		4	117

Point-in-Time Notes for FL-506 - Tallahassee/Leon County CoC

Date of PIT Count: 1/25/2016 Population:
Sheltered and Unsheltered Count

Notes

The Big Bend CoC's unsheltered chronic population decreased more than 50% from 2015 to 2016 due to the following reasons:

1. Our overall unsheltered population decreased substantially
2. Chronic cases (most being unsheltered) were prioritized for permanent housing over the last year through our Coordinated Entry process
3. We also have a new permanent housing voucher option through our housing authority for residents graduating from PSH, this freed up 25 spaces in our PSH programs to accept those prioritized chronic and vulnerable individuals that were unsheltered.

There were no parenting youth in TH on the night of the PIT. The one person age 18-24 that is showing up in other totals was an adult child belonging to a family with a HoH over 24 and this household also had 2 children under 18.

Proj. Type	Organization Name	Project Name	Inventory Type	Target Pop. A	Target Pop. B	McKinney-Vento	CH Beds	Veteran Beds	Youth Beds	Year-Round Beds	Total Seasonal Beds	Overflow Beds	HMIS Overflow Beds	PIT Count	Total Beds	Utilization Rate
PSH	Ability 1st	A Place Called Home	C	SMF	NA	Yes	49	0	0	49				52	49	106%
PSH	Ability 1st	A Place Called Home for Families	C	HC	NA	Yes		0	0	39				36	39	92%
PSH	Big Bend Homeless Coalition	Home Place at Balkan	C	SMF	NA	No	9	0	0	9				9	9	100%
PSH	Big Bend Homeless Coalition	Home Plate	C	SMF	NA	Yes	70	0	0	70				71	70	101%
PSH	Big Bend Homeless Coalition	HomePlace at Balkin 2	U	SMF	NA	No	9	0	0	9				9		
ES	Big Bend Homeless Coalition	HOPE Community	C	SFHC	NA	No		0	0	151	0	0	0	148	151	98%
PSH	Big Bend Homeless Coalition	VASH-Home Front	C	SMF		No		50	0	50				49	50	98%
TH	Brehon Institute for Family Services	Brehon House	C	SFHC	NA	No		0	0	8				7	8	88%
ES	Capital City Youth Services	Someplace Else	C	YMF	NA	No		0	18	18				14	18	78%
TH	Capital City Youth Services	Transition House	C	YMF	NA	No		0	6	6				4	6	67%
ES	CESC - Comprehensive Emergency Services Center	Emergency Shelter for Singles	U	SMF	NA	No		0	0	242					242	
TH	ECHO	Echo Transitional House at Westgate	N	SFHC		No		0	0	15				10	15	67%
OPH	Good News Outreach	Maryland Oaks	C	SFHC	NA	No		0	0	140				150	140	107%
TH	Good News Outreach	Mercy House	C	SM	NA	No		0	0	9				9	9	100%
OPH	Good News Outreach	Mission Oaks	C	SM	NA	No		0	0	25				26	25	104%
TH	Good Samaritan Network	Care Tallahassee	C	SM	NA	No		0	0	33				31	33	94%
TH	Good Samaritan Network	Chelsea House	C	SFHC	NA	No		0	0	8				7	8	88%
ES	Good Samaritan Network	Good Samaritan Emergency Bunk House	N	SM	NA	No		0	0	28				24	28	86%
TH	Good Samaritan Network	Good Samaritan House at Westgate	N	SM	NA	No		0	0	33				15	33	45%
OPH	Lutheran Social Services	French Quarter	C	SMF	NA	No		0	0	11				11	11	100%
TH	Lutheran Social Services	InnBetween	C	HC	NA	No		0	0	19				19	19	100%
TH	Refuge House	360 Program	C	SFHC	DV	No		0	0	15				11	15	73%
ES	Refuge House	Emergency Shelter	C	SFHC	DV	No		0	0	26				21	26	81%
TH	Refuge House	Extended Stay Wing	C	SFHC	DV	No		0	0	13				4	13	31%
ES	Refuge House	Taylor County Shelter	C	SFHC	DV	No		0	0	17				15	17	88%
TH	Refuge House	Town Homes Transitional	C	SFHC	DV	No		0	0	17				8	17	47%
ES	The Tallahassee-Leon Shelter	Cold Night Shelter	C	SM	NA	No		0	0	0	49	0	0	51	49	104%
ES	The Tallahassee-Leon Shelter	Tallahassee-Leon Shelter	C	SMF	NA	No		0	0	126		110	110	200	236	85%
PSH	Veteran's Administration	VASH Vouchers	C	SMF+HC	NA	No		165	0	165				138	165	84%
TH	Volunteers of America	GPD-Tallahassee Veterans Village	C	SMF+HC	NA	No		52	0	52				48	52	92%
							137	267	24	1403	49	110	110	1188		

Permanent Supportive Housing (PSH)

Emergency Shelter (ES)

Temporary/Transitional Housing (TH)

Other Permanent Housing (OPH)



- Home
- About the HLB
- Continuum of Care
- System Performance
- Resources
- Calendar of Events

Funder Council

About the HLB / Funder Council

Funders' Council Responsibilities

- Make recommendations to the full HLB on funding of homeless/at-risk programs and services, either in response to HLB requests or on issues raised by Funders Council members.
- Make recommendations on strategically aligning funding resources available for homeless-at-risk programs and services based on HLB-approved priorities, to make the most effective use of scarce resources.
- Annually review and make recommendations to the HLB on the best use of funds from specific resources and activities that enable the Pinellas system of service to meet and exceed applicable performance standards as approved by the HLB. Such resources may include the HUD Continuum of Care, State of Florida homeless funding and/or local public or private sources.
- Coordinate funding planning and recommendations with other community-wide funding and planning groups.
- Research and recommend potential common activities, requirements, and contract language across local funders that will advance a more coordinated system of services. (An example: current multiple local funders require that any service provider receiving funds for homeless services will enter consumer data into TBIN, the Pinellas Homeless management information system.)



The Funders' Council

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Manager, Veterans, Social Services, Homeless, [City of St. Petersburg](#)

Brian Jaruszewski, JD

Chief Financial Officer, [JWB](#)

Members:

Anderson, Matt

Housing Manager, [City of Largo](#)

Benedict, Lourdes

Director, Human Services, [Pinellas County Human Services](#)

Kochen, Robert P.

Chief, [City of Tarpon Springs Police Dept](#)

Laycox, Michelle

Section Chief, Homeless Programs, [Bay Pines VA Health Care System](#)

Lopez, Geri Campos

Director of Economic Development & Housing, [City of Clearwater](#), City Hall

Murphy, Patrick

Assistant City Manager, [City of Pinellas Park](#), City Hall

Niermann, Peggy

Community Development Administrator, [Florida Dept. of Children and Families](#)

Steinocher, Chris

CEO, [St. Petersburg Area Chamber of Commerce](#)

Stoffer, Ellen

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CenterEmergency
Shelter Providers

ESG Grantees

PATH Providers

SSVF Programs

**6. Participating
Agencies****7. Data Grades: FY
'15-16****Coordinated Intake
and Assessment**PSH and Housing
Lists**Sitemap****HMISbigbend brought to
you by BBHC**

Big Bend Homeless
Coalition
325 John Knox Road, Bldg
B
Tallahassee, FL 32303
850.576.5566

HMIS Administrator
Paul Fortier
pfortier@bigbendhc.org

7. Data Grades: FY '15-16

In an effort to increase Data Quality and Quantity for reporting, our HMIS produces data grades as feedback to the participating programs. The following data grades reflect data quality and completeness for the third quarter of the 15-16 fiscal year (April 1-June 30, 2016)

3rd Quarter Program Data Grades (April 1–June 30)	
Ability 1 st : A Place Called Home	A=99.93
Ability 1 st : A Place Called Home for Families	A=98.79
Apalachee Homeless Project	A=95.32
BBHC: Home Place at Balkin	A=100.00
BBHC: Home Plate (all programs)	A=99.84
BBHC: The Home Front	B=91.97
BBHC: Rapid Rehousing/Homelessness Prevention	A=99.91
BBHC: HOPE Community/FES	A=97.29
BBHC: SSVF RRH & HP	A=97.42
Brehon	A=100.00
Capital Area Community Action Agency	N/A
CCYS: Emergency Shelter	A=100.00
CCYS: Transitional Housing	A=96.88
CCYS: Outreach	F=75.69
CESC	B=93.14
CESC Emergency Shelter	B=92.66
ECHO: Emergency Services	C=83.58
ECHO: ESG RRH (individual/family)	B=71.69

**HMIS Support
Coordinator
Racquel Wiles
rwiles@bigbendhc.org**

ECHO: Bethany House (transitional)	C=86.41
Family Endeavors: RRH & HP	A=96.62
GNO: Maryland Oaks	B=93.46
GNO: Mercy House	A=95.24
GNO: Mission Oaks	B=92.24
Lutheran Social Services (permanent housing)	F=74.58
Lutheran Social Services (in- between TH)	A=100.00
Tallahassee Veteran's Village	A=98.05

Updated: August 16, 2016

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Continuum of Care Name	Counties Served	Lead Agency	Lead Agency Structure	2016 Point in Time Count	2016 HUD CoC Funding Award	2015 DCF Challenge Grant Award	2016 DCF Homeless Prevention Grant (TANF)	2016 Emergency Solutions Grant (ESG) Award
Central Florida CoC	Orange, Osceola, Seminole	Florida Continuum of Care Summary	Hybrid	1,613	\$7,444,936	\$140,000	\$30,100	\$199,740
Palm Beach County CoC	Palm Beach	2015-2016	Hybrid	1,332	\$5,682,950	\$79,928	\$42,000	N/A
Broward County CoC	Broward	Broward County Homeless Initiative Partnership	Local Government	2,302	\$10,376,919	\$172,800	\$31,500	\$200,000
Lee County CoC	Lee	Lee County Department of Human Services	Local Government	439	\$1,762,276	\$79,928	\$36,000	\$63,000
Miami-Dade CoC	Miami-Dade	Miami-Dade County Homeless Trust	Local Government	4,235	\$29,730,926	\$180,000	\$35,000	\$200,000
Brevard County CoC	Brevard	Brevard Homeless Coalition	Nonprofit	827	\$719,252	\$140,000	\$36,000	\$200,000
Collier County CoC	Collier	Collier County Hunger and Homeless Coalition	Nonprofit	545	\$270,198	N/A	N/A	N/A
Highlands CoC	Desoto, Glades, Hardee, Hendry, Highlands, Okeechobee	Highlands County Coalition for the Homeless	Nonprofit	1,071	\$190,199	N/A	N/A	\$227,500
Hillsborough County CoC	Hillsborough	Tampa Hillsborough Homeless Initiative, Inc.	Nonprofit	1,817	\$6,240,062	N/A	N/A	\$187,500
Mid-Florida CoC	Citrus, Hernando, Lake, Sumter	Mid-Florida Homeless Coalition	Nonprofit	595	\$396,759	\$180,000	\$36,000	\$200,000
Monroe County CoC	Monroe	Monroe County Homeless Services CoC Inc.	Nonprofit	575	\$448,854	\$200,000	\$35,000	\$227,500
Northwest Florida CoC	Bay, Calhoun, Gulf, Holmes, Jackson, Washington	Homeless & Hunger Coalition of Northwest Florida	Nonprofit	310	\$42,952	\$79,928	\$30,000	\$200,000
Okaloosa & Walton Counties CoC	Okaloosa, Walton	Homelessness & Housing Alliance	Nonprofit	629	\$576,097	\$184,000	\$30,000	\$200,000
Pinellas County CoC	Pinellas	Pinellas County Homeless Leadership Board	Nonprofit	2,777	\$4,036,255	\$200,000	\$59,500	\$227,500
Polk County CoC	Polk	Homeless Coalition of Polk County	Nonprofit	635	\$1,614,059	\$63,488	\$25,800	\$129,939.60
Suncoast CoC	Manatee, Sarasota Leon, Franklin, Gadsden, Liberty, Madison,	Suncoast Partnership to End Homelessness, Inc.	Nonprofit	1,468	\$1,113,950	\$180,000	\$36,000	\$227,500
Big Bend CoC	Taylor, Jefferson, Wakulla	Big Bend Homeless Coalition	Nonprofit (Direct Service Provider)	869	\$1,341,674	\$200,000	\$30,000	\$97,829.55
Charlotte County CoC	Charlotte	Charlotte County Homeless Coalition	Nonprofit (Direct Service Provider)	388	\$189,503	\$200,000	\$42,500	\$227,500
EscaRosa CoC	Escambia, Santa Rosa	EscaRosa Coalition on the Homeless	Nonprofit (Direct Service Provider)	798	\$836,821	\$200,000	\$42,000	\$200,000
Marion County CoC	Marion	Marion County Homeless Council, Inc.	Nonprofit (Direct Service Provider)	823	\$243,373	\$79,928	\$36,000	\$200,000
North Central Florida CoC	Alachua, Putnam, Bradford, Levy, Gilchrist	North Central Florida Coalition for the Homeless and Hungry	Nonprofit (Direct Service Provider)	844	\$587,300	\$140,000	\$30,000	\$227,499.90
Northeast Florida CoC	Duval, Clay, Nassau	Changing Homelessness Inc.	Nonprofit (Direct Service Provider)	1,959	\$4,597,556	\$200,000	\$42,000	\$227,500
Pasco County CoC	Pasco	Coalition for the Homeless of Pasco County, Inc. Emergency Services and Homeless Coalition of St. Johns	Nonprofit (Direct Service Provider)	1,055	\$763,038	\$200,000	\$42,000	\$200,000
St. Johns County CoC	St. Johns	County, Inc.	Nonprofit (Direct Service Provider)	1,064	\$139,559	\$180,000	\$30,000	\$187,500
Suwannee Valley CoC	Columbia, Hamilton, Lafayette, Suwannee	United Way of Suwannee Valley	Nonprofit (Direct Service Provider)	1,145	\$357,005	\$140,000	\$42,500	\$227,500
Treasure Coast CoC	Indian River, Martin, St. Lucie	Treasure Coast Homeless Services Council, Inc.	Nonprofit (Direct Service Provider)	2,382	\$1,514,817	\$180,000	N/A	\$227,500
Volusia & Flagler Counties CoC	Volusia and Flagler	Volusia/Flagler County Coalition for the Homeless	Nonprofit (Direct Service Provider)	1,005	\$1,090,050	\$200,000	\$51,000	\$227,500

Big Bend Homeless Coalition
CoC/HMIS Lead Agency
2015/2016 FY Financial Statement
FYTD for the month ending 07/31/2016

	Lead Agency			HMIS			Combined CDBG			Notes	
	Budget	Actual	% of Budget	Budget	Actual	% of Budget	CoC/HMIS Budget	CoC/HMIS Actual	% of Budget		
Income											
COT CDBG Lead Agency / HMIS Grant	56,000	41,528	74%	26,500	32,149	121%	82,500	73,678	89.31%	<i>Spending here is projected to go somewhat over 82,500 or 50% of the \$165,000 CDBG appropriation for CoC/HMIS/Permanent Housing that has been historically allocated to CoC/HMIS functions. Errors made in September 2015 have been corrected here. The numbers for CDBG Lead and HMIS had been switched</i>	
CoC Membership Dues	8,000	1,815	23%								
CoC Point In Time	-	640									
DCF Challenge Grant Coord. Intake	17,625	16,825	95%								
DCF Challenge Grant Lead Agency Admin	16,000	16,000	100%								
DCF Lead Agency Staffing Grant	73,280	59,524	81%								
HMIS Program Income				17,700	1,520	9%					<i>HMIS providers are gradually paying their bills for their licenses.</i>
HMIS Participation Fees											
HUD HMIS Grant				130,292	96,329	74%					
HUD Lead Agency Planning Grant	16,000	19,534	122%								
United Way of the Big Bend - HMIS				8,000	8,000	100%					
Total Income	\$ 186,905	\$ 155,866	83%	\$ 182,492	\$ 137,998	76%	\$ 369,397	\$ 293,865	79.55%	Variance Notes	
Expenses											
1 Rent	8,500	8,381	99%	8,500	6,797	80%				<i>Rent - Allocation for Lead Agency was slightly increased with additional Challenge Grant supported staff while HMIS allocation was reduced by relocating HMIS Director to rent-free space.</i>	
2 Insurance	4,250	3,450	81%	4,250	2,863	67%					
3 Office Supplies & Postage										<i>Office Supplies and Postage - Increased PIT and Review Committee expenses due to additional county trainings and PIT Counts and additional funding competitions.</i>	
4 Point In Time	-	1,030		1,125	1,292	115%				<i>Printing and Copying - Increased PIT and Review Committee expenses due to additional county trainings and PIT Counts and Software and Small Equipment - HMIS licenses purchased for participating agencies</i>	
5 Printing & Copying	750	1,143	152%	540	612	113%					
6 Software & Small Equipment	-	2,767		18,518	6,752	36%					
7 Telephone & Network	2,800	1,983	71%	2,800	1,472	53%					
8 Trainings, Meetings, & Conferences	2,250	1,904	85%	5,250		0%				<i>Travel and Milage - Challenge Grant supported CIA staff vicinity milage was not sufficiently budgeted. HMIS Support Coordinator</i>	
9 Travel & Mileage	600	714	119%	300	505	168%					
10 Personnel	123,313	130,349	106%	168,561	110,188	65%					
11 Professional Fees	9,000	10,701	119%	3,000	3,522	117%				<i>Professional Fees - Florida Coalition for the Homeless membership (\$2500/year) was paid for 14-15 and 15-16 this fiscal</i>	
Total Expenses	\$ 152,588	\$ 164,997	108%	\$ 212,844	\$ 134,002	63%	\$ 365,432	\$ 299,000	81.82%		
Net Income Over (Under) Expenses	\$ 34,317	\$ (9,131)		\$ (30,352)	\$ 3,996		\$ 3,965	\$ (5,135)		<i>Deficit primary associated with unpaid HMIS licenses</i>	

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

**Leon County
Board of County Commissioners**


Notes for Agenda Item #14

Leon County Board of County Commissioners

Cover Sheet for Agenda #14

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney 

Title: Acceptance of Status Report on Educational Facilities Authority

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 no fiscal impact to the County.

Staff Recommendation:

Option #1: Accept Status Report on Educational Facilities Authority.

Report and Discussion

Background:

At the July 12, 2016, meeting of the Board of County Commissioners, at Commissioner Desloge's request, the Board directed staff to bring back an agenda item status report that provides general information related to the creation of the Educational Facilities Authority (EFA), its operations and legal structure.

Analysis:

Creation of EFA

With the enactment of Chapter 243, Part I, Florida Statutes, the Florida Legislature created a "public body corporate and politic" in each Florida county to be known as an Educational Facilities Authority (EFA). Each EFA "is constituted as a public instrumentality" and the exercise of its statutory powers "shall be deemed and held to be the performance of an essential public function." See Sec. 243.21(1), Fla. Stat. (2015). However, an EFA cannot transact any business or exercise any powers until the respective county commission adopts an ordinance or resolution finding a need for an authority to function in that county.

In accordance with Section 243.21, Florida Statutes, the Leon County EFA was created by Resolution of the Board adopted on July 17, 1990. A copy of the Resolution creating the Leon County EFA, appointing its initial Board members and further setting forth its powers is attached as Attachment #1. The Leon County EFA consists of seven members, and each member is appointed by the Board to serve a term of five years. One of the members must be a trustee, director, officer, or employee of an institution for higher education in Leon County. Members are eligible for reappointment, and there is no limitation on the number of terms a member may serve on the EFA. The Board may only remove members from the EFA for misfeasance, malfeasance, or willful neglect of duty.

Each year the EFA elects one of its members as Chairman, and one as Vice-Chairman. EFA members are not compensated but may be paid for necessary expenses incurred while performing duties on behalf of the EFA. A majority of the EFA members constitutes a quorum, and an affirmative vote of the majority of members present at a meeting is necessary for any action to be taken by the EFA. The present composition of the EFA consists of: Thomas Proctor, William H. Hilaman, Gary Earl Huff, Richard Givens, Dennis Bailey. Mary Ann Lindley serves as a Board of County Commissioners appointed liaison to the EFA.

The EFA also appoints an Executive Director, who shall not be a member of the EFA, and who serves at the pleasure of the EFA and is compensated. The Executive Director's duties include keeping a record of the proceedings of the EFA, and serving as custodian of the EFA's books, documents, papers, minutes, and official seal. The current Executive Director is Bob Kellam.

Each year the EFA is required to provide a report to the Board describing its activities of the preceding calendar year, including a complete operating and financial statement of its operations during such year. In addition, the EFA is required to cause an audit of its books and accounts to be made by a certified public accountant at least once each year.

EFA Powers

Once authorized by county ordinance or resolution, an EFA maintains all powers and authority as enumerated in Chapter 243, Part I, Florida Statutes. Generally, EFAs are created to provide additional support to higher education institutions within a county, in order to assist youth in achieving the required levels of learning and development of their intellectual and mental capacities. More specifically, EFAs are empowered to take those actions that assist institutions for higher education in the construction, financing, and refinancing of projects, including the issuance of revenue bonds. Higher education projects are defined in Section 243.20(5), Florida Statutes, as structures required or useful for the instruction of students, the conducting of research, or the operation of an institution for higher education, such as a dormitory or other housing facility, dining hall, student union, administration building, academic building, library, and other such structures.

As provided by the Legislature, an EFA's purpose is to appropriate additional means to assist youth in achieving the required levels of learning and development, by providing a measure of assistance and an alternate method to enable institutions of higher education to provide the facilities and structures in support thereof. Section 243.22, Florida Statutes, states that "[t]he purpose of the [EFA] shall be to assist institutions for higher education in the construction, financing, and refinancing of projects." For this purpose an EFA has specific authorizations and powers, as well as the general authorization and power "[t]o do all things necessary or convenient to carry out the purposes of this part." See Sec. 243.22(15), Fla. Stat. (2015). In addition, the Legislature has provided that the provisions of Chapter 243, Part I, "being necessary for the welfare of the state and its inhabitants, shall be liberally construed to effect the purposes hereof." See Sec. 243.39, Fla. Stat. (2015).

To accomplish its purpose, the EFA is authorized, among other specified powers, to acquire and convey property, enter into contracts, make loans, issue notes, and issue revenue bonds related to the acquisition, construction, and equipping of higher education-related projects. However, notes, bonds or other obligations incurred by the EFA shall not be deemed a pledge of the faith or credit of the County. Once issued, bonds are solely the liability of the EFA, as Section 243.29, Florida Statutes, explicitly prohibits bonds issued by the EFA from becoming a debt or liability of the County. Further, Section 243.29 provides that "[t]he issuance of revenue bonds under the provisions of this part shall not directly or indirectly contingently obligate the state or any political subdivision thereof to levy or to pledge any form of taxation whatever therefor or to make any appropriation for their payment." Therefore, the County is not liable or otherwise responsible for the Leon County EFA's debts, including bonds issued by the entity, costs of operations or its debts.

Oversight by County

Aside from the appointment of members and the receipt of the yearly report, Chapter 243, Florida Statutes, does not authorize County supervision of the EFA. Section 243.38 expressly states that "[e]xcept as otherwise expressly provided in this part, none of the powers granted to the [EFA] under the provisions of this part shall be subject to the supervision or regulation or require the approval or consent of any municipality or political subdivision or any commission,

board, body, bureau, official or agency thereof or the state.” The EFA, by statute, is “a public body corporate and politic,” and is constituted as a public instrumentality,” Section 243.21(1), and has “perpetual succession as a body politic and corporate,” Section 243.22(1). Thus, the clear intent of the statute is to establish the EFA as an independent special district.

County’s Authority to Dissolve

As stated above, the County’s oversight of the Leon County EFA is limited. Also, Chapter 243 does not provide for a particular mechanism to dissolve an EFA once it is created, nor is there a process established to “wind down” operations and dispose of the assets or liabilities of an EFA. Moreover, Section 243.37, Florida Statutes (2015) provides that:

The state does hereby pledge to and agree with the holders of any obligations issued under this part, and with those parties who may enter into contracts with an authority pursuant to the provisions of this part, that **the state will not limit or alter the rights hereby vested in the authority** until such obligations, together with the interest thereon, are fully met and discharged and such contracts are fully performed on the part of the authority, provided nothing herein contained shall preclude such limitation or alteration if and when adequate provision shall be made by law for the protection of the holders of such obligations of an authority or those entering into such contracts with the authority. An authority is authorized to include this pledge and undertaking for the state in such obligations or contracts. (Emphasis supplied.)

It appears that the legislative intent of Sections 243.37 and 243.38, Florida Statutes, was to assure potential bond or debt holders of the EFA, as well as parties to contracts with the EFA, that the EFA would not be involuntarily dissolved or relieved of its duties and obligations. Thus, Sections 243.37 and 243.38, Florida Statutes, when read *in pari materia*, would appear to insulate the Leon County EFA from involuntary dissolution by the County. Nevertheless, the Board does maintain its authority to appoint new members upon expiration of a member’s term to the Leon County EFA who are committed to achieving the goals of the Board, and to remove a member for misfeasance, malfeasance, or willful neglect of duty.

Options:

1. Accept status report on the Leon County Educational Facilities Authority.
2. Do not accept status report on the Leon County Educational Facilities Authority.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Resolution

RESOLUTION

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, CREATING THE LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY PURSUANT TO CHAPTER 243, PART II, FLORIDA STATUTES; APPOINTING THE INITIAL MEMBERS OF THE AUTHORITY; PROVIDING THAT NEITHER THE FUNDS NOR THE FAITH AND CREDIT OF THE COUNTY SHALL BE OBLIGATED BY THE AUTHORITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners finds that the youth of Leon County do not have the fullest opportunity to learn and to develop their intellectual and mental capacities because there is a shortage of educational facilities or projects at the institutions for higher education located within the county; and

WHEREAS, the Board of County Commissioners declares that there is a need in Leon County for an educational facilities authority as authorized by Chapter 243, Part II, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA;

Section 1. Creation of Authority. Pursuant to Chapter 243,, Part II, Florida Statutes, and upon its motion, the

Board of County Commissioners does hereby create the Leon County Educational Facilities Authority consisting of seven members, as described herein, and one of such members shall be a trustee, director, officer, or employee of an institution for higher education located in Leon County.

Section 2. Appointment of Initial Members and Term of Each. The initial members of the Authority and the term of each (from the date this Resolution becomes effective) is as follows:

- | | |
|----------------------|-------------|
| 1. Penny Dehler | One Year |
| 2. Jerry Draper | Two Years |
| 3. Richard E. Flamer | Three Years |
| 4. Bob Kellum | Four Years |
| 5. John Kraft | Four Years |
| 6. Marshall Miller | Five Years |
| 7. Ray Solomon | Five Years |

Section 3. Organization of Authority. Of the members first appointed, one shall serve for one year, one for two years, one for three years, two for four years, and two for five years, and in each case until his successor is appointed and has qualified. Thereafter, the Commission shall appoint for terms of five years each a member or

members to succeed those whose terms expire. The Commission shall fill any vacancy for an unexpired term. A member of the Authority shall be eligible for reappointment. Any member of the Authority may be removed by the Commission for misfeasance, malfeasance or willful neglect of duty. Each member of the Authority before entering upon his duties shall take and subscribe the oath or affirmation required by the State Constitution. A record of each such oath shall be filed in the office of the Secretary of State and with the Clerk. The Authority shall annually elect one of its members as Chairman and one as Vice-Chairman, and shall also appoint an executive director who shall not be a member of the Authority and who shall serve at the pleasure of the Authority and shall receive such compensation as shall be fixed by the Authority. The Executive Director shall keep a record of the proceedings of the Authority and shall be custodian of all books, documents, and papers filed with the Authority and of the minute book or journal of the Authority and of its official seal. He may cause copies to be made of all minutes and other records and documents of the Authority and may give certificates under the official seal of the Authority to the effect that such copies are true copies,

and all persons dealing with the Authority may rely upon such certificates. A majority of the Authority shall constitute a quorum and the affirmative vote of a majority of the members present at a meeting of the Authority shall be necessary for any action taken by an Authority; provided, however, any action may be taken by an Authority with the unanimous consent of all of the members of the Authority. No vacancy in the membership of the Authority shall impair the right of a quorum to exercise all the rights and perform all the duties of the Authority. Any action taken by the Authority under the provisions of Chapter 243 may be authorized by resolution at any regular or special meeting, and each such resolution shall take effect immediately and need not be published or posted. The members of the Authority shall receive no compensation for the performance of their duties hereunder, but each such member shall be paid his necessary expenses incurred while engaged in the performance of such duties. Notwithstanding any other law to the contrary, it shall not be or constitute a conflict of interest for a trustee, director, officer, or employee of an institution for higher education to serve as a member of the Authority.

Section 4. Powers of Authority. The Authority is vested with those powers specified in Chapter 243, Part II, and no other powers or authority, such powers to be exercised in accordance with the provisions of Chapter 243, Part II.

Section 5. Expenses. All expenses incurred in carrying out the provisions of Chapter 243 shall be payable solely from funds provided under the authority of Chapter 243 and no liability or obligations shall be incurred by an Authority hereunder beyond the extent to which moneys shall have been provided under the provisions of Chapter 243. Neither the notes, bonds nor any other obligation incurred by the Authority shall be deemed a pledge of the faith or credit of Leon County nor shall any act or inaction of the Authority directly or indirectly or contingently obligate Leon County to levy or to pledge any form of taxation whatever therefor or to make any appropriation for their payment.

Section 6. Reports. Within the first ninety (90) days of each calendar year, the Authority shall make a report to the governing body of the county of its activities for the preceding calendar year. Each such report shall set forth a

complete operating and financial statement covering its operations during such year. The Authority shall cause an audit of its books and accounts to be made at least once each year by certified public accountants and the cost thereof shall be paid by the Authority from funds available to it pursuant to Chapter 243.

Section 7. Effective Date. The provisions of this resolution shall become effective upon its enactment.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, this 17th day of July, 1990.

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

By: [Signature]
Gary Yordon, Chairman

APPROVED AS TO FORM:
[Signature]
Herbert W.A. Thiele, Esq.
County Attorney

[Seal]
By: [Signature]
Sam Hurst
Deputy Clerk

**Leon County
Board of County Commissioners**


Notes for Agenda Item #15

Leon County Board of County Commissioners

Cover Sheet for Agenda #15

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the 2016 Leon County Annual Report

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mathieu Cavell, Director, Community and Media Relations

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the 2016 Leon County Annual Report.

Report and Discussion

Background:

Policy No. 11-6, “County Administrator Performance Evaluation and Annual Reporting Process” requires the County Administrator to prepare an annual report, which provides a detailed analysis, summarizing the state of the County, based upon the prior fiscal year, and present the report for acceptance by the Board at the second regularly scheduled Board meeting in September of each year. Additionally, the policy requires presentation of the annual report to at least two community meetings conducted outside of the Courthouse, and to publish a summary of the annual report in a newspaper of general circulation.

The reporting requirements set forth in Policy No. 11-6 are consistent with Section 125.85(1), Florida Statutes (2012), to “Report annually, or more often if necessary, to the board of county commissioners and to the citizens on the state of the county, the work of the previous year, recommendations for action or programs for improvement of the county, and the welfare of its residents.”

Analysis:

Consistent with Policy No. 11-6, the County Administrator has prepared the 2016 Leon County Annual Report. The annual report will be distributed during the September 20, 2016 Board meeting, and a brief presentation has been prepared for the meeting.

Additionally, consistent with Board policy, the County Administrator will present the annual report at two meetings outside of the Courthouse, and a summary of the annual report will be published in a newspaper of general circulation.

Options:

1. Accept the 2016 Leon County Annual Report.
2. Do not accept the 2016 Leon County Annual Report.
3. Board direction.

Recommendation:

Option #1.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #16

Leon County Board of County Commissioners

Cover Sheet for Agenda #16

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the FY 16/17 Board Retreat Overview

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andrew Johnson, Assistant to the County Administrator for Legislative and Strategic Initiatives Shington Lamy, Assistant to the County Administrator for Citizen Engagement Heather Peoples, Special Projects Coordinator

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the FY 16/17 Board Retreat Overview.

Option #2: Authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members and participants from the 2016 LEADS Listening Sessions, Citizen Engagement Series, Club of Honest Citizens, and Village Square events.

Report and Discussion

Background:

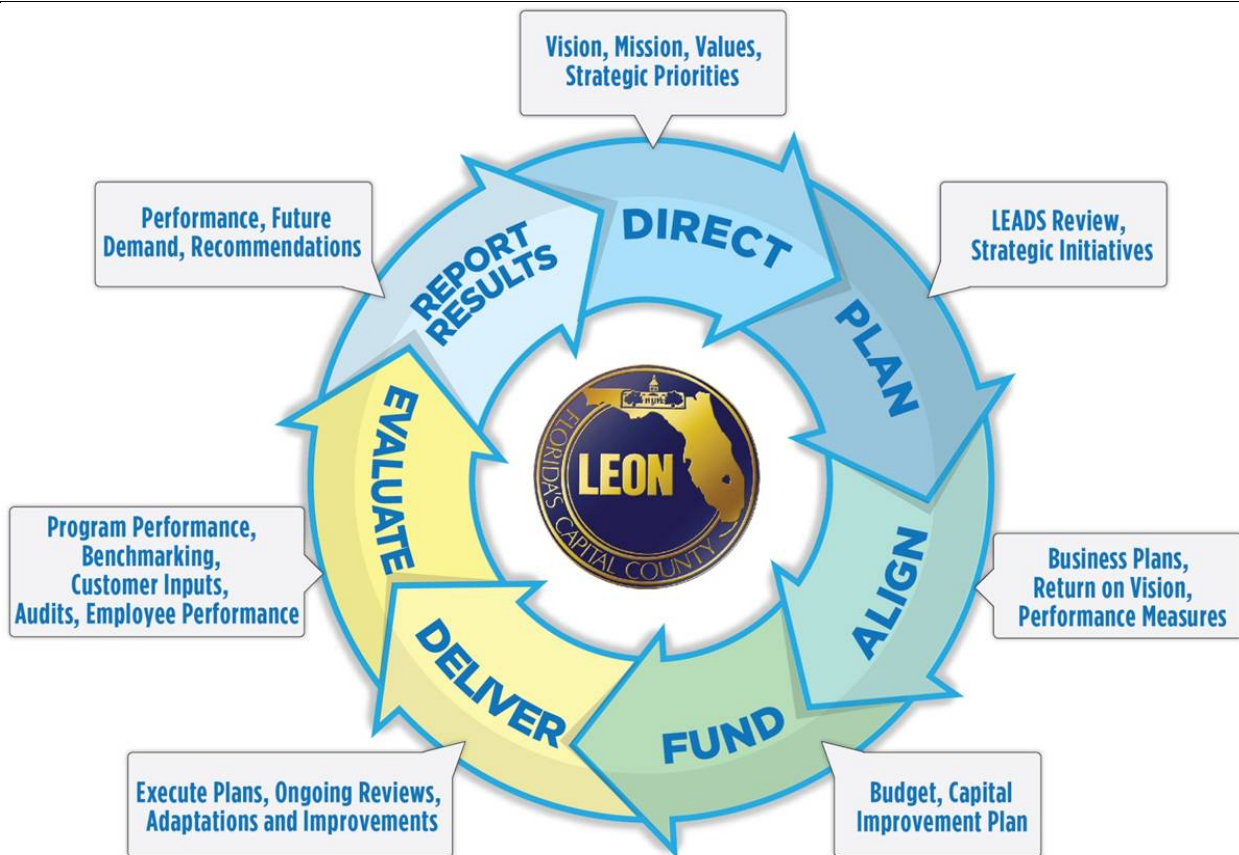
For many years the Board has conducted an annual retreat, facilitated by the County Administrator, for the purpose of establishing the County's priorities for the year. Annual retreats have served as a tool to develop specific Board priorities that have driven staff and organizational resources. Prior to 2011, Board retreats were a focused, one-day process through which the Board established goals and projects for the County over the following year and provided focus for the allocation of resources. This process did not, however, provide Commissioners with an opportunity to strategically develop a shared vision for Leon County or to develop strategic priorities designed to realize the Board's vision.

In 2011, the Board adopted a new strategic planning process that focused on developing a shared vision of the future. In turn, this shared vision of success would drive the rest of the planning process. This new process emphasized consideration of changes in both the internal and external environment, such as revenue changes, regulatory changes, and changes in needs and service expectations of citizens and other stakeholders.

During the Board's August 23, 2011 workshop, the County Administrator introduced the Leon LEADS organizational philosophy - a comprehensive strategic process to align the Board's top priorities with the optimized resources of the organization while instilling the County's "People Focused. Performance Driven." culture. Leon LEADS stands for:

Listens for changing needs,
Engages citizens and employees,
Aligns key strategic processes,
Delivers results & relevance, and
Strives for continuous improvement.

During the August 23, 2011 workshop, the Board discussed the process for aligning strategic processes in the organization. The graphic below illustrates the complete cycle of how Leon County aligns and integrates its core strategic processes in order to be a model 21st Century county government that our citizens believe in and others benchmark against.



Following is a summary of the Board’s annual retreats since the adoption of the current strategic planning process:

2011 Retreat

During the December 2011 retreat, the Board began to align its strategic processes by defining its Vision Statement. The Board then participated in a SWOT process (strengths, weaknesses, opportunities, and threats). Utilizing the SWOT analysis, the Board established four strategic priority areas for the next two years. The four Strategic Priorities, Economy, Environment, Quality of Life, and Governance, are high-level categories of focus, which consider the desired future condition and the major areas of County government’s responsibilities, critical to the success of the community. Strategic Priorities determine the entire direction of Leon County government.

Subsequent to receiving the Board’s direction during its December 2011 retreat, extensive efforts were undertaken by staff from December 2011 through February 2012 to identify 84 Strategic Initiatives that would bring the Board’s four Strategic Priorities into action. Countywide departments and divisions also revised their missions to align with the County’s Vision Statement. Those Strategic Initiatives and the County’s core practices were approved by the Board on February 28, 2012.

2012 Retreat

As approved by the Board, the December 2012 retreat provided an opportunity to update the plan it established in 2011, as it was the second year of the two-year plan. During the retreat, the Board refined its Vision Statement and some of its Strategic Priorities and existing Strategic Initiatives, and identified 25 new Strategic Initiatives. Additionally, the Board engaged in a discussion facilitated by John Streitmatter, Principal with Leadership Research Institute. This discussion included:

- Opportunities to enhance the leadership capacity of the Commission,
- How Commissioners work together,
- How the Board works with community partners,
- How the Board engages with citizens, and
- How the Board works and engages with staff.

Through this effort, the Board became better positioned to deal with issues that cannot be planned for.

2013 Retreat

During the December 2013 retreat, the Board held a conversation with FSU President Eric Barron regarding the redevelopment of the Civic Center district, as well as a conversation with Liz Joyner and Bob Jones (Florida Conflict Resolution Consortium) regarding moving citizen engagement to “the next level,” which led to the creation of the “Club of Honest Citizens” series. During the Retreat, the Board added 13 new strategic initiatives. Also during the retreat, the Board approved transitioning to a five-year planning cycle with continued annual reviews and updates, and semi-annual status reports. Leon County’s current Strategic Planning cycle shifted to FY 2012 through FY 2016.

2014 Retreat

The December 2014 retreat included a discussion with FSU President John Thrasher, who shared his vision for the university and continued the discussion of the Madison Mile Convention District redevelopment project. The Commission discussed “Finding the Community’s Common Ground” with speaker Steve Seibert. Additionally, four key topics were considered: mental health delivery in the community, the solid waste management facility, partnering to promote skilled workforce opportunities, and the comprehensive plan. Reflective of the day’s discussions the Commission added 12 new Strategic Initiatives to the FY 2012 through FY 2016 Strategic Plan.

2015 Retreat

The 2015 Board Retreat served as the last in a 5-year cycle in guiding the FY 2012 – 2016 Strategic Plan. The December 7, 2015 Retreat included six issues on the day’s agenda which began with staff presentation including possible Strategic Initiatives for Board consideration, followed by Board discussion. As a result of the six key issues and subsequent Board discussion, a total of 19 new initiatives were added to ensure staff’s actions align with the Board’s strategic priorities.

Analysis:

The County's strategic planning process is a critically important practice that provides a sense of overall, long-range direction for County operations and outlines a measurable set of goals. The Strategic Plan guides the day-to-day activities of County staff and work areas while also providing a framework for evaluating progress and refining the organization's strategic direction periodically as changes in our environment arise. The strategic planning process established by the Board allows for careful consideration of the Strategic Priorities and Initiatives included in the plan and for evaluation of the County's progress toward achieving the Board's vision using realistic, quantifiable benchmarks.

The strategic planning process and framework established in 2011 has been very successful in moving the County organization forward in pursuit of the Board's vision. The FY 2011 – FY 2016 Strategic Plan has resulted in 154 distinct Strategic Initiatives, of which 95% are anticipated to be complete by the end of the 2016 calendar year. Staff views the current strategic process and overall format of the County's strategic plan document as practicable and effective, as evidenced by the results of the FY 2011 – FY 2016 Strategic Plan. Accordingly, staff proposes to preserve the current process, as described below, in developing the new 5-year plan.

Preparation for the December 12, 2016 Board Retreat

In order to maximize Commissioners' time, the retreat is again proposed to be a focused, one-day process, with some of the groundwork completed in advance. Staff proposes to meet individually with Commissioners to answer any questions they may have and to gather initial information prior to the retreat. Staff will conduct an updated SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis with Commissioners during the Board retreat to identify the most critical Strengths, Weaknesses, Opportunities and Threats facing the Leon County community now and in the future. The SWOT analysis will consist of the following questions:

1. For the long-term success of the Leon County community:
 - What five strengths does the Leon County community have, which should be continued for its future, long-term success?
 - What are five weaknesses of the Leon County community, which should be mitigated or resolved for its future, long-term success?
 - What are five opportunities, which are not yet fully utilized, the Leon County community should tap or further draw upon for its future, long-term success?
 - What are the five most damaging external threats to the Leon County community, driven by events taking place within the Leon Community or on the larger stage, which threaten, or may threaten, its future, long-term success?
2. Use three words to describe your aspiration for Leon County.

Worksheets will be provided to Commissioners prior to the retreat to assist them in gathering their thoughts with respect to Leon County's Vision, SWOT analysis, Strategic Priorities, and initial Strategic Initiatives.

The Board has consistently stressed the importance of citizens' input and engagement. To that end, to gain citizens' input in advance of the retreat, staff will invite Board-appointed advisory committee members as well as participants in the 2016 LEADS Listening Session process, Citizen Engagement Series, Club of Honest Citizens, and Village Square events to participate in the SWOT analysis in the form of an electronic survey. The initial information compiled from Commissioners and from citizens will be provided to Board as initial input to build upon and refine during the retreat.

Board Retreat Goals

The goals for the December 2016 retreat are for the Board to:

1. Re-examine the Board's Vision for Leon County's future;
2. Establish an organizational mission to drive and support the Board's Strategic Priorities;
3. Conduct an updated analysis of Leon County's most critical Strengths, Weaknesses, Opportunities and Threats (SWOT analysis);
4. Update and establish its Strategic Priorities for FY 2017 – FY 2021; and
5. Adopt an initial set of Strategic Initiatives for the new 5-year plan.

The proposed process follows the Board's current structure for developing and updating its five-year Strategic Plan. During the 2016 retreat, the Board's Vision, Mission, and Strategic Priorities will be developed, and the Board will adopt an initial set of Strategic Initiatives that will provide immediate and actionable guidance to staff. The December 2017 retreat will focus on providing the Board with updates on the Strategic Priorities established in 2016

Next Steps to Carry Out the Board's Strategic Priorities

Subsequent to the Board's December 2016 retreat, the following related activities would occur:

- Board Ratification – An agenda item will be prepared which will seek the Board's ratification of the actions it took during the Board's retreat, including its Strategic Priorities and Strategic Initiatives.
- Business Plans – Upon ratification of the Board's Strategic Priorities and Strategic Initiatives, each department and division will prepare a Business Plan that will be updated annually. Business Plans will align the Board's adopted Strategic Priorities and approved Strategic Initiatives with assigned work areas, identify specific actions taken by the work area to achieve these Strategic Initiatives, and provide an update on the status of each Strategic Initiative assigned to the work area. Business Plans will also include an update regarding recommendations identified in the work area's most recent LEADS Listening Session. Finally, the Business Plans will summarize how the division is demonstrating its commitment to the County's core practices, and identify performance metrics.

- Budget – Business plans will become part of each work area’s proposed budget and will be presented to the Board for consideration during the budget process. Upon the Board’s approval of the Business Plans, the Board’s Strategic Priorities will be aligned through the organization for action.
- Program Performance – Performance, as laid out in the Division’s Business Plans, will be tracked, and annually reported to the Board.

The Strategic Plan provides the framework for aligning and optimizing the limited resources of the County with the highest priorities of the Board. This alignment is demonstrated everyday through-out the organization from our annual budget development to employee evaluations to the implementation of strategic initiatives to our Annual Report. Every County employee across the numerous and varied county functions works in concert toward the Board’s vision. And over the course of the previous five-year strategic planning period, Leon County implemented bold policy initiatives, invested in significant infrastructure, continued to protect the environment and enhanced the quality of life for the community. At the retreat, the Board will receive a “report card” that highlights and focuses on the numerous accomplishments realized during the FY 2012 – 2016 Strategic Plan cycle.

Options:

1. Accept the FY 16/17 Board Retreat Overview.
2. Authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members and participants from the 2016 LEADS Listening Sessions, Citizen Engagement Series, Club of Honest Citizens, and Village Square events.
3. Do not accept the FY 16/17 Board Retreat Overview.
4. Do not authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members and participants from the 2016 LEADS Listening Sessions.
5. Board direction.

Recommendation:

Options #1 and #2

**Leon County
Board of County Commissioners**


Notes for Agenda Item #17

Leon County Board of County Commissioners

Cover Sheet for Agenda #17

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval to Support the Request for a Letter of Support and Funding to Establish the Apalachee Center Central Receiving Facility

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Eryn Calabro, Director, Human Services and Community Partnerships Jennifer Sousa, Financial Compliance Manager

Fiscal Impact:

This item is associated with a grant request by Apalachee Center. Apalachee Center is requesting a five year funding commitment of up to \$150,000 annually for a total not to exceed \$750,000 as a matching funds requirement to establish a Central Receiving Facility. Subject to Board adoption of its annual budget, \$150,000 is available by realigning a portion of the funds currently set aside through the Healthcare Program Competitive Pool model and earmarked for mental health services. Under this approach, no new funding is required.

Staff Recommendation:

Option # 1: Approval to support the request for a Letter of Support and Funding for the Apalachee Center Central Receiving Facility in an amount not to exceed \$150,000 annually over the next five years (FYs17-21), subject to annual appropriation and contingent on letters of support and continued annual funding commitments in an amount up to \$300,000 annually from both Capital Regional Medical Center and Tallahassee Memorial Hospital.

Report and Discussion

Background:

This agenda item seeks Board approval to support Apalachee Center's grant application to the Florida Department of Children and Families (DCF) requesting funding to establish a central receiving facility. A formal letter of support (Attachment #1) and a five year funding commitment for local matching funds are required to meet grant application criteria. Apalachee Center has developed a budget (Attachment #2) and estimates the costs at \$2.2 million annually for the next five years. The grant will support 66% of the total project costs and requires the remaining 34% to be providing in local match funds.

During the 2015 state legislative session, \$10 million was set aside for a statewide initiative to fund central receiving facilities (CFR) designed for individuals needing evaluation, stabilization or crisis services. Statutory provisions require the Department of Children and Families (DCF) to create a matching grant program that will provide funding for the cost of a CFR.

In the 2016 state legislative session, an additional \$20 million was allocated to develop and operate CFRs. CFRs provide a single point of entry for multiple behavioral health providers, conduct initial assessments and triage, and provide case management and related services, including jail diversion programs for individuals with mental health or substance abuse disorders. The Legislature further directed DCF to work with local agencies to encourage and support the development of centralized receiving facilities. A local agency may apply for grant funds after DCF has approved its operational and financial plan that specifies methods of coordination among providers and identifies proposed uses of the grant funds. To this end, County staff participated in a provider and stakeholder workgroup led by the Apalachee Center to determine the support and operational structure for a local central receiving facility. Apalachee Center as the provider and stakeholders which include; Leon County, Tallahassee Memorial Hospital (TMH), Capital Regional Medical Center (CRMC), the Tallahassee Police Department and the Leon County Sheriff's Office have supported the concept of a CFR.

Analysis:

The grant application opened in early August and Apalachee Center plans to submit its application to DCF by the September 25, 2016 application deadline. A Letter of Support from all other stakeholders and a funding commitment for the life of the grant are required. Apalachee Center's President and Chief Executive Officer has indicated that CRMC has verbally indicated their support and he is anticipating a written commitment from CRMC expressing their willingness to provide up to \$300,000 annually over the next five years. Tallahassee Memorial Healthcare has provided a formal letter of support indicated their willingness to commitment funding up to \$300,000 annually for this project (Attachment #3).

Prior to the passage of Senate Bill 12 in 2016, law enforcement and medical transport services dropped off clients at the nearest Baker and Marchman Act facility. This change in law now requires counties and regions to develop a transportation plan that would provide clarity as to which facility clients are to be transported.

Apalachee Center's Director and Chief Executive Officer has prepared a document detailing the benefits of a Central Receiving Center (Attachment #4). In summary, the document outlines the following:

- Baker Act events for the eight county areas (Leon, Gadsden, Wakulla, Franklin, Jefferson, Liberty, Madison, and Taylor) has increased by 63.8% over the past 7 years with a 23.4% (692 events) increase over the past year.
- A total of 203 individuals were admitted under the Marchman Act in FY 14/15. An additional 301 individuals were admitted during FY15/16, representing a 48% increase in one year.
- The Central Receiving Facility located at Apalachee Center will serve as the access point for Baker and Marchman Act Transports for the 8 county area.
- This program design will allow law enforcement to drop off all Baker Act and Marchman Act recipients with minimum paperwork and minimal time away from patrol.
- Through centralizing the Baker Act/Marchman Act contact point in this region, the opportunities for jail diversion for nonviolent misdemeanor and felony offenders increase.
- It would be a significant community benefit for the citizens of Leon County to be able to access a single reception point, open 24/7, offering psychiatric assessment, emergency placement and short term counseling for everyone, regardless of ability to pay

To support the funding request, staff reviewed the existing Healthcare Competitive Pool. Funding in support of mental health is allocated at \$264,000. For the current fiscal year, Apalachee Center has been awarded approximately 60% of the mental health funding provided. An allocation of \$150,000 to be dedicated to Apalachee should not have an impact on other providers seeking to access the Mental Health portion of the competitive pool as 60% of \$264,000 is \$158,000. In allocating these funds towards the grant match Apalachee Center would still be required to provide the same number of mental health patient visits to the uninsured residents seeking mental health services at Apalachee Center. Apalachee Center would also continue to submit all required documentation in support of clients served on behalf of Leon County. The County has used a similar approach in prior fiscal years to assist other community primary health care providers to leverage state and federal grant opportunities.

Options:

1. Approval to support the request for a Letter of Support and Funding for the Apalachee Center Central Receiving Facility in an amount not to exceed \$150,000 annually over the next five years (FYs17-21), subject to annual appropriation and contingent on letters of support and continued annual funding commitments in an amount up to \$300,000 annually from both Capital Regional Medical Center and Tallahassee Memorial Hospital.
2. Do not support the request for a Letter of Support and Funding for the Apalachee Center Central Receiving Facility.
3. Board direction.

Recommendation:

Option # 1.

Attachments:

1. Draft Letter of Support from Leon County for a Central Receiving Facility
2. Central Receiving Facility Project Budget
3. Letter of Support from Tallahassee Memorial Healthcare for a Central Receiving Facility
4. Central Receiving Facility Information Prepared for Leon County Commission



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

September 20, 2016

Jay Reeve, PhD
President and Chief Executive Office
Apalachee Center
2634-J Capital Circle, NE
Tallahassee, Florida 32308

Subject: Central Receiving Facility

Dear Dr. Reeve,

This letter expresses our support for the Central Receiving System grant application that Apalachee Center is submitting to the Department of Children and Families. Leon County understands that while Apalachee Center will serve as the lead agency for this project, the Central Receiving Facility is a collaborative effort between Apalachee, Capital Regional Medical Center, and Tallahassee Memorial Hospital (the three Baker Act receiving facilities in this region), as well as area law enforcement, local government, and local advocacy groups.

Leon County understands and supports the plan to locate the Central Receiving Facility at Apalachee Center, and for the Central Receiving Facility to serve as the single point of access for all individuals transported under the Baker and Marchman Acts for Circuit 2, plus Madison and Taylor Counties. This single point of entry will support the "No Wrong Door" model espoused by the Department and guarantee that individuals with mental illnesses and/or substance abuse issues are brought to a single, central location every time; and, through the assessment process, all individuals will be linked with the appropriate level of care and service provider. The Central Receiving Facility will ensure that initial assessment and triage services are provided to individuals presenting for such services. The appropriate linkages to after-care services, including outpatient programs, will also be facilitated by the Central Receiving Facility for those who arrive voluntarily seeking crisis support on an outpatient basis.

Sincerely,

Bill Proctor
Chairman
Leon County Board of County Commissioners

Central Receiving Facility Initial Estimate of Staffing & Operations Costs (Based on 12 hour shifts – Day: A&B shift; Night A&B shift). Please note that all figures are in dollars, and rounded to the nearest whole dollar figure. Please note that this budget is preliminary, and may shift prior to finalization.

STAFFING BUDGET			
Position	Total FTE	Salary	Total
Registered Nurse (2.0 per shift)	8.0	87,048	696,384
Counselor -Master's Level (1.0 per day shift, 2 per night shift)	6.0	59,488	356,928
Care Manager – Bachelor's Level (1.0 per day shift)	2.0	35,004	70,008
Mental Health Associate- Bachelor's (1.0 per day shift, 2 per night shift)	6.0	31,421	188,526
Certified Peer Specialist (1.0 per day shift)	2.0	28,080	56,160
Driver / Escort (2.0 per shift)	8.0	31,200	249,600
Clerical Support Staff (1.0 per shift)	4.0	28,080	112,320
Psychologist – on-call	.2	140,000	28,000
CRF Supervisor – Licensed Therapist	1.0	75,000	75,000
Psychiatrist	.6	270,400	162,240
Medical Director	.2	333,509	66,702
TOTAL STAFFING			2,024,020
OPERATIONS BUDGET			
Contract Medical Services			1,159
Postage			6
Telecommunications			7,344
Repairs/Maintenance			18,152
Travel			846
Utilities & Fuel			12,280
Professional Services			1,025

Information Technology			7,409
Food Expenses			3
Supplies			14,033
Insurance			4,611
Rent			.00
Taxes & Licensure			233
Interest			17,498
Misc Expenses			284
Job Training			7,158
Recruitment			605
Depreciation & Amortization			28,377
Home Office Allocation			100,055
FAC MTN ALLOC			10,185
TOTAL OPERATIONS BUDGET			231,262
TOTAL ESTIMATED ANNUAL BUDGET			\$2,255,282



Tallahassee Memorial
HealthCare

William A. Giudice, CPA
Chief Financial Officer /
Vice President

Attachment #3
Page 1 of 1
1300 Miccosukee Road
Tallahassee, Florida 32308
850 431-5238
850 431-6498 Fax
william.giudice@tmh.org

September 12, 2016

Jay Reeve, PhD., Apalachee President/CEO
Apalachee Center, Inc.
2634 Capital Circle N.E.
Tallahassee, Florida 32308

Dear Dr. Reeve,

This letter is to express support for the Central Receiving System grant application that you are submitting to the Department of Children and Families. If funded, Tallahassee Memorial HealthCare, Inc. will fully participate as an active member of the quarterly Coordinating Council that will steer this project and will participate in the admission rotation process as well as providing funding a portion of the required local match up to \$300,000 annually, the final amount of match dependent on final budget calculations.

It is understood that the Central Receiving Facility will be located at Apalachee Center and will serve as the single point of access for all individuals transported under the Baker and Marchman Acts for Circuit 2, plus Madison and Taylor Counties. This single point of entry would support the "No Wrong Door" model supported by the Department, as it would guarantee that individuals with mental illnesses and/or substance abuse issues are brought to the CRF location every time and through the assessment process, all individuals will be linked with the appropriate level of care and service provider. The Central Receiving Facility will ensure that initial assessment and triage services are provided to individuals presenting for behavioral health services. The appropriate linkages to after-care services, including Tallahassee Memorial HealthCare, Inc.'s outpatient programs, will also be facilitated by the Central Receiving Facility for those who voluntarily arrive seeking crisis support on an outpatient basis.

In addition to committing to participating in the Coordinating Council, Tallahassee Memorial HealthCare, Inc. will participate in the admission rotation for clients who are deemed in need of acute care services. Our understanding is that clients will be assigned to one of the four receiving facilities in the county based upon client choice, facility funding, and a rotation between the three private receiving facilities for those who have insurance. Transportation will be provided by the CRF staff in a secure vehicle. The admission process will be transparent and equitable, and the data will be available for review routinely. Those individuals who do not have funding will be admitted to the Crisis Stabilization Unit or the Detoxification Unit as long as those units have capacity. In the case where the provider due next to receive a client is not the preferred provider, (by the client or funding source) or does not have the capacity or capability to manage the individual's needs, the provider next on the rotation will be the placement destination. The rotation would then resume, but the facility receiving the client out of rotation would be skipped until the next rotation.

Sincerely,


William Giudice

Central Receiving Facility Information – prepared for Leon County Commission,
9/8/2016

Jay Reeve, PhD

Apalachee Center CEO

Background:

The number of Baker Act events (not unduplicated persons) for this 8 county area has increased by 63.8% over the past 7 years with a 23.4% (692 events) increase over the past year. There were 3,407 total Baker Acts in calendar year 2015; an average of 284 events monthly between the local receiving facilities. At an estimated growth rate of 20%, another 681 events are projected to be added to these numbers for calendar year 2016 (4,088); a total of 340 people under the Baker Act would be served by the CRF monthly. In addition, 203 individuals were admitted under the Marchman Act in FY 14-15 and 301 individuals in FY 15-16 data. This is a 48% increase in one year with an average of 25 people in one month. These clients are transported to one of three receiving facilities that exist within 2 miles of one another, causing considerable potential confusion for law enforcement, and causing some striking inefficiencies in the system. This problem increases with the increase in Baker Acted individuals.

The Central Receiving Facility (CRF) located at Apalachee Center will serve as the single point of access within the Central Receiving System (CRS) for all individuals transported under the Baker and Marchman Acts for Circuit 2 and Madison and Taylor Counties. This single point of entry would support the “No Wrong Door” model as described in s. 394.4573 (2)(b)2 , and would guarantee that individuals with mental illnesses and/or substance abuse issues are brought to the CRF location every time. Through the assessment process all individuals will be linked with the appropriate level of care and service provider. The Central Receiving Facility will ensure assessment, evaluations, triage, treatment, and stabilization services are provided to individuals presenting for such services. The appropriate linkages to after-care services will also be facilitated by the receiving facilities involved in the Central Receiving System. The Central Receiving Facility will be located at Apalachee Center. Program design will allow Law Enforcement to drop off all Baker Act and Marchman Act recipients with minimum paperwork and minimal time away from patrol. Individuals will receive a nursing screening to assess for urgent and on-going medical needs, a psychosocial/case management assessment to determine support systems and other resources and strengths and service needs. For those individuals who are deemed in need of acute care services (inpatient), assignment to one of the four receiving facilities in the region will be made transparently based upon individual choice, funding, and a rotation system between the three private receiving facilities. The Central Receiving Facility program will screen, evaluate, and in most cases, refer to Apalachee Center’s PATH CSU and Detox units to treat, virtually all uninsured involuntary individuals in this region. The Central Receiving Facility will refer individuals to TMBHC, CRMC, and EPH based on funding source and a rotation system (i.e., 1st individual will be transferred to TMBC; next to CRMC; next to EPH) for all insured individuals.

Community Benefit:

1. With the increase in Baker Act and Marchman Act volume over the past seven years, and the emergence of three receiving facilities within two miles of each other, the use of law enforcement resources to transport to, and often between these facilities has increased exponentially. By statute, law enforcement has been enjoined to transport to the “nearest receiving facility”. The statute does not offer guidance as to resolving the question of which receiving facility to utilize when one is geographically closer, but another can be accessed more rapidly. Nor does the statute provide guidance regarding different protocols and corporate cultures regarding the reception of Baker Act and Marchman Act clients. Law enforcement officers are often asked to wait in emergency rooms and access centers while individuals (subject to Baker Act) are accepted and processed by ED staff. This takes officers off of the road for a valuable period of time (estimated to be 30+ minutes in many instances). By design, Central Receiving Facilities aim

to minimize LEO time off the streets, which can be quantified as a cost savings (see below), and is also import to a community that needs to preserve maximum police presence and flexibility.

2. With the passage of Senate Bill 12 in 2016, counties and regions are required to develop a transportation plan for Baker Acts and Marchman Acts which does not necessarily rely on which receiving facility is the nearest. The establishment of a Central Receiving facility resolves that issue, and resolves it with the opportunity of receiving the bulk of funding for execution of this mandated plan from the state.
3. Individuals who do not have any kind of medical issue are routinely brought to emergency rooms by law enforcement (or arrive on their own) for psychiatric emergencies. According to the Florida Hospital Association, psychoses ranked as the second most common reason for an emergency room visit in 2014, only second to baby deliveries. Hospital emergency departments are not ideal reception points for Baker Act clients, and the strain on emergency department systems and wait times, as well as the cost for accepting the individual, triaging, and finding appropriate placement in an inpatient setting can be considerable. This issue is resolved through the implementation of a Central Receiving Facility, with which no Baker Acted client without emergency medical issues (estimated at less than 5% of all Baker Acts) would be brought by law enforcement to an emergency room.
4. Through centralizing the Baker Act/Marchman Act contact point in this region, the opportunities for jail diversion for nonviolent misdemeanor and felony offenders increase dramatically (see below). Jail diversion is built into the fabric of central receiving facility planning, but is difficult to accomplish with multiple receiving facilities in the region, particularly in such close geographic proximity. All stakeholders agree that mental health treatment is better pursued in the mental health system, than in jail, for individuals who can be contained within that system (i.e., nonviolent offenders). The Central Receiving Facility would allow Leon County the opportunity to rapidly access the services most likely to stabilize this population.
5. Finally, it would be a significant community benefit for the citizens of Leon County to be able to access a single reception point, open 24/7, offering psychiatric assessment, emergency placement and short term counseling for everyone, regardless of ability to pay, through a cooperative relationship between law enforcement, hospitals, and the entire healthcare system. Not only will this reduce the confusion and challenge of accessing services, but it is rapidly becoming the state of the art in Florida. Sooner or later, the system will change to mandate this kind of service. Our opportunity is to take advantage of State funding while it is available.

Return On Investment:

Specific cost savings to Leon County for the Central Receiving Facility can be seen in two primary areas: Law enforcement time on the street, and jail diversion.

1. **THE ORANGE COUNTY MODEL:** In Orange County, which has been operating a Central Receiving Facility since 2003, and whose facilities are the model for this proposal, cost savings have been documented over time to be substantial. In their 2015 Report To The Community, the Orange County Central Receiving Center indicated that Orange County Law Enforcement processing time at the Central Receiving Facility had averaged 12 minutes between LEO arrival and LEO departure. When contrasted with wait times for law enforcement at hospital emergency departments, this savings was estimated to be approximately \$308,000.00 per year. The Orange County Central Receiving Facility also reported that it had diverted approximately 4300 individuals from jail since 2003, and an additional 3300 had been transported to the CRC upon release for assessment and placement. This equated to a savings of approximately 200,000 jail bed days at Orange County Corrections. Broward County (also operating a central receiving facility), has estimated that the average mentally ill inmate costs 38% more to house in a jail than

the average inmate. Orange County estimates that these inmates tend to stay in jail approximately 51 days longer. Total savings estimate for Orange County jails, according to these figures, would appear to be approximately \$2.16 million annually. Finally, since Orange County CRC inception, the Clerk of Courts is estimated to have save \$570,000.00 in processing costs for individuals diverted from the criminal justice system.

2. LEON COUNTY SPECIFIC PROJECTIONS: Clearly, Leon County savings projections must be adjusted for differences in population and cost. IN the case of officer and deputy wait times, there are two ways of calculating this variance for Leon County. The simplest way is to estimate the proportion of population served as a relative factor of the respective populations of the two regions. Leon County has 23% of the population of Orange County. At 23% of the population, savings should be about 23% of the Orange County savings, or \$69,326 annually. That equates to roughly 3,360 hours saved, which likely includes travel time to various facilities. A more specific and conservative analysis of wait times for officers throughout the region when doing Baker Act drop offs (based on an assumption that Apalachee Center wait times as approximately 15 minutes, and that other area receiving facilities are approximately 30 minutes), suggests that law enforcement in FY 2015 actually spent about 1,475 hours waiting for paperwork to be completed so that Marchman and Baker Act clients could be dropped off in receiving facilities in this region. If those drop-offs had averaged 12 minutes, as they do in Orange County, that number would have dropped to 659 hours. That represents a 56% reduction in LEO time spent off the street, and can be quantified in terms of the cost of 816 hours of LEO time. LCSO deputy salaries begin at \$20.63 per hour (not including benefits or overtime), meaning that a very conservative cost savings of at least \$16,842- annually would be achieved. This savings does not calculate the additional benefit of having an additional 816 hours of LEO street time freed up.

Jail diversion services are currently available to a limited extent at Apalachee Center. Typically, Tallahassee Memorial Behavioral Center and Capital Regional Behavioral unit do not accept individuals who have current charges. A Central Receiving System will greatly enhance speedy access to Apalachee's CSU by limiting the number of "stops" that a potentially "divertible" individual would need to make prior to being placed in the appropriate venue, as law enforcement would bring them directly to the Central Receiving Facility. The last point in time survey showed that 19% of Leon County jail occupants had a diagnosis of a Severe and Persistent Mental Illness. Based on last year's jail booking numbers, that would total 1,968 unique defendants for 2015. Currently, there are 101 individuals with open cases in the court records who have a serious mental illness and are incarcerated either in jail or at FSH/F. The average cost per day for a person in jail is \$73.00, and based on the Broward County analysis cited earlier, that cost for mentally ill individuals is likely closer to \$100.00; a jail stay for one mentally ill person for 30 days costs the county \$3,000. If each of the 1,968 defendants spent only 10 days in jail, the cost to the county easily exceeds \$1 million annually (\$1,968,000). Only those with non-violent felonies or misdemeanor charges may be served in a jail diversion program. For Leon County, that estimate is at about 20% of all cases, or 393 annually, which will yield \$393,000 savings if diverted, assuming a very minimal average stay per client of 10 days. This is particularly significant given the Orange County estimate that these inmates tend to stay in jail approximately *51 days longer*.

ROI for this project can thus be estimated on a range from very conservative to very liberal.

- A. At the most conservative edge, calculating LEO wait times ONLY based on minimal salaries, and jail diversion savings based on an *extremely* conservative calculation of average days in jail, the cost savings for the County from this project is estimated to be \$409,842. That represents an ROI for the county's full year investment of approximately \$350,000 of 15%.
- B. Using more liberal measures results in significantly higher ROI, which run up to 72% for the most liberal calculations.
- C. Regardless of how conservative or liberal the calculation, it is evident that a Central receiving Facility will demonstrably save Leon County money, and result in a smoother and more efficient mental health delivery system.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #18

`Leon County Board of County Commissioners

Cover Sheet for Agenda #18

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of the Full Board Appointments to the Leon County Research and Development Authority Board of Governors

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Nominating Committee: Vincent S. Long, County Administrator, Chairman Ben Pingree, Director, Department of PLACE Brakettar Ritzenthaler, Assistant Dean, FAMU/FSU College of Engineering Eric Palm, Deputy Director, National High Magnetic Field Laboratory Anne Longman, Chair, LCRDA Board of Governors

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

Option #1: The full Board to consider the appointments of; Paul Dean, Kim Dixon, April Salter, and Kim Williams to the Leon County Research and Development Authority Board of Governors; the reappointment of David Ramsay to the Leon County Research and Development Authority Board of Governors; and the approval of the associated Resolution (Attachment #1).

Report and Discussion

Background:

The LCRDA 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 dependent special district managed by an 11-member Board (expanded from 9 in 2014) of Governors with two staff—an Executive Director and an Executive Assistant.

The LCRDA Board of Governors consists of the presidents or presidents' designees of Florida A & M University, Florida State University, and Tallahassee Community College, the Mayor of the City of Tallahassee or a designee, one member of the Leon County Board of County Commissioners, and 6 members representing the private sector to be appointed by a majority vote of the Leon County Board of County Commissioners to serve a term of four years.

There are currently five vacancies on the LCRDA Board. The terms of Tom Allen, Tim Edmond and David Ramsay are set to expire on September 30, 2016. Additionally, Susanne Cappendijk-Van Engelen and Jason Robotham have resigned from the Authority creating two vacancies for the remainder of their unexpired terms (Attachments #2 and #3). Both Ms. Cappendijk-Van Engelen and Mr. Robotham had two years remaining on their respective terms, expiring on September 30, 2018. Mr. Ramsay is eligible for reappointment and has expressed interest in reappointment to one of the vacancies with a remaining two-year term. Mr. Edmond and Mr. Allen are not seeking reappointment.

County Resolution 16-19 establishes the Leon County Research and Development Authority Nominating Committee (Committee) to provide recommendations to the Board for appointment of members on the Authority. The Committee is comprised of the following members:

- County Administrator or designee (serves as Chairman of the Nominating Committee)
- Director of the Office of Economic Vitality
- Director of the National High Magnetic Field Laboratory at Innovation Park
- Dean of the Florida A & M University/Florida State University College of Engineering
- Chair of the Leon County Research and Development Authority or a designee of the LCRDA when the Chair is applying for reappointment

In order to promote public awareness of the vacancies and the opportunity to serve on the LCRDA, ads were placed on the Leon County website and social media platforms. Additionally, local economic partners including the Greater Tallahassee Chamber of Commerce and Big Bend Minority Chamber informed their memberships of the opportunity of appointment to the LCRDA. As a result, the County received 14 applications.

Analysis:

On August 16, 2016, the County Administrator convened a meeting of the Committee to consider the names of applicants for appointments to the Authority by the Board. The Committee members that attended were:

- Vincent S. Long, County Administrator
- Ben Pingree, Director, Department of PLACE
- Brakettar Ritzenthaler, Assistant Dean, FAMU/FSU College of Engineering
- Eric Palm, Deputy Director, National High Magnetic Field Laboratory
- Anne Longman, Chair, LCRDA Board of Governors

The Committee thoroughly reviewed each of the 14 applications to determine the candidates that possessed unique and distinct skill sets and experience needed by the LCRDA. After considerable discussion, the Committee unanimously nominated five of the candidates. Following the Committee meeting, the County Administrator received notice that David Hager, one of the candidates nominated for the LCRDA Board of Governors, was no longer with Danfoss Turbocor. Subsequently, the Committee nominated Paul Dean, Vice President of Operations for Danfoss Turbocor, to fill that vacancy. The Committee has nominated the following individuals for the terms indicated:

- Paul Dean (two-year term)
- Dave Ramsay (two-year term)
- Kimberly Dixon (four-year term)
- April Salter (four-year term)
- Kim Williams (four-year term)

It was the Committee's belief that the knowledge and experience of the five candidates would be significantly beneficial to the LCRDA. The following provides a brief summary on each candidate:

Paul Dean (Attachment #4)

Paul Dean is the Vice President of Operations for Danfoss Turbocor whose headquarters are located in Innovation Park of Tallahassee. Mr. Paul has over 20 years of operational, leadership, and business management experience in many areas, including automotive, turbo-machinery, and most recently the HVAC compressor industry. He has held various leadership positions within Siemens and General Motors in addition to being a former Captain in the U.S. Air Force where he led all engineering efforts for the United States in Operation Restore Democracy in Haiti.

Kimberly Dixon (Attachment #5)

Ms. Dixon is currently a Senior Financial Advisor for Merrill Lynch and has served as a general securities and a registered investment advisor representative since 2004. Ms. Dixon began her career in 1996 as Director of Trade Promotion, United States Foreign Commercial Service, stationed in Hanoi, Vietnam. She later joined Loral Space & Communications as Manager of Global Marketing and Business Development supporting global satellite provider initiatives in London, San Paulo, Cape Town, New York, Mexico City and Paris.

David Ramsay (Attachment #6)

Mr. Ramsay is a retired banker who served as chairperson, president, and CEO of SunTrust Bank. He has served two terms on the LCRDA Board of Governors and is currently serving as the Vice-Chair. Mr. Ramsay is eligible for reappointment and has applied for one of the vacancies with a remaining two-year term.

April Salter (Attachment #7)

Ms. Salter is President and CEO for SalterMitchell, Inc., an integrated marketing and communications company. Ms. Salter has statewide and national experience in developing creative approaches to communications and marketing challenges. She has worked with reporters and the Capital Press Corps for more than 30 years, in addition to counseling state agency heads, non-profits and business leaders on important areas of state policy.

Kim Williams (Attachment #8)

Mr. Williams is President of Marpan Supply, a container services and recycling materials processing company operating in Tallahassee since 1966. After becoming President in 1985, he directed growth of the company into energy efficient lighting, container services, construction and demolition hauling (C & D) and recycling. In 1994, Mr. Williams built the first fluorescent lamp recycling plant in Florida.

Additional applications from persons expressing an interest in appointment to the LCRDA are included as Attachments #9 - #17.

Options:

1. The full Board to consider the appointment of; Paul Dean, Kim Dixon, April Salter and Kim Williams to the Leon County Research and Development Authority Board of Governors; the reappointment of David Ramsay to the Leon County Research and Development Authority Board of Governors; and the approval of the associated Resolution (Attachment #1).
2. Board direction.

Recommendation:

Options #1.

Attachments:

1. Resolution appointing new members Paul Dean, Kim Dixon, Dave Ramsay, April Salter, and Kim Williams and reappointing David Ramsay to the Leon County Research and Development Authority Board of Governors
2. Susanne Cappendijk-Van Engelen Resignation Letter
3. Jason Robotham Resignation Letter
4. Application of Paul Dean
5. Application of Kimberly Dixon
6. Application of David Ramsay
7. Application of April Salter
8. Application of Kim Williams
9. Application of Karen Cyphers
10. Application of Steinar J. Dale
11. Application of Janice Dodge
12. Application of Domenick Eanniello
13. Application of Narc Freeman
14. Application of Eric Graban
15. Application of Harold Knowles
16. Application of Rick Oppenheim
17. Application of Collins Proctor

RESOLUTION NO. R16-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, SETTING FORTH APPOINTMENTS OF MEMBERS TO THE LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY; PROVIDING FOR THE APPOINTMENT OF NEW MEMBERS PAUL DEAN, KIMBERLY DIXON, APRIL SALTER AND KIM WILLIAMS TO THE LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY; PROVIDING FOR THE REAPPOINTMENT OF DAVID RAMSAY TO THE LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in October of 1978, pursuant to the former Florida Statutes Sections 23.145, et. seq., the Charter of the Leon County Research and Development Authority was executed, creating said Authority; and

WHEREAS, in July of 1979, the new Part V, Chapter 159 of the Florida Statutes was enacted and became law, thereby setting forth the requirements for the creation, by ordinance, of a Research and Development Authority by counties of the state, and empowering such authorities to issue revenue bonds or other such debt obligations to finance the construction of capital projects; and

WHEREAS, in 1980, the Leon County Board of County Commissioners adopted Ordinance No. 80-68, confirming and creating the Leon County Research and Development Authority (said Ordinance being codified in Chapter 2, Article III, Division 2, Sections 2-56 through 2-58 of the Code of Laws of Leon County); and

WHEREAS, on September 13, 2016, the Board adopted an ordinance amending Section 2-57 of the Code of Laws of Leon County; and

WHEREAS, Section 2-57 of the Code of Laws of Leon County, as amended, provides that the composition and number of members of the Authority and the criteria for membership shall be set forth by a duly enacted resolution of the Board; and

WHEREAS, pursuant to Section 2-57 of the Code of Laws of Leon County, as amended, the Board enacted a resolution on September 13, 2016, to provide for the composition and number of members of the Authority and the criteria for membership; and

WHEREAS, pursuant to the resolution enacted by the Board on September 13, 2016, six (6) at-large members of the Authority are appointed by the Board; and

WHEREAS, the Board needs to appoint five (5) at-large members to the Authority for the term beginning October 1, 2016;

NOW THEREFORE, BE IT RESOLVED, by the Leon County Board of County Commissioners as follows:

Section 1. The Leon County Board of County Commissioners hereby appoints the following persons as new members of the Leon County Research and Development Authority for the terms set forth hereinbelow:

Name	Type	Begin Term	End Term
Paul Dean	Two Years	October 1, 2016	September 30, 2018
Kimberly Dixon	Four Years	October 1, 2016	September 30, 2020
April Salter	Four Years	October 1, 2016	September 30, 2020
Kim Williams	Four Years	October 1, 2016	September 30, 2020

Section 2. The Leon County Board of County Commissioners hereby reappoints the following person as a member of the Leon County Research and Development Authority for the term set forth hereinbelow:

Name	Type	Begin Term	End Term
David Ramsay	Two Years	October 1, 2016	September 30, 2018

Section 3. This Resolution shall have effect upon adoption.

Proposed, presented and passed this 20th day of September, 2016.

LEON COUNTY, FLORIDA

By: _____

Bill Proctor, Chairman
Board of County Commissioners

ATTESTED BY:
Bob Inzer, Clerk of Court & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____

Herbert W. A. Thiele, Esq.
County Attorney

Anne Longman
Chair Leon County Research & Development Authority
1736 West Paul Dirac Drive
Tallahassee
FL 32310

Susanne Cappendijk van Engelen, PhD, MBA
Semper Clarus Consulting, LLC
3178 Shamrock East
Tallahassee
FL 32309

July 14, 2016

Dear Anne,

It is with regret that I submit my letter of resignation from the Leon County Research & Development (LCRDA) Board of Governors, effective immediately.

It has been my pleasure to serve on the board for two years. I truly enjoyed being involved in promoting and fostering our local economic development in my role as Governor. Serving on the board with each of the Board Members has been both an honor and a privilege.

A special word of thanks to the staff, in particular our awesome Executive Director Ron Miller, the General Counsel Melissa VanSickle, and the Property Manager Mark Frost for their unconditioned support to the LCRDA.

My other commitments have become too intense for me to be able to fulfill the requirements of my position on the Board. I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been an honor to be able to serve my local community through this position. I hope that you will continue providing excellent guidance and oversight to the LCRDA and as such nurture the newly elected members of the Board in preparation for their future executive roles. Based on the recent developments in our local economic ecosystem, I am convinced that there is ample opportunity for LCRDA to propel the Innovation Park campus forward and play a significant role in strengthening and broadening the economic base of Leon County.

Sincerely,



Dr. Susanne Cappendijk van Engelen, MBA

BioFront Technologies
3000 Commonwealth Blvd.
Suite 2
Tallahassee, FL 32303
USA



July 29, 2016

Via E-Mail:
Chair, Anne Longman,
alongman@llw-law.com
Lewis Longman & Walker, P.A.
Tallahassee, Florida 32301

RE: Appointment to Leon County Research and Development Authority Board of Governors

Dear Anne:

I am writing with regret to inform you that I am no longer able to fulfill my responsibility as a member of the Leon County Research and Development Authority Board of Governors. While I appreciate the honor of having served on the Board for nearly two years, I find that the duties and obligations within my own company have become such that I am unable to make the necessary time commitment to properly serve as a Governor for the LCRDA.

Please consider this letter my resignation effective immediately and accept my apology for not being able to fulfill my full term with the board. I have enjoyed my time as a Governor and hope to offer my consultation on further activities and developments within Innovation Park as seen fit by you and Executive Director Miller.


Sincerely,

Jason Robotham, Ph.D
President
BioFront Technologies

A handwritten signature in black ink, appearing to read "Jason Robotham", with a long, sweeping horizontal line extending to the right.



ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: T. Paul Dean	Date: 9/8/2016 11:02:25AM
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Home Phone: (850) 728-0237	Work Phone: (850)728-0237X	Email: pdean@danfoss.com
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Occupation: VP OF OPERATIONS	Employer: DANFOSS
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Preferred mailing location: Work Address
Work Address: 1769 EAST PAUL DIRAC DRIVE

City/State/Zip: TALLAHASSEE, FL 32310

Home Address 1472 MITCHELL AVENUE

City/State/Zip: TALLAHASSEE, FL 32303

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? 2 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?

If you are appointed to a Committee, you are expected to attend regular meetings.
How many days per month 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, 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: African American Sex: Male Age: 48.00
Disabled? 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.

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

Name: RICARDO SCHNEIDER Telephone: 8505044851
Address: 1769 EAST PAUL DIRAC DRIVE

Name: SONJOY GOSWAMI Telephone: 8505044870
Address: 1769 EAST PAUL DIRAC DRIVE

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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

- Board of Governors: First Thursday of every even numbered month (6 times per year), 2.5 hours each
- Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
- Budget Committee: September (1 time per year), 1-2 hours.
- Audit Committee: November and January (2 times per year), 1 hour each
- Investment Advisory: November (1 time per year), 1 hour
- Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.


Signature: T. Paul Dean

Attachment #4
Page 3 of 4

This application was electronically sent: 9/8/2016 11:02:25AM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Kimberly Dixon		Date: 8/1/2016 4:03:17PM
Home Phone: (850) 933-2294	Work Phone: (850)599-8909X	Email: kimdixon441971@gmail.com
Occupation: WEALTH MANAGER	Employer: MERRILL LYNCH	
Preferred mailing location: Work Address		
Work Address: 215 S MONROE ST SUITE 300		
City/State/Zip: TALLAHASSEE, FL 32301		
Home Address 3409 BLUE QUILL LANE		
City/State/Zip: TALLAHASSEE, FL 32312		
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?		11 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?		
<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?		1
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
<p>(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.</p>		
Race: Caucasian	Sex: Female	Age:
Disabled? No	District: District 4	
<p>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.</p>		

SINCE 2004, KIMBERLY HAS SERVED AS A GENERAL SECURITIES AND A REGISTERED INVESTMENT ADVISOR REPRESENTATIVE. SHE HOLDS BOTH THE SERIES 7 AND SERIES 66 DESIGNATIONS. HER SERVICES INCLUDE TRANSACTIONAL AND FEE-BASED FINANCIAL PLANNING, RISK MANAGEMENT (LIFE, DISABILITY AND LONG TERM CARE INSURANCE), WEALTH ACCUMULATION AND DISTRIBUTION STRATEGIES.

KIMBERLY BEGAN HER CAREER IN 1996 AS DIRECTOR OF TRADE PROMOTION, UNITED STATES FOREIGN COMMERCIAL SERVICE STATIONED IN HANOI, VIETNAM. SHE SERVED AS ONE OF THE EARLIEST AMERICAN GOVERNMENT EMPLOYEES IN COUNTRY AFTER NORMALIZATION WORKING TO SUPPORT AMERICAN BUSINESS INTERESTS IN THE AREAS OF TRADE AND CULTURAL COUNSELING, BUSINESS ADVOCACY, AND THE ESTABLISHMENT OF COMMERCIAL SERVICE PROGRAMS. SHE LATER JOINED LORAL SPACE & COMMUNICATIONS AS MANAGER OF GLOBAL MARKETING AND BUSINESS DEVELOPMENT SUPPORTING GLOBAL SATELLITE PROVIDER INITIATIVES IN LONDON, SAN PAULO, CAPE TOWN, NEW YORK, MEXICO CITY AND PARIS. MRS. DIXON SPENT HER FORMATIVE YEARS IN TALLAHASSEE, FLORIDA. SHE RECEIVED A BACHELOR OF ARTS DEGREE FROM MERCER UNIVERSITY AND LATER COMPLETED HER GRADUATE STUDIES (ABT) IN ART HISTORY AT GEORGIA STATE UNIVERSITY. KIMBERLY IS A PAST CHAIRMAN OF THE ECONOMIC CLUB OF FLORIDA, TALLAHASSEE SYMPHONY ORCHESTRA BOARD MEMBER AND PAST PRESIDENT, TALLAHASSEE REGIONAL ESTATE PLANNING COUNCIL. SHE IS A GRADUATE OF LEADERSHIP TALLAHASSEE CLASS 25, MEMBER OF THE 25 WOMEN YOU NEED TO KNOW, AND SECRETARY OF THE TALLAHASSEE COMMUNITY COLLEGE FOUNDATION.

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

Name: STEVE EVANS Telephone: 850-445-3513
Address: 3920 BOBBIN BROOK CIRCLE TALLAHASSEE 32312

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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

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Investment Advisory: November (1 time per year), 1 hour
Other meetings may be called as need.

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<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Kimberly Dixon

This application was electronically sent: 8/1/2016 4:03:17PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>It is the applicant's responsibility to keep the information on this form 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 Applications will be discarded if no appointment is made after two years.</p>		
Name: David B. Ramsay		Date: 8/30/2010
Home Phone: 893-6434	Cell Phone: 509-9091	Email: davidramsay3@gmail.com
Occupation: Retired banker	Former Employer: SunTrust Bank, Northwest Florida	
<p>Please check box for preferred mailing address.</p> <p>Work Address:</p> <p>City/State/Zip:</p>		
<p><input checked="" type="checkbox"/> Home Address: 9048 Shoal Creek Drive</p> <p>City/State/Zip: Tallahassee, FL 32312</p>		
<p>Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? Yes <input checked="" type="checkbox"/> No</p> <p>Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? Yes <input checked="" type="checkbox"/> No</p>		
<p>For how many years have you lived in and/or owned property in Leon County? <u>15</u> years</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: Innovation Park Board 2nd Choice: _____</p>		
<p>If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:</p> <p>Culture and Arts <input type="checkbox"/> Environmental/ Growth Management <input type="checkbox"/> Health Care <input type="checkbox"/> Human Relations <input type="checkbox"/> Human Services <input type="checkbox"/> Housing <input type="checkbox"/> Library Services <input type="checkbox"/> Other Areas <u>Economic Development</u></p>		
<p>Have you served on any previous Leon County committees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If Yes, on what Committee(s) have you served? _____</p>		
<p>How many days per month would you be willing to commit for Committee work? 1 2 to 3 <input checked="" type="checkbox"/> 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? 2 3 to 5 <input checked="" type="checkbox"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night</p>		
<p>(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.</p> <p>Race: <input checked="" type="checkbox"/> Caucasian African American Hispanic Asian Other</p> <p>Sex: <input checked="" type="checkbox"/> Male Female Age: <u>68</u> Disabled? Yes <input checked="" type="checkbox"/> No</p> <p>District _____</p> <p style="text-align: center;">Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@leoncountyfl.gov</p>		

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. Please attach your resume, if one is available.

See attached

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

Name: Gil Ziffer Telephone: 509-7886

Address: 3166 Baringer Hill Drive Tallahassee, FL 32311

Name: Kim Williams Telephone: 224-9353

Address: Marpan Supply PO Box20 2068 Tallahassee, FL 32316

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 No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes No

Will you be receiving any compensation that is expected to influence your vote, action, or participation

on a Committee? Yes No If yes, from whom? _____

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting

conflicts? Yes No If yes, please explain Serve on the Advisory Board of Hancock Bank

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

If yes, please explain _____

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

Signature: David B. Lussay

Please return Application

PROFILE

David B. Ramsay

Having worked for SunTrust for more than 46 years, David Ramsay retired in October, 2007 as the Chairman, President and CEO of SunTrust Bank, Northwest Florida, a position he held for twelve years. Before transferring to Florida in 1995, he served as Chairman, President and CEO of SunTrust Banks in northeast and middle Tennessee, and as Executive Vice President of SunTrust Bank in Nashville.

In 1995, he was assigned to Tallahassee as that bank's Chairman, President and CEO. Subsequent acquisitions in Marianna and Chattahoochee expanded the bank beyond Leon County, and in 1999, SunTrust banks in Pensacola, Panama City, Fort Walton and Destin were added to his responsibilities resulting in the creation of SunTrust Bank, Northwest Florida. At year end 2006, the bank operated 31 branches in eight counties and held deposits in excess of \$1.5 billion.

Dave is active in community and statewide organizations. He has served as Chairman of the local Economic Development Council and as the Chairman of the Board, and Campaign Chair for the United Way of the Big Bend. He was appointed by Governor Bush, and confirmed by the Florida Senate, to serve on the Governor's Commission on Volunteerism and Community Service, also known as Volunteer Florida. He recently chaired that Commission. Secretary of State Sue Cobb appointed him to the board of the Friends of Mission San Luis, and more recently Secretary Kurt Browning appointed him as its Chairman.

He is currently a Commissioner of Tallahassee's Urban Design Commission, a member of the board of the Capital Regional Medical Center, an Advisory Board member of both Florida State University's College of Medicine Regional Board in Tallahassee, the Florida Highway Patrol and Hancock Bank - Tallahassee. Until recently, he served as Vice President of Florida's Great Northwest, a regional economic development council.

Through the years, he has served on numerous boards and committees of the Tennessee, Florida and American Bankers Associations. In 1986 - '87, he was the national President of the American Institute of Banking. At the ABA, he served as a member of the Education Policy and Development Council and on the Government Relations Council.

In 2009, he was the recipient of the President's Call to Service Award for Lifetime Service and Civic Participation through Volunteer Service, and later in the year, the *Tallahassee Democrat* chose him as Tallahassee's Volunteer of the Year for the Arts.


Dave is a graduate of Red Bank High School and the University of Tennessee at Chattanooga having received his degree in Business Administration with emphasis in accounting. He is a graduate of the School of Banking of the South at LSU, the American Bankers Association's National Commercial Lending Graduate School at the University of Oklahoma, and the Robert Morris Associates' Senior Loan Management Program at Indiana University.

After completing Officer's Candidate School (OCS), he was commissioned as an infantry officer. In 1969, Dave was awarded the Army Commendation Medal in Stuttgart, Germany. He previously held a private pilot's license and has traveled extensively throughout the United States, Europe and the Caribbean.

Dave is married to the former Nancy Bales, a "Teacher of the Year" recipient for the Chattanooga/Hamilton County School System, and they have two sons.

August 30, 2010

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: April Salter	Date: 8/12/2016 3:44:45PM
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Home Phone: (850) 508-7040	Work Phone: (850)681-3200X	Email: april.salter@saltermitchell.com
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Occupation: BUSINESS OWNER	Employer: SALTERMITCHELL, INC
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Preferred mailing location: Work Address
Work Address: 117 S, GADSDEN STREET

City/State/Zip: TALLAHASSEE, FL 32301

Home Address 5443 LAWTON CT

City/State/Zip: TALLAHASSEE, FL 32317

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? 30 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?

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? 1

And for how many months would you be willing to commit that amount of time? 2

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: Hispanic Sex: Female Age: 54.00

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.

SEE ATTACHED

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

Name: DOMINIC CALABRO Telephone: 8502225052
Address: 106 N. BRONOUGH STREET

Name: LINDA SHELLEY Telephone: 8506814260
Address: 3018 SOUTH SHORE CIRCLE

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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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

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- Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
- Budget Committee: September (1 time per year), 1-2 hours.
- Audit Committee: November and January (2 times per year), 1 hour each
- Investment Advisory: November (1 time per year), 1 hour
- Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at: <http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: April Salter

This application was electronically sent: 8/12/2016 3:44:45PM

APRIL SALTER, APR, CPRC | PRESIDENT & CHIEF OPERATING OFFICER

SALTER>MITCHELL, TALLAHASSEE, FL | (formerly Herrle Communications Group)
January 1999 - Present

Develops effective campaigns that get measurable results as partner in an integrated marketing and communications company with a unique emphasis on behavior change. Leads a team of senior-level Florida media and public relations pros along with some of the nation's top behavior-change communications experts.

In 1999, founded Herrle Communications Group and in less than a decade grew a one-woman shop into a premier communications agency with a client base representing some of the most prestigious organizations in Florida. In 2005 was founding partner in national behavior change marketing firm, Marketing for Change, and in 2008 marshaled the successful merger of the two firms.

Has extensive statewide and national experience in developing creative, cutting edge approaches to communications and marketing challenges. Provides campaign oversight, campaign planning and quality control for every client. Worked with Florida business, healthcare, international trade, tourism and environmental reporters and the Capital Press Corps for more than 30 years and has counseled state agency heads, non-profits and business leaders on important areas of state policy. Worked on more than 50 state and national research projects, and has supervised numerous telephone, mail, and executive interviews and focus groups. Experienced at conducting and analyzing qualitative and quantitative research.

Directed award-winning campaigns for clients such as: The International Rhino Foundation, Bank of America, Nestle Waters, Verizon, Weyerhaeuser (formerly Plum Creek), Executive Office of the Governor, Kitson & Partners, Florida Department of Health, The Florida Council of 100, State Farm, Humana, Florida TaxWatch, Make Tobacco Pay, American Heart Association, American Cancer Society, American Lung Association, Kitson & Partners, Florida Retail Federation, Coalition to Prevent Underage Drinking, and many more.

OFFICE OF THE GOVERNOR, LAWTON CHILES, Tallahassee, Fla.
Communications Director | January 1996 – January 1999

Responsible for directing, supervising and coordinating public information activities in all executive agencies of state government.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, Tallahassee, Fla.
Press Secretary | October 1994 — January 1996

FLORIDA DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES, Tallahassee, Fla.
Public Information Director | March 1994 — September 1994

FLORIDA DEPARTMENT OF COMMERCE, Tallahassee, Fla.
Communications Director | May 1991 — September 1994

FLORIDA EDUCATION ASSOCIATION/UNITED, Tallahassee, Fla.
Assistant Director of Communications | February 1988 — May 1991

MGT OF AMERICA, MARKET RESEARCH DIVISION, Tallahassee, Fla.
Research Analyst | January 1995 — Feb 1998

FLORIDA STATE UNIVERSITY'S POLICY SCIENCES SURVEY RESEARCH CENTER,
Tallahassee, Fla.
Survey Field Director | May 1990 — January 1995


EDUCATION:

Bachelor of Arts, English Literature – Florida State University, 1996
Minor in Marketing

PROFESSIONAL AFFILIATIONS:

International Rhino Foundation, Executive Committee, Secretary
Florida House, Florida's Embassy in Washington DC, Board of Trustees
Florida TaxWatch, Board of Trustees
Florida Public Relations Association, member (previously served as VP Accreditation; VP
Golden Image; President, Capital Chapter)
Leon County Schools Foundation, Board of Directors
The Croft Society, Founding Member
PR Council
Tallahassee Chamber of Commerce

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Kim Williams	Date: 8/2/2016 6:03:32PM
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Home Phone: () -	Work Phone: (850)545-6864X	Email: kim@marpan.com
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Occupation: PRESIDENT	Employer: MARPAN SUPPLY
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Preferred mailing location: Work Address
Work Address: PO BOX 2068

City/State/Zip: TALLAHASSEE, FL 32316

Home Address: 2069 CANTIGNY WAY

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? 43 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? Yes

If yes, on what Committee(s) are you a member? SALES TAX COMMITTEE

If you are appointed to a Committee, you are expected to attend regular meetings.

How many days per month would you be willing to commit for Committee work? 1

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:

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.

BOARD MEMBER FSU RESEARCH FOUNDATION, FSU GAP AWARD COMMITTEE,
LEON COUNTY SALES TAX COMMITTEE, PAST CHAIR ECONOMIC DEVELOPMENT COUNCIL FOR
TALLAHASSEE AND LEON COUNTY

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

Name: DAVE RAMSEY Telephone: 850-509-9091
Address: 9048 SHOAL CREEK DR

Name: KRISTIN DOZIER Telephone: 850-509-2907
Address: LEON COUNTY COURTHOUSE

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? No

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? Yes
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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

- Board of Governors: First Thursday of every even numbered month (6 times per year), 2.5 hours each
- Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
- Budget Committee: September (1 time per year), 1-2 hours.
- Audit Committee: November and January (2 times per year), 1 hour each
- Investment Advisory: November (1 time per year), 1 hour
- Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: KIM WILLIAMS

Attachment #8
Page 3 of 4

This application was electronically sent: 8/2/2016 6:03:32PM

Kim B. Williams

President

Marpan Supply and Recycling

Kim began his career at Marpan, a local family owned business, in 1968. Over the course of the next 48 years He has been heavily involved in the waste and recycling industry. He became President of Marpan Supply in 1985 and directed growth of the company into energy efficient lighting, container services, construction and demolition hauling (C & D) and recycling. As a result of the company's involvement in lighting sales, In 1992/3 he successfully lobbied the Florida Legislature to require recycling of mercury containing fluorescent bulbs. In 1994 he built the first fluorescent lamp recycling plant in Florida.

As Marpan's C & D hauling business expanded he became convinced that recycling of this waste needed to be done and from 2005 until 2008 Marpan Recycling designed, built and opened the first Class 3 Materials Recovery Facility in Florida and in December of 2012 posted a 70.5% recycling rate. Since we opened we have developed processes to recover over 70 separate commodities from this waste stream while keeping over 375 million pounds (and still counting) of recyclables out of the landfill. While looking for ways to increase Tallahassee's recycling rate he decided to build another recycling plant for residential and commercial single stream recycling. This plant has been under development and construction since early in 2011 and opened in January, 2013. He believes we can reach the Florida Legislatures goal of recycling 75% of our waste by 2020 and has committed Marpan's resources to help achieve that goal.


In addition to his work at Marpan he has managed and developed 2 industrial parks in Tallahassee, Hamilton Park and Heritage at Commonwealth and expanded a third, Commerce Industrial Park.

As President of Marpan he believes Tallahassee is a great place to live and raise a family. He has a long history of community involvement. A founding Board member and past President of Southside Business Association, he is a past Chair of the Tallahassee Chamber of Commerce and was the 2006 recipient of the Godfrey Smith Past Chairs award. He has served on many Boards and Committees, Including the Board of the Tallahassee Housing Authority and of Goodwill Industries. A past board member and past Chair of Tallahassee Memorial Healthcare, as well as past Chair of the Economic Development Council. He currently serves on the Board of Capital City Bank and the FSU Research Foundation and Downtown Redevelopment Commission and was recognized by Leadership Tallahassee in 2014 with their Lifetime Leadership Award. Kim recently chaired the Leon alliance for a better community that successfully supported the one penny Leon County Sales Tax referendum. Kim is also a new member of the FSU Coastal Marine Research Board of Trustee's.

As a native of Tallahassee, he is committed to encouraging economic growth so that our children and graduates will be able to find an opportunity here, while maintaining our quality of life. Kim and his wife Mayda have 4 children and 5 grand-children.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Karen Cyphers	Date: 8/10/2016 11:22:13AM
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Home Phone: (850) 528-3871	Work Phone: (850)222-1996X	Email: karen@sachsmedia.com
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Occupation: VICE PRESIDENT OF RESEARCH & POLICY	Employer: SACHS MEDIA GROUP
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Preferred mailing location: Work Address
Work Address: 114 S. DUVAL ST

City/State/Zip: TALLAHASSEE, FL 32301

Home Address 1537 WOODGATE WAY

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? 15 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?

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? 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: Female Age: 36.00

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.

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

Name: RON SACHS
Address: 114 S DUVAL STREET

Telephone: 850-321-8048

Name: GIL ZIFFER
Address: 300 S ADAMS ST

Telephone: 850-509-7886

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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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

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Officer Duties:

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<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Karen Cyphers

This application was electronically sent: 8/10/2016 11:22:13AM

Karen Halperin Cyphers, Ph.D.

1537 Woodgate Way | Tallahassee, FL 32308 | 850-528-3871 | karen@sachsmedia.com

SUMMARY

Karen Halperin Cyphers is a public policy consultant and researcher; an adjunct instructor of public policy at Florida State University; active in local and national Alzheimer's advocacy; and Vice President of Research & Policy with Sachs Media Group where she leads firm activities including statistical analysis, survey design, data visualization, and qualitative studies.

PROFESSIONAL & COMMUNITY EXPERIENCE

- 2015 - Pres.** *Vice President of Research & Policy – Sachs Media Group* **Tallahassee, FL**
- Leads firm research activities including survey design and implementation; statistical analysis; original data collection; qualitative research; data visualization; and report writing. Provides expertise in message testing and experimental methods.
 - Uses data to provide strategic counsel on public policy issues and branding exercises.
- 2013 – Pres.** *Volunteer Lobbyist – The Alzheimer's Project, Inc.* **Tallahassee, FL**
- Volunteers time to lead strategy and implementation of the Project's state legislative and executive lobbying efforts.
- 2013 – Pres.** *Adjunct Instructor – Florida State University* **Tallahassee, FL**
- Teaches an upper-level undergraduate course on public policy analysis, with a focus on applied practice. Prior courses include classroom and online instruction in American government and politics.
- 2013 – 2015** *Patient Representative – Federal Food & Drug Administration (FDA)* **Silver Spring, MD**
- Appointed as a patient representative to the Central & Peripheral Nervous System Drugs Advisory Committee, which reviews drugs and treatments for Alzheimer's and related diseases.
- 2012 – 2014** *President – Cyphers Group, LLC* **Tallahassee, FL**
- Conducted original quantitative and qualitative research; data collection and analysis; policy and program assessment; survey design and public opinion research; report writing; and grant writing.
 - Worked with clients to establish data-based legislative and political strategy; and wrote regular columns on public policy issues for two of Florida's most widely read political blogs.
- 2008 – 2012** *Director of Health Care Policy – Florida Medical Association* **Tallahassee, FL**
- Conducted original empirical and qualitative research on state and federal health care issues.
 - Registered lobbyist; provided analysis, strategy and persuasive materials for legislative priorities.
 - Coordinated research efforts with stakeholders, universities, and state agencies.
 - Authored articles on topics of interest for the award-winning Florida Medical Magazine.
- 2010** *Consultant – Health Care Transition Team for Governor Rick Scott* **Tallahassee, FL**
- Assisted the Health Care Transition Team in the review of health care agencies and in the development of recommendations.
 - Assisted in the drafting of transition team reports.
- 2010** *Policy Director – Bill McCollum for Governor Campaign* **Tallahassee, FL**
- Led the policy team for the statewide gubernatorial campaign of Bill McCollum, Florida's then Attorney General.
 - Developed policy agendas, debate preparatory materials, and managed policy staff. Coordinated policy councils comprised of statewide and national policy experts in areas including energy, transportation, health care, water and natural resources, economic development, and social issues.
- 2007 – 2008** *Deputy Policy Chief – Executive Office of the Governor* **Tallahassee, FL**
- Served in the Office of Policy and Budget in the area of Health and Human Services.
 - Developed policy agendas, wrote bill language, and lobbied on behalf of the Governor.
 - Made recommendations on bill signing and vetoes and provided legislative analysis.
 - Worked closely with state agency staff, executive office staff, and stakeholder groups.
- 2006 – 2007** *Deputy Policy Director – Charlie Crist for Governor Campaign* **Tallahassee, FL**
- Conducted research across issue areas; developed policy agendas and positions. Wrote white papers, talking points for speeches and events, editorial board responses, and debate prep notebooks. Conducted opposition research and wrote copy for multi-media. Coordinated team of interns and implemented a formal approach to constituent correspondence.
 - Acted as Assistant to Deputy Director during the Governor's Transition; drafted agency review reports.

- 2005 – 2006** **Legislative Analyst – Florida House of Representatives** **Tallahassee, FL**
- Completed the Speaker’s House Fellowship in the Health & Families Council which included four subcommittees.
 - Wrote bill analyses and drafted bill language; acted as liaison with staff, legislators, and stakeholder groups.
- 2003 – 2005** **Founder and Director – Tallahassee Writing Workshop** **Tallahassee, FL**
- Founded a creative and technical writing workshop for middle and high school students.
 - Developed curriculum and brought in professional authors, poets and journalists to lead sessions.
 - Conducted fundraising and sponsorship recruitment and handled media relations. Published magazine.
- 2003** **Legislative Staff – Florida State Senate** **Tallahassee, FL**
- Served in the office of Senator Lee Constantine and assisted Senate Education Committee staff.
 - Conducted legislative research. Handled constituent correspondence and scheduling.
- 2002** **Director of Campaign Operations – Florida House District 97 race** **Broward County, FL**
- Developed strategy and messaging communications; coordinated events and designed multimedia.
 - Managed grassroots activities and office staff. Acted as liaison with House leadership and outside consultants.
- 2001 – 2002** **Director of Marketing – The Stockbridge Group, Inc.** **Ft. Lauderdale, FL**
- Managed projects for marketing and public relations firm; developed ad campaigns and media strategy.

EDUCATION

- 2003 – 2012** **Doctor of Philosophy – Florida State University** **Tallahassee, FL**
- Earned PhD in political science, with focus in public policy; health policy; survey and experimental design; public opinion and political behavior research; state politics.
 - Adjunct instructor for live and online courses on American politics and government.
 - Published original research in peer-reviewed political science journals and conferences (see publications below).
- 1997 – 2001** **Bachelor of Arts – New College of Florida** **Sarasota, FL**
- Areas of focus: Anthropology and Psychology. Completed baccalaureate thesis and accompanying documentary video, “Pitch and Periphery: The Social Space of Street Performance.”

SELECT ACADEMIC PUBLICATIONS & CONFERENCES

"Choice and satisfaction: enrollee attitudes toward health plans and public institutions." 2012. Karen Cyphers. Doctoral dissertation. Florida State University.

"The Economic Impact of Private Practice Physicians’ Offices in Florida.” The Florida Medical Association Health Policy Center. 2009. Primary author: Karen Cyphers. Written in coordination with the FSU Center for Economic Forecasting and Analysis.

"A framework for the study of personality and political behavior." Jeffery J. Mondak and Karen Halperin. *British Journal of Political Science*. 2008. 38 (2), pp 335-362.

"The Paradox of Term Limits Support: To Know Them is Not to Love Them." 2007. Carol Weissert and Karen Halperin. *Political Research Quarterly*. Vol. 60, No. 3 (pp. 516-530).

"Term Limits, Electoral Competition, and Representational Diversity: The Case of Florida." 2006. Scot Schraufnagel and Karen Halperin. *State Policy and Politics Quarterly*. Volume 6, Issue 4, Winter 2006.

"Mass Perceptions Regarding Demographic Diversity in the Judiciary." 2005. Karen Halperin and Jeffery J. Mondak. Presented at the Annual Meeting of the Midwest Political Science Association, Chicago.


"The View from Back Home: County Party Leaders’ Perceptions of Term Limits." Carol Weissert and Karen Halperin. Presented at the Annual Meeting of the Southern Political Science Association, Jan. 4-8, 2005. New Orleans.

"Coattails and Bedskirts: An Experiment on the Influence of Marital Affiliation in Campaigns of Political Wives." 2005. Karen Halperin and Melissa Neal. Presented at the Annual Meeting of the Southern Political Science Assn., Jan. 4-8, 2005. New Orleans.

"Term Limits and the Public: Knowledge, Attentiveness and Voter Dissatisfaction." Carol Weissert and Karen Halperin. Presented at the Life with Term Limits Conference, April 29-30, 2004. Akron, OH.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Steinar Dale		Date: 7/24/2016 5:44:08PM
Home Phone: (850) 656-3826	Work Phone: ()-X	Email: steinardale@msn.com
Occupation: RETIRED	Employer: PAST EMPLOYER : FSU	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: TALLAHASSEE, FL		
Home Address 841 EAGLE VIEW DRIVE		
City/State/Zip: TALLAHASSEE, FL 32311		
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?		13 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?		
<i>If you are appointed to a Committee, you are expected to attend regular meetings.</i>		
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
<p>(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.</p>		
Race: Caucasian	Sex:	Age: 71.00
Disabled? No	District: District 5	
<p>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.</p>		

DR. DALE RETIRED FROM FLORIDA STATE UNIVERSITY IN MARCH 2014 A POSITION HE HELD FROM MARCH 2003 WHEN HE JOINED FSU AS DIRECTOR OF THE CENTER FOR ADVANCED POWER SYSTEM. HE WAS RESPONSIBLE FOR PROVIDING THE TECHNICAL AND MANAGERIAL LEADERSHIP FOR THE CENTER, INCLUDING DEVELOPMENT OF THE POWER TEST FACILITIES, RESEARCH PROGRAMS, PROGRAM FUNDING, AND STRATEGIC DIRECTIONS. PRIOR TO JOINING FSU IN MARCH OF 2003, DR. DALE WAS MANAGER OF STRATEGIC TECHNOLOGIES AND GOVERNMENT RELATIONS FOR ABB POWER TECHNOLOGIES DIVISION IN RALEIGH, NORTH CAROLINA. HE JOINED ABB IN 1992, WHERE HE HELD SEVERAL MANAGEMENT POSITIONS IN ABB'S ELECTRIC SYSTEMS TECHNOLOGY INSTITUTE. FROM 1984 TO 1992 HE WAS WITH THE OAK RIDGE NATIONAL LABORATORY (ORNL) IN OAK RIDGE, TENNESSEE. HE WAS RESPONSIBLE FOR RESEARCH AND DEVELOPMENT IN THE AREA OF ELECTRIC UTILITY SYSTEMS FOR THE U.S. DEPARTMENT OF ENERGY (DOE), INCLUDING ASSESSMENTS OF HIGH TEMPERATURE SUPERCONDUCTIVITY APPLICATIONS. EARLIER DR. DALE WORKED FOR THE WESTINGHOUSE R&D CENTER IN PITTSBURGH, PA. HE IS PRESENTLY SERVING ON THE STRATEGIC ADVISORY COMMITTEE FOR THE ENERGY AND ENVIRONMENT SCIENCE AND TECHNOLOGY DIRECTORATE OF IDAHO NATIONAL LABORATORY

IN 1986-87, DR. DALE SERVED AS A CONGRESSIONAL SCIENCE FELLOW (IEEE) ON THE STAFF OF THE COMMITTEE OF SCIENCE SPACE AND TECHNOLOGY IN THE U.S. HOUSE OF REPRESENTATIVES IN WASHINGTON DC.

DR. DALE HAS AUTHORED OR CO-AUTHORED OVER 50 TECHNICAL PAPERS, INCLUDING TWO BOOK CHAPTERS, AND WAS THE EDITOR OF A BOOK ON THE INDUSTRIAL APPLICATION OF HIGH TEMPERATURE SUPERCONDUCTIVITY (EPRI 1990). HE HOLDS 6 U.S. PATENTS. IN 2015 HE RECEIVED THE ATTWOOD ASSOCIATE AWARD FROM THE US NATIONAL COMMITTEE OF CIGRE. HE IS A FELLOW OF THE IEEE (1990). HE SERVED ON THE EDITORIAL BOARD OF THE PROCEEDINGS OF THE IEEE FROM 2010 TO 2014. HE WAS A MEMBER OF THE IEEE ENERGY POLICY COMMITTEE. HE WAS THE GENERAL CHAIRMAN OF THE IEEE ELECTRIC SHIPS TECHNOLOGY SYMPOSIUM ON 2011, AS WELL AS GENERAL CHAIRMAN OF THE IEEE INTERNATIONAL SYMPOSIUM ON ELECTRICAL INSULATION IN 1986 AND 1988. HE ALSO WAS THE CHAIRMAN OF THE IEEE CONGRESSIONAL FELLOWS COMMITTEE IN 1991-93.

DR. DALE IS THE PAST CHAIRMAN OF THE COALITION FOR THE COMMERCIAL APPLICATIONS OF SUPERCONDUCTORS, (CCAS).

DR. DALE RECEIVED HIS B.S. (1971) AND PH.D. (1976) IN ELECTRICAL ENGINEERING AND HIGH VOLTAGE PHYSICS FROM THE UNIVERSITY OF STRATHCLYDE IN GLASGOW, SCOTLAND.

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

Name: RICHARD H. MEEKER Telephone: 850 645-1711
Address: TALLAHASSEE

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? 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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

Board of Governors: First Thursday of every even numbered month (6 times per year), 2.5 hours each
 Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
 Budget Committee: September (1 time per year), 1-2 hours.
 Audit Committee: November and January (2 times per year), 1 hour each
 Investment Advisory: November (1 time per year), 1 hour
 Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Steinar J. Dale

This application was electronically sent: 7/24/2016 5:44:08PM

Steinar J. Dale Ph.D. FIEEE
841 Eagle View Drive, Tallahassee, FL 32311
Telephone (cell) 850-273-1877
Email: steinardale@msn.com

Dr. Steinar J. Dale,

Dr. Dale retired from Florida State University in March 2014 a position he held from March 2003 when he joined FSU as Director of the Center for Advanced Power System. He was responsible for providing the technical and managerial leadership for the Center, including development of the power test facilities, research programs, program funding, and strategic directions. Prior to joining FSU in March of 2003, Dr. Dale was Manager of Strategic Technologies and Government Relations for ABB Power Technologies Division in Raleigh, North Carolina. He joined ABB in 1992, where he held several management positions in ABB's Electric Systems Technology Institute. From 1984 to 1992 he was with the Oak Ridge National Laboratory (ORNL) in Oak Ridge, Tennessee. He was responsible for research and development in the area of electric utility systems for the U.S. Department of Energy (DOE), including assessments of high temperature superconductivity applications. Earlier Dr. Dale worked for the Westinghouse R&D Center in Pittsburgh, PA.

In 1986-87, Dr. Dale served as a Congressional Science Fellow (IEEE) on the staff of the Committee of Science Space and Technology in the U.S. House of Representatives in Washington DC.


Dr. Dale has authored or co-authored over 50 technical papers, including two book chapters, and was the editor of a book on the industrial application of high temperature superconductivity (EPRI 1990). He holds 6 U.S. Patents.

He is a Fellow of the IEEE (1990). He serves on the editorial board of the Proceedings of the IEEE and is a member of the IEEE Energy Policy Committee.

Dr. Dale is immediate past Chairman of the Coalition for the Commercial Applications of Superconductors, (CCAS).

Dr. Dale received his B.S. (1971) and Ph.D. (1976) in Electrical Engineering and High Voltage Physics from the University of Strathclyde in Glasgow, Scotland.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Janice Dodge	Date: 7/25/2016 4:28:21PM
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Home Phone: (850) 562-4331	Work Phone: (850)644-8916X	Email: janicedodge@mail.com
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Occupation: LAB SAFETY OFFICER	Employer: FSU
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Preferred mailing location: Home Address
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2120 LONGVIEW DR.

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? 47 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?

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? 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

(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: 65.00

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 HAVE WORKED FOR FORTY YEARS AT FSU, 25 YEARS AS A LABORATORY MANAGER/RESEARCHER AND 15 YEARS AS THE FSU LAB SAFETY OFFICER. I ESTABLISHED AND SIT ON 4 SAFETY COMMITTEES THAT PROVIDE SAFETY GUIDANCE TO THE FSU ENGINEERING FACILITIES ON THE SW CAMPUS. I WILL BE RETIRING FROM FSU AT THE END OF THE SUMMER.

I HAVE A MASTER DEGREE IN ENGLISH AND HAVE TAUGHT FRESHMAN WRITING AT FSU AND TCC. I HAVE A PASSION FOR BOTH TECHNICAL AND CREATIVE WRITING, IN ADDITION TO A LOVE OF SCIENCE AND IN PARTICULAR, RESEARCH.

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

Name: LYNN GRIFFIN
Address: TALLAHASSEE, FL

Telephone: 850-531-638

Name: RICHARD LE
Address: TALLAHASSEE, FL

Telephone: 850-228-4246

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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

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Audit Committee: November and January (2 times per year), 1 hour each

Investment Advisory: November (1 time per year), 1 hour

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Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:

<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Janice Dodge

This application was electronically sent: 7/25/2016 4:28:21PM

JANICE DODGE

2120 Longview Dr.
Tallahassee, Fl. 32303
562-4331

Biographical data: Born in Miami, 9-14-50, moved to Tallahassee in 1968 to attend FSU, married with two adult children. Work experience includes fifteen years as the FSU Laboratory Safety Officer and twenty-five years working in research laboratories as noted below. I also taught freshman composition at FSU and TCC. I will retire from FSU on 8/31/2016.

Knowledge, Abilities and Skills:

Ability and experience in the training and supervision of laboratory personnel
Extensive experience in laboratory operations: biology and biochemistry
Experience in experimental design and execution
Experience in writing: technical writing, creative writing
Experience in classroom teaching
Knowledge of research safety regulations

Education:

BA in English from Florida State University, 1993, with minors in
biology and chemistry.

MA in English from Florida State University, 1995, specializing in writing.

Environmental Health and Safety Employment:

9/01 – present: **Laboratory Safety Officer**, Department of Environmental Health and Safety. Began working in EH&S for the Biological Safety Office as a Sr. Environmental Health and Safety Specialist in 2001. Was responsible for administering the medical monitoring programs for FSU employees, oversight of biohazardous waste disposal, laboratory issues related to biohazards, and emergency response related to biohazards. Promoted to Lab Safety Officer in January 2003. Developed the EH&S oversight program for use of controlled substances in research. Formalized and developed the laboratory safety inspection program. Developed the FSU online Laboratory Safety Manual. Developed and expanded laboratory safety training programs. Have worked with FSU researchers to identify and remediate specific laboratory safety issues of concern. Established and am a member of four safety committees on the SW FSU campus. These four committees provide safety guidance to the College of Engineering, High Performance Materials Institute, Center for Advanced Power Systems, and the Aero-Propulsion, Mechatronics and Energy Facility.

Scientific (laboratory) Employment:

12/00 – 9/01: Biological Scientist, Biology Department, FSU for Dr. Marc Freeman. Responsible for managing lab functions, with duties encompassing all lab work in support of grant research goals, including radioimmunoassays, small animal surgery, biochemical assays, tissue collection and processing, radiolabelling of proteins, maintaining stock solutions, animal husbandry, supervision of student assistants, and the setting up and implementing of laboratory safety protocols. Additionally, I was responsible for initiation and tracking of all expenditures and employment, and establishment of new fiscal contracts.

1/98 to 12/00: Biological Scientist, Chemistry Department, FSU for Dr. Nancy Greenbaum. Study of the structure and function of transcribing RNA and RNA binding proteins. Responsible for student supervision and training, providing technical support, instituting and teaching lab safety protocols, maintaining biological inventories, overseeing repairs to equipment, restocking supplies. Technical responsibilities included enzyme purification from bacteria, protein isolation from nematodes, making recombinant DNA and obtaining bacterial clones, DNA purification, transcription of RNA, HPLC purification of biological molecules, training personnel involving sterile technique.

9/95 to 12/97: Biological Scientist, Neuroscience, FSU for Dr. Paul Trombley. Study of the regulation of olfactory bulb neuron toxicity and synaptic function. In September, 1995, because of low grant funding, my hours in Professor Williams's lab were reduced and I was fortunate to be employed by Dr. Trombley, then a new professor of Biology at FSU, to set up his lab and perform tissue culture. In addition, I coordinated repairs, modifications and inspections, and kept him informed of regulatory protocols. I worked in support of lab functions: executed experiments, maintained stock solutions, inventories, supplies, supervised animal care and handling, and coordinated activities with other researchers. I simultaneously held an OPS lab position with Dr. Cathy Levenson, Professor of Nutrition, Food and Movement Sciences, for whom I isolated mRNA from olfactory bulb neurons.

7/87 to 5-97: Biological Scientist, Biological Sciences, FSU for Dr. Theodore Williams. Study of the morphology and biochemistry of retinal rod cells in rats and humans. Responsible for managing lab, maintaining inventory, design and execution of experiments pursuant to grant proposals, data analysis, library research, co-writing of research results for presentation or publication, establishment of lab safety policies and training, coordination of repairs and modifications, supervision of part-time assistants.

1/83 - 4/87: Lab Technologist, Department of Chemistry, FSU for Dr. Earl Frieden. Study of thyroid hormone mechanisms in amphibians. Responsibilities: execute experiments pursuant to grant goals, maintain lab inventory, perform data analysis, supervise lab assistants, perform library research, and write technical reports and papers.

1/80 - 11/82: Lab Technologist, Biological Sciences, FSU for Dr. Kenneth Roux. Study of genetic markers of antibodies in rabbits. Responsibilities: execute experiments, maintain inventories, data analysis, supervise lab assistants.

6/77 - 3/79: Lab Technologist, Department of Chemistry, FSU for Dr. Earl Frieden. Study of thyroid hormone mechanisms in isolated tadpole liver and tailfin cells. Responsibilities: plan and execute experiments, data analysis, maintain laboratory inventories, supervise isotope handling and inventory, supervise of lab assistants, write technical reports.

9/75 - 6/77: Lab Technician, Biological Sciences, FSU for Dr. Marc Freeman. Study of environmental and biochemical influences on the reproductive hormones of female rats. Responsibilities: plan and execute experiments, maintain laboratory inventories, supervise isotope handling and inventory, data analysis.

Scientific Publications:

See listing at

https://www.researchgate.net/profile/Janice_Dodge


Teaching Employment:

8/93 - 5/95: Florida State University English Department, Graduate Teaching Assistant. Each fall and spring, I taught two freshman composition classes, developed curriculum and course policies.

9/95 - 6/96: Bainbridge College, Georgia, Developmental Studies. Part-time instructor of remedial writing for freshman college students.

9/97 - 12/99 Tallahassee Community College English Department, Part-time instructor of freshman composition.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Domenick Eanniello	Date: 7/26/2016 9:40:12AM
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Home Phone: (850) 567-6124	Work Phone: (850)567-6124X	Email: deanniello@millionair.com
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Occupation: GENERAL MANAGER	Employer: MILLION AIR
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Preferred mailing location: Home Address
Work Address: 3254 CAPITAL CIRCLE SW

City/State/Zip: TALLAHASSEE, FL 32310

Home Address 630 HICKORY LANE

City/State/Zip: HAVANA, FL 32333

Do you live in Leon County? No 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? Yes

For how many years have you lived in and/or owned property in Leon County? 5 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?

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: 58.00

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.

MULTIPLE MILITARY COMMITTEES AND PRIVATE AVIATION INDUSTRY BOARDS. COMMERCIAL AIRLINE PILOT RATING (6YERAS) AND RETIRED AIR FORCE COLONEL WITH 30 YEARS OF ACTIVE TIME, SERVING IN MULTIPLE COMMAND POSITIONS. AM INTERESTED IN THESE TWO COMMITTEES AS I BELIEV I HAVE THE EXPERIENCE TO MAKE A MEANINGFUL CONTRIBUTION.

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

Name: DANNY LANGSTON Telephone: 850-509-4284
Address: FLIGHTLINE GROUP

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? 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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

Board of Governors: First Thursday of every even numbered month (6 times per year), 2.5 hours each
 Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
 Budget Committee: September (1 time per year), 1-2 hours.
 Audit Committee: November and January (2 times per year), 1 hour each
 Investment Advisory: November (1 time per year), 1 hour
 Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Domenick Eanniello

Attachment #12
Page 3 of 6

This application was electronically sent: 7/26/2016 9:40:12AM

DOMENICK M. EANNIELLO

630 Hickory Lane ♦ Havana, FL 32333 ♦ Res: 850.509.2304 ♦ Cell: 850.567.6124 ♦ domandpatti@gmail.com

PROGRAM OR PROJECT MANAGER

More than 15 years of comprehensive experience in leading complex, highly visible programs and projects to successful conclusion throughout career with Million Air Aviation and the U.S. Air Force. Managed 50 million dollar annual aviation support business, and flown charter services. Have directed programs and projects related to mobilizing forces to provide appropriate support in times of natural disasters or security threats. Coordinate and expedite all project activities, from design and development to full team leadership and team building. Determine and meet specific program or project requirements, define the work scope, identify risks, and initiate a course of action. Proficient in developing plans, establishing meaningful metrics, and implementing strong quality management to ensure robust achievement of program and project requirements. Recognized for ability to leverage strong project management skills, consistently exceed expectations, and meet all project deadlines, budgets, and specifications.

CORE COMPETENCIES

Strategic Program Planning & Leadership ♦ Policy Development ♦ Operations Management
Process Improvement ♦ Risk Management ♦ Needs Assessment ♦ Budgeting
Public Relations ♦ Human Resources ♦ Team Leadership & Motivation
Best Practices & Continuous Improvement

EXPERIENCE & ACHIEVEMENTS

Advanced through positions of increased accountability for program and project management based on consistently exceeding goals and expectations with Million Air and the US Air Force.

MILLION AIR FIXED BASE OPERATION, TALLAHASSEE, FL ♦ 2010 – PRESENT

One of 31 FBOs belonging to Million Air Corporation throughout the United States, Canada, and the Caribbean providing full aircraft fueling and support services.

General Manager and Charter Learjet Pilot

In charge of all business operations to include Sales, Accounting, Customer Service, Line Service, and Maintenance. Supervised 27 employees conducting 24/7 operations comprising airline, general aviation, and military aircraft servicing. Responsible for \$12 million dollar facility and the execution of \$1 million dollars in sales per month. Responsible for the operation of the sole fuel farm facility serving the Tallahassee Regional Airport. Oversees the secure storage and handling of numerous business jets to include the Governor of Florida's personal aircraft.

- ♦ Provided oversight of \$1 million dollar total remodel of Tallahassee facility to include main building complex and two stand-alone aircraft hangers. Project was six months in duration, completed on time and within budget with no impact on daily business operations.
- ♦ Initiated at City of Tallahassee's request a project to design, build, and install a Self Service fueling facility to allow small general aviation customers to service their own aircraft reducing their fuel costs. Worked with the Mayor's staff to secure appropriate permits, and coordinated to hold a press conference and grand opening with the Mayor and the City Commissioners.
- ♦ Completed Airline Transport Pilot certification and Type rating as Captain in Learjet 55. Fly as crewmember approximately 10 days monthly in both Part 135 and Part 91 operations.

1ST AIR FORCE, PANAMA CITY, FL ♦ 2009 - 2010

One of 3 Numbered Air Forces in the US; trains and supervises personnel in response to natural and manmade disasters in the U.S., and oversees all U.S. search and rescue efforts.

Vice Commander and Special Assistant to the Commander - Colonel

In charge as 2nd in command of all operations in the U.S., including 20 aircraft alert sites, 2 air defense sector headquarters, and a 600-person command staff. Only colonel in the Air Force qualified to serve as a Deputy Combined Force Air Component Commander, making recommendations to Secretary of Defense on hostile aircraft engagement criteria. Direct the responses to disasters and national security threats, such as the BP oil spill, the Haitian earthquake, and the Christmas Day bomb event on Northwest Airlines. Chair and direct 5 Boards: the Facility Construction, Financial,

Readiness, System Acquisition, and Personnel Development boards. Review and approve all personnel annual evaluations and promotion recommendation forms, as well as the civilian annual award process.

- ◆ Spearheaded and orchestrated the Air Force response to the BP oil spill by identifying and sending 15 people to imbed with the Coast Guard's operations centers at Houma, LA and Mobile, AL to ensure agile and sufficient system support; safely doubled the number of flights in the region as a result of being directed by the Chief of Staff to man 24x7 the Air Coordination Center at Tyndall AFB with 114 Air Force, Coast Guard, Customs and Border Patrol, and BP experts publishing and executing daily air operations in Gulf of Mexico.
- ◆ Instituted scheduling process that increased relief flights into Haiti from 30 per day to nearly 200 in response to the earthquake; created the Haitian Flight Operations Center manned with Air Force and World Food bank staff.
- ◆ While on duty as Chief of Combat Operations on Christmas Day 2009, within 48 hours orchestrated the response plan enabling air defense execution to bombing threat on Northwest Airlines.
- ◆ Directed full recovery process from computer room fire that destroyed \$1M+ in classified critical computer equipment and returned to operational status within 2 months; led team of IT, Engineering, and Finance experts in developing rapid mitigation plan that allowed continued operations from alternate location.

116TH AIR CONTROL WING, WARNER ROBINS, GA • 2007 - 2009

The only blended Air National Guard and Active Duty Flying Wing operating the E-8C Joint Stars reconnaissance aircraft valued at \$6B, and comprised of 2.6K Air Force, ANG, U.S. Army, and DoD civilians executing a \$50M budget.

Vice Commander and Active Duty Element Commander - Colonel

Developed and approved aircraft and personnel deployment schedules to support combat operations in Iraq and Afghanistan. Charged with directing daily operations meetings, budget process, discipline, and promotion boards. Commanded 1.6K Air Force personnel.

- ◆ Developed the operational readiness inspection plan that enabled unit to deploy anywhere in the world with 72 hour notice.
- ◆ Orchestrated effort that split the Wing into 2 separate units, Active Duty and Air National Guard, without any cost increases while doubling leadership development opportunities.
- ◆ Directed team that developed continuous deployment plan for wartime missions at required level after combat loss of 2 aircraft (12% of fleet) while increasing utilization of remaining aircraft through flex scheduling resulting in also maintaining required training operations.

9TH RECONNAISSANCE WING, YUBA CITY, CA • 2005 – 2007

Responsible for execution of all U-2 and RQ-4 reconnaissance missions supporting U.N., NATO, and worldwide DoD requirements. 4.3K military, 1,260 civilian employees, budget of \$60M, and operation of a 23K acre military reservation.

Vice Commander - Colonel

Directed 4 operations groups of 23 operating units. Accountable for flight operations, airfield management, aircraft maintenance, civil engineering, military housing, and medical facility, as well as explosive storage site. Chaired numerous councils, including Safety, Facility Construction and Improvement.

- ◆ Achieved 98% compliance rating for 1st unit Compliance inspection in 8 years, and raised Wing Environmental and Safety inspection from last place to Top 10 in Air Combat Command.

THE JOINT STAFF, PENTAGON, WASHINGTON, D.C. • 2004 -2005

Reconnaissance Operations Directorate Division Chief - Colonel

In charge of 12 officers in planning and execution of all DoD worldwide airborne reconnaissance missions, U.S. Navy Attack Sub deployments, and naval survey ship deployments.

Student at INTER-AMERICAN DEFENSE COLLEGE, WASHINGTON, D.C. • 2003- 2004

Student at DEFENSE LANGUAGE INSTITUTE, MONTEREY, CA • 2002 –2003

Commander of 1ST RECONNAISSANCE SQUADRON, YUBA CITY, CA • 2001 – 2002

Special Assistant to the Commander -UNITED STATES SOUTHERN COMMAND, MIAMI, FL • 1999 – 2001

Operations Officer - 99TH RECONNAISSANCE SQUADRON, YUBA CITY, CA

Student UNITED STATES ARMY COMMAND AND STAFF COLLEGE, LEAVENWORTH, KS


Reconnaissance Concepts Manager - AIR COMBAT COMMAND, NEWPORT NEWS, VA

EDUCATION

Master of Arts in International Relations, Troy State, United Kingdom

Bachelor of Arts in Economics, Sate University of New York, Stony Brook

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Narc Freeman	Date: 7/22/2016 12:11:17PM
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Home Phone: (850) 562-1335	Work Phone: (-)X	Email: prolactin@comcast.net
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Occupation: RETIRED	Employer: FLORIDA STATE UNIVERSITY
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Preferred mailing location: Home Address
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 5143 ICICLE HILL

City/State/Zip: TALLAHASSEE, FL 32303-7347

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? 44 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?

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? 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

(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: Age:

Disabled? No District: District 2

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 AM AN EMERITUS PROFESSOR OF BIOLOGICAL SCIENCES AT FSU WITH A PHD IN PHYSIOLOGY. I HAVE SERVED ON SEVERAL NATIONAL SCIENCE FOUNDATION AND NATIONAL INSTITUTES OF HEALTH RESEARCH APPLICATION EVALUATION COMMITTEES. MY EXPERIENCE ON THESE FEDERAL GOVERNMENTAL COMMITTEES SHOULD BE RELEVANT TO THE LCRDA. I HAVE VOLUNTEERED TEACHING GED COURSES IN THE LEON COUNTY SCHOOLS, INTERACTING WITH CLIENTS AT THE TALLAHASSEE DEVELOPMENTAL CENTER, AND AS A GUIDE AT ST. MARKS WILDLIFE REFUGE. I DO NOT HAVE A RESUME BUT I AM SUPPLYING A CURRICULUM VITAE WHICH HAS MOST OF THE SAME INFORMATION.

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

Name: DR. RAY BELLAMY Telephone: 850 545-6932
Address: TALLAHASSEE

Name: DR. WILLIAM GRIMES Telephone: 425 785-1236
Address: PO BOX 4165, BELLEVUE, WA 98009-4165

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Signature: Marc E. Freeman

This application was electronically sent: 7/22/2016 12:11:17PM

RESUME

July, 2016

Marc Edward Freeman

I. EDUCATION AND DEGREES

B.S. (1965) Moravian College, Bethlehem, Pa.

M.S. (1967) West Virginia University, Morgantown (E.K. Inskeep, Advisor)

Ph.D. (1970) West Virginia University, Morgantown (Roy L. Butcher, Advisor)

Postdoctoral Fellow (1970-1972) Emory University, Atlanta, Ga. (J.D. Neill, Supervisor)

II. RESEARCH INTERESTS

Endocrinology

Hypothalamic control of pituitary hormone secretion

III. ACADEMIC AND RESEARCH POSITIONS

Graduate Teaching Assistant, Department of Biology, West Virginia University (1965-1967)

Graduate Research Assistant, Department of Obstetrics and Gynecology, West Virginia University (1967-1970)

Postdoctoral Fellow, Department of Physiology, Emory University (1970-1972)

Assistant Professor (1972-1977), Associate Professor (1977-1982), Professor (1982-2008), Associate Chairman for Graduate Studies (1983-1986), named Distinguished Research Professor (1995), named The Lloyd Beidler Professor of Biological Science (2000), Named Emeritus Professor (2008) Department of Biological Science, Florida State University

IV. HONORS AND AWARDS

Research Career Development Award-NIH, NICHD,HD-00231 (1978-1983)

Developing Scholar Award, Florida State University, 1980

Distinguished Research Professor, Florida State University, 1995

Fellow of the American Association for the Advancement of Science, elected 1997

Professorial Excellence Award, Florida State University, 1999

Named Lloyd Beidler Professor of Biological Science, 2000

V. EDITORSHIPS AND EDITORIAL BOARDS

Editorships:

Endocrinology (1988-1992), Journal

Encyclopedia of Reproduction (1999), 4-Volume Text, Academic Press
Neuroendocrinology in Medicine (2000), Text, Humana Press

Editorial Boards:

Endocrinology (1982-1986; 1993-1996, 2003-2007)
Life Sciences Advances:Experimental and Clinical Endocrinology
Biology of Reproduction (1990-1995)
Neuroendocrinology (2006-2010)

VI. GRANTING AGENCY ACTIVITIES

Regular membership:

National Science Foundation-Regulatory Biology Panel (1987-1988).
National Institutes of Health-Biochemical Endocrinology Study Section (1988-1992).
National Institutes of Health-Reviewers Reserve (1992-1996)
United States Department of Agriculture, National Research Initiative Competitive Grants Program, Enhancing Reproductive Efficiency Panel (1996)
NIH Cooperative Reprod. Sci. Research Center At Morehouse School of Medicine Advisory Committee (2002-2007)
NIH Special Emphasis Panel (2004)
NIH Integrative Clinical Endocrinology & Reproduction Study Section (2005-2012)

VII. SOURCES OF FUNDS FOR RESEARCH (Direct costs, P.I. on each)

- 1.USPHS, NIH, HD-07711 (May 1, 1974-August 30, 1977)
Extragonadal control of gonadotropin secretion \$96,426
- 2.USPHS, NIH, HD-12233 (September 1, 1978-August 31, 1981)
Control of LH secretion \$87,719
- 3.USPHS, NIH, HD-00231 (March 1, 1978-February 28, 1983)
Hypothalamic control of pituitary function \$182,530
- 4.NSF, PCM 81-20408 (June 1, 1982-November 31, 1985)
The physiological inhibition of LH release \$109,082
- 5.Ford Foundation, 820-1072 (September 1, 1982-February 28,1987)
The physiological inhibition of the ovulation-inducing release of luteinizing hormone \$336,734
- 6.The Andrew Mellon Foundation (January 1, 1987-December 31,1990)
The Physiological Importance of a Luteinizing Hormone Release Inhibiting Factor of Hypothalamic Origin \$340,000
- 7.Ares-Serono (September 1, 1990-August 30, 1992) Isolation, purification and identification of a hypothalamic factor which inhibits pituitary luteinizing hormone secretion. \$215,000
- 8.USPHS, NIH, HD-11669 (April 1, 1978-November 30, 1998)
Control of prolactin secretion \$1,219,905
- 9..USPHS, NIH, HD-38551 (January 1, 2000-December 31, 2005)

- Secretion of prolactin: regulation by endothelin \$918,909
10.USPHS, NIH, DA-19356 July 1, 2004-June 30, 2010)
CRCNS:Computational/Experimental Study:Hypothalamic-Pituitary Interaction
\$1,228,196
11.USPHS, NIH, DK-43200 (April 1, 1992-January 31, 2015)
Regulation of prolactin secretion at the lactotroph \$4,672,935

VIII. PATENTS

“Pharmaceutical composition containing bromocryptine and use of same for acquired immunodeficiency states”. U.S. Patent Number 5,721,235, dated 2/24/98.

IX. STUDENTS

A. Students

1. Graduate Students

- a.Frederick T. LaRochelle, Jr. Ph.D., 1975. Currently practicing physician.
- b.Julia Ann Banks M.S., 1979. Currently practicing veterinarian.
- c.William C. Gorospe M.S.,1981; Ph.D., 1984. Currently practicing physician
- d. Joseph W. Gunnet Ph.D., 1984. Currently director of assay development., Johnson and Johnson. , New Brunswick, N.J.
- e.Brian J. Arey Ph.D., 1992. Currently Senior Research Investigator, Bristol-Myers- Squibb, Princeton, N.J.
- f.Thomas P. Burris Ph.D., 1993. Currently Professor and Chair, St. Louis University School of Medicine
- h.Michael Herman, M.S., 1995. Currently D.O.
- i. John Livingstone, M.S., 1997, Currently lawyer
- j. Jamie DeMaria, M.S., 1997, Ph.D., 2000. Currently, Vice President Education Marketing and Strategy at Medscape Baltimore, Maryland Area
- k. Lynette Gerhold, M.S. 2001, Field [Applications](#) Scientist at Seahorse Bioscience,
 - l. Michael Sellix, Ph.D. 2005, Assistant Professor, University of Rochester School of Medicine.
 - m. De’Nise McKee, Ph.D. , 2009, Currently Scientific Associate, Tech Support-Scientific Affairs at Jarrow Formulas Los Angeles, CA
 - n. Jessica Kennett, Ph.D. , 2009 , Assistant Professor, Salisbury State University

B. Postdoctoral Fellows/Research Associates/Sabbatical

1. PostDoctoral Fellows and Research Associates

2. Past Fellows

- a. Jeffrey A. Witcher, Ph.D. Michigan State University, 1982. Fellow in my laboratory 1983-1984. Currently Scientific Partner, AstraZeneca, Wayne, PA.
- b. Robert (Jong-Chin) Hwan, Ph.D. C.U.N.Y., 1978. Fellow in my laboratory 1983-1989. Presently associate professor, Department of Biology, College of Staten Island.
- c. Anna Lerant, M.D. Semmelweiss University Medical School, Budapest. Fellow in my laboratory 1995-1999. Presently associate professor, Department of Anesthesiology, University of Mississippi Medical Center.
- d. Fran Close, Ph.D. Florida A&M University, 1995. Fellow in my laboratory 1995-1998. Presently assistant professor, Department of Pharmacology, Florida A&M University
- e. Bela Kanyicska, Ph.D. Semmelweiss University Medical School, Budapest, 2000. Fellow in my laboratory 1986-2003. Presently associate professor, Department of Anatomy, University of Mississippi Medical Center, Jackson
- f. Marcel Egli, Ph.D. University of Berne 2000. Fellow in my laboratory 2002-2004. Presently Head, Space Biology Group ETH-Technopark Technoparkstrasse 1 CH-8005 Zurich / Switzerland
- g. Maristela Poletini, Ph.D., University of Sao Paulo, Fellow in my laboratory 2005-2007
- h. Joel Tabak, Ph.D. University of Paris
- i. Cleyde Helena, Ph.D. University of Sao Paulo
- j. Arturo Gonzalez-Iglesias, Ph.D. University of Buenos Aires

3. Sabbatical Visiting Scientists

- a. M. Suzuki, Professor, Gunma Institute of Endocrinology, Maebashi, Japan. Spent summer 1975 in my laboratory.
- b. Robert L. W. Averill, Professor and Chairman of Zoology, Victoria University, Wellington, New Zealand. Spent Fall and Winter, 1986 in my laboratory.
- c. Pier Carlo Montecucchi, Senior Research Supervisor, Sclavo, Milan Italy. Spent 1990-1992 in my laboratory
- d. Vittorio Rosso di San Secondo, Professor, Ospedale Maggiore di Milano. Spent parts of 1991-1996 in my laboratory.
- e. Gyorgy Nagy, Professor, Second Department of Anatomy, Semmelweis University Medical School, Budapest, Hungary. Spent 9/96-8/97 in my laboratory

X. COURSES TAUGHT

APB 1150 - Introductory Biology (Undergraduate)
BSC 2010 - General Biology (Undergraduate)
BSC 4933 - Senior Tutorial in Neuroendocrinology
PCB 2010 - Biological Processes (Undergraduate), Honors
PCB 3743 - Vertebrate Physiology (Undergraduate)
PCB 5746, 5747, 5747L- Mammalian Physiology (Medical and Graduate)
PCB 5086 - Endocrinology (Medical and Graduate)
PCB 5886 - Biochemistry III (Graduate)
PCB 5937 - Special Topics in Physiology (Graduate)
PCB 6937 - Seminar in Physiology (Graduate)
PSB 6070 - Current Problems in Neuroscience (Graduate)
BSC 5736 – Survival Skills for an Academic Career (Graduate)
PCB 3743 – Vertebrate Physiology (Undergraduate)
BMS 5510-Neurophysiology (Medical and Graduate)
BMS 5500-Mammalian Physiology (Medical and Graduate)

XI. SERVICE

Departmental

Academic Affairs Committee (1979-1981)
PIMS Academic Status Committee (1973-1983)
Pre-Med Advisor (1972-1974)
Physiology Area Representative (1978-1982, 1994-1996, 2002-2004)
Curriculum Revision Committee (1981)
Faculty Evaluation Committee (1980, 1981, 1995)
Chairman's Executive Committee (1982-1983, 1989-1990, 1992-1993, 1994-1995, 1998-1999, 200-2001, 2002-2003, 2003-2004)
Associate Chairman for Graduate Studies (1983-1986)
Promotion and Tenure Committee (1983; Chairman, 1987; 1994)
Ad hoc Physiology Faculty Search Committee, (Chairman, 1988; 1994, 1997, 2003)
Awards Nominating Committee (Chair, 1998, 1999)
Capital Equipment Acquisition Committee (Chair, 1999)
Faculty Mentoring Committee (Chair, 2000)
Promotion and Tenure Standards Committee (2001)

University

Faculty Senate (1974-1977, 1981-1984, 2000-2003)
Laboratory Animal Resources Executive Committee (Chairman, 1975)
Academic Press and Publications Board (1979-1985)
Dean's Advisory Committee for Scientific and Technical Equipment (1981)
Advisory Board to the Vice-President for Student Affairs (1981-1982)
Council for Research and Creativity (1982-1990; Chairman, 1983-1984)

Committee on Faculty Research Support, Chairman (1987)
University Space Committee (1987-1990)
Search Committee, Structural Biology Director, Chairman (1989-1992, 1997)
Review Committee, Oceanography Graduate Program (1989)
Science Area Promotion and Tenure Committee (1990)
Patent Committee (1990-present)
University Representative to Technology Transfer Conference (1991)
Review Committee, Biological Science Graduate Program (1991)
Dean of Arts and Sciences Search Committee (1995)
Animal Care and Use Committee (1995-1997, 2002-2004), Chair (1995-1997)

Professional


Membership Committees:

American Physiological Society (1981-1984)
Society for the Study of Reproduction (1977-1979)
Endocrine Society (1982-1984)
American Physiological Society Public Affairs Advisory Committee
American Physiology Society Committee on Committees
Society for the Study of Reproduction Nominating Committee (1988-1989)
Society for the Study of Reproduction Awards Committee (1992-1993)
Recent Progress in Hormone Research, Program Committee (1993-1995)
Endocrine News Advisory Board (1994-1995)
Scientific and Educational Programs Committee of the Endocrine Society (1995-1997)
Endocrine Society Meeting Program Organizing Committee (1995-1997), Chair (1997)
Publications Committee of the Endocrine Society (1999-2002)
Publications Committee of the Federation of Societies for Experimental Biology (1999-2002)
Chair of the Advisory Committee, NIH Cooperative Reproductive Science Research Center, Morehouse University School of Medicine, Atlanta (2002-2007)

Community

Tallahassee Developmental Center, Volunteer Reader to Patients (2010-2014),
Chair Human Rights Committee (2010-2012) , Guardian ad litem volunteer (2013-present)
Leon County Schools, Adult & Community Education, Volunteer Reading and Writing Skills Mentor (2013-2014)
St. Marks Wildlife Refuge, Volunteer Refuge Ambassador (2013-2014)

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

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Name: Eric Graban	Date: 7/27/2016 9:43:21PM
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Home Phone: (850) 320-6444	Work Phone: (812)272-6362X	Email: eric.graban@reclaim-rx.com
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Occupation: CEO	Employer: QUARRYBIO, LLC
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Preferred mailing location: Home Address
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2424 HAYS MILL RD

City/State/Zip: TALLAHASSEE, FL 32301

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 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?

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: 44.00

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.

I HAVE A BACKGROUND IN THE SCIENCES, HAVING WORKED FOR PHARMACEUTICAL COMPANIES (ELI LILLY AND BAXTER), AND NOW BEING THE FOUNDER OF MY OWN BIOTECH COMPANY (WWW.QUARRYBIO.COM). MY COMPANY RECEIVED THE LCRDA TECH GRANT IN 2014 (WE WERE NAMED RECLAIMRX AT THAT TIME, BUT HAVE SINCE RENAMED OUR COMPANY QUARRYBIO), AND ALSO AN SBIR PHASE 1 GRANT FROM NIH (NIGMS) IN JUNE, 2016 (TOTAL VALUE OF \$327,000). WE HAVE ALSO DEVELOPED OUR TECHNOLOGY FAR ENOUGH TO INITIATE CLIENT WORK IN Q1, 2016, AND NOW HAVE 3 ACTIVE BIOTECH CLIENTS, WITH 3 MORE EXPECTED TO SIGN CONTRACTS IN THE NEXT 1-2 MONTHS. I HAVE A MASTERS DEGREE IN ORGANIC CHEMISTRY, WITH BOTH LABORATORY AND MANAGEMENT EXPERIENCE IN THE BIOTECH INDUSTRY. IN TALLAHASSEE, I SERVE AS A VOLUNTEER FOR THE BIG BROTHERS/BIG SISTERS ORGANIZATION, AND FOR JUNIOR ACHIEVEMENT. I AM INTERESTED IN LEARNING MORE ABOUT THE LCRDA ADVISORY COMMITTEE.

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

Name: JASON ROBOTHAM Telephone: 6467082099
Address: TALLAHASSEE, FL

Name: SUSANNE CAPPENDIJK VAN ENGELE Telephone: 8502642596
Address: TALLAHASSEE, FL

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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

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Audit Committee: November and January (2 times per year), 1 hour each
Investment Advisory: November (1 time per year), 1 hour
Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Eric Graban

This application was electronically sent: 7/27/2016 9:43:21PM

ERIC M. GRABAN

901 Riggins Rd., Apt 212 Tallahassee, FL 32308
Phone: (812) 272-6362

PROFESSIONAL SUMMARY

Highly motivated leader with a proven record in developing and implementing business systems and technical solutions that meet or exceed customer expectations in delivering business results.

ENTREPRENEURSHIP

Founder/CEO, ReclaimRx, LLC

10/2010 – present

ReclaimRx is developing technology to allow protein structure measurement in a way that is currently not available. Our technology will help reduce risk for companies developing biotech drugs, decrease the time required to get biotech drugs to market, and help researchers understand protein interactions that can cause diseases. We are partnering with research groups at UMass and Indiana University to finish development of our technology, and anticipate revenue generation in Q3 of 2014.

- Recipient of LCRDA Technology Grant in 2014
- www.Reclaim-Rx.com

Scientific Advisor, Kailash Biosciences

6/2013 - present

Kailash is developing compound libraries to help researchers identify new uses for existing drugs. Researchers currently use a technique called High Throughput Screening (HTS) that allows researchers to screen up to 100,000+ compounds when trying to identify drug candidates for diseases being studied. A recently trend is to include samples from approved drugs in these studies, as this would significantly simplify regulatory hurdles needed to gain market approval. However, many thousands of approved drugs are not available for HTS studies. Kailash has developed a unique business model that will allow them to be the first provider of these compounds for HTS studies. My responsibilities:

- Provide scientific guidance regarding the chemistry of compounds to be included in the library, and regarding analytical and manufacturing activities needed to support the business
- Initiate and maintain contact with potential clients to identify customers ahead of product release, and to gather market analysis to ensure product offering matches market needs
- <http://www.kailashbio.com/>

PHARMACEUTICAL MANUFACTURING

Director, Aseptic Manufacturing, Baxter Pharmaceutical Solutions

6/2012 – 4/2013

The Baxter Bloomington plant is a contract pharmaceutical manufacturing facility that has over 50 clients and produces over 150 drug products. I was an interim director for all aseptic

manufacturing operations, with responsibility for 3 manufacturing buildings and over 250 employees.

Manager, Aseptic Manufacturing, Baxter Pharmaceutical Solutions 12/2009 – 6/2012

Before this, I led a manufacturing building that generated over \$100 million in product in 2011 (including multiple high profile new products). My responsibilities and accomplishments included:

- Leadership of a multi-disciplinary building management team that included a technical support group and a quality assurance group. Over 100 employees directly support the building.
 - Successfully led building through multiple PAI and annual audits from US (FDA), EU (EMA), Japan (JPAL), UK (MHRA), Brazil (ANVISA), and others
 - Led multiple site projects that are interdisciplinary in nature, including projects to improve inventory control and equipment effectiveness
- Innovations in and improvement of key building deliverables, including doubling on-time delivery, reducing defect rates by >50%, and implementing multiple cost savings and lean manufacturing initiatives.
- Direct interface with clients to ensure client satisfaction.
 - Restored critical relationships with three primary clients via improved communication and performance in on-time delivery and batch deviation rates. This effort resulted in all three clients extending their contracts with Baxter.

Supervisor, Technical Services, Baxter Pharmaceutical Solutions 8/2007 - 12/2009

In this role, I led a group of 8-13 engineers and scientists who provided day-to-day support for 8 commercial-scale aseptic filling/lyophilization lines:

- The group I inherited had been without a leader for ~9 months. My primary goal was to improve the technical proficiency of the group.
 - Implemented training program to increase technical capability of group
 - Initiated and implemented a recruiting program to identify high-caliber candidates from Notre Dame University and Purdue University; successfully identified and hired our top 2 candidates from each school
 - Successfully improved site perception and expectations for the group
- Drove development and implementation of business systems to allow for improved tracking of performance for key manufacturing investigation activities (OCR, EX).

Manager, Technical Services, Eli Lilly & Co. 10/2004 - 6/2007

In this role, I led a group of 25 employees (BS/MS/PhD chemists & chemical engineers, technicians) that was responsible for providing technical oversight of day-to-day chemical manufacturing operations of Active Pharmaceutical Ingredients and intermediates.

Responsible for delivering a laboratory program targeted to generate over \$5 million in annual savings. Support for various cGMP based inspections (including FDA and internal):

- Co-developed a “core competencies” training course for TS to instill basic data analysis and investigation principles; hands-on approach was received well, with program being expanded to other Lilly sites

- Initiated program that delivered over 90% reduction in group cGMP documentation backlog
- Initiated and led an effort to improve efficiency of preparation of batch records and include this activity in site metrics (OSSCE); increased on-time delivery from less than 25% to greater than 90%
- Drove successful development and implementation of process improvement to increase production yield, resulting in ~\$1.5 million in annual savings
- Provided technical guidance for multiple technical issues and projects in my group

Six Sigma Greenbelt, Technical Services, Eli Lilly & Co.

03/2006 - 6/2007

Concurrent to Team Leader position, I was responsible for leading and executing a six sigma project to optimize production campaign preparation activities:

- Project delivered ~\$150,000 in annual savings, exceeding the targeted goal of \$100,000 in annual savings
- Successfully streamlined campaign preparation activities via identification and removal of redundant activities
- Success included change in site culture to allow removal of redundant business oversight systems

Gemcitabine Molecule Technical Steward, Eli Lilly & Co.

01/2003 - 09/2004

Responsible for strategic oversight of the technical agenda for all 7 chemical process steps for Gemcitabine HCl, and coordinating this agenda with multiple fill/finish customer sites:

- Initiated and maintained monthly technical meeting involving network manufacturing sites in the US and France, allowing rapid and often proactive resolution of technical and supply issues
- In response to a multi-batch contamination event, led multi-functional team to rapidly identify and implement testing plan that resulted in recovery of product worth ~\$20 million
- Initiated and led a multi-site effort to harmonize network acceptance criteria for Gemcitabine HCl, resulting in ~\$1 million in savings as batches deemed acceptable on the sending site are no longer rejected by the receiving site
- Led numerous multi-site technical investigations

Organic Chemist, Technical Services, Eli Lilly & Co.

07/2001 - 12/2002

In this role, I was the primary technical support for production scale manufacture of API & intermediates for Zyprexa, Gemzar (parenteral API), and Seromycin:

- Led high-visibility site-to-site transfer of 2 API intermediate processes to ensure continued market supply of blockbuster drug; international project involved 3 third party manufacturers and 2 Lilly sites located in the US and Europe

- Developed and implemented solution to address historical 50% reject rate for API intermediate process resulting in ~\$0.5 million in savings per production campaign
- In response to a contamination event, led multi-functional team to identify and implement testing plan that resulted in recovery of product worth ~\$5 million

SPECIALTY CHEMICAL MANUFACTURING

Development Chemist, Process R&D, OSi Specialties, Inc.

01/1998 - 06/2001

As an R&D chemist, I was responsible for the process development of new products from lab to commercial scale, technical troubleshooting for over 30 products in production, process improvements/optimization, developing methods for recovering reject material, and cost analysis for products & production processes:

- Scaled up 19 new products from bench top to commercial scale including three 4000-gallon preps and three 440-gallon preps
- Designed and implemented a new hydrosilation catalyst that:
 - Significantly reduced batch times by increasing catalyst activity and stability while reducing undesired side reactions; saved \$70,000 in 2000
- Invented and developed breakthrough technology allowing for significant color reduction in Silwet® Copolymer products

Advanced Technician, Process R&D, OSi Specialties, Inc.

10/1994 - 12/1997

Worked with Ph.D. Chemists to design and execute experimental programs

ENVIRONMENTAL SERVICES

Analyst, Extractions Lab, Kemron Environmental Services

05/1993 - 09/1994

EDUCATION

M.S. Chemistry 08/2002
Ohio University, Athens, Ohio

Research Program: Stereoselective Diazocoupling of Ethyldiazoacetate Using $(\text{PPh}_3)_3\text{RuCl}_2$
Research Advisor: Dr. Frederick Lemke

B.S. Biology 05/1993
Brown University, Providence, Rhode Island

PUBLICATIONS

E. M. Graban, F. R. Lemke, "Stereoselective Generation of Cis or Trans Olefins from the $\text{RuCl}_2(\text{PPh}_3)_3$ -Catalyzed Diazocoupling of Ethyldiazoacetate." *Organometallics* 2002, 21, 3823 – 3826.

Schilling, C. L.; Burns, P. J.; Ritscher, J. S.; Bowman, M. P.; Childress, T. E.; Powell, M. R.; **Graban, E. M.** "Hydrosilation Reaction Process with Recycle." U.S. Patent No. 6,015,920; January 18, 2000.

Bowman, M. P.; Burns, P. J.; Childress, T. E.; Sheridan, R. E.; Turner, S. M.; Young, W. T.; **Graban, E. M.**; Malson, E. E.; McIntyre, J. L.; Powell, M. P.; Hartman, K. W.; Magri, S.; Trotta, G. "Applications of Direct Synthesis $\text{HSi}(\text{OCH}_3)_3$," in *Silicon Chem. Ind. IV* [Conf.]; Oeye, Harald A., Ed.; Norwegian University of Science and Technology: Trondheim, Norway, 1998, pp. 295-306.

PRESENTATIONS

Graban, E. M., "Factors Affecting the Transition Metal Catalyzed Dehydrocondensation Reaction"; Annual Colloquium on the Hydrosilation Reaction; OSi Specialties, Inc. Internal Symposium, Tarrytown, NY; June 1999.


Graban, E. M., "Stereoselective Generation of *cis* or *trans* Olefins from $\text{RuCl}_2(\text{PPh}_3)_3$ Catalyzed Diazocoupling of Ethyldiazoacetate"; American Chemical Society National Meeting, New Orleans, LA; March, 2003.

AWARDS

Eli Lilly & Company "Changing the World." Received in recognition for leading the successful site-to-site transfer of 2 critical manufacturing process intermediates from 1 third party to 2 others while executing a contingency campaign at a 4th site. 2002.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: HAROLD KNOWLES	Date: 8/7/2016 10:56:14AM
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Home Phone: () -	Work Phone: (850)222-3768X	Email: hknowles@knowlesandrandolph.cc
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Occupation: ATTORNEY	Employer: KNOWLES & RANDOLPH, P.A.
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Preferred mailing location: Work Address
Work Address: 3065 HIGHLAND OAKS TERRACE

City/State/Zip: TALLAHASSEE, FL 32301

Home Address: 235 NORTH ROSEHILL DR.

City/State/Zip: TALLAHASSEE, FL 32312

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?	69 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?

If you are appointed to a Committee, you are expected to attend regular meetings.

How many days per month would you be willing to commit for Committee work? 1
And for how many months would you be willing to commit that amount of time? 2
What time of day would be best for you to attend Committee meetings? Day

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

Name: KEITH BOWERS Telephone: 850-294-8503
Address: 432 WEST CAROLINA ST.

Name: Telephone:
Address:

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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
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Signature: Harold M. Knowles

This application was electronically sent: 8/7/2016 10:56:14AM

HAROLD M. KNOWLES

3065 Highland Oaks Terrace • Tallahassee, Florida 32301 • Telephone: 850-222-3768

EDUCATION

Florida State University Tallahassee, Florida
College of Law
Juris Doctorate (1973)

Florida State University Tallahassee, Florida
B.A. in Government (1970)

DePauw University Greencastle, Indiana
1965-1967

Leon High School Tallahassee, Florida
Diploma - 1965

EMPLOYMENT AND PROFESSIONAL EXPERIENCE

2002 - Present CEO, Pinnacle Construction Support Group, LLC,
Tallahassee, Florida

2012 – Present General Counsel, Florida A & M University Foundation, Inc.
Tallahassee, Florida

1979 - Present Managing Shareholder, Knowles & Randolph, P.A.,
Tallahassee, Florida

1974 - Present City Attorney, City of Gretna, Gadsden County, Florida

1991 – 2004 Co-Bond Counsel, Housing Finance Authority of Leon County, Florida

1995 - 2004 Co-Bond Counsel, Leon County, Florida, Florida Correctional Privatization
Commission

1995 - 2012 Co-Bond Counsel, School District of Leon County, Florida

1991 – 2013 Co-Bond Counsel, Leon County, Florida, Board of County Commissioners

1990 - Present Board Counsel, Leon County Board of Adjustments and Appeals

1988- Present Board Counsel, Leon County, Florida Code Enforcement Board

1982 - Present Board Counsel, City of Tallahassee Municipal Code Enforcement Board

1991 - 2005 Contract Legal Counsel for Leon County, Florida, Clerk of Circuit Court

1997 - 1999 Special Legal Counsel, Department of Business and Professional Regulation,
Tallahassee, Florida

1993 – 1996 Contract Legal Counsel, (Audit Services Division) Florida Agency for Health
Care Administration

1981 - 1992 Contract Legal Counsel, Florida Department of Health and Rehabilitative Services, Child Support Enforcement (Wakulla, Liberty, Jefferson and Franklin Counties)

1981- (March/June) Adjunct Professor Florida A & M University, School of Business Tallahassee, Florida (part-time)

1974 - 1978 Private Practitioner, Law Offices of Harold M. Knowles, Tallahassee, Florida

1974 - (Sept/Oct) Associate, Law Offices of Ed Duffee, Jr., Tallahassee, Florida

1974 - (April/Sept) Criminal Justice Planner, Bureau of Criminal Justice Planning and Assistance (LEAA), Florida Department of Administration, Tallahassee, Florida

1973 - (June/Dec) Assistant Attorney General, Office of the Attorney General, State of Florida Tallahassee, Florida

1971 - 1972 Legislative Aide, Judiciary Committee, Florida House of Representatives Tallahassee, Florida

1971 - (Summer) Law Clerk, Atlanta Aid Society, Inc., Atlanta, Georgia

BAR MEMBERSHIP

Florida Bar, Admitted 1974
Federal District Court (Northern District, Florida), Admitted 1975

HONORS AND AWARDS

PROFESSIONAL:

Member, Florida Federal Judicial Nominating Commission
Former Member, Bar Grievance Committee, Second Judicial Circuit (Florida)
Former Member, Judicial Nominating Commission, Second Judicial Circuit (Florida)
Former Member, U.S. Attorney Screening Committee (Northern District of Florida)
Former General Counsel, Florida Chapter of the National Bar Association

COLLEGE:

Recipient, Herbert H. Lehman Foundation Law Scholarship (3 years)

AFFILIATIONS

CIVIC:

Member, Board of Governors, Citizens Property Insurance Corporation
Trustee, Florida State University Board of Trustees
Former Commissioner, State of Florida Lottery Commission
Board of Directors, Capital City Bank, Tallahassee, Florida
Member, Tallahassee-Leon County Civic Center Authority
Member, Northwest Florida Black Business Investment Board
Director, Community Foundation of North Florida
Member, City of Tallahassee Downtown Improvement Authority

PROFESSIONAL:

Member, Florida Bar Association
Member, National Bar Association
Member, Tallahassee Barristers Association
Member, Property Law Section (Florida Bar)
Member, Administrative Law Section (Florida Bar)


COMMUNITY (past and Present):

Big Bend Minority Chamber Of Commerce
Havana, Florida Community Development Corporation, Inc.
Tallahassee Area Chapter, 100 Black Men of America
Executive Board, Tallahassee Urban League (Former Member)
National Association for the Advancement of Colored People (NAACP) (Life Member)
Tallahassee Barristers Association (Past President)
Board of Directors, Legal Services of North Florida, Inc. (Former Member)
Bond Neighborhood Management Association (Former Member)
Citizen Advocacy Program (Former Member)
Leon County Friends of the Library Committee (Former Member)

REFERENCES

Furnished Upon Request

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<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 Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>	
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Name: Rick Oppenheim	Date: 8/10/2016 2:00:47PM
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Home Phone: (850) 906-9400	Work Phone: (850)386-9100X16	Email: roppenheim@rboa.com
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Occupation: PR/MARKETING CONSULTANT	Employer: RB OPPENHEIM ASSOCIATES
-------------------------------------	-----------------------------------

Preferred mailing location: Work Address
Work Address: 2040 DELTA WAY

City/State/Zip: TALLAHASSEE, FL 32303

Home Address 482 FRANK SHAW ROAD

City/State/Zip: TALLAHASSEE, FL 32312

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? 37 years

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PLEASE VISIT MY FIRM'S WEBSITE AT WWW.RBOA.COM TO LEARN MORE ABOUT MY PROFESSIONAL BACKGROUND, EXPERIENCE AND CAPABILITIES (I FOUNDED THE RBOA IN 1985 AND HAVE RUN THE COMPANY FOR THE PAST 31 YEARS. WE HAVE PROVIDED NUMEROUS SERVICES TO LEON COUNTY IN THE PAST, INCLUDING WORKING WITH ITS RECYCLING AND HAZARDOUS WASTE COLLECTION PROGRAMS, AS WELL AS HANDLING REBRANDING AND WEBSITE DEVELOPMENT FOR THE LCRDA AND INNOVATION PARK. (NOTE: WE ARE NOT CURRENTLY UNDER CONTRACT NOR WORKING IN ANY CAPACITY FOR LEON COUNTY, WITH THE EXCEPTION OF HOSTING THE WEBSITES FOR LCRDA AND INNOVATION PARK, FOR WHICH WE CHARGE A MODEST ANNUAL FEE FOR EACH SITE.) FOR MY OWN PROFESSIONAL BIO, PLEASE SEE [HTTP://RBOA.COM/RICK-OPPENHEIM/](http://rboa.com/rick-oppenheim/).

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

Name: RON SACHS Telephone: (850) 222-1996
Address: 114 S. DUVAL ST., TALLAHASSEE, FL 32301

Name: CAROL WESTMORELAND Telephone: (850) 701-3608
Address: P.O. BOX 1757, TALLAHASSEE, FL 32302-1757

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If yes, please explain.
All statements and information provided in this application are true to the best of my knowledge.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

Meeting Frequency:

- Board of Governors: First Thursday of every even numbered month (6 times per year), 2.5 hours each
- Executive Committee: Monthly as needed (10-12 times per year), 2.5 hours each
- Budget Committee: September (1 time per year), 1-2 hours.
- Audit Committee: November and January (2 times per year), 1 hour each
- Investment Advisory: November (1 time per year), 1 hour
- Other meetings may be called as need.

Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

This application was electronically sent: 8/10/2016 2:00:47PM

Also, though I mentioned that my firm had handled the rebranding and created the new websites for LCRDA and Innovation Park, I didn't mention my past volunteer service as Tech Grant mentor/coach (the past two years) and judge the year before that (in 2014) for LCRDA. Perhaps you can share that info with the committee. Also, they should note that I was a founding board member for the Tallahassee Technology (TalTech) Alliance and have served continuously on the board and as marketing chair ever since, include serving for two years as TalTech's second organizational chairman.

RICK B. OPPENHEIM, APR, CPRC

(updated 04.04.16)

PROFESSIONAL HISTORY

RB OPPENHEIM ASSOCIATES, Tallahassee, Fla., 1985 - present.

Founder, CEO and Senior Counselor for full-service public relations, advertising and marketing communications agency with six employees, more than 30 clients and annual billings of over \$500,000. Responsibilities include creative and strategic planning, client counseling, program development and implementation, financial management and business development. In 30 years, has served more than 250 clients in a variety of industries including healthcare, technology, the arts, education, politics and government, financial, construction, real estate and development, the environment, hospitality, corporate, education, sports, public service, food service, retail, publishing, associations, legal and other professional services.

MOOSHIE & ASSOCIATES, Tallahassee, Fla., 1983 - 1985.

Public Relations Director for a full-service public relations and advertising agency (which closed in 1988). Established and managed public relations department with responsibility for coordination of PR programs, projects and activities for all agency clients, including media relations, special events, publications, publicity and public affairs. Clients included a hospital, cultural facility, educational institution, hotel, golf club, financial institution, a computer software developer and a funeral home.

BRUCE RUBIN ASSOCIATES, Miami, Fla., 1983.

Account Executive for a leading corporate/financial public relations firm (now RBB Public Relations). Responsibilities included research, program planning and development, publicity and public awareness campaigns, newsletter production and special event coordination. Clients included a financial institution, a "Big 8" accounting firm, a trade association and an automobile manufacturer.

FLORIDA DIVISION OF CULTURAL AFFAIRS, Tallahassee, Fla., 1982 - 1983.

Information Director for the state of Florida's leading arts agency, a division of the Florida Department of State, with responsibility for directing all communication and public information activities relating to the arts.

FLORIDA DEPARTMENT OF STATE, Tallahassee, Fla., 1979 - 1982.

Deputy Press Secretary for Florida's Secretary of State, a member of the Florida Cabinet. Responsible for counseling the Secretary of State and senior staff on communication issues and strategies, and coordinating public information activities relating to the Florida Cabinet, the Florida Consular Corps and the seven divisions of the Department of State.

ST. PETERSBURG TIMES, St. Petersburg, Fla., 1978.

Sports Correspondent, Tallahassee bureau of daily newspaper.

NEW LOOK MAGAZINE, Gainesville, Fla., 1977 - 1978.

Managing Editor, Tallahassee edition of arts/feature magazine.

TALLAHASSEE DEMOCRAT, Tallahassee, Fla., 1976 - 1977.

Reporter/reviewer; features, entertainment/arts.

TALLYTOWN MAGAZINE, Tallahassee, Fla., 1976.

Editor, monthly entertainment/arts magazine.

FLORIDA FLAMBEAU, Tallahassee, Fla., 1975 - 1976.

Reporter/reviewer, university daily newspaper.

EDUCATION

B.S., Journalism/Public Relations, Florida A&M University, 1979.

B.A., English/Writing, Florida State University, 1974.

Post-graduate coursework, University of Florida College of Law, 1974-75; Florida State University Dept. of English, 1975; and FSU College of Business, 1980.

PROFESSIONAL DESIGNATIONS

Accredited in Public Relations (APR)

Certified Public Relations Counselor (CPRC)

RICK B. OPPENHEIM
page 2

PROFESSIONAL/BUSINESS AFFILIATIONS (current)

Florida Public Relations Association

State president (1999-2000); State president elect (1998-1999); State vice president for accreditation (1994-95); State certification chairman (1992-93); Chapter president (1987-88); earned "Chapter of the Year" honors; State board of directors (1986-1988)

FPRA Counselors' Network

Chair (2003-04); Board of Directors (1997-98); Secretary/Treasurer (1994-96); Board of Directors (1991-96)

American Advertising Federation-Tallahassee

Board of Directors (1990-92)

Florida Society of Association Executives

Greater Tallahassee Chamber of Commerce

Communications Committee (2000-2010)

Leadership Tallahassee (1988-89, Class VI)

Board of Governors; Chair, Communications Committee (2001-02)

Tallahassee Technology (TalTech) Alliance

Chair (2004-2006); Board of Directors (2001-present)

Capital Tiger Bay Club

First vice president (1998-2000); Board of Directors (1997-2003)

Economic Club of Florida

Network of Entrepreneurs & Business Advocates

National Federation of Independent Businesses

AWARDS, HONORS, ACHIEVEMENTS

Member of the Year (2012), Florida Public Relations Association

Past President's Award (2010), Florida Public Relations Association

John Dillin Award (2005), Florida Public Relations Association

Communicator of the Year (2004), Florida Public Relations Association

Silver Medal Award (2001), American Advertising Federation-Tallahassee

FPRA President's Award (1993)

FPRA Stanley Tait Award (1991, 2000), "for professional service and extraordinary contributions to the public relations profession"

Thelma Thurston Gorham Distinguished Alumnus Award (1997), Florida A&M University

117 Golden Image Awards (1984-2010), local and state awards including winning the Grand All Northwest

Florida Image Award for the region's best PR program in 1986, 1988, 1991, 1992, 1996 and 1997;

the Grand Golden Image Award for best overall printed tool in the state in 1996 and 2000; and the

Dick Pope All-Florida Grand Golden Image Award for best PR program in the state in 2005

79 Addy Awards (1984-2002), local and district (for Florida and the Caribbean) awards; presented by the

American Advertising Federation, 4th District and Tallahassee Chapter

23 Healthcare Advertising Awards (1985-1999), national awards including best total ad campaign for medical

clinics (1995) and best hospital billboard (1996); presented by Healthcare Marketing Report

Silver Quill Award (1988), for outstanding poster; presented by the International Association of Business Communicators

Touchstone Award (1985), for best hospital marketing program in the nation; presented by the American Hospital Association

Lantern Award (1980), for special short-term PR program; presented by the Southern Public Relations Federation

CHARITABLE/CIVIC INVOLVEMENTS (current)


Capital Regional Medical Center (Board of Trustees, 2013-present)

Choose Tallahassee (Executive Committee, Board of Directors, 2012-present)

Tallahassee Technology (TalTech) Alliance (Chair, 2004-2006; Board of Directors, 2001-present)

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AT INNOVATION PARK (LCRDA)

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</p> <p>Applications will be discarded if no appointment is made after two years.</p>		
Name: Collins Proctor		Date: 7/22/2016 12:35:47PM
Home Phone: (850) 222-5962	Work Phone: (850)322-9763X	Email: cproctor@kwcontrol.com
Occupation: ENGINEERING/ENERGY-MANAGEMENT	Employer: KW CONTROL	
Preferred mailing location: Work Address		
Work Address: 1705 METROPOLITAN BOULEVARD SUITE 201		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address 139 MEADOW WOOD COURT		
City/State/Zip: TALLAHASSEE, FL 32312		
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?		16 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?		
<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, Night
<p>(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.</p> <p>Race: Caucasian Sex: Male Age: 47.00</p> <p>Disabled? No District: District 4</p>		
<p>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.</p>		

OTHER GOVT COMMITTEE EXPERIENCE: 10 YEAR BOARD MEMBER OF TALLAHASSEE DOWNTOWN IMPROVEMENT AUTHORITY

EDUCATION: B.A.: VANDERBILT UNIVERSITY, M.B.A.: EMORY GOIZUETA BUSINESS SCHOOL.

WORK EXPERIENCE/SKILLS:

ENERGY MANAGEMENT/ENGINEERING/BUILDING CONTROLS (CURRENT, 5-YEARS TO DATE, PARTNER/COO WITH KW CONTROL - HOLDINGS)

REAL ESTATE DEVELOPMENT/PRIVATE EQUITY - (7-YEARS)

CORPORATE/INSTITUTIONAL REAL ESTATE CONSULTING: CONSTRUCTION / FINANCIAL/ACQUISITION - (7-YEARS)

BANKING/FINANCIAL EXPERIENCE (5 YEARS - LEVERAGED LEASING, BANK OF AMERICA AND CURRENT BOARD DIRECTOR WITH PRIME MERIDIAN BANK)

MY INTEREST IN SERVING ON THE LCRDA BOARD IS BASED PRIMARILY ON TWO THINGS, 1) ITS PHILOSOPHICAL COMPATIBILITY WITH MY PROFESSIONAL SKILLS AND INDUSTRY (INNOVATION), ENABLING ME TO BEST CONTRIBUTE VALUABLE INSIGHT AND COUNSEL, AND 2) IT IS "LOCAL" AND THEREFORE A MEANS TO CONTRIBUTE TO THE COMMUNITY IN WHICH I AND MY FAMILY LIVE.

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

Name: JIM STEPHENS Telephone: 850.644.3884
Address: FSU - ENGINEERING

Name: STEVE EVANS Telephone: 850.445.3513
Address: 3920 BOBBIN BROOK CIR

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.

The Leon County R&D Authority (LCRDA) Board of Governors has expressed the preference that, whenever possible, its officers (Chair, Vice Chair, Treasurer) be elected from the pool of six at-large members. In some instances, at-large Board members may need to serve as officers for as many as three years of their four year terms. Officers, along with the immediate past Chair, serve on the Executive Committee. The Treasurer serves as Chair of the Budget Committee, member of the Investment Advisory Committee, and attends Audit Committee meetings. All members may be asked to volunteer to serve on other committees as needed (e.g., procurement evaluation committees).

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Officer Duties:

The officer duties are more fully described in the LCRDA Bylaws on the web at:
<http://lcrda.org/bylaws/>

Officers are fully supported by LCRDA staff in the preparation of all required documents, agenda, meeting reports, and financial reports. Staff endeavors to minimize the time requirement for officers outside the attendance of meetings.

Signature: Collins Proctor

This application was electronically sent: 7/22/2016 12:35:47PM

L. Collins Proctor

850.322.9763 cproctor@kwcontrol.com



Collins is a partner and COO of Tallahassee-based kW Control, a regional energy management firm serving government, non-profit, education, and commercial clients.

kW Control applies and develops advanced technologies to reduce utility consumption and costs while improving the useful life of capital equipment. kW Control's services typically reduce utility expenses by over 20% while providing an average annual investment return of over 30%. Uniquely, kW Control is also able to provide its services in exchange for only a share of the measured and verified savings created.

Collins has extensive experience in energy-efficiency, finance, and real estate, including: design and construction, acquisitions, development management, real estate and equipment financing, investment analysis, facilities management, project management, and building controls. His background and the kW Control team around him help ensure smart facility investments with maximum savings and returns for kW Control clients.

Collins is currently a board director with The Tallahassee Downtown Improvement Authority, Prime Meridian Bank, and Exchange Club of Tallahassee.

EDUCATION

Emory University -- Masters of Business Administration

Vanderbilt University -- Bachelor of Arts

PROFESSIONAL EXPERIENCE

2010-Present: **kW Control - Holdings, LLC** (Tallahassee) Partner/COO [Engineering/Controls/Energy Mgmt]

2003-2010: **Red Brick Partners, LLC** (Tallahassee) Investor/Partner [Development and Investments]

2000-2003: **COLKAT Holdings, LLC** (Tallahassee) Owner/President [Corporate/Institutional Real Estate]

1997-2000: **The Staubach Company** (Atlanta) Vice President [Corporate/Institutional Real Estate]

1991-1995: **NationsBank** (Atlanta) Vice President, Leveraged Leasing Division

PROFESSIONAL OVERVIEW

- J Approximately 5 ½ years as Partner/COO of kW Control, with clients such as The State of Florida, Department of Transportation, FSU, Cox Enterprises, Leon County Schools, Holiday Inn, and Gannett Publishing.
- J Over 24 years in real estate investment, construction management, facilities management, finance, and development
- J Managed 20-person team in the renegotiation of a \$150 million annual budget and 17 million square feet for the State of Florida, resulting in savings of over \$85 million for Florida taxpayers.
- J Managed and closed over \$4 billion in real estate securities and equipment investments with BankAmerica (NationsBank) in its Leveraged Leasing division
- J Lead strategic planning and financial analysis for **Coca Cola** for the construction and consolidation of new 1 million square foot downtown Atlanta corporate headquarters. Provided similar consulting services to **MCI Telecommunications** (900,000 square feet), **Bass Hotels and Resorts** (Holiday Inn, Crowne Plaza, Staybridge Suites, etc.) (400,000 square feet), and the **Presbyterian Church of America** (100,000 square feet).
- J Other acquisition projects under Proctor's management have included:

E*Trade	90,000 sf	Data Center	Atlanta, GA
Domtar Industries	35,000 sf	US Headquarters	Atlanta, GA
Interland	130,000 sf	US Headquarters	Atlanta, GA
Tree of Life	70,000 sf	HQ Build-to-Suit/Lease	St. Augustine, FL
CSC	32,000 sf	Lease Acquisition	Sarasota, FL
Cisco Systems	25,000 sf	Lease Acquisition	Jacksonville, FL
Corinthian College	70,000 sf	Leases Acquisition (2)	Jacksonville, FL

**Leon County
Board of County Commissioners**


Notes for Agenda Item #19

Leon County Board of County Commissioners

Cover Sheet for Agenda #19

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Consideration of Full Board Appointments to the Affordable Housing Advisory Committee and the Tallahassee-Leon County Commission on the Status of Women & Girls

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

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: The full Board to consider the reappointment of six members to the Affordable Housing Advisory Committee. The five members for reappointment for a term beginning October 1, 2016 ending March 31, 2020 are: Marva Bonner, Wanda Carter, John Clark, Wallisa Cobb, and Mark Worley. The sixth member for reappointment for a term beginning October 1, 2016 and ending June 20, 2018 is Dianne Williams-Cox.
- Option #2: The full Board to consider the appointment of five new members to the Affordable Housing Advisory Committee for a term beginning October 1, 2016 ending March 31, 2020. The eligible applicants are: Bruce Strouble, Madelon Horwich, Chuck White, Larry Jones, Connie Ruggles and Michael Thomas.
- Option #3: The full Board to consider the ratification of the appointments of four members to the Tallahassee-Leon County Commission for the Status of Women and Girls for terms ending September 30, 2017. The appointees are: Marcia Warfel, Elizabeth Jakubowski, Ericka McKibbin and Tineshia Morris.

Report and Discussion

Background:

At its August 23, 2011 meeting, the Board approved the revised process for full Board appointments to Authorities, Boards, Committees, and Councils by having a General Business item prepared to fill vacancies.

Analysis:

Affordable Housing Advisory Committee (AHAC)

Purpose: The goal of AHAC is to identify incentives that are pertinent to affordable housing and serve as an information resource to help improve affordable housing feasibility. The AHAC will review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan and shall recommend specific actions or initiatives to encourage or facilitate affordable housing.

Composition: The membership of the AHAC is comprised of at least eight but not more than eleven members. The committee must consist of one representative from at least **six** of the categories below:

- a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- d. A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- f. A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- g. A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- h. A citizen who actively serves on the local planning agency pursuant to s. 163.3174.
- i. A citizen who resides within the jurisdiction of the local governing body making the appointments.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Vacancy: There are currently nine members on AHAC and all of their terms expire on September 30, 2016. Three members are not seeking reappointment: Keishann Corley, Regina Davis and Charles Milsted. Six of the current AHAC members are eligible for, and are seeking reappointment: Marva Bonner, Wanda Carter, John Clark, Wallisa Cobb, Mark Worley and Dianne Williams-Cox.

Triennially, the AHAC submits a report to the Board with their recommendations. To better accommodate the AHAC Recommendation Report deadline and the AHAC three year report cycle, staff proposes adjusting the term end dates to March 31st and to continue with three year terms, with the exception of Ms. Dianne Williams-Cox, whose AHAC term will correspond with her term on the Planning Commission which ends June 30, 2018. See Table #1 for reappointments of current members.

If the Board chooses to reappoint all six current members seeking reappointment, the Board will then have the opportunity to appoint five new members. There are six eligible applicants. See Table #2 for new member appointments.

Table 1. Affordable Housing Advisory Committee (AHAC) Reappointments

Vacancies	Term Expiration	Eligible Applicants	Applicant Meets Eligibility Category	Recommended Action
Marva Bonner Wanda Carter John Clark Wallisa Cobb Mark Worley	9/30/2016 9/30/2016 9/30/2016 9/30/2016 9/30/2016	Marva Bonner Wanda Carter John Clark Wallisa Cobb Mark Worley	k. g. c. e. a.	Full Board to reappoint five current members for a term beginning 10/1/2016 and expiring 3/31/2020.
Dianne Williams-Cox	9/30/2016	Dianne Williams-Cox	h.	Full Board to reappoint Ms. Williams-Cox for a term beginning 10/1/2016 and expiring 6/30/2018.

Table 2. Affordable Housing Advisory Committee (AHAC) New Member Appointments

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Applicant Meets Eligibility Category	Recommended Action
Keishann Corley Regina Davis Charles Milsted Vacant Seat Vacant Seat	9/30/2016 9/30/2016 9/30/2016 Vacant Vacant	1. 2. 3. 4. 5. 6.	Bruce Strouble Madelon Horwich Chuck White Larry Jones Connie Ruggles* Michael Thomas	d. b. f. i. i. i.	Full Board to appoint five new members for terms beginning 10/1/2016 and expiring 3/31/2020.

*Currently serving on the Human Services Grant Review Committee but will resign if appointed to the AHAC, if the Board deems it necessary.

Tallahassee-Leon County Commission on the Status of Women & Girls (CSWG)

Purpose: CSWG provides input and recommendations on approaches with which to address issues affecting the women and girls in Tallahassee and Leon County. The Committee's goal is promoting awareness on issues that affect women and girls in the community, including but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence and more.

Composition: The CSWG has 21 members: 7 members appointed by the Board of County Commissioners with each County Commissioner having one appointment; 7 members appointed by the City Commission; and 7 members appointed by the CSWG and ratified by the County Board of Commissioners and the City Commission. Members serve two-year terms, expiring September 30. Members can serve no more than three terms.

Vacancies: The terms of four members; KyEisha Penn, Marcia Warfel, Elizabeth Jukubowski and Ruth Nickens, expire on September 30, 2016. These four members were appointed by CSWG and ratified by both the County Board of Commissioners and the City Commission. The CSWG Full Commission met on September 9, 2016 and the CSWG has selected the following four appointees and requests the Board ratification of these appointments: Marcia Warfel, Elizabeth Jakubowski, Ericka McKibbin and Tineshia Morris. See Table #3.

Table 3. Tallahassee-Leon County Commission on the Status of Women & Girls (CSWG)

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Marcia Warfel	9/30/2016	7.	Marcia Warfel	Full Board to ratify the four CSGW appointments for two year terms expiring on 9/30/2018
Elizabeth Jakubowski	9/30/2016	8.	Elizabeth Jakubowski	
Ruth Nickens	9/30/2016	9.	Ericka McKibbin	
Ky'Eisha Penn	9/30/2016	10.	Tineshia Morris	

Options:

1. The full Board to consider the reappointment of six members to the Affordable Housing Advisory Committee. The five members for reappointment for a term beginning October 1, 2016 ending March 31, 2020 are: Marva Bonner, Wanda Carter, John Clark, Wallisa Cobb, and Mark Worley. The sixth member for reappointment for a term beginning October 1, 2016 and ending June 20, 2018 is Dianne Williams-Cox.
2. The full Board to consider the appointment of five new members to the Affordable Housing Advisory Committee for a term beginning October 1, 2016 ending March 31, 2020. The eligible applicants are: Bruce Strouble, Madelon Horwich, Chuck White, Larry Jones, Connie Ruggles and Michael Thomas.
3. The full Board to consider the ratification of the appointments of four members to the Tallahassee-Leon County Commission for the Status of Women and Girls for terms ending September 30, 2017. The appointees are: Marcia Warfel, Elizabeth Jakubowski, Ericka McKibbin and Tineshia Morris.
4. Board Direction


Recommendation:

Options #1, #2 & #3.

Attachments:

1. Bruce Strouble
2. Madelon Horwich
3. Chuck White
4. Larry Jones
5. Connie Ruggles
6. Michael Thomas
7. Marcia Warfel
8. Elizabeth Jakubowski
9. Ericka McKibbin
10. Tineshia Morris

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: Bruce Strouble	Date: 03-Feb-2015
----------------------	-------------------

Home Phone:	Work Phone: 850-339-4466	Email: brucestrouble@gmail.com
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Occupation: Non Profit Manager	Employer: Citizens for a Sustainable Future Inc
--------------------------------	---

Preferred mailing location: Home Address
Work Address:
1
City/State/Zip: TALLAHASSEE FL 32303

Home Address 1420 N MERIDIAN RD #229
City/State/Zip: TALLAHASSEE FL 32303

Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? No	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?		12.00years

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: Affordable Housing Advisory Committee 2nd Choice: Human Services Grants Review Committee

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:

<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? Night

<p>(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.</p>
Race: African American Sex: Male Age: 31
Disabled? No District: District 4

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.

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

Name: GOLIATH DAVIS Telephone: 850 510 6122
Address: 285 DIXIE DRIVE UNIT C4, TALLAHASSEE FLORIDA 32304

Name: RICHARD GRAGG Telephone: 8503458468
Address: TALLAHASSEE FLORIDA 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? Yes

If yes, please explain. My wife works for the Leon County Health Department

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: BRUCEWSTROUBLEJR

This application was electronically sent: 2/3/2015 3:34:26PM

Bruce W. Strouble Jr. Ph.D.

1935 Sabra Dr.
Tallahassee, FL 32303

8503394466
BruceStrouble@gmail.com

CAREER PROFILE

Community Development Professional committed to sustainable community development, healthy living, community service, and customer service excellence. I am a creative, pragmatic and proactive problem-solver; my strongest qualities are my leadership, research, mediation, negotiation and instructional skills gained from various work place experiences.

EDUCATION

Ph.D. Public Policy & Administration 2016
Walden University, Minneapolis, MN

M.A. Social Sciences, 2006. (GPA=3.6)
Florida A&M University, Tallahassee, Florida

B.S. in African-American Studies, 2004 (GPA=3.0)
Florida A&M University, Tallahassee, Florida,

EXPERIENCE

Citizens for a Sustainable Future Tallahassee, Florida 01/2012-present
www.c4sf.org
Non-Profit Community Development Organization

Director of Operations

- Directed administrative tasks such as grant writing, budget review, and event planning, strategic planning oversight and volunteer recruitment.
- Developed website and social media marketing campaign
- Performed technical analysis of various agency programs
- Planned and designed education materials which were utilized by organization members
- Coordinated collaborative events between various community organizations
- Developed seminars to educate community members from various demographics regarding pertinent health, environmental and political issues.

Florida A&M University Tallahassee, Florida 01/2010-Present
www.famu.edu

Academic Adviser

- Coordinated Advisement of first and second year students seeking admission into University's limited access Nursing Program.
- Developed academic success workshops aimed at improving student's critical thinking ability along with their professional and academic development.
- Assisted Office of University Retention with strategic planning.
- Collected and analyzed data regarding student retention and progression
- Interviewed and evaluated applicants for admission to School of Nursing Professional Program.
- Worked closely with the School of Nursing 's Dean and Coordinator of Student Affairs to increase number of native students admitted into Professional Level of program

History and Life Skills Instructor

- Responsible for planning and teaching United States and World History Courses at the college level
- Thoroughly explored the presentation of different historical events and civilizations, along with their, values, ethics, and practices and the impact made on human culture.
- Instructed Life Skills Courses as part of the universities First Year Experience Program to help improve the University's Student Retention
- Collected and maintained data for departmental reports

Tallahassee Community College Tallahassee, Florida
www.tcc.fl.edu

10/2007-12/2012

Adjunct Instructor

- Responsible for planning and teaching American Foreign Policy, United States History, and World History at the college level
- Collected and Analyzed data regarding student achievement and Department Learning Outcomes
- Created course syllabus, curriculum and final examinations
- Instructed Dual Enrollment Program Courses with local high schools.
- Provided Personal and Professional Tutoring services for students in Learning Commons tutoring program

RELEVANT COURSEWORK / TRAINING

- Sustainable Community Development; Leadership and Organizational Change Management; Professional Grant Writing; Strategic Planning
- Finance and Budgeting for the Public Sector; SPSS DATA Input; Statistics for Social Researchers
- Quantitative Research Methods; Qualitative Research Methods; Mixed Methods Research

PROFESSIONAL MEMBERSHIPS

The American Society for Public Administration

12/2011-Current

Southern Conference on African American Studies

02/2011-Present

COMMUNITY INVOLVEMENT


Tallahassee Parks and Recreation 912 Myers Park Rd.

2009-2011

Volunteer Basketball Coach

- Coached youth boys basketball for the Neighborhood Recreation program.
- Mentored young boys towards positive living increased health and education
- Received service awards from Mayors and City Commissioners office for outstanding community service

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: Madelon Horwich	Date: 02-Oct-2014	
Home Phone:	Work Phone: (850)488-0203X	Email: maddyhz@gmail.com
Occupation: ATTORNEY	Employer: STATE OF FLORIDA, OFFICE OF THE STATE COURTS /	
Preferred mailing location: Home Address		
Work Address: 500 S. DUVAL ST		
City/State/Zip: TALLAHASSEE	FL	32399
Home Address 10210 MICCOSUKEE RD.		
City/State/Zip: TALLAHASSEE	FL	32309
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? Yes	
For how many years have you lived in and/or owned property in Leon County? 29.00years		
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: Affordable Housing Advisory Committee 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:		
<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, 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: 58
Disabled? No	District: District 4	

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.

BOARDS I HAVE SERVED ON OVER THE LAST 30 YEARS: TEMPLE ISRAEL, NEW LEAF MARKET CO-OP, TALLA. FRIENDS OF OLD-TIME DANCE. I HAVE VOLUNTEERED FOR LEGAL SERVICES (DOMESTIC VIOLENCE HOTLINE), THE INNOCENCE PROJECT, AND MEALS-ON-WHEELS. I WORKED IN THE MORTGAGE FORECLOSURE MEDIATION DEPARTMENT OF THE FORMER COLLINS CENTER FOR PUBLIC POLICY FOR 2 ½ YEARS.

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

Name: CRAIG SHAW Telephone: 531-9638
Address: 622 INGLESIDE AVE., TALLA. FL 32303

Name: SUSAN LESEMAN Telephone: 410-3352
Address: 500 S. DUVAL ST., TALLA. FL 32399

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: Madelon Horwich

This application was electronically sent: 10/2/2014 2:40:30PM

MADELON JANE HORWICH
10210 Miccosukee Rd.
Tallahassee, FL 32309
Phone (850) 896-5930
Email: Madelonjane@gmail.com

EDUCATION

J.D., 1980, University of Florida

Activities: President, Environmental Law Society
Treasurer, Environmental Law Society
Student Representative, John Marshall Bar Association
Abstractor, Eastern Water Law Center

B.A., 1977, University of Pennsylvania

Activities: Transfer Advisor
Literacy Tutor

Emory University, September 1973 – June 1975

Activities: Secretary, Emory University Center Board
Contributing Editor, Emory Wheel (newspaper)

WORK EXPERIENCE

History Teacher, Historical Museum of Southern Florida, February 1984 –
February 1985

Legal Editor, The Florida Bar, January 1986 – March 2010

Duties included editing and publishing legal practice manuals and coordinating as Bar liaison to court rules committees

Collins Center for Public Policy, February 2010 – August 2013

Duties include production of training manual and materials, assisting staff and program participants with technical and process issues of ADR programs, monitoring court orders, and editing program materials

Senior Attorney, Office of the State Courts Administrator, Supreme Court of Florida, August 2013 – present

Duties include research, writing, and editing for court education publications

CIVIC ACTIVITIES

Youth Group Advisor, Temple Israel, 1986 – 1988

Volunteer and Paid Attorney, Legal Services of North Florida Domestic Violence Legal Hotline, 1987 – 1988

Sisterhood President, Temple Israel, 1990 – 1991

Treasurer, Florida State Fiddlers Association, 1997 – 1999

Board of Directors, Tallahassee Community Friends of Old-Time Dance, 2002 – 2011

Innocence Project volunteer, 2008


Board of Directors, New Leaf Market, 2008 – 2014, 2015 – 2016

Vice-president 2012 – 2014

CERTIFICATIONS

Certified by Supreme Court of Florida as county and circuit court mediator,
1992 – present

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>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 Applications will be discarded if no appointment is made after two years.</p>			
Name: Chuck White		Date: 10-27-14	
Home Phone: 850-212-3446	Work Phone: 850-212-3446	Email: CWhitedlvp@aol.com	
Occupation: Real Estate development		Employer: Self	
Please check box for preferred mailing address.			
<input checked="" type="checkbox"/> Work Address: 457 West Virginia Street Tallahassee, FL 32301 City/State/Zip:			
<input checked="" type="checkbox"/> Home Address (Required to determine County residency) 537 Frank Shaw Road City/State/Zip: Tallahassee, FL 32312			
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? 44 years			
Have you served on any previous Leon County committees? No If Yes, on what Committee(s) have you served? _____			
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference 1st Choice: Affordable Housing			
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>If you are appointed to a Committee, you are expected to attend regular meetings.</i> How many days per month 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 Age: 62 Disabled? No Sex: Male District 1 <input checked="" type="checkbox"/> District 2 <input checked="" type="checkbox"/> District 3 <input checked="" type="checkbox"/> District 4 <input checked="" type="checkbox"/> District 5 <input checked="" type="checkbox"/>			

"People Focused, Performance Driven."

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. Please attach your resume, if one is available.

I have worked in the field of residential development for approximately 30 years. I have worked in the field of homelessness as an active volunteer for approximately 25 years. I have developed several residential subdivisions around Tallahassee including Easton, Pedrick Crossing, Midyette Plantation, Sugar Mill Plantation, Mission San Miguel, Pedrick Plantation and others. I have also developed Mission Oaks Apartments, Maryland Oaks and Westgate Community focused on very low income individuals. I am currently director of the Renaissance Community Center and Project Director for the new Comprehensive Emergency Services Center. I am vice-chair of the Big Bend Regional Continuum of Care organization of homeless service providers. I have a very strong interest in affordable housing.

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

Name: Kristen Dozier Telephone: _____

Address: _____

Name: Brian Desloge 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? Yes
- 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: 

Please return Application
by mail: Christine Coble, Agenda Coordinator
301 South Monroe Street
Tallahassee, FL 32301
by email: coblec@leoncountyfl.gov
by fax: 850-606-5301
Online: <http://cms.leoncountyfl.gov/servicerequest/committeeapplication.aspx>

"People Focused, Performance Driven."

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

AFFORDABLE HOUSING ADVISORY COMMITTEE

<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: Larry Jones	Date: 4/8/2016 1:55:44PM
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Home Phone: (850) 893-2906	Work Phone: (850)414-4305X	Email: BrerLarry@gmail.com
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Occupation: ENGINEER	Employer: FLORIDA DEPARTMENT OF TRANSPORTATIONS
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Preferred mailing location: Home Address
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 3528 WHIRLAWAY TRAIL

City/State/Zip: TALLAHASSEE, FL 32309-2011

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? 15 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?

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, 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: 55.00

Disabled? No District: District 4

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.

BSCE AND MSCE FROM UNIVERSITY OF SOUTH FLORIDA IN 1989 AND 1991, RESPECTIVELY. I SPECIALIZE IN SOILS AND FOUNDATION ENGINEERING, AND THE WRITING AND IMPLEMENTATION OF BRIDGE FOUNDATION DESIGN AND CONSTRUCTION POLICY, HOWEVER, I HAVE ALSO STUDIED STRUCTURAL AND DRAINAGE ENGINEERING. I AM A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF FLORIDA. I AM A MEMBER OF THE BOARD FOR THE TALLAHASSEE FULLER CENTER FOR HOUSING AND VOLUNTEER LABOR FOR SEVERAL OF THEIR PROJECTS. I SEEK TO FILL THE POSITION RESERVED FOR AN ESSENTIAL SERVICES PROVIDER, AND I WILL ASSIST THE COMMITTEE IN ANY WAY THAT I CAN.

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

Name: TOM FACKENDER Telephone: (850) 509-5438
Address: 213 S. ADAMS ST. 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? 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: Larry Jones

This application was electronically sent: 4/8/2016 1:55:44PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

AFFORDABLE HOUSING ADVISORY COMMITTEE

<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 Applications will be discarded if no appointment is made after two years.</p>	
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Name: Connie Ruggles	Date: 2/10/2016 5:28:53PM
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Home Phone: (850) 893-3518	Work Phone: ()-X	Email: conrug@aol.com
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Occupation: RETIRED	Employer: STATE OF FLORIDA
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Preferred mailing location: Home Address
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2318 HAMPSHIRE WAY

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? 42 years

Are you currently serving on a County Advisory Committee? Yes

If yes, on what Committee(s) are you a member? HUMAN SERVICES GRANT REVIEW COMMITTEE

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

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? 1

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: Female Age: 75.00

Disabled? Yes District: District 4

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.

BS UNIVERSITY OF OKLAHOMA. RETIRED 2005 FROM AGENCY FOR HEALTH CARE ADMINISTRATION. WORKED NEARLY 30 YEARS FOR THE STATE IN SOCIAL SERVICES AND EDUCATION, THE LAST 15 YEARS IN MEDICAID. CURRENTLY SERVE ON THE HUMAN SERVICES GRANT REVIEW COMMITTEE AND AS A REVIEWER FOR THE CHSP GRANT APPLICATION PROCESS.

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

Name: JUDY HEFREN Telephone: 878-3104
Address: 5108 ILE DE FRANCE, TALLAHASSEE 32308

Name: MELISSA JACOBY Telephone: 422-8939
Address: 2019 TRESMOTT, TALLAHASSEE 32308

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: Connie Ruggles

This application was electronically sent: 2/10/2016 5:28:53PM

8/10/16 Ms. Ruggles is currently serving on the Human Services Grant Review Committee (HSGR) and her term expires Dec. 31, 2016. If appointed to the Affordable Housing Advisory Committee, she has agreed to resign her last two months on the HSGR. MS

Connie Ruggles
2318 Hampshire Way
Tallahassee, FL 32309
850-893-3518 – phone
conrug@aol.com - e-mail

Experience

- 1987-2015 Solo practitioner in communications consulting. Prepare business presentations, advise on internal and external communications planning, help clients prepare business documents, proposals, business plans, and publications. Write and/or edit reports, proposals, requests for proposals, and other business documents. Past clients include Division of Medicaid, Florida Agency for Health Care Administration; Access Behavioral Health, Pensacola, Florida; Larry Overton and Associates; Health Management Associates; Unisys; and the Florida State University Foundation,
- 1993-2005 Florida Agency for Health Care Administration
2727 Mahan Drive
Tallahassee, FL 32308
- Senior management analyst for Florida's agency in charge of Medicaid, health planning, and health facility regulation. Served as part of leadership in establishing Community Health Purchasing Alliances, created by the Legislature to help small businesses offer health coverage to their employees. Performed oversight functions for a variety of Medicaid activities, including procurements and contracting. Participated in developing and implementing communication strategies. Served as vice chair of Subscriber Assistance Panel hearing grievance appeals from members of Florida health maintenance organizations. Served on a variety of task forces, work groups, and special project teams.
- 1991-1993 Florida Department of Education
Turlington Building
Tallahassee, FL 32399
- Supervised a unit in the Office of Student Financial Assistance that administered scholarship programs for vocational students, foreign students, minorities, and science and math scholars.
- 1987-1991 Solo practitioner in communications consulting (full-time; see above).
- 1976-1987 Florida Department of Health and Rehabilitative Services

1317 Winewood Boulevard
Tallahassee, FL 32399

Public information director for two years for the state's largest agency, which administered programs for children, the elderly, Medicaid, mental health, developmental services, juvenile services, social services (temporary assistance for needy families and food stamps), and vocational rehabilitation. Other assignments in the Office of the Secretary involving public relations and communications, including speech writing.

1974-1976 Florida Press Association
Tallahassee, Florida

Managed the Florida Press Center, wrote and produced the monthly association newspaper, worked with association membership, planned seminars and annual conventions.

1964-1974 The University of Oklahoma
Norman, Oklahoma

- Executive assistant to the vice president for development, working with donors and potential donors to the university.
- Editor of the university's alumni publications, including a magazine and a newspaper.
- Writer and editor in the university's public information office.
- Editor of publications for the university foundation.

1962-1964 Columbus Ledger-Enquirer
Columbus, Georgia


Reporter for daily newspaper

Education

1962 Bachelor's degree in journalism, University of Oklahoma

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

AFFORDABLE HOUSING ADVISORY COMMITTEE

<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: Michael (Blair) Thomas	Date: 6/17/2016 1:57:04PM
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Home Phone: (503) 616-0304	Work Phone: ()-X	Email: mbt12@my.fsu.edu
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Occupation: GRADUATE ASSISTANT / INSTRUCTOR	Employer: FLORIDA STATE UNIVERSITY
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Preferred mailing location: Home Address
 Work Address: 113 COLLEGIATE LOOP
 BELLAMY BUILDING 634
 City/State/Zip: TALLAHASSEE, FL 32306

Home Address 472 WEST JEFFERSON ST. APT. #305
 City/State/Zip: TALLAHASSEE, FL 32301

Do you live in Leon County?	Yes	If yes, do you live within the City limits?	Yes
Do you own property in Leon County?	No	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?	4 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?

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? 1
 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: Sex: Age:
 Disabled? 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.

CURRENTLY I AM A PHD CANDIDATE AT FLORIDA STATE UNIVERSITY AND I TEACH UNDERGRADUATE COURSES AT THE ASKEW SCHOOL OF PUBLIC ADMINISTRATION AND POLICY. I HOLD A MASTER'S IN PUBLIC HEALTH FROM PORTLAND STATE UNIVERSITY AND A MASTER'S IN PUBLIC ADMINISTRATION FROM FLORIDA STATE UNIVERSITY.

I WORKED ON VARIOUS COMMITTEES (LOCAL, REGIONAL, AND STATE) FROM 2009-2012 IN THE STATE OF OREGON, SO I DO HAVE EXTENSIVE EXPERIENCE VOLUNTEERING AND WORKING IN THAT CAPACITY. I HAVE ALSO VOLUNTEERED FOR NUMEROUS CAUSES THAT ARE IMPORTANT TO ME.

I AM APPLY TO VOLUNTEER ON EITHER COMMISSION, BECAUSE THERE IS A NEED AND I WOULD LIKE TO GET INVOLVED RIGHT AWAY AND MAKE ANY CONTRIBUTION THAT IO CAN!

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

Name: DR FRAN BERRY Telephone: 850-644-7603
Address: 113 COLLEGIATE LOOP BELLAMY BUILDING 649 TALLAHASSEE, FL 32306

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? Yes
Are you willing to complete a financial disclosure form and/or a background check, if applicable? No

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: Blair Thomas

This application was electronically sent: 6/17/2016 1:57:04PM

CURRICULUM VITAE

Blair Thomas, M.P.H., M.P.A., PhD Candidate

June 17, 2016

634 Bellamy Building

Askew School of Public Administration and Policy

Florida State University

Tallahassee, FL 32306-2250

EDUCATION

- 2012-Present Ph.D. in Public Administration and Policy, Gov. Reubin O'D. Askew School of Public Administration and Policy, Florida State University, Tallahassee, FL
- 2015 Certificate, Public Financial Management, Gov. Reubin O'D. Askew School of Public Administration and Policy, Florida State University, Tallahassee, FL
- 2014 M.P.A. (Public Financial Management), Gov. Reubin O'D. Askew School of Public Administration and Policy, Florida State University, Tallahassee, FL
- 2012 M.P.H. (Health Management and Policy), Sen. Mark O. Hatfield School of Government, Portland State University, Portland, OR
Final Paper: Tobacco Policy Recommendation for Tualatin Hills Parks and Recreation District (Beaverton, OR). *The paper was used to facilitate the organization's Smoke-Free Initiative, which was implemented in 2014.
- 2007 B.A. in Political Science, Minor in Education, The University of Portland, Portland, OR

RESEARCH & TEACHING INTERESTS

Public Administration * Health Administration * Marketing and Branding * Financial Management * Qualitative Methods

RESEARCH PUBLICATIONS UNDER REVIEW

- 2016 Thomas, Blair. Ky-necting the Dots: How Kentucky's Willingness to Loosen the Reins Sparked a Health Insurance Enrollment Race in the Bluegrass State.
- 2015 Lu, Y., Yang, K., and **Thomas, B.** (2015). Designing Performance Management Systems in Anticipation of Unintended Consequences: What Can We Learn from the Stop and Frisk Practices and Performance System in New York City?

NON-REFEREED PUBLICATIONS

- 2015 Thomas, Blair. (2015). Ferocity and grace. *Portland: The University of Portland Magazine*, 35(3): 5.

ACADEMIC HONORS & AWARDS

- 2016 Conference Travel Grant, College of Graduate Students, Florida State University (\$200)
- 2015 Student of the Month: May 2015, Gov. Reubin O.D. Askew School of Public Administration and Policy, Florida State University
- 2014 Who's Who among Students in American Universities and Colleges, New York, NY
- 2014 Nominated, Student Seminole Award, Florida State University
Awarded to students who have made special contributions to the University in the areas of leadership and service.
- 2013 FSU Foundation Seminole Torchbearers 27th Annual Class
Recognizes 100 Students for Leadership Contributions to FSU
- 2013 Pi Alpha Alpha Honor Society, Florida State University
- 2013-Present Florida State University Grant (4x), The Graduate School (\$4,000)
- 2012 Upsilon Phi Delta Honor Society, Portland State University
- 2012 Outstanding Professional Development Award, Hatfield School of Government, Portland State University
- 2012-Present Gov. Reubin O.D. Askew Eminent Scholar Chair Assistantship Award, Askew School of Public Administration and Policy, Florida State University (\$103,000)
- 2012-Present Alumni Profile, Hatfield School of Government, Portland State University,
- 2007 Dean's List, University of Portland, Portland, OR
- 2003-2005 Dean's List / President's List, Portland Community College, Portland, OR

TEACHING HONORS & AWARDS

- 2015-2016 Program of Instructional Excellence Teaching Associate, Florida State University (\$3,500)

2015, 2016 Nominated (2x), Outstanding Teaching Assistant Award, Program of Instructional Excellence, Florida State University

RESEARCH & GRADUATE APPOINTMENTS

2013-2016 Graduate Assistant for Dr. Kaifeng Yang, Florida State University

2013 Grant Research Assistant, National Institutes of Health (NCI), R03, "Behavioral and Environmental Contributors to Tobacco Disparities in Rural Youth," Principal Investigator: Debra Bernat.

2012-2013 Graduate Assistant for Dr. Lance deHaven-Smith, Florida State University

2012 Researcher, Tualatin Hills Parks and Recreation District, Beaverton, OR

TEACHING EXPERIENCE

2015 Guest Lecturer, Public Administration 4223: Budgeting & Finances, Florida State University

2014-Present Instructor of Record, Public Administration 3003: Public Administration in American Society, Florida State University, 5 Terms

2014 Academic Tutor, Department of Athletics, Florida State University

2013-2016 Teaching Assistant, Public Administration 5106: Public Organizations (Graduate Level Online), Florida State University, 7 Terms

2011-2012 Teaching Assistant, Public Health Education 363: Communicable Diseases and Chronic Health Problems, Portland State University, 5 Terms

2011 Teaching Assistant, Public Health Education 410: Stress, Food, and Health, Portland State University, 1 Term

NATIONAL TEACHING CERTIFICATIONS & TRAININGS

2016* Preparing Future Faculty (PFF) Certificate, The Graduate School, Florida State University
*Participated in over 20 hours of continuing education related professional development in collegiate teaching.

2016* Preparing Future Professionals (PFP) Certificate, The Graduate School, Florida State University

- 2014 College Reading and Learning Associations (CRLA) Tutor Certification
- 2013 Program of Instructional Excellence Advanced Certificate, The Graduate School, Florida State University
*Participated in over 10 hours of continuing education related professional development in collegiate teaching.
- 2012 Program of Instructional Excellence Certificate, The Graduate School, Florida State University

CONFERENCE PRESENTATIONS

- 2016 Thomas, Blair. (2016). Ky-necting the Dots: How Kentucky's Willingness to Loosen the Reins Sparked a Health Insurance Enrollment Race in the Bluegrass State. Presented Paper at the American Society for Public Administration (ASPA), Seattle, WA.
- 2015 Thomas, Blair. (2015). Kynect-ing the Dots: An Analysis into Kynect and the Stakeholders Responsible for the Branding and Marketing of Kentucky's State Health Insurance Marketplace. Presented Paper at the Northeast Conference of Public Administration (NECoPA), Arlington, VA.
- 2014 **Lu, E., Yang, K., and Thomas, B.** (2014). Police Management and Government Accountability: A Case Study of Stop and Frisk Practices in New York City. Presented Paper at the Association for Public Policy Analysis and Management (APPAM), Albuquerque, NM.
- 2014 Thomas, Blair. (2014). Un-Cover-ed Oregon: How Officials at Cover Oregon Failed to Take into Account Proper Procurement Processes in the Development of the State Health Insurance Exchange. Presented Paper at the Southeast Conference of Public Administration (SECoPA), Atlanta, GA.
- 2014 **Bernat, D., Saunders, C., and Thomas, B.** (2014). Cigarette and smokeless tobacco use and acquisition among metropolitan and rural adolescents. Presented Poster at the 14th Annual Meeting of the American Academy of Health Behavior, Charleston, SC.
- 2014 Thomas, Blair. (2014). Mirrored Reflections: An Investigation into the Identity Crises that Public Administration and Public Health Share. Presented Paper at the Florida Political Science Association (FPSA) Conference, St. Augustine, FL.

- 2013 Thomas, Blair. (2013). Mirror, Mirror on the Wall: An Investigation into the Identity Crises that Public Administration and Public Health Share. Presented paper at the Southeast Conference of Public Administration (SECoPA), Charlotte, NC.
- 2006 Thomas, Blair. (2006). The Role of Religion on Immigrant Voting. Presented paper at the American Experiment: Religious Freedom Conference, Portland, OR.

TEACHING PRESENTATIONS

- 2016 **Thomas, B** (2016). The Understated Value of Teaching at the Askew School. Presentation for the Program of Instructional Excellence at the Florida State University Graduate School, Tallahassee, FL.
- 2016 **Marcous, M. & Thomas, B.** (2016). Go Big or Go Home: Activities for Large Classrooms. Presentation for the Program of Instructional Excellence at the Florida State University Graduate School, Tallahassee, FL.

CONTRIBUTIONS & SERVICE

Public Service

- 2015-2016 Volunteer, Ronald McDonald House Charities, Tallahassee, FL
- 2014 Volunteer, Providence Healthcare & MLS Portland Timbers “Moving Oregon” Children’s Event, Portland, OR
- 2010-2012 Secretary and Treasurer, Oregon Governor’s Council on Physical Fitness and Sports, Salem, OR
- 2010-2012 Tualatin Hills Parks and Recreation District Parks Advisory Board, Beaverton, OR
- 2007-2011 Beaverton (Oregon) Human Rights Advisory Commission
2010 Diversity Award Committee Chair

Professional / Academic Service

- 2016-Present Reviewer, *Public Administration Review*

University Service

- 2016-Present Honors, Scholars and Fellows Student Collaboration Committee, The Graduate School, Florida State University

- 2016 OTAA Peer Review Committee, The Graduate School, Florida State University
- 2015 Moderator, University-Wide Teaching Assistant Training, Program of Instructional Excellence, Florida State University
- 2013-2014 Peer Mentor, HealthyNOLE Health Promotion Program, Florida State University
- 2006-2007 Senior Sports and Features Reporter, *The Beacon* Student Newspaper, The University of Portland
- 2005 Men's Basketball, The University of Portland

Department Service

- 2016 PAD Undergraduate Accreditation Committee, Askew School of Public Administration and Policy, Florida State University
- 2016 PAD Ethical Course Development Committee, Askew School of Public Administration and Policy, Florida State University
- 2015-Present MPA & Ph.D. Student Representative, Faculty Committee, Askew School of Public Administration and Policy, Florida State University
- 2015 Academic Grade Appeal Committee, Askew School of Public Administration and Policy, Florida State University
- 2015 Faculty Search Committee, Askew School of Public Administration and Policy, Florida State University
- 2015 Academic Personnel Hiring Committee, Askew School of Public Administration and Policy, Florida State University
- 2014-2015 MPA Student Representative, Faculty Committee, Askew School of Public Administration and Policy, Florida State University
- 2014-2015 MPA Policy Development Student Representative, Askew School of Public Administration and Policy, Florida State University
- 2014 Student Representative, Course Redesigning Committee, Askew School of Public Administration and Policy, Florida State University

2012-Present Co-Vice President, Public Administration Graduate Student Association
(PAGA), Florida State University

OTHER RELEVANT EXPERIENCE

2011-2012 Contributor, *The Lund Report (Healthcare News Site)*, Portland, OR



2009-2010 Visual Merchandiser, CIP- Adidas America, Portland, OR

2007-2009 Brand Coach, CIP- Adidas America, Portland, OR

PROFESSIONAL AFFILIATIONS

American Society of Public Administration (ASPA)

Tallahassee-Leon County Commission on the Status of Women and Girls Application

			
Name: Marcia Warfel		Date: 4-16-14	
Home Phone: 850.322.1622	Work Phone: 850.322.1622	Email: Marcia.warfel@yahoo.com	
Occupation: Program and Project Consultant		Employer: Self	
Please check box for preferred mailing address.			
<input checked="" type="checkbox"/> Work Address: 2609 Malin Drive			
City/State/Zip: Tallahassee, Florida 32309			
<input type="checkbox"/> Home Address: 2609 Malin Drive			
City/State/Zip: Tallahassee, Florida 32309			
Do you live in Leon County? <u>Yes</u> No If yes, do you live within the City limits? <u>Yes</u> No			
Do you own property in Leon County? <u>Yes</u> No If yes, is it located within the City limits? <u>Yes</u> No			
For how many years have you lived in and/or owned property in Leon County? <u>@29</u> years			
Are you currently serving on a City or County Advisory Committee? Yes <u>No</u>			
If Yes, on what Committee(s) are you a member? _____			
Have you served on any previous City or County committees? <u>Yes</u> No			
If Yes, on what Committee(s) have you served? <u>International Affairs Council</u>			
<i>If you are appointed to the Tallahassee-Leon County Commission on the Status of Women and Girls, you are expected to attend regular meetings.</i>			
How many days per month would you be willing to commit for Committee work? 1 <u>2 to 3</u> 4 or more			
And for how many months would you be willing to commit that amount of time? 2 <u>3 to 5</u> 6 or more			
What time of day would be best for you to attend Committee meetings? Day <u>Evening</u>			
Can you serve a full three-year term? <u>Yes</u> No			
(OPTIONAL) The City of Tallahassee and Leon County strive to meet their 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	African American	<u>Hispanic</u> Asian Other
Sex:	Male <u>Female</u>	Age: <u>42</u>	Disabled? Yes <u>No</u>

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 the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

Education

Florida State University - International Relations
Tallahassee Community College - Paralegal Degree

Previous Related Experience

Human Services Manager

- Professional Certifications-Human Services Training
- Human Services Manager-DCA/DEM- Managed all six Human Services programs
- Served as Human Services Branch Chief during activation by coordinating resources including but not limited to food, water, commodities, animal shelter, regular/special needs sheltering among state agencies to local governments
- Ensured critical systems to include those that safeguard food supplies, aid public health, and provide emergency services meet the needs of the affected local communities
- Facilitated emergency food stamps and crisis counseling grant program and assisted with coordination of resources for the elderly/special needs population
- Coordinated with the American Red Cross and Salvation Army to provide meals, furniture, clothing and other personal need to needy families
- Utilized partnership with Volunteer Florida to aid in relief efforts to include but not limited to food distribution to needy populations

Citizen Corps Coordinator

- Managed four programs within the initiative - Law enforcement/crime prevention; emergency preparedness and relief; fire fighting; and medical

State Voluntary Agency Liaison

- Assist local communities with casualties assistance, property destruction, and economic effects, as well as crisis counseling

Affiliation Experience

Additional Experience

1998 Intern, House of Representatives, Election Reform, Tallahassee, FL
1/96-12/97 Research Analyst, Dunn & Johnson Law Firm, Miami, FL
08/95-12/95 Legislative Aide, Mercer Fearington Law Firm, Tallahassee, FL
1993 Intern, Florida International Affairs Commission, Tallahassee, FL

Professional

2014, Member, Big Bend Minority Chamber of Commerce, FL
2014, Member, League of Women Voters, Tallahassee, FL
2014, Member, Business and Professional Women's Club, FL
2014, Member, American Translation and Interpreter Association, FL
2012, Member, Florida Emergency Preparedness Association, FL
2008, Member, Florida State Society, Washington, DC
2002, Member, International Affairs Council, Tallahassee, FL

Civic

2014, Volunteer, United Way, Tallahassee, FL
2008 Member, Bethesda Women's Club, Bethesda, MD
2005 Member, Junior Women's Club, Tallahassee, FL

Publication-Recovery Update on Migrant and Seasonal Farm Workers - Florida Association of Counties

Reason for Interest

I am hoping that being a Hispanic professional woman, with a Bachelors and Paralegal degree who has been involved in women's groups for nearly 15 years and worked for the State of Florida Division of Emergency Management for about the same time starting from a planner and working my way up to Bureau Chief (being the only female in senior management as well as the only minority in senior management for a number of years) with the State of Florida could provide some added value to the group. I have worked specifically addressing human services issues throughout my career primarily focusing on ensuring needy populations were receiving food, water, shelter, personal belongings, public health, crises counseling, and public safety. These efforts seem to fit together with the Commission's work and mission towards helping displaced women and girls.

References (you must provide at least one personal reference who is not a family member):	
Name: <u>Kimball Love, Former Director of Housing and Community Development</u>	Telephone: <u>863.697.1872-c</u>
Address: <u>19225 NW 80th Drive, Okeechobee, FL</u>	
Name: <u>Gloria Darling, Manager for Refugee Services, Dept. of Children and Families</u>	Telephone: <u>850.717.4210-w</u>
Address: <u>2515 Mar Ct, Tallahassee, FL</u>	


IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING 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 CITY OF TALLAHASSEE OR 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 PUBLISHED AT www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation?	Yes	No
Will you be receiving any compensation that is expected to influence your vote, action, or participation on the Committee? Yes No If yes, from whom? _____		
Do you or your employer, or your spouse or child or their employers, do business with the City of Tallahassee or Leon County? Yes No		
If yes, please explain. _____		
Do you have any employment or contractual relationship with the City of Tallahassee or Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? Yes No		
If yes, please explain. _____		



Please note that pursuant to City of Tallahassee policy, a background check may be conducted for City appointees to the Tallahassee-Leon County Commission on the Status of Women and Girls.

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

Signature: Marcia Warfel


Please return Application
 by mail: Christine Coble, Agenda Coordinator
 301 S. Monroe Street
 Tallahassee, FL 32301
 by email: coblec@leoncountyfl.gov
 by fax: 850-606-5301

Tallahassee-Leon County Commission on the Status of Women and Girls Application

			
Name: Elizabeth Jakubowski		Date: 4/10/13	
Home Phone: (850)385-1474	Work Phone: (850)644-8428	Email: ejakubowski57@gmail.com	
Occupation: Professor		Employer: Florida State University	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address: 1114 W. Call St., PO Box 3064459</p> <p>City/State/Zip: Tallahassee, FL 32306</p>			
<p><input checked="" type="checkbox"/> Home Address: 1810 Medart Drive</p> <p>City/State/Zip: Tallahassee, FL 32303</p>			
<p>Do you live in Leon County? Yes No If yes, do you live within the City limits? Yes No</p> <p>Do you own property in Leon County? Yes No If yes, is it located within the City limits? Yes No</p> <p>For how many years have you lived in and/or owned property in Leon County? <u>26</u> years</p>			
<p>Are you currently serving on a City or County Advisory Committee? Yes No</p> <p>If Yes, on what Committee(s) are you a member? _____</p>			
<p>Have you served on any previous City or County committees? Yes No</p> <p>If Yes, on what Committee(s) have you served? _____</p>			
<p><i>If you are appointed to the Tallahassee-Leon County Commission on the Status of Women and Girls, you are expected to attend regular meetings.</i></p> <p>How many days per month would you be willing to commit for Committee work? 1 2 to 3 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? 2 3 to 5 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? Day Evening but Days could work</p> <p>Can you serve a full three-year term? Yes No</p>			
<p>(OPTIONAL) The City of Tallahassee and Leon County strive to meet their 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.</p> <p>Race: Caucasian African American Hispanic Asian Other</p> <p>Sex: Male Female Age: <u>56</u> Disabled? Yes No</p>			

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 the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

I volunteered with the Education subcommittee of the Leon Co. Commission on the Status of Women & Girls at the invitation of the chair of that group. I have an EdD in Mathematics Education. As a female in a STEM area I am acutely aware of the challenges females face. The disparities, biases and challenges women and girls often times have to overcome in order to have parity are not unknown to me and I want to help eliminate these in order that these obstacles become uncommon. I see the work the Leon County Commission on the Status of Women and Girls has done in its first two years as a way to place women and girls issues in the forefront. Moving these from being issues without solutions to developing and taking actions to address is something I want to be active in advocating and participating.

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

Name: Sandra Lewis Telephone: (850) 321-7025

Address: 175 Meadow Ridge Drive, Tallahassee, FL 32312

Name: Jeanne O'Kon Telephone: (850) 894-2019

Address: 3674 Uncle Glover Rd, Tallahassee, FL 32312

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING 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 CITY OF TALLAHASSEE OR 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 PUBLISHED AT www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes but couldn't access the application for a certificate of completion No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on the Committee? Yes No If yes, from whom? _____

Do you or your employer, or your spouse or child or their employers, do business with the City of Tallahassee or Leon County? Yes No

If yes, please explain. _____

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

If yes, please explain. Husband is employed by Leon County Sheriff Department

Please note that pursuant to City of Tallahassee policy, a background check may be conducted for City appointees to the Tallahassee-Leon County Commission on the Status of Women and Girls.

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

Signature: Elizabeth Jakubowski

Please return Application

by mail: Christine Coble, Agenda Coordinator
301 S. Monroe Street
Tallahassee, FL 32301

by email: coblec@leoncountyfl.gov

by fax: 850-606-5301

Elizabeth M Jakubowski

April 2013

General Information

University address: School of Teacher Education
College of Education
1114 W. Call Street PO Box 3064459
STONE BUILDING G133
Florida State University
Tallahassee, Florida 32306-4459

E-mail address: emjakubowski@fsu.edu or ejakubowski@gmail.com

Professional Preparation

- 1988 EdD, University Of Georgia, Athens, GA. Major: Mathematics Education.
- 1983 MEd., University of South Florida, Tampa, FL. Major: Curriculum and Supervision.
- 1979 BSEd., The University of Tennessee, Knoxville, TN. Major: Mathematics Education.

Professional Experience

- 2012-present Secondary/K-12 Program Leader, Florida State University.
- 1992-present Mathematics Education Program Coordinator, Florida State University.
- 1987-present Associate Professor, School of Teacher Education, Florida State University.
- 2000-2002 Associate Dean for Teacher Accreditation, College of Education, Florida State University.
- 1997-2000 Associate Dean for Research and Service, College of Education, Florida State University.
- 1994-1997 Associate Dean for Instruction, College of Education, Florida State University.
- 1993-1994 Department of Curriculum and Instruction Chair, Florida State University.
- 1992-1993 Mathematics and Science Education Program Leader, Florida State University.

Honors, Awards, and Prizes

Nominated for Distinguished Teaching Award, Florida State University (2011).

Nominated for graduate Mentor Award, Florida State University (2005).

University Teaching Award In Recognition of Excellence in Teaching, Florida State University (2002).

Teaching Incentive Program Award, Florida State University (1992).

University Teaching Award In Recognition of Excellence in Teaching, Florida State University (1992).

College of Education Teaching Award In Recognition of Excellence in Teaching, Florida State University (1990).

Outstanding Paper in the Category of Innovation in Teaching Science Teachers, Association for the Education of Teachers of Science (1990).

Current Membership in Professional Organizations

American Association of Colleges of Teacher Education

American Educational Research Association

Florida Council of Teachers of Mathematics

National Council of Teachers of Mathematics

National Education Association

Student Advisor

Major professor or committee member for 82 Ph.D. candidates and over 150 M.Ed. and/or Ed.S. candidates in the 27 years I have been a faculty member at Florida State University.

Publications

Over 35 publications in international, national, and state journals or books.

Presentations

Over 60 presentations at international, national, state and local meetings.

Contracts and Grants Funded

Over \$1.75 million in funded grants from national, state and university since 1987.

Service

University

Member, Professional Education Advisory Committee (1990–present).
Member, University Curriculum Committee (2012–2014).
Member, Faculty Senate (2012–2014).
Member, University Teaching Evaluation Committee (2005–2014).
Member, University Promotion and Tenure Committee (2004–2005).
Member, University Admissions Committee (2001–2005).
Member, SACS, Institutional Effectiveness Subcommittee (2002–2004).
Member, University Dissertation Research Grant Committee (2001–2002).
Chair, Professional Education Advisory Committee (1995–1996).
Member, Faculty Advisory Board (2009–2012), chair 2009-2010.
Representative, Faculty Council (2004–2008).
Member, Council on Research in Education (2001–2005), chair 2004-2005.
Member, College of Education Curriculum Committee (1991–1993).
Member, Policy Advisory Board (1991–1992).
Chair, Middle School Committee (1990–1992).
Vice Chair, STE Graduate Studies Committee (2012–present).
Member, STE Undergraduate Executive Committee (2012–present).
Chair, STE Faculty Advisory Committee (2011–present).

The Profession

Editor for Refereed Journals

Journal for Educational Research (1995–1998).

Guest Reviewer for Refereed Journals

School Science and Mathematics (2010–present).
Journal for Research in Mathematics Education (1998–present).
Mathematics Teaching in the Middle Grades (1994–present).

Service to Professional Associations

Member, Continued Program Approval Site Visiting Team, Florida Department of Education (2003–present).
Vice-President Post Secondary, Leon Council of Teachers of Mathematics (2001–present).
Chairperson, Constitution Committee, Psychology of Mathematics Education - North American Chapter (1994–present).
Reviewer, Initial Program Approval Folio Reviewer, Florida Department of Education (2008–2010).
Chair, Continued Program Approval Site Visiting Team, Florida Department of Education (2009).
Member, 2007 Program Committee, 2008 Program Committee, Association of Mathematics Teacher Educators (2007–2008).

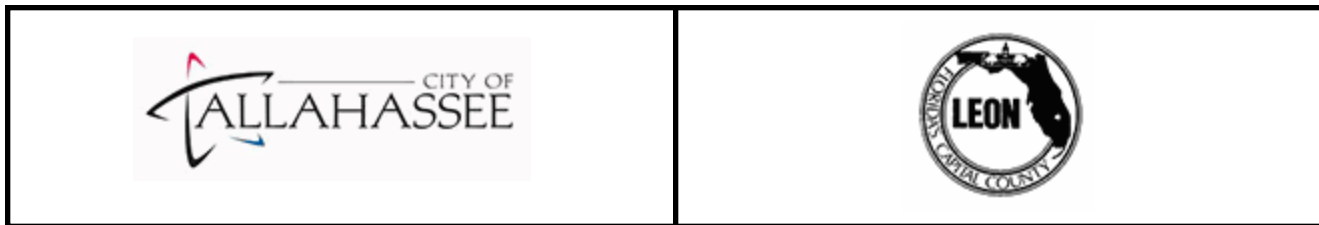
Vita for Elizabeth M Jakubowski

President, Florida Association of Mathematics Teacher Educators (2006–2008).
Board Member, Florida Council of Teachers of Mathematics (2006–2008).
Member, Framers Team for Mathematics Sunshine State Standards (2006–2007).
Board Member, Florida Association of Mathematics Teacher Educators (2004–2007).
Reviewer, Initial Program Approval Folio Reviewer, Florida Department of Education (2002–2007).
Chair, Continued Program Approval Site Visiting Team, Florida Department of Education (2006).
President-Elect, Florida Association of Mathematics Teacher Educators (2005–2006).
Chair, Continued Program Approval Site Visiting Team, Florida Department of Education (2004).
President, Florida Association of Mathematics Educators (1996–1998).
President, Psychology of Mathematics Education - North American Chapter (1996–1997).
President-elect, Florida Association of Mathematics Educators (1995–1996).
Steering Committee Member, Psychology of Mathematics Education - North American Chapter (1994–1996).
Chairperson, Mathematical Association of America Tallahassee Regional Fall meeting (1989).
President, Mathematics Education Student Association at The University of Georgia - National Council of Teachers of Mathematics affiliate (1984–1986).

The Community

Chair, Eighteenth Annual Meeting, Psychology of Mathematics Education - North American Chapter (1996).
Writing Team, State Mathematics Curriculum Frameworks (1994–1996).
Program Committee, Psychology of Mathematics Education-North American Chapter (1994–1995).
Member, Advisory Council, Griffin Middle School (1993–1995).
Member, Program committee, Regional meeting, National Council of Teachers of Mathematics (1993–1995).
Member, SACS review team for Crawford Mosely High School (1990).
Member, Workshop Support Committee, National Council of Teachers of Mathematics (1989).
Chairperson, Mathematical Association of America Tallahassee Regional meeting (1988).

TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS APPLICATION



Name: Ericka McKibbin		Date: 8/15/2016 4:15:27PM
Home Phone: (850) 509-7728	Work Phone: (850)933-1049X	Email: ericka.mckibbin@girlsontherun.org
Occupation: EXECUTIVE DIRECTOR	Employer: GIRLS ON THE RUN OF THE BIG BEND	

Preferred mailing location: Home Address
Work Address: PO BOX 13686

City/State/Zip: TALLAHASSEE, FL 32317

Home Address 2796 PALAFOX LANE

City/State/Zip: TALLAHASSEE, FL 32312

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? 16 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?

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: Female Age: 42.00
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.

ADDITIONAL COMMUNITY ACTIVITIES AND AWARDS BEYOND MY COMMITTEE INCLUDE:
1. CO-LED EMPOWERMENT PROJECT EVENT (AUGUST 2015) IN CONJUNCTION WITH WFSU, OASIS CENTER FOR WOMEN AND GIRLS, PACE CENTER, AND COMMISSION ON STATUS OF WOMEN AND GIRLS TO EXPLORE THE QUESTION WHAT WOULD YOU DO IF YOU WEREN'T AFRAID TO FAIL.
2. CLUB 25 WOMEN: SERVE AS THE VICE PRESIDENT AND COORDINATE SERVICE PROJECTS THROUGHOUT THE YEAR TO BENEFIT LOCAL NON-PROFITS.
3. 2015 25 WOMEN YOU NEED TO KNOW HONOREE.

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

Name: PAULA DEBOLES-JOHNSON Telephone: 850-339-3734
Address: 3800 ESPLANADE WAY, STE 180, TALLAHASSEE, FL 32311

Name: GABRIELLE GABRIELLI Telephone: 850-321-8222
Address: 3035 ELIZA RD, TALLAHASSEE, FL 32308

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? No

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? Yes

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: Ericka McKibbin

This application was electronically sent: 8/15/2016 4:15:27PM

Ericka N. McKibbin

2796 Palafox Lane, Tallahassee, FL 32312
(850) 509-7728 • Ericka.mckibbin@girlsontherun.org

SUMMARY OF QUALIFICATIONS

Organization Management

- Developed partnerships locally and statewide with schools, organizations, and businesses to reach program goals.
- Organized and structured projects.
- Reviewed and evaluated personnel and project performance.
- Launched local positive youth development organization.

Public Relations

- Directed and coordinated information gathering and dissemination.
- Planned and executed marketing strategies that led to the branding of two statewide programs and local non-profit.
- Established and sustained an effective network of professional relationships.

Special Initiatives

- Planned, directed, and coordinated special events and one-of-a-kind project initiatives.
- Designed, executed, and evaluated special projects, grant proposals and programs.
- Wrote and managed grants that totaled over \$790,000.

Spanish

- Five years of formal educational training.
- Three months of intensive Spanish training in Guatemala and El Salvador.
- One year work experience in El Salvador communicating both orally and written.

EXPERIENCE

Executive Director

September 2013 to Present, **Girls on the Run of the Big Bend** Tallahassee, FL.

- Establish and oversee organizational infrastructure for the launch of youth programming targeting girls 3rd through 8th grade to build self-esteem and healthy lifestyles.
- Lead all fundraising and resource development strategies that resulted in the generation of over \$120,000 last year.
- Coordinate multiple volunteer staff and committees to deliver quality services in areas of marketing, volunteer generation, programming, special events, and fundraising.
- Generate opportunities for over 500 girls since 2014 to unleash limitless potential through our 10-week experience-based program led by certified coaches.

Program Manager

September 2004 to Present, **Volunteer Florida** Tallahassee, FL.

- Manage over \$3 million in federal contracts.
- Supervise, mentor, and coach programs and directors at various project sites across Florida.
- Provide technical assistance via site visits, training, and correspondence in the areas of AmeriCorps policy and procedures, program management, evaluation, reporting, etc.
- Initiate development of Florida AmeriCorps statewide Alumni program.
- Lead civic reflection initiative that engages 13 facilitators in outreach activities to 29 AmeriCorps programs and various community-based organizations.

Ericka N. McKibbin

2796 Palafox Lane, Tallahassee, FL 32312
(850) 509-7728 • erickazdenek@hotmail.com

Director

January 2001 to August 2004, **FASS VISTA Initiative**, Tallahassee, FL.

- Managed \$250,000 budget for statewide service-learning AmeriCorps*VISTA grant.
- Supervised, mentored, and coached 78 AmeriCorps*VISTA volunteers and 36 supervisors at 37 project sites across Florida.
- Provided technical assistance via site visits, training, e-newsletter, website, and correspondence in the areas of VISTA policy and procedures, volunteer recruitment, and evaluation.
- Planned, developed, organized, and facilitated over 22 trainings at a state and national level covering resource development, marketing, partnership building, and program sustainability.
- Recruited and mentored 20 K-Higher Education institutions and community-based organizations in the development of successful new VISTA project applications.

AmeriCorps*VISTA

July 1999 to September 2000, **AmeriCorps*VISTA/Elder Services**, Fort Walton Beach, FL.

- Recruited, trained, and placed over 80 "America Reads" volunteers to serve as reading tutors in 12 local schools.
- Developed and sustained partnerships with personnel of targeted schools, business, and community leaders.
- Promoted and developed media material to market "America Reads" to the community.
- Designed, executed, and evaluated two special projects.
- Raised over \$40,000, including in-kind donations.

Rural Water and Sanitation Volunteer

March 1997 to March 1998, **US Peace Corps**, San Salvador, El Salvador.



- Promoted, organized, and supervised 120 latrine project in coordination with the Ministry of Health.
- Coordinated non-governmental organizations in the promotion of various development projects.
- Formed committee for community development to assess needs and solicit projects and financial assistance.

Corps Member/Team Leader

September 1995 to August 1996; **AmeriCorps*National Civilian Community Corps**, Charleston, SC.

- Performed regional community service in the areas of education, unmet human needs, public safety, and the environment.
- Served as Team Leader for three months: supervised ten Corps Members; budgeted funds; organized and initiated daily schedule.
- Prepared and presented public statements as media and human relations council representative.

Tallahassee-Leon County Commission on the Status of Women and Girls Application

			
Name: Tineshia Morris		Date: 08/03/2016	
Home Phone: 321-230-1384	Work Phone:	Email: nishadmorris@gmail.com	
Occupation: attorney		Employer: Office of the Attorney General	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address:</p> <p>City/State/Zip:</p>			
<p><input checked="" type="checkbox"/> Home Address: 3550 Esplanade Way #7308</p> <p>City/State/Zip: Tallahassee, FL 32311</p>			
<p>Do you live in Leon County? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, do you live within the City limits? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Do you own property in Leon County? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, is it located within the City limits? Yes <input type="radio"/> No</p> <p>For how many years have you lived in and/or owned property in Leon County? <u>1.5</u> years</p>			
<p>Are you currently serving on a City or County Advisory Committee? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>If Yes, on what Committee(s) are you a member? _____</p>			
<p>Have you served on any previous City or County committees? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>If Yes, on what Committee(s) have you served? _____</p>			
<p><u>If you are appointed to the Tallahassee-Leon County Commission on the Status of Women and Girls, you are expected to attend regular meetings.</u></p> <p>How many days per month would you be willing to commit for Committee work? 1 2 to 3 <input checked="" type="radio"/> 4 or more x</p> <p>And for how many months would you be willing to commit that amount of time? 2 3 to 5 <input checked="" type="radio"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? Day <input type="radio"/> Evening <input checked="" type="radio"/></p> <p>Can you serve a full three-year term? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>			
<p>(OPTIONAL) The City of Tallahassee and Leon County strive to meet their 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.</p> <p>Race: Caucasian African American Hispanic Asian Other</p> <p>Sex: Male Female Age: _____ Disabled? Yes No</p>			

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 the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

See Attached

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

Name: Alyssa Hernandez Telephone: 708-845-6948

Address: 2309 La Rue Ct. Apt. C, Tallahassee, FL 32303

Name: Berdene Beckles Telephone: _____

Address: berdenebeckles@gmail.com; 314 Macon Road, Tallahassee, FL 32312

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING 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 CITY OF TALLAHASSEE OR 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 PUBLISHED AT www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation?

Yes No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on the Committee? Yes No If yes, from whom? _____

Do you or your employer, or your spouse or child or their employers, do business with the City of Tallahassee or Leon County? Yes No

If yes, please explain. _____

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

If yes, please explain. _____

Please note that pursuant to City of Tallahassee policy, a background check may be conducted for City appointees to the Tallahassee-Leon County Commission on the Status of Women and Girls.

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

Signature: *Genevieve Morris*

Please return Application

by mail: Christine Coble, Agenda Coordinator
301 S. Monroe Street
Tallahassee, FL 32301

by email: coblec@leoncountyfl.gov

by fax: 850-606-5301

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 the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

TINESHIA D. MORRIS

3550 Esplanade Way #7308, Tallahassee, FL 32311
(321) 230-1384 • nishadmorris@gmail.com

My educational background includes a Juris Doctor degree as well as a Master of Accounting. I have been a practicing attorney for eight years and I am licensed in Florida, New York, and Washington D.C. I currently practice appellate litigation for the Capital Collateral Section of the Attorney General's Office. Prior to my current position, I was a prosecutor and I spent two years assigned exclusively to juvenile court. I do not have prior experience on a Committee such as this one, however, I have been a member of numerous organizations and worked on various committees within the organizations to achieve targeted goals. For example, I was a director of the Minority Mentor program at the University of Florida where I paired incoming freshmen with a faculty mentor, planned events for them to interact, and followed up on the progress of the mentorship. I also worked as a legal intern with Gator Team child to represent teens who were in legal trouble and needed representation. Currently, I am the co-director of finance for New Leaders Council working on sponsorships and philanthropic events on a local level.

Based on my legal background and prior organizational experience, I am aware of the impact of parental legal issues on teens, issues for teen girls who are removed from their homes and are in the foster care system, and the challenges of navigating from teen years to a successful adulthood.

I am currently a Big Sister with Big Brothers Big Sisters of the Big Bend where I mentor a young girl. I am interested in the Commission on the Status of Women and Girls so I can determine the best way to assist young girls in successfully navigating the areas of etiquette, career, finances, and education. There are a number of careers where women are underrepresented and receive inequitable treatment. There are also statistics showing that young girls do not feel they can hold public office. I would like to help young girls recognize their potential and enter arenas that they feel are not open to them. That is why I am interested in being a member of the commission.

TINESHIA D. MORRIS

3550 Esplanade Way #7308, Tallahassee, FL 32311
(321) 230-1384 • nishadmorris@gmail.com

PROFESSIONAL EXPERIENCE

**(April 2015-Present), Capital Collateral Appeals, Tallahassee, FL
Office of the Attorney General.**

Prepared legal proceedings in complex criminal and civil court proceedings at the trial and appellate level.

- Reviewed, analyzed, and prepared pleadings for state and federal appellate proceedings.
-
- Drafted legal pleadings in accordance with state and federal statutes and administrative rules.
- Researched proposed and pending legislation.
- Represented the State of Florida in oral argument in appellate proceedings before the Florida Supreme Court and Federal Courts of Appeal.
- Maintained case files, reviewed investigative and legal files, and responded to inquiries from the public and other agencies regarding status of cases.
- Handled cases from direct appeal, through post-conviction and federal habeas corpus.

**(Oct. 2014-April 2015), State and Local Tax Law Editor, Contractor, Arlington, VA
Bloomberg BNA.**

Edited legal materials from outside author-practitioners, focusing on the accuracy of the content, coverage, comprehensiveness, organization, and overall readability.

- Identified relevant news articles from Website Watcher, news subscriptions, and State and Local Tracker and summarize into concise news blurb relevant to tax tracker subscribers.
- Compile daily monitor of news updates for contribution to a master list of state and local tax updates.
- Utilized knowledge of current state and local laws to analyze tax materials covering property, sales and use, income, corporate, and excise tax laws, and to write original analytical material in a brief summation.
- Used excellent writing, editing, and researching skills to summarize cases, administrative documents, legislation, and regulations into 120 word soundbites.
- Honed ability to analyze tax materials dealing with a variety of topics and to write original analytical material;
- Employed text-editing system B-Publisher and applied rules as dictated by Tax Management style manual and other uniform citation systems to update and edit articles from tax navigator system.

**(2013-September 2014): Assistant State Attorney, Economic Crimes Division, State Attorney's Office, Ninth
Judicial Circuit, Orlando, Florida.**

Conducted highly complex civil or criminal litigation: handled economic crime case involving financial documents, multi-year tax investigations, allegations of theft or fraud of \$25,000 or more, allegations of theft from state agencies over \$100,000, handle multi-day trials with expert financial testimony or forensic examination.

- Promote public compliance with criminal law by utilizing planning and organization skills to litigate from initiation and discovery through court trial.
- Earned a stellar reputation as a trial attorney responsible for trying more than 55 jury trials and 25 non-jury trials as a first chair litigator.
- Institute proceedings to collect unpaid restitution amounts, collect delinquent taxes in Department of Revenue cases, and enforce violations of civil statutes that rise to the level of a criminal act.
- Evaluate reports to assess facts and circumstances and determine criminal charges for arrest and non-arrest criminal cases daily. Design, develop, and execute complex trial strategies including plea negotiations, case

TINESHIA MORRIS • nishadmorris@gmail.com

research and analysis, judgment of acquittal argument, witness preparation.

- Contribute strong communication and diplomacy skills in liaising between insurance investigators, government agency investigators, and local law enforcement to obtain witness affidavits and financial information, design litigation strategies, defend/conduct depositions and resolve cases through trial or plea negotiations.

(2008-2012): Assistant State Attorney, State Attorney's Office, Ninth Judicial Circuit, Orlando, Florida.

Applied strong strategic planning and organization skills in proficiently steering case projects from initiation and discovery through court trial for criminal matters. Handled cases involving all levels of charges from juvenile, misdemeanor, third-degree felony, second-degree felony, up to first-degree felonies.

- Supervised a monthly caseload of 600 misdemeanor cases and 150 felony cases in various stages of litigation/resolution.
- Prosecuted Driving under the Influence, Reckless Driving, Careless Driving, Driving without a Valid License, Possession of Counterfeit Identification, Possession of Altered Registration, Fleeing and Attempting to Elude, Indecent Exposure, Theft, Battery and all crimes with a maximum sentence up to one year in misdemeanor court.
- Prosecuted Possession of drugs, Drug trafficking, Possession of firearm by convicted felon, Possession of ammunition by convicted felon, Carrying concealed weapon, Felony theft, Aggravated battery, Aggravated assault, Robbery, Burglary, Driving under the Influence with Great Bodily Harm or Multiple Priors, Planting of a Hoax Bomb.
- Utilize strong case management and negotiation skills in evaluating cases, designing litigation strategies, defending/conducting depositions and resolving cases through trial or plea negotiations.

(2012-2013), Solo Practitioner, TD Morris Law, PLLC, Orlando, FL, Self-employed.

Maintained full accountability for representing and advocating on behalf of clients on matters involving abatement of tax penalties. Secure debt relief for clients in filing of Chapter 7 and Chapter 13 bankruptcy petitions and presented Debtors cases in district court. Handled marketing, billing, and calendar management for all engagements.

- Represented and advocated on behalf of clients on complex tax matters involving abatement of tax penalties, preparation of installment agreements, offer in compromise submissions, and negotiation with the Internal Revenue Service.
- Prepared promissory notes, reviewed vendor contract agreements, and negotiated contracts for real property sales and acquisitions.
- Review Uniform Commercial Code provisions and interpret in conjunction with contract terms, prepare demand letters and pre-litigation material.
- Conduct legal research, write briefs or legal memoranda, and argue all motions and pleadings before the court.
- Compile court documents and caselaw to present the best defense for client. Appear before state or federal court and argue motions in conformity with current law.

(January-May 2004) State and Local Tax Intern, Orlando, FL (2004), Grant Thornton, LLP.

Worked closely with staff on engagements for multiple clients to deliver a full range of tax compliance and consulting services. Provided tax services including tax return preparation, tax research, technical memorandums, and client correspondence. Conducted multi-state reviews, prepared multi-state sales and use tax returns, income and franchise tax returns, and identified optimal filing options.

- Delivered tax compliance and consulting services including tax return preparation, tax research, technical memorandums, client correspondence, and file updates.
- Conducted multi-state reviews, prepared multi-state sales and use tax returns, income and franchise tax returns,

TINESHIA MORRIS • nishadmorris@gmail.com

- and identified optimal filing options.
- Compiled and completed sales and use tax returns for national corporations operating within multiple states, and identified tax savings opportunities and structures to reduce client tax burden.
- Interacted closely with clients to provide tax consulting, and compliance, reviewed prior year returns, identified exemptions, incentives and credits, prepared current year returns, and completed client engagements within budget.

EDUCATION

Master of Laws, Executive LL.M. in Tax, Georgetown University Law Center
Expected Graduation 2018

Juris Doctor, University of Florida Levin College of Law (2008)

Certificate: Environmental and Land Use Law

Honors: Book Award, Trial Practice; Pro Bono Certificate

Activities: *Editor*, Entertainment Law Review; *President*, Caribbean Law Students Association
Organizational Representative, Law College Council;
Study Abroad, Costa Rica Joint Environmental Law Program 2006.

Relevant Coursework: Legal Research and Writing; Income Taxation: Corporations; International Environmental Justice; International and Environmental Law; Environmental Dispute Resolution; Advanced Research, Writing and Appellate Advocacy; Advanced Research, Writing and Appellate Advocacy 2; Legal Drafting; Sales; Insurance; Adversary Systems; Trial Practice; Advanced Trial Practice, Advanced DUI Training.

Master of Accounting, University of Florida (2005)

Honors: National Society of Collegiate Scholars

Activities: *Treasurer*, National Residence Hall Honorary

Relevant Coursework: Advanced International Taxation; Multijurisdictional Taxation; International Accounting Issues; Audit Corporate Governance; Auditing 1; Taxation of Business Entities; Advanced Financial Accounting; Professional Research; Advanced Business Writing and Accounts; Introduction to Federal Income Tax.

Bachelor of Science in Accounting, University of Florida (2005)

Honors: Golden Key International Honor Society

Activities: *Executive Consultant*, National Association of Black Accountants; *Class Representative*, Fisher School of Accounting Council; *Public Relations Chair*, Caribbean Students Association; *Program Assistant*, Minority Mentor Program Assistant; *Elected Member*, Student Conduct Committee; *Ambassador*, Outreach Ambassador Program. *Philanthropy Chair*, Pre-Legal Honor Society.

Relevant Coursework: Comparative Politics; Honors Writing for Prelaw.

PROFESSIONAL DEVELOPMENT

- Barred in State courts of Florida (09/2008)
- Barred in State courts of New York (10/2010)
- Barred in Washington, D.C. (06/2015)
- U.S. District Court of Florida, Middle
- U.S. District Court of Florida, Northern
- U.S. Bankruptcy Court for the Middle District
- Eleventh Circuit Court of Appeals
- U.S. Supreme Court

TINESHIA MORRIS • nishadmorris@gmail.com

**Leon County
Board of County Commissioners**

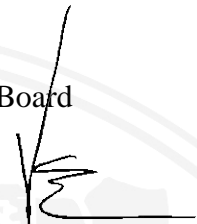
Notes for Agenda Item #20

Leon County Board of County Commissioners

Cover Sheet for Agenda #20

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Second and Final Public Hearing for Adoption of the FY16/17 Final Millage Rates and Final Budgets

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:	Timothy Barden, Principal Management and Budget Analyst Josh Pascua, Management and Budget Analyst

Fiscal Impact:

This item has a fiscal impact. If adopted, the Leon County FY16/17 final budget is \$246,129,886, which includes the Emergency Medical Services budget of \$19,225,563.

Staff Recommendation:

- Option #1: Adopt, via Resolution, the final FY16/17 Countywide millage rate of 8.3144 mills (Attachment #1).
- Option #2: Adopt, via Resolution, the final FY16/17 Countywide budget (Attachment #2).
- Option #3: Adopt, via Resolution, the final FY16/17 Emergency Medical Services MSTU millage rate of 0.5000 mills (Attachment #3).
- Option #4: Adopt, via Resolution, the final FY16/17 Emergency Medical Services MSTU budget (Attachment #4).

Report and Discussion

Background:

Pursuant to Florida Statutes 129.03 and 200.065, the County Property Appraiser certified to the County Budget Officer the taxable value against which taxes may be levied in the entire County and in each district in the County in which taxes are authorized by law to be levied by the Board. The certification of property values provided this year was \$14,867,933,416, approximately \$449.8 million or 3.12% more than the previous year. In preparing the tentative budgets, this certified figure was used as the basis for estimating the millage rates required to be levied.

At its July 12, 2016 meeting, the Board adopted the 8.3144 Countywide and 0.5000 Emergency Medical Services Municipal Services Taxing Unit (MSTU) millage rates for the purposes of the statutory Truth-in-Millage (TRIM) public notification process. These rates cannot be increased, but only decreased during the public hearing. This Board approved a tentative budget of \$246,129,886. This amount includes \$2.5 million in general fund balance used to balance the FY16/17 tentative budget, which is \$1.5 million less than used to balance the FY15/16 budget.

On July 21, 2016, the Board advised the County Property Appraiser and the County Tax Collector of its proposed millage rates, its rolled-back rates, and the date, time, and place at which a public hearing would be held to consider the tentative millage rates and the tentative budgets in accordance with Florida Statute 129.03 and 200.065. Subsequently, the County Property Appraiser utilized this information in preparing the notice of proposed property taxes pursuant to Florida Statute 200.069. These notices were then mailed to all respective property owners in Leon County.

On September 13, 2016, in accordance with section 200.069, Florida Statutes, the Board held a public hearing on the tentative millage rates and tentative budgets. The Board approved tentative millage rates: 8.3144 Countywide and 0.5000 Emergency Medical Services MSTU. These rates cannot be increased, but only decreased during the final public hearing.

On Saturday, September 17, 2016, the County advertised, in a newspaper of general circulation in the County, its intent to adopt final millage rates and budgets for FY16/17. A copy of the required advertisement will be provided to the Clerk of Courts and Comptroller at the September 20, 2016, Public Hearing.

Analysis:

In accordance with Florida Statutes 129.03 and 200.065, after discussion and public comment regarding the final millage rates and budgets, the Board is required to adopt its final millage rates prior to adopting its final budgets. The County's tentative aggregate millage rate was set by the Board at its July 12, 2016 meeting and confirmed at the September 13, 2016 public hearing. The rate was set above the rolled-back rate and less than the majority vote maximum millage rate. This allows for the statutory voting threshold of a simple majority vote for adopting the final budget.

The proposed FY16/17 County final aggregate millage rate of 8.8144 (Countywide – 8.3144 and EMS - 0.5000) was maintained at the same level as the previous year's aggregate millage rate. The aggregate millage rate of 8.8144 is 1.32% more than the rolled-back rate of 8.6994 (the rate the County can levy to collect the same property tax revenue as the prior year).

Options #1 through #4 need to be voted on separately and in the order presented. Florida law requires the Board to address the millage rates before addressing the associated budgets.

Options:

1. Adopt, via Resolution, the final FY16/17 Countywide millage rate of 8.3144 mills (Attachment #1).
2. Adopt, via Resolution, the final FY16/17 Countywide budget (Attachment #2).
3. Adopt, via Resolution, the final FY16/17 Emergency Medical Services MSTU millage rate of 0.5000 mills (Attachment #3).
4. Adopt, via Resolution, the final FY16/17 Emergency Medical Services MSTU budget (Attachment #4).
5. Board Direction.

Recommendation:

Options #1, #2, #3 & #4

Attachments:

1. Resolution adopting final FY16/17 Countywide millage rate
2. Resolution adopting final FY16/17 Countywide budget
3. Resolution adopting final FY16/17 Emergency Medical Services MSTU millage rate
4. Resolution adopting final FY16/17 Emergency Medical Services MSTU budget

RESOLUTION NO. _____

WHEREAS, the Board of County Commissioners of Leon County, Florida, on September 13, 2016, adopted Fiscal Year 2016/2017 final Countywide millage rates following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Leon County has been certified by the County Property Appraiser to the Board of County Commissioners of Leon County, Florida as \$14,867,933,416.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Leon County, Florida, that:

1. The Fiscal Year 2016/2017 final aggregate millage rate is 8.8144 mills (County-wide 8.3144 = 3.2222 mills – General Fund; 5.0922 mills – Fine and Forfeiture) and (0.5000 – Emergency Medical Services MSTU), which is above the rolled-back rate of 8.6994 by 1.32%.

2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this the 20th day of September, 2016.

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, 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 Attorneys Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

RESOLUTION NO. _____

WHEREAS, the Board of County Commissioners of Leon County, Florida, on September 13, 2016, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, set forth the appropriations and revenue estimate for the final Countywide budget for Fiscal Year 2016/2017, attached hereto as Exhibit A, in the amount of \$267,113,151.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Leon County, Florida, that:

1. The Fiscal Year 2016/2017 final Countywide budget be adopted by fund as it appears in the attached Exhibit B.

2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this the 20th day of September, 2016.

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, 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 Attorneys Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

EXHIBIT A

Leon County Fiscal Year 2017 Tentative Budget

Summary of All Funds

		FY 2015 Actual	FY 2016 Adopted	FY 2017 Requested	FY 2017 Budget	FY 2018 Planned	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned
Millage Rates									
General Countywide		8.3144	8.3144	8.3144	8.3144	8.3144	8.3144	8.3144	8.3144
EMS MSTU		0.500	0.500	0.500	0.500	0.500	0.500	0.500	0.500
General Fund	001	58,458,158	63,069,289	65,593,563	64,708,645	66,513,215	66,987,055	70,634,327	77,821,791
Special Revenue Funds									
Supervisor of Elections	060	4,005,910	5,008,722	4,533,682	4,217,942	4,157,106	4,153,938	5,407,611	4,419,654
Transportation Trust	106	13,977,126	15,366,198	15,905,601	15,875,769	16,979,253	19,513,045	17,710,419	17,876,983
Fine and Forfeiture	110	72,713,461	70,893,916	73,957,212	73,040,591	74,921,355	76,660,015	78,585,340	80,583,614
Probation Services	111	2,698,735	3,013,616	3,254,830	3,105,539	3,197,200	3,292,878	3,391,747	3,494,944
Teen Court	114	151,595	131,542	125,761	125,761	129,816	135,061	139,507	144,160
Drug Abuse Trust	116	71,648	62,510	61,370	61,370	62,561	63,679	64,915	66,174
Judicial Programs	117	106,435	218,851	226,175	225,222	227,763	230,679	233,337	236,381
Building Inspection	120	1,318,664	1,818,656	2,022,550	2,022,550	2,119,545	2,222,620	2,330,635	2,443,590
Dvlpmt Svcs & Environ. Mgmt.	121	3,414,019	3,712,317	4,125,682	4,103,299	4,103,517	4,260,676	4,390,960	4,494,097
Stormwater Utility	123	4,294,287	4,439,422	4,768,265	4,764,519	4,859,880	5,003,384	5,093,216	5,201,646
SHIP Trust	124	287,587	879,466	1,101,045	636,425	-	-	-	-
Grants	125	3,970,557	626,703	756,248	676,248	681,222	686,385	691,738	697,296
Non-Cntywide Gen. Rev.	126	20,023,345	20,887,988	21,401,338	21,401,338	22,169,253	22,975,259	23,818,408	24,701,550
Grants	127	194,774	60,000	60,000	60,000	60,000	60,000	60,000	60,000
9-1-1 Emergency Communication	130	1,288,200	1,282,500	1,362,300	1,362,300	1,382,250	1,402,200	1,422,150	1,443,050
Radio Communication Systems	131	1,312,036	1,214,332	1,342,826	1,342,826	1,382,991	1,424,361	1,445,047	1,446,047
Municipal Services	140	5,959,234	8,304,902	9,824,859	9,642,684	8,739,094	8,913,748	9,111,324	9,212,413
Fire Rescue Services	145	6,925,121	8,033,121	8,319,405	8,319,405	8,417,439	8,496,788	8,576,931	8,657,876
Tourist Development	160	4,311,301	4,859,230	5,468,565	5,454,065	5,548,994	5,223,893	5,301,621	5,380,987
Housing Finance Authority	161	78,291	89,360	92,960	92,960	92,960	92,960	92,960	92,960
Special Assessment. Paving	162	313,907	285,468	178,315	178,315	136,515	130,815	116,565	106,115
Killearn Lakes Units I and II Sewer	164	297,078	237,500	237,500	237,500	237,500	237,500	237,500	237,500
Bank of America Building	165	1,601,848	2,174,033	2,341,029	1,791,024	1,764,839	1,792,762	1,754,740	1,347,117
Huntington Oaks Plaza	166	109,869	251,660	251,196	151,196	151,196	151,196	151,196	152,196
Subtotal		149,425,028	153,852,013	161,718,714	158,888,848	161,522,249	167,123,842	170,127,867	172,496,350
Debt Service Funds									
Series 2003A & 2003B	211	579,831	581,483	580,798	580,798	7,076,046	7,079,017	7,078,073	-
Series 2005	220	7,236,620	6,941,750	6,943,954	6,943,954	-	-	-	-
ESCO Lease	221	484,514	484,514	484,514	484,514	484,514	-	-	-
Series 2014	222	567,830	560,672	561,282	561,282	560,785	561,208	560,522	3,335,756
Subtotal		8,868,795	8,568,419	8,570,548	8,570,548	8,121,345	7,640,225	7,638,595	3,335,756
Capital Projects Fund									
Capital Improvements	305	7,338,730	6,499,034	15,649,730	8,989,230	8,292,130	7,363,880	7,249,062	11,921,290
Transportation Improvements	306	1,796,425	2,695,650	4,071,403	2,498,003	2,930,985	5,090,210	2,895,578	2,666,588
Sales Tax	308	3,158,800	-	-	-	-	-	-	-
Sales Tax - Extension	309	8,424,241	6,305,854	5,700,000	5,025,000	5,425,000	5,125,000	1,445,000	-
Series 1999 Construction	318	323,714	-	-	-	-	-	-	-
ESCO Capital Projects	321	-	20,296	-	-	-	-	-	-
9-1-1 Capital Projects	330	-	12,540	12,540	12,540	12,540	12,540	12,540	12,540
Impact Fee - Countywide Rd.	341	1,264,206	-	-	-	-	-	-	-
Impact Fee - NW Urban Coll.	343	42,396	-	-	-	-	-	-	-
Sales Tax - Extension 2020	351	-	-	-	-	-	-	3,745,850	5,219,300
Sales Tax - Extension 2020 JPA Agreement	352	-	-	-	-	-	-	3,992,000	5,369,000
Subtotal		22,348,512	15,533,374	25,433,673	16,524,773	16,660,655	17,591,630	19,340,030	25,188,718
Enterprise Funds									
Solid Waste	401	9,954,527	10,242,484	11,691,493	11,061,618	10,207,427	10,176,644	10,494,952	10,895,115
Subtotal		9,954,527	10,242,484	11,691,493	11,061,618	10,207,427	10,176,644	10,494,952	10,895,115
Internal Service Funds									
Insurance Service	501	3,967,095	3,676,976	3,561,511	3,586,511	3,591,142	3,594,917	3,599,846	3,604,935
Communications Trust	502	457,361	837,708	953,689	953,689	953,689	953,689	953,689	953,689
Motor Pool	505	2,623,931	2,898,946	2,825,368	2,818,519	2,848,788	2,873,253	2,898,815	2,925,530
Subtotal		7,048,387	7,413,630	7,340,568	7,358,719	7,393,619	7,421,859	7,452,350	7,484,154
TOTAL:		256,103,407	258,679,209	280,348,559	267,113,151	270,418,510	276,941,255	285,688,121	297,221,884
<i>Less Interfund Transfers</i>		<i>37,105,237</i>	<i>38,708,843</i>	<i>38,708,843</i>	<i>40,208,828</i>	<i>41,339,530</i>	<i>43,192,814</i>	<i>44,236,034</i>	<i>50,195,104</i>
TOTAL NET OF TRANS:		218,998,170	219,970,366	241,639,716	226,904,323	229,078,980	233,748,441	241,452,087	247,026,780

EXHIBIT B

Leon County Fiscal Year 2017 Tentative Budget

General Fund (001)

Fund Type: General Fund

The General Fund is the general operating fund of the County established by F.S. 129.02(1). Major revenue sources for the County's General Fund include proceeds from ad valorem and other taxes, charges for services, fees, and other miscellaneous revenues. The General Fund is used to account for financial resources and expenditures of general government (except those required to be accounted for in another fund) such as libraries, management information systems, facilities management, etc.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Ad Valorem - General Fund	311110	42,854,677	44,186,016	47,908,217	45,512,806	48,357,539	50,922,416	53,451,082	56,062,511
Delinquent Taxes	311200	-	475,000	430,000	408,500	408,500	408,500	408,500	408,500
Delinquent Taxes 2004	311204	-	-	-	-	-	-	-	-
Delinquent Taxes 2006	311206	53	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	1,910	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	3,488	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	35	-	-	-	-	-	-	-
Delinquent Taxes - 2010	311210	4,061	-	-	-	-	-	-	-
Delequent Taxes 2011	311211	14,683	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	46,792	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	853,929	-	-	-	-	-	-	-
Tourist Development (3-3/4 Cents)	312100	41,135	38,000	43,000	40,850	42,750	43,700	45,600	47,500
Tourist Development (1-1/4 Cents)	312110	10,279	9,500	14,000	13,300	14,250	14,250	15,200	16,150
Process Server Fees	329300	-	9,500	-	-	-	-	-	-
Federal Payments in Lieu of Taxes	333000	207,352	185,250	55,400	52,630	52,630	52,630	52,630	52,630
State Library Aid	334710	219,736	156,562	193,602	183,922	183,922	183,922	183,922	183,922
COT Reimbursement for PSC	337220	695,403	1,026,355	878,163	878,163	878,163	878,163	878,163	878,163
GIS	337300	1,256,882	1,348,028	1,403,037	1,403,037	1,417,434	1,431,975	1,446,661	1,461,494
CRTPA Reimbursement	337401	228,919	239,979	119,523	119,523	119,523	119,523	119,523	119,523
Blueprint 2000 Reimbursement	337402	63,063	65,010	162,119	162,119	162,119	162,119	162,119	162,119
\$2.00 IT Added Court Cost FS 28.24(12)	341160	356,523	356,725	425,000	403,750	423,978	445,178	467,436	490,855
Zoning Fees	341200	1,360	-	-	-	-	-	-	-
CJIS User Fees	341920	12,450	-	-	-	-	-	-	-
Hand Fogging Fees	342950	250	-	-	-	-	-	-	-
Parking Facilities	344500	136,482	146,300	147,000	139,650	139,650	139,650	139,650	139,650
Library Parking	344510	53,955	43,225	60,000	57,000	57,570	58,146	58,727	59,314
Library Fees	347100	141,011	121,410	150,000	142,500	141,075	139,664	138,268	136,886
Library Printing	347101	-	20,330	25,000	23,750	23,750	23,750	23,750	23,750
Other Counties-Circuitwide Reimbursement	348820	-	38,000	-	-	-	-	-	-
FS 29.0085 Court Facilities	348930	936,585	950,000	1,056,507	1,003,682	1,054,368	1,106,981	1,162,551	1,197,312
Process Server Fee	348991	9,300	-	9,500	9,500	9,500	9,500	9,500	9,500
Civil Fee - Circuit Court	349200	64	-	-	-	-	-	-	-
Crt Admin/ Circuit-wide Reimbursement	349500	-	10,000	-	-	-	-	-	-
GAL / Circuit-wide Reimbursement	349501	-	23,494	28,635	27,203	27,748	28,302	28,869	29,445
Fees	349600	3,136	-	-	-	-	-	-	-
Interest Income - Investment	361110	42,497	-	-	-	-	-	-	-
Pool Interest Allocation	361111	508,060	415,625	473,125	449,469	449,469	449,469	449,469	449,469
Net Incr(decr) In Fmv Of Investment	361300	44,033	-	-	-	-	-	-	-
Tax Collector F.S. 125.315	361320	5,201	-	-	-	-	-	-	-
Other Interest Earnings	361390	1,847	-	-	-	-	-	-	-
Rents And Royalties	362000	3,968	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	37,078	190,950	240,000	228,000	230,280	232,583	234,908	237,258
Tax Deed Surplus (Chapter 19)	369200	(6,719)	-	-	-	-	-	-	-
Refund Of Prior Year Expenses	369300	38,697	-	-	-	-	-	-	-
Lawsuit Settlements	369350	759,303	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	106,233	95,000	120,000	114,000	114,000	114,000	114,000	114,000
Volunteer Certificate Training Fees	369930	1,902	903	1,000	950	950	950	950	950
Transfer From Fund 106	381106	-	-	72,096	72,096	72,096	72,096	72,096	72,096
Transfer From Fund 110	381110	2,400,000	-	-	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

General Fund (001)

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 126	381126	7,286,083	8,166,544	9,634,464	9,634,464	8,583,292	6,906,629	9,642,044	14,450,535
Transfer From Fund 140	381140	-	-	103,122	103,122	103,122	103,122	103,122	103,122
Transfer From Fund 160	381160	-	-	14,500	14,500	14,500	14,500	14,500	14,500
Transfer From Fund 162	381162	308,407	279,968	172,815	172,815	131,015	125,315	111,065	100,615
Transfer From Fund 165	381165	-	-	341,488	341,488	341,488	341,488	341,488	341,488
Transfer From Fund 401	381401	28,640	-	86,918	86,918	86,918	86,918	86,918	86,918
Transfer From Fund 505	381505	-	-	25,000	25,000	25,000	25,000	25,000	25,000
Pensacola Care Lease	383001	146,616	146,615	146,616	146,616	146,616	146,616	146,616	146,616
Clerk Excess Fees	386100	155,153	-	-	-	-	-	-	-
Property Appraiser	386600	62,816	-	-	-	-	-	-	-
Tax Collector	386700	34,414	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Supervisor Of Elections	386800	589,871	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	4,125,000	2,537,322	2,537,322	2,500,000	2,000,000	300,000	-
Total Revenues		60,707,613	63,069,289	67,277,169	64,708,645	66,513,215	66,987,055	70,634,327	77,821,791

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
County Commission	100-511	1,473,278	1,491,406	1,535,073	1,535,073	1,563,391	1,593,038	1,624,083	1,656,598
Commission District 1	101-511	8,416	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission District 2	102-511	2,861	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission District 3	103-511	6,750	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission District 4	104-511	5,408	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission District 5	105-511	9,221	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission At-Large (Group 1)	106-511	8,920	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commission At-Large (Group 2)	107-511	9,208	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Commissioners' Account	108-511	18,288	25,395	25,575	25,395	25,395	25,395	25,395	25,395
County Administration	110-512	741,084	785,394	1,013,761	1,013,761	1,043,445	1,074,163	1,105,953	1,138,321
Minority/Women Small Business Enterprise	112-513	177,296	431,130	184,739	-	-	-	-	-
Volunteer Center	113-513	183,962	187,318	192,717	192,717	198,569	204,662	207,663	214,268
PLACE - Economic Development	114-512	665,698	384,569	357,866	304,983	310,366	315,857	321,457	327,169
Strategic Initiatives	115-513	1,110,121	754,545	768,841	768,841	787,031	805,953	825,657	846,173
Community and Media Relations	116-513	-	564,022	541,667	541,667	552,250	563,247	574,687	586,588
County Attorney	120-514	1,822,212	1,951,307	2,008,617	2,008,617	2,053,868	2,100,762	2,149,360	2,199,180
Office of Sustainability	127-513	160,771	212,274	303,010	303,010	307,909	312,999	318,294	323,800
Office of Management & Budget	130-513	755,383	829,170	721,574	721,574	742,018	763,229	783,903	805,387
Clerk - Finance Administration	132-586	1,520,544	1,518,474	1,609,217	1,609,217	1,641,401	1,674,229	1,707,714	1,741,869
Procurement	140-513	296,860	388,087	501,991	501,991	516,900	532,329	547,601	564,141
Warehouse	141-513	107,148	107,931	108,608	108,608	112,122	115,777	119,580	123,543
Facilities Management	150-519	6,740,210	6,845,256	7,315,418	7,315,418	7,428,381	7,544,338	7,664,572	7,783,964
Real Estate Management	156-519	305,716	342,868	348,869	295,085	300,474	281,104	286,978	293,116
Human Resources	160-513	1,094,632	1,389,092	1,455,403	1,455,403	1,492,290	1,532,210	1,573,732	1,616,929
Management Information Services	171-513	5,331,961	5,687,630	6,123,796	6,123,796	6,257,447	6,396,229	6,539,570	6,688,012
Health Department	190-562	243,345	237,345	237,345	237,345	237,345	237,345	237,345	237,345
Mosquito Control	216-562	525,002	667,188	681,861	681,861	695,277	709,218	723,715	738,796
Lib - Policy, Planning, & Operations	240-571	771,066	853,475	854,120	847,469	861,018	872,067	886,646	901,781
Library Public Services	241-571	2,321,111	4,258,316	4,550,532	4,493,362	4,642,901	4,798,524	4,960,610	5,129,462
Library Collection Services	242-571	841,275	1,502,508	1,527,718	1,525,808	1,556,088	1,587,697	1,620,696	1,655,154
Library Extension Services	243-571	2,277,148	-	-	-	-	-	-	-
Summer Youth Employment	278-551	49,040	80,425	80,425	80,425	80,425	80,425	80,425	80,425
Cooperative Extension	361-537	524,526	540,260	470,954	470,954	482,863	495,130	507,765	520,779
Medical Examiner	370-527	493,698	501,760	511,795	511,795	522,031	532,472	532,681	532,894
Tubercular Care & Child Protection Exams	370-562	59,000	61,000	61,000	61,000	61,590	62,186	62,788	63,396
Baker Act & Marchman Act	370-563	692,601	692,601	692,601	692,601	706,453	720,582	734,994	749,693
Medicaid & Indigent Burials	370-564	2,630,398	2,694,506	2,876,195	2,876,195	2,881,646	2,887,260	2,893,043	2,898,999

Leon County Fiscal Year 2017 Tentative Budget

General Fund (001)

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
CHSP & Emergency Assistance	370-569	965,036	1,254,858	1,458,816	1,358,816	1,360,717	1,362,693	1,364,748	1,366,885
Housing Services	371-569	414,150	461,142	468,437	468,437	483,590	499,378	515,826	532,967
Veteran Services	390-553	233,396	314,500	331,713	327,763	333,186	338,804	344,633	350,681
Capital Regional Transportation Planning Agency	402-515	228,784	241,181	119,523	119,523	123,259	127,155	131,215	135,448
Blueprint 2000	403-515	63,143	65,565	331,846	331,846	342,719	353,998	365,696	377,709
Public Safety Complex Facilities	410-529	1,295,428	1,506,729	1,528,056	1,528,056	1,539,684	1,551,787	1,564,381	1,577,491
Public Safety Complex Technology	411-529	161,046	237,516	250,334	250,334	254,771	259,428	264,263	269,290
Geographic Info. Systems	421-539	1,775,044	1,951,206	1,997,172	1,923,845	1,968,709	2,015,263	2,063,583	2,113,663
MIS Automation - General Fund	470-519	136,675	160,540	252,850	252,850	252,850	252,850	252,850	252,850
General Fund - Risk	495-519	415,999	469,752	482,884	482,884	482,884	482,884	482,884	482,884
Indirect Costs - General Fund	499-519	(5,791,000)	(6,339,100)	(6,784,200)	(6,784,200)	(6,987,200)	(7,196,200)	(7,412,200)	(7,636,200)
Property Appraiser	512-586	4,732,020	4,805,388	5,159,673	5,159,673	5,314,463	5,473,897	5,638,114	5,807,257
Tax Collector	513-586	4,474,544	4,537,178	4,717,758	4,717,758	4,906,468	5,102,727	5,306,836	5,519,109
Court Administration	540-601	236,314	200,647	235,253	210,630	217,304	224,268	231,540	239,132
Court Information Systems	540-713	7,510	11,060	14,795	14,795	14,795	14,795	14,795	14,795
Guardian Ad Litem	547-685	13,200	25,942	19,942	19,942	19,942	19,942	19,942	19,942
GAL Information Systems	547-713	771	3,720	1,685	1,685	1,685	1,685	1,685	1,685
Planning Department	817-515	847,247	935,040	1,164,128	1,055,927	899,663	906,149	912,894	919,779
Non-Operating General Fund	820-519	920,660	959,741	982,280	982,280	907,280	907,280	906,820	906,820
Tax Deed Applications	831-513	36,226	62,500	62,500	45,000	45,000	45,000	45,000	45,000
Line Item - Detention/Correction	888-523	335,759	335,759	247,759	247,759	222,759	222,759	222,759	222,759
Line Item - Economic Development	888-552	25,000	-	-	-	-	-	-	-
Line Item - Human Service Agencies	888-569	125,000	125,000	100,000	100,000	100,000	100,000	-	-
Line Item - COCA Contract	888-573	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transfers	950-581	8,535,798	10,216,572	9,957,524	9,957,524	10,773,918	9,961,795	12,345,959	18,103,430
Primary Health Care	971-562	2,475,581	2,015,360	2,018,956	1,818,956	1,821,675	1,824,521	1,827,500	1,830,621
CRA-Payment	972-559	1,660,665	2,109,741	2,396,091	2,396,091	2,635,700	2,899,270	3,189,197	3,508,117
Budgeted Reserves - General Fund	990-599	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total Appropriations		58,458,158	63,069,289	65,593,563	64,708,645	66,513,215	66,987,055	70,634,327	77,821,791
Revenues Less Appropriations		2,249,455	-	1,683,606	-	-	-	-	-

Notes:

Leon County's budget is balanced without increasing the current 8.3144 millage rate (The total estimated tax collections for FY 2017 will be \$3.5 million or a 3.1% increase over 2016).

For FY 2017, property values increased by 3.1%, providing an additional \$3.5 million in property tax revenue. This and the additional \$2.0 million in Public Service Tax Revenue (See Fund 140) allowed the County to balance the budget with no reduction in service delivery. In addition, the Board appropriated \$2.5 million in fund balance to fund recurring operating expenditures. This is a \$1.6 million reduction in the use of fund balance over FY 2016. The use of this fund balance still leaves the general fund reserves within policy limits.

The general revenue transfer to capital projects (Fund 305) increased by \$1.0 million over FY 2016 for a total amount of \$3 million. Out years reflect the transfer of recurring general revenue to fund capital projects increasing to \$9.8 million by FY 2021. This increase in capital funding is the result of the 2005 Debt Service Bond Series(Fund 220) being paid off in FY 2017 and the remaining 2012A and 2012B Debt Service Bond Series being paid in FY 2020.

Out years from FY 2017 to FY 2021 show the use of fund balance declining from the current \$2.5 million per year to eliminating fund balance use by FY 2021. Using fund balance through FY 2020 will allow the County to maintain the millage rate 8.3144 in the remaining out years to maintain current service levels. This millage rate assumes property values will continue to increase as the economy continues to recover and grow. FY 2017 to FY 2021 reflects property valuations increasing by an average 3.0% each year and a steady millage rate of 8.3144.

Leon County Fiscal Year 2017 Tentative Budget

Supervisor of Elections (060)

Fund Type: General Fund

The Supervisor of Elections Fund is a general fund established as part of the FY 2002 budget process. The Supervisor of Elections has requested their appropriation be established in a separate fund to provide discrete accounting of their budget. The revenue is transferred from the General Fund. At the conclusion of the fiscal year, any funds available in the Supervisor of Elections fund will be returned to the General Fund as excess fees.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Voter Education Funds	331100	47,905	-	-	-	-	-	-	-
ADA-HHS Vote Program Grant	331120	23,062	-	-	-	-	-	-	-
Supervisor Of Elections	341550	15,820	-	-	-	-	-	-	-
Transfer From Fund 001	381001	3,919,123	5,008,722	4,217,942	4,217,942	4,157,106	4,153,938	5,407,611	4,419,654
Total Revenues		4,005,910	5,008,722	4,217,942	4,217,942	4,157,106	4,153,938	5,407,611	4,419,654

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
MIS Automation-SOE	470-513	-	-	14,480	14,480	14,480	14,480	14,480	14,480
Supervisor of Elections - Risk	495-513	16,486	16,542	16,104	16,104	16,104	16,104	16,104	16,104
Voter Registration	520-513	2,011,147	2,129,045	2,607,135	2,607,135	2,510,461	2,599,550	2,681,872	2,757,564
Elections	520-586	182,122	-	-	-	-	-	-	-
Elections	521-513	1,333,315	2,863,135	1,895,963	1,580,223	1,616,061	1,523,804	2,695,155	1,631,506
Elections	521-586	407,749	-	-	-	-	-	-	-
SOE Grants	525-513	55,091	-	-	-	-	-	-	-
Total Appropriations		4,005,910	5,008,722	4,533,682	4,217,942	4,157,106	4,153,938	5,407,611	4,419,654
Revenues Less Appropriations		-	-	(315,740)	-	-	-	-	-

Notes:

Due to decreased costs associated with the non presidential preference election cycle, the Supervisor of Election's budget decreased by 19% (\$790,780) from the FY 2016 budget.

Leon County Fiscal Year 2017 Tentative Budget

Transportation Trust (106)

Fund Type: Special Revenue

The Transportation Trust Fund is a special revenue fund established by F.S. 129.02(2). Major revenue sources for the Transportation Trust Fund include proceeds from local and state gas taxes. Leon County imposes a total of twelve cents in gas taxes. The County Ninth-Cent, Local Option and Second Local Option are local county taxes. Of those, the Local Option and Second Local Option revenues are split 50/50 with the City of Tallahassee. The 20% Surplus, 5th & 6th Cent and Gas Tax Pour-Over Trust are State gas tax revenues. The fund is used to account for resources dedicated and expenditures restricted to the maintenance/construction of roads and bridges.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
County Ninth-Cent Voted Fuel Tax	312300	1,387,332	1,366,100	1,476,700	1,402,865	1,430,890	1,459,485	1,488,650	1,518,385
Local Option Gas Tax	312410	3,597,865	3,540,650	3,832,500	3,640,875	3,713,645	3,787,935	3,863,745	3,940,980
2nd Local Option Gas Tax	312420	2,861,241	2,832,900	3,041,500	2,889,425	2,947,214	3,006,158	3,066,282	3,127,607
Federal Payments in Lieu of Taxes	333000	57,160	17,100	200,400	190,380	190,380	190,380	190,380	190,380
20% Surplus Gas Tax	335420	562,989	538,650	592,300	562,685	573,939	585,418	597,126	609,069
5th & 6th Cent Gas Tax	335430	2,251,957	2,152,700	2,371,000	2,252,450	2,297,499	2,344,368	2,372,501	2,438,930
Gas Tax Pour-Over Trust	335440	1,234,023	1,181,800	1,303,000	1,237,850	1,262,550	1,288,200	1,313,850	1,340,450
Other Transportation	335490	106,896	104,500	112,600	106,970	106,970	106,970	106,970	106,970
Service Area App Fees	343651	2,288	1,354	1,053	1,000	1,000	1,000	1,000	1,000
DOT Reimbursement-Landscape	343917	-	-	38,173	38,173	38,173	38,173	38,173	38,173
Grading Fee Public Works	343920	40,990	36,575	38,600	36,670	36,670	36,670	36,670	36,670
Traffic Signs	344910	325	950	1,000	950	950	950	950	950
Subdivision Fees	344911	4,844	4,180	3,000	2,850	2,850	2,850	2,850	2,850
R-O-W Placement Fees	344913	37,455	47,500	67,700	64,315	64,315	64,315	64,315	64,315
Signal Maintenance - State Reimb	344914	78,606	138,186	106,720	101,384	101,384	101,384	101,384	101,384
Pool Interest Allocation	361111	50,281	53,580	66,600	63,270	63,270	63,270	63,270	63,270
Interest Income - Other	361120	(30)	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	9,807	-	-	-	-	-	-	-
Other Interest Earnings	361390	3	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	65,350	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	69,115	4,750	10,000	9,500	9,500	9,500	9,500	9,500
Transfer From Fund 123	381123	1,268,941	1,142,862	1,142,319	1,142,319	1,165,336	1,189,212	1,214,001	1,239,797
Transfer From Fund 126	381126	2,223,757	2,201,861	2,131,838	2,131,838	2,972,718	5,236,807	3,178,802	3,046,303
Total Revenues		15,911,195	15,366,198	16,537,003	15,875,769	16,979,253	19,513,045	17,710,419	17,876,983

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Support Services	400-541	576,002	576,230	633,112	633,112	639,513	656,239	673,623	691,424
Engineering Services	414-541	2,682,035	3,176,625	3,693,490	3,693,490	3,796,601	3,903,746	4,015,153	4,130,722
Transportation Maintenance	431-541	3,827,109	4,270,014	4,291,965	4,262,133	4,357,521	4,467,058	4,581,551	4,701,240
Right-Of-Way Management	432-541	1,957,498	2,376,874	2,655,690	2,655,690	2,735,792	2,820,951	2,911,673	2,995,168
MIS Automation - Transportation Trust	470-541	9,600	12,530	15,790	15,790	15,790	15,790	15,790	15,790
Transportation Trust - Risk	495-541	72,320	67,275	66,955	66,955	66,955	66,955	66,955	66,955
Indirect Costs - Transportation Trust	499-541	1,770,000	1,791,000	1,810,000	1,810,000	1,864,000	1,920,000	1,978,000	2,037,000
Transfers	950-581	3,499,825	3,495,650	3,038,599	3,038,599	3,803,081	5,962,306	3,767,674	3,538,684
Public Works Admin Chargebacks	978-541	(417,263)	(450,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Budgeted Reserves - Transport. Trust	990-599	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Appropriations		13,977,126	15,366,198	15,905,601	15,875,769	16,979,253	19,513,045	17,710,419	17,876,983
Revenues Less Appropriations		1,934,069	-	631,402	-	-	-	-	-

Notes:

With the imposition of the 5 cents gas tax in FY 2014, the collections increased to \$2.7 million. The County determined that this additional revenue would be split 50/50 to be used for sidewalk projects and to reduce the general revenue transfer to the Transportation Trust Fund. Gas taxes are consumption based and can fluctuate with the price of gasoline and diesel. Recently, lower gas prices have seen consumption increase modestly. For FY 2017, revenue for this fund is estimated to increase by \$549,000.

Leon County Fiscal Year 2017 Tentative Budget

Fine and Forfeiture (110)

Fund Type: Special Revenue

The Fine and Forfeiture Fund is a special revenue fund established by F.S. 129.02(3) and F.S. 142.01. Major revenue sources for the County Fine and Forfeiture Fund include proceeds from ad valorem taxes and other miscellaneous revenues. The fund is used to account for revenues collected in support of and expenditures dedicated to criminal prosecution, court operations, and operations of the Sheriff's Department.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Ad Valorem - Fine/Fore. Fund	311120	67,860,491	69,698,407	75,709,728	71,924,242	73,776,991	75,486,823	77,382,480	79,350,226
Child Support Enforcement	331240	15,748	15,799	16,316	15,500	15,810	16,126	16,449	16,778
Title IV - Child Support Enforcement	331691	3,443	-	-	-	-	-	-	-
Sheriff Fees-Warrants, Fingerprints, Records	341520	357,572	427,500	360,000	342,000	352,260	362,828	373,713	384,924
Sheriff Wrecker Services	341525	60,968	70,110	73,684	70,000	72,100	74,263	76,491	78,786
Room And Board - Prisoners	342300	475,841	429,400	496,842	472,000	486,160	500,744	515,766	531,239
Origination/builder Fees	345120	1,963	-	-	-	-	-	-	-
Court Fines	351120	25,925	32,300	28,000	26,600	26,866	27,135	27,407	27,680
Crime Prevention (fs 775.083(2))	351150	91,347	82,650	96,737	91,900	92,819	93,747	94,685	95,632
Sheriff Unclaimed Monies	359520	72,184	-	-	-	-	-	-	-
Pool Interest Allocation	361111	157,004	137,750	103,525	98,349	98,349	98,349	98,349	98,349
Net Incr(decr) In Fmv Of Investment	361300	1,995	-	-	-	-	-	-	-
Sheriff F.S. 125.315	361330	29,569	-	-	-	-	-	-	-
Sheriff Excess Fees	386400	539,817	-	-	-	-	-	-	-
Total Revenues		69,693,866	70,893,916	76,884,833	73,040,591	74,921,355	76,660,015	78,585,340	80,583,614

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
MIS Automation - State Attorney	470-602	12,480	14,140	25,066	25,066	25,066	25,066	25,066	25,066
MIS Automation - Public Defender	470-603	16,393	21,520	43,203	43,203	43,203	43,203	43,203	43,203
Fine & Forfeiture - Risk	495-689	292,139	300,378	285,199	285,199	285,199	285,199	285,199	285,199
Diversionary Programs	508-569	100,330	100,000	125,000	100,000	100,000	100,000	100,000	100,000
Law Enforcement	510-586	35,841,464	35,506,491	36,925,693	36,216,890	37,241,643	38,258,875	39,314,340	40,409,648
Corrections	511-586	32,113,163	32,930,477	34,549,212	34,549,212	35,379,437	36,199,999	37,051,954	37,936,657
State Attorney	532-602	73,578	98,600	98,600	98,600	98,600	98,600	98,600	98,600
State Attorney	532-713	4,539	19,085	11,355	11,355	11,355	11,355	11,355	11,355
Public Defender	533-603	108,217	118,525	118,525	118,525	118,525	118,525	118,525	118,525
Public Defender	533-713	5,878	30,425	14,670	14,670	14,670	14,670	14,670	14,670
Clerk - Article V Expenses	537-614	413,828	422,105	407,457	407,457	415,606	423,918	423,918	423,918
Legal Aid	555-715	125,000	259,510	259,914	259,914	260,341	135,341	135,341	135,341
Juvenile Detention Payment - State	620-689	985,639	1,022,660	1,043,318	860,500	877,710	895,264	913,169	931,432
Transfers	950-581	2,620,813	-	-	-	-	-	-	-
Budgeted Reserves - Fine and Forfeiture	990-599	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Appropriations		72,713,461	70,893,916	73,957,212	73,040,591	74,921,355	76,660,015	78,585,340	80,583,614
Revenues Less Appropriations		(3,019,595)	-	2,927,621	-	-	-	-	-

Notes:

The County implemented and maintained the countywide millage rate of 8.3144 for FY 2017. Additional information regarding this levy is located on the general fund page. In addition, increases in the Sheriff's budget reflect the second year of a step pay plan adjustment. The second year impact is approximately \$700,000 as well as other personnel cost increases related to retirement and health insurance. Additionally, the Sheriff's budget reflects eight new positions; four new deputies in Law Enforcement and four non sworn positions in Corrections.

Leon County Fiscal Year 2017 Tentative Budget

Probation Services (111)

Fund Type: Special Revenue

The Probation Services Fund is a special revenue fund established in support of the administration of County Probation programs. Major revenue sources for the Probation Services Fund include fees related to pre-trial costs, other probation related services, and a transfer from the General Fund. The fund is used to account for resources and expenditures related to the alternative Community Service Work Program, the Pre-trial Release Program, urinalysis testing fees and other County Probation programs and services.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Sheriff GPS Program	337281	-	100,000	100,000	100,000	100,000	100,000	-	-
City Of Tallahassee - GPS Tracking	337285	36,645	-	-	-	-	-	-	-
County Court Probation Fees	349120	422,439	428,450	341,000	323,950	321,100	317,300	314,450	310,650
Community Service Fees	349122	10,520	-	86,000	81,700	82,650	83,600	84,550	85,500
Probation-no Show Fees	349125	21,130	21,470	23,100	21,945	21,660	21,470	21,280	21,090
Pre-trial Fees	349130	87,026	88,825	78,600	74,670	75,430	76,190	76,950	77,710
SCRAM Unit User Fees	349135	63,095	63,745	96,900	92,055	92,720	93,385	94,050	94,810
Alternative Community Service Fees	349140	50,535	45,315	51,100	48,545	48,070	47,595	47,120	46,645
UA Testing Fees	349147	176,620	177,650	160,000	152,000	155,040	158,141	161,303	164,530
Alcohol Testing Fees	349148	73,569	66,500	74,400	70,680	71,345	72,010	72,770	73,530
Pool Interest Allocation	361111	11,545	9,880	12,200	11,590	11,590	11,590	11,590	11,590
Net Incr(decr) In Fmv Of Investment	361300	1,966	-	-	-	-	-	-	-
Transfer From Fund 001	381001	1,926,118	2,011,781	2,128,404	2,128,404	2,217,595	2,311,597	2,507,684	2,608,889
Total Revenues		2,881,207	3,013,616	3,151,704	3,105,539	3,197,200	3,292,878	3,391,747	3,494,944

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
MIS Automation - Probation Services	470-523	3,860	6,590	12,110	12,110	12,110	12,110	12,110	12,110
Probation Services - Risk	495-523	31,729	32,308	16,003	16,003	16,003	16,003	16,003	16,003
Indirect Costs - Probation Services	499-523	416,000	510,000	638,000	638,000	657,000	677,000	697,000	718,000
County Probation	542-523	1,057,144	1,158,730	1,196,850	1,127,559	1,166,463	1,207,003	1,249,270	1,293,346
Pretrial Release	544-523	1,025,660	1,135,112	1,223,133	1,143,133	1,172,700	1,203,485	1,235,566	1,268,986
Drug & Alcohol Testing	599-523	164,342	170,876	168,734	168,734	172,924	177,277	181,798	186,499
Total Appropriations		2,698,735	3,013,616	3,254,830	3,105,539	3,197,200	3,292,878	3,391,747	3,494,944
Revenues Less Appropriations		182,472	-	(103,126)	-	-	-	-	-

Notes:

For FY 2017, the budget includes a \$2.1 million general revenue subsidy to the Probation Services fund. Due to a decline in program revenues due to fee waivers, this subsidy is anticipated to grow to \$2.6 million in F 20Y21. The revenue for the fund also reflects additional resources provided by the Sheriff in the amount of \$100,000. The funding is available from the Inmate Trust Fund and is budgeted over the next three years. This funding will assist in offsetting the cost of the GPS Monitoring Program.

Leon County Fiscal Year 2017 Tentative Budget

Teen Court (114)

Fund Type: Special Revenue

Effective July 1, 2005, the Board of County Commissioners authorized a \$3 fee be imposed for certain Court proceedings; the revenue will be used to support the Teen Court program.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Prisoner Petition Assessment	349160	98	-	-	-	-	-	-	-
Mediation Fees	349310	11	-	-	-	-	-	-	-
Teen Court Fees	351500	92,592	104,785	99,748	94,761	98,551	102,494	106,594	110,857
Pool Interest Allocation	361111	502	475	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	26,282	31,000	31,000	-	-	-	-
Total Revenues		93,203	131,542	130,748	125,761	98,551	102,494	106,594	110,857

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Teen Court - Risk	495-662	1,714	1,634	1,582	1,582	1,582	1,582	1,582	1,582
Indirect Costs - Teen Court	499-662	8,000	8,000	9,000	9,000	9,000	10,000	10,000	10,000
Court Administration - Teen Court	586-662	141,881	121,908	115,179	115,179	119,234	123,479	127,925	132,578
Total Appropriations		151,595	131,542	125,761	125,761	129,816	135,061	139,507	144,160
Revenues Less Appropriations		(58,392)	-	4,987	-	(31,265)	(32,567)	(32,913)	(33,303)

Notes:

The decrease in expenditures coincides with a decrease in the \$3.00 fee revenue collected from traffic citations. As a result, the school education portion of the program was eliminated in FY 2016. The position for this program will remain vacant until revenues can support the return of this portion of the program. The fund balance will be depleted after FY 2017, which will require additional costs reductions or shifting of the costs to other sources of court funding in future years.

Leon County Fiscal Year 2017 Tentative Budget

Drug Abuse Trust (116)

Fund Type: Special Revenue

The Drug Abuse Trust Fund is a special revenue fund established as the repository for the collection of court costs from felony fines. Funding is used to support drug intervention programs.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
County Alcohol Tf (fs 938.13)	348125	6,555	5,985	6,555	6,555	6,650	6,650	6,745	6,840
Felony Drug Intervention	348241	55,025	56,525	57,700	54,815	55,911	57,029	58,170	59,334
Pool Interest Allocation	361111	1	-	-	-	-	-	-	-
Total Revenues		61,581	62,510	64,255	61,370	62,561	63,679	64,915	66,174
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Drug Abuse	800-562	71,648	52,920	53,395	53,395	54,463	55,552	56,663	57,796
Budgeted Reserves - Drug Court	990-599	-	9,590	7,975	7,975	8,098	8,127	8,252	8,378
Total Appropriations		71,648	62,510	61,370	61,370	62,561	63,679	64,915	66,174
Revenues Less Appropriations		(10,067)	-	2,885	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Judicial Programs (117)

Fund Type: Special Revenue

On June 8th, 2004, the Board of County Commissioners authorized the imposition of a \$65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the \$65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either the State or local requirements.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Court Innovations Local Requirement	348921	56,076	53,580	58,400	55,480	55,765	56,145	56,430	56,810
Legal Aid Local Ordinance	348922	56,077	53,580	58,400	55,480	55,765	56,145	56,430	56,810
Law Library Local Ordinance	348923	56,077	53,580	58,400	55,480	55,765	56,145	56,430	56,810
Juvenile Alternative Local Ordinance	348924	56,077	53,580	58,400	55,480	55,765	56,145	56,430	56,810
Leon County	349510	100	-	-	-	-	-	-	-
Fees	349600	15	-	-	-	-	-	-	-
Pool Interest Allocation	361111	1,783	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	4,531	3,302	3,302	4,703	6,099	7,617	9,141
Total Revenues		226,203	218,851	236,902	225,222	227,763	230,679	233,337	236,381

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Judicial Programs - Risk	495-569	609	1,069	1,102	1,102	1,102	1,102	1,102	1,102
Indirect Costs - Judicial Programs	499-601	-	2,100	2,200	2,200	2,200	2,200	2,200	2,200
Alternative Juvenile Programs	509-569	51,623	54,942	53,225	55,480	55,765	56,145	56,430	56,810
Law Library	546-714	-	53,580	55,480	55,480	55,765	56,145	56,430	56,810
Judicial Programs/Article V	548-662	2,703	53,580	58,688	55,480	57,166	58,942	60,745	62,649
Legal Aid - Court	555-715	51,500	53,580	55,480	55,480	55,765	56,145	56,430	56,810
Total Appropriations		106,435	218,851	226,175	225,222	227,763	230,679	233,337	236,381
Revenues Less Appropriations		119,769	-	10,727	-	-	-	-	-

Notes:

The increase in expenditures is related to the increase in anticipate revenues in this fund. For the out years, an increased use of fund balance will be required.

Leon County Fiscal Year 2017 Tentative Budget

Building Inspection (120)

Fund Type: Special Revenue

The Building Inspection Fund is a special revenue fund established to account for fees collected on building permits issued within the unincorporated area of Leon County. The fees are used to fund the operation of the Building Inspection Department.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Building Permits	322000	1,375,942	1,496,250	1,976,000	1,877,200	1,970,300	2,069,100	2,172,650	2,280,950
Manufactured Homes	322005	30,807	24,605	51,300	48,735	49,685	50,635	51,680	52,725
Building/Environmental Inspections	329114	49,464	41,895	59,100	56,145	58,900	61,845	64,980	68,210
Contractor's Licenses	329140	8,557	8,075	8,800	8,360	8,455	8,645	8,835	9,025
Proj Status - Bldg Set Backs	329241	30	-	-	-	-	-	-	-
Electronic Document Recording Fee	329290	7,253	-	-	-	-	-	-	-
State Surcharge Retention	335291	4,471	-	-	-	-	-	-	-
Driveway Permit Fees	343930	11,558	8,170	14,500	13,775	13,870	14,060	14,155	14,345
Reinspection Fees	349100	190	95	100	95	95	95	95	95
Violations of Local Ordinances	354150	74	-	-	-	-	-	-	-
Pool Interest Allocation	361111	17,319	15,960	19,200	18,240	18,240	18,240	18,240	18,240
Net Incr(decr) In Fmv Of Investment	361300	3,243	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	223,606	-	-	-	-	-	-
Total Revenues		1,508,907	1,818,656	2,129,000	2,022,550	2,119,545	2,222,620	2,330,635	2,443,590

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
New General Vehicle & Equipment	026018-524	-	45,500	-	-	-	-	-	-
Building Plans Review and Inspection	220-524	1,091,743	1,441,057	1,629,003	1,629,003	1,680,312	1,733,714	1,789,320	1,847,177
MIS Automation - Building Inspection	470-524	1,800	1,900	2,900	2,900	2,900	2,900	2,900	2,900
Building Inspection	495-524	6,121	6,199	7,049	7,049	7,049	7,049	7,049	7,049
Indirect Costs - Building Inspections	499-524	219,000	233,000	244,000	244,000	251,000	259,000	267,000	275,000
Transfers	950-581	-	91,000	70,000	70,000	70,000	70,000	70,000	70,000
Budgeted Reserves - Building Inspection	990-599	-	-	69,598	69,598	108,284	149,957	194,366	241,464
Total Appropriations		1,318,664	1,818,656	2,022,550	2,022,550	2,119,545	2,222,620	2,330,635	2,443,590
Revenues Less Appropriations		190,243	-	106,450	-	-	-	-	-

Notes:

Increased funds are related to a rebound in commercial and housing construction permitting. Likewise, expenses increased due to the necessity of adding positions to handle the increased permitting intake and inspection demands. At its April 26, 2016 meeting, the Board approved adding a Permitting Technician position in FY 2016, and at the July 12, 2016 meeting, the Board approved the addition of a Combination Building Inspector position to meet the increased demands for service in building and permitting. The increase in personnel costs is reflected in the FY 2017 budget. In FY 2017, fee revenue is anticipated to increase because of the continued recovery of the construction market resulting in the elimination of the use of fund balance to fund expenses.

Leon County Fiscal Year 2017 Tentative Budget

Development Services & Environ. Mgmt. Fund (121)

The Development Services and Environmental Management Fund is a special revenue established to account for the activities related to Development Services and Environmental Management in accordance with the City of Tallahassee/Leon County Comprehensive Plan. The fund has been previously supported by both permitting fees and general revenue at approximately a 50/50 percent split. The functions supported by the Growth Management Fund include development review, environmental compliance, permit and compliance services, and support services.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Licenses And Permits	322100	-	1,235,000	1,736,000	1,649,200	1,731,850	1,818,300	1,909,500	1,990,869
Stormwater - Standard Form	329100	218,688	-	-	-	-	-	-	-
Stormwater - Short Form B-High	329110	19,663	-	-	-	-	-	-	-
Stormwater - Short Form B-Low	329111	23,769	-	-	-	-	-	-	-
Stormwater - Short Form A	329112	136,344	-	-	-	-	-	-	-
New Address Assignments	329113	40,800	-	-	-	-	-	-	-
Tree Permits	329120	2,752	-	-	-	-	-	-	-
Vegetative Management Plans	329121	2,520	-	-	-	-	-	-	-
Landscape Permit Fees	329130	27,304	-	-	-	-	-	-	-
Amend/Resubmittal/Extensions	329150	2,394	-	-	-	-	-	-	-
General Utility Permit	329160	28,380	-	-	-	-	-	-	-
Operating Permit	329170	64,724	-	-	-	-	-	-	-
Communications Tower Bonds	329171	14,772	-	-	-	-	-	-	-
Subdivision Exemptions	329200	33,098	-	-	-	-	-	-	-
Certificate Of Concurrence	329210	11,796	-	-	-	-	-	-	-
Parking Standards	329220	3,600	-	-	-	-	-	-	-
Project Status	329240	63,000	-	-	-	-	-	-	-
PUV - Permitted Use Verification	329250	25,782	-	-	-	-	-	-	-
Site Plan Review	329260	62,155	-	-	-	-	-	-	-
Other Development Review Fees	329270	43,284	-	-	-	-	-	-	-
Electronic Document Recording Fee	329290	930	-	-	-	-	-	-	-
Code or Lien Cost Recovery Fee	341300	5,580	61,750	28,800	27,360	27,645	27,930	28,215	28,500
Driveway Permit Fees	343930	-	-	14,500	13,775	13,870	14,060	14,155	14,345
Environmental Analysis	343941	81,191	-	-	-	-	-	-	-
Boaa Variance Requests	343950	1,500	-	-	-	-	-	-	-
Reinspection Fees	349100	4,456	-	-	-	-	-	-	-
Code Enforcement Board Fines	354100	23,509	10,450	15,800	15,010	15,295	15,580	15,960	16,245
Pool Interest Allocation	361111	13,035	11,115	19,800	18,810	18,810	18,810	18,810	18,810
Net Incr(decr) In Fmv Of Investment	361300	1,497	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	289	950	100	95	95	95	95	95
Conservation Easements	369901	52	-	-	-	-	-	-	-
Abandon Property Registration Fee	369905	53,850	83,410	74,500	70,775	73,625	75,050	77,330	78,185
Transfer From Fund 126	381126	2,000,000	2,000,000	1,950,000	1,950,000	2,151,758	2,230,338	2,295,480	2,347,048
Appropriated Fund Balance	399900	-	309,642	358,274	358,274	70,569	60,513	31,415	-
Total Revenues		3,010,713	3,712,317	4,197,774	4,103,299	4,103,517	4,260,676	4,390,960	4,494,097

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Environmental Services	420-537	1,353,753	1,454,182	1,511,145	1,511,145	1,559,469	1,609,663	1,661,809	1,715,724
Development Services	422-537	657,859	790,500	822,434	800,051	825,708	852,446	880,319	909,378
Permit & Code Services	423-537	445,909	435,251	481,525	481,525	495,748	510,577	526,035	542,172
DS Support Services	424-537	347,736	347,277	330,592	330,592	340,606	351,004	361,811	372,837
MIS Automation - Growth Management	470-537	6,300	7,150	15,625	15,625	15,625	15,625	15,625	15,625
Growth Management - Risk	495-537	17,461	15,957	16,361	16,361	16,361	16,361	16,361	16,361
Indirect Costs - Growth Management	499-537	585,000	662,000	757,000	757,000	780,000	803,000	827,000	852,000
Transfer	950-581	-	-	191,000	191,000	70,000	102,000	102,000	70,000
Total Appropriations		3,414,019	3,712,317	4,125,682	4,103,299	4,103,517	4,260,676	4,390,960	4,494,097
Revenues Less Appropriations		(403,306)	-	72,092	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Development Services & Environ. Mgmt. Fund (121)

Notes:

Anticipated increases in revenue in this fund are associated with the increased activity in development and permitting fee revenue related to the steady rebound in the construction economy. The increase in expenditures is related to funding the needs of an Environmental Review Specialist, a Senior Environmental Engineer, and a new Permit Technician approved in FY 2016. These position changes were approved to meet the increased workload demands of Environmental Services as a result of increased permitting activity. Due to increases in revenue, out years also show the use of fund balance declining and the general revenue support increasing \$2.3 million in FY 2021

Leon County Fiscal Year 2017 Tentative Budget

Stormwater Utility (123)

Fund Type: Special Revenue

The Stormwater Utility Fund is a special revenue fund established in support of the administration of the unincorporated areas Stormwater Maintenance, Engineering, Facility Improvements, and Water Quality Monitoring programs. Major revenue sources for the Stormwater Utility Fund include non-restricted revenues (i.e. local half-cent sales, State revenue sharing, etc.) and the non ad valorem assessment for stormwater utility.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Non Ad-valorem Assessment	319100	3,224,018	3,372,130	3,539,180	3,362,221	3,395,843	3,429,802	3,464,100	3,498,741
Delinquent Assessments 2007	319207	93	-	-	-	-	-	-	-
Delinquent Taxes 2008	319208	236	-	-	-	-	-	-	-
Delinquent Assessment - 2009	319209	304	-	-	-	-	-	-	-
Delinquent Assessments-2010	319210	160	-	-	-	-	-	-	-
Delinquent Assessments-2011	319211	1,196	-	-	-	-	-	-	-
Delinquent Assessments 2012	319212	3,127	-	-	-	-	-	-	-
Delinquent Assessments 2013	319213	113,252	-	-	-	-	-	-	-
Pool Interest Allocation	361111	28,219	18,715	29,300	27,835	27,835	27,835	27,835	27,835
Net Incr(decr) In Fmv Of Investment	361300	3,719	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	182,000	-	-	-	-	-	-	-
Transfer From Fund 106	381106	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Transfer From Fund 126	381126	424,391	248,577	574,463	574,463	636,202	745,747	801,281	875,070
Total Revenues		4,780,716	4,439,422	4,942,943	4,764,519	4,859,880	5,003,384	5,093,216	5,201,646

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Stormwater Maintenance	433-538	2,515,001	2,801,105	3,082,398	3,078,652	3,137,996	3,243,624	3,294,667	3,363,301
Stormwater Utility - Risk	495-538	16,964	17,535	15,628	15,628	15,628	15,628	15,628	15,628
Indirect Costs - Stormwater Utility	499-538	353,000	392,000	442,000	442,000	455,000	469,000	483,000	497,000
Tax Collector	513-586	66,047	65,920	65,920	65,920	65,920	65,920	65,920	65,920
Transfers	950-581	1,343,275	1,142,862	1,142,319	1,142,319	1,165,336	1,189,212	1,214,001	1,239,797
Budgeted Reserves - Stormwater Utility	990-599	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Appropriations		4,294,287	4,439,422	4,768,265	4,764,519	4,859,880	5,003,384	5,093,216	5,201,646
Revenues Less Appropriations		486,429	-	174,678	-	-	-	-	-

Notes:

In FY 2014, the County implemented the first increase in 23 years of the stormwater non ad valorem assessment from \$20 to \$85. This allowed for the general revenue subsidy will be decreased by \$2.5 million dollars. The current general revenue subsidy covers the cost of the modest fee discount for low income seniors and disabled veterans and properties that receive a stormwater credit discount, as specified in the related ordinance. The increase in general revenue support is primarily due to the addition of a six person stormwater maintenance crew in FY 2017. This crew was previously eliminated during the recession and is being restored to focus on preventative stormwater system maintenance. The transfer of \$800,000 from transportation covers the costs of stormwater maintenance activity related to roadways.

Leon County Fiscal Year 2017 Tentative Budget

SHIP Trust (124)

Fund Type: Special Revenue

The State Housing Initiatives Partnership (SHIP) Trust Fund is a special revenue fund established in accordance with F.S. 420.9075(5) to account for the distribution of State funds to local housing programs. Expenditures are limited to the administration and implementation of local housing programs.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
SHIP - Doc Stamp Revenue	345100	218,333	879,466	636,425	636,425	-	-	-	-
SHIP Recaptured Revenue	345150	64,292	-	-	-	-	-	-	-
Pool Interest Allocation	361111	4,962	-	-	-	-	-	-	-
Total Revenues		287,587	879,466	636,425	636,425	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
SHIP 2013 - 2016	932045-554	118,559	-	-	-	-	-	-	-
SHIP 2014-2017	932047-554	169,028	879,466	-	-	-	-	-	-
SHIP 2015-2018	932048-554	-	-	464,620	-	-	-	-	-
SHIP 2016-2019	932049-554	-	-	636,425	636,425	-	-	-	-
Total Appropriations		287,587	879,466	1,101,045	636,425	-	-	-	-
Revenues Less Appropriations		-	-	(464,620)	-	-	-	-	-

Notes:

The State appropriated funding for SHIP during the FY16 legislative session. The amount of SHIP funding allocated for Leon County is \$636,425, a 38% decrease over previous year funding.

Leon County Fiscal Year 2017 Tentative Budget

Grants (125)

Fund Type: Special Revenue

The Grants Fund is a special revenue fund established to account for grants that are consistently received on an annual basis. The fund also accounts for other restricted revenues such as Friends of the Library and the Driver Education funding. As new grants are received during the fiscal year, appropriate action is taken by the Board of County Commissioners to realize these additional grant proceeds into the budget. This fund includes the corresponding County matching funds for the various grants.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Law Enforcement Block Grant	331280	84,445	120,000	40,000	40,000	40,000	40,000	40,000	40,000
Big Bend Scenic Byway Grant	331494	16,500	-	-	-	-	-	-	-
CDBG Disaster Recovery Initiative	331530	1,233,291	-	-	-	-	-	-	-
Disaster Recovery Enhancement Grant	331531	23,950	-	-	-	-	-	-	-
DCF Drug Court	334240	22,860	-	-	-	-	-	-	-
Septic to Sewer Grant	334352	26,590	-	-	-	-	-	-	-
Robertson Road Flood Relief	334367	73,518	-	-	-	-	-	-	-
Dep Storage Tank Program	334392	99,931	116,800	116,800	116,800	116,800	116,800	116,800	116,800
Florida Hardest Hit Program	334512	13,643	-	-	-	-	-	-	-
Mosquito Control	334610	23,940	35,000	32,467	32,467	32,467	32,467	32,467	32,467
Sustainable Communities Tag Grant	334613	25,000	-	-	-	-	-	-	-
Miccosukee Canopy Road Greenways	334785	335	-	-	-	-	-	-	-
Boating Improvement	334792	1,347	-	-	-	-	-	-	-
Veteran's Court Funds	334891	-	-	125,000	125,000	125,000	125,000	125,000	125,000
COT Reimb. Bannerman Rd Project	337404	940,375	-	-	-	-	-	-	-
BP 2000 Fred George Park	337701	646,661	-	-	-	-	-	-	-
BP 2000 St. Marks Greenway	337702	62,981	-	-	-	-	-	-	-
Friends Of The Library	337714	12,319	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Slosberg \$3 Driver Education	348531	89,314	87,305	89,300	84,835	84,835	84,835	84,835	84,835
Slosberg Driver Ed-cfwd	348532	15,186	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	5,932	-	-	-	-	-	-	-
Capacity Fee	363244	379,802	-	-	-	-	-	-	-
Contributions And Donations	366000	2,925	-	-	-	-	-	-	-
Transfer From Fund 126	381126	121,155	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	252,598	262,146	262,146	267,120	272,283	277,636	283,194
Total Revenues		3,922,001	626,703	680,713	676,248	681,222	686,385	691,738	697,296

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Significant Benefit District 1 - Northeast Quadrant	009010-541	99,579	-	-	-	-	-	-	-
Fred George Park	043007-541	646,661	-	-	-	-	-	-	-
Miccosukee Greenways	044003-572	670	-	-	-	-	-	-	-
St. Marks Headwaters Greenways	047001-572	62,981	-	-	-	-	-	-	-
Bannerman Road	054003-541	940,375	-	-	-	-	-	-	-
Beech Ridge Trail Extension	054010-541	195,267	-	-	-	-	-	-	-
Magnolia Drive Multi-Use Trail	055010-541	8,397	-	-	-	-	-	-	-
Intersection and Safety Improvements	057001-541	76,559	-	-	-	-	-	-	-
Mosquito Control Grant	214-562	23,940	30,000	32,521	32,521	32,521	32,521	32,521	32,521
Grants - Risk	495-595	1,834	1,710	1,690	1,690	1,690	1,690	1,690	1,690
Emergency Management- Base Grant	864-586	121,155	121,155	121,155	121,155	121,155	121,155	121,155	121,155
DEP Storage Tank	866-524	146,539	161,533	166,047	166,047	171,021	176,184	181,537	187,095
Patron Donations- Library	913023-571	786	-	-	-	-	-	-	-
Capeloute Donation	913024-571	2,140	-	-	-	-	-	-	-
Friends Literacy Contract 2005	913045-571	12,319	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Slosberg Drivers Education Grant	915013-529	104,500	87,305	84,835	84,835	84,835	84,835	84,835	84,835
DOT - Big Bend Scenic Byway	916016-529	16,500	-	-	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Grants (125)

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
SUSTAINABLE COMMUNITIES TAG GRANT	917015-559	25,000	-	-	-	-	-	-	-
Boating Improvement	921043-572	1,347	-	-	-	-	-	-	-
ROBINSON ROAD FLOOD RELIEF	926105-538	73,518	-	-	-	-	-	-	-
WOODVILLE HEIGHTS SEWER PROJECT	926155-535	26,590	-	-	-	-	-	-	-
Florida Hardest Hit Program	932016-554	15,764	-	-	-	-	-	-	-
CDBG Disaster Recovery - Admin	932060-569	21,780	-	-	-	-	-	-	-
DREF Oakridge Flood Property Acq	932069-538	23,950	-	-	-	-	-	-	-
CDBG Disaster Rec Hope Community	932072-538	42,382	-	-	-	-	-	-	-
CDBG Disaster Rec Roof Replacement Prog	932074-569	95,058	-	-	-	-	-	-	-
Autumn Woods Flood Mitigation	932075-538	1,077,661	-	-	-	-	-	-	-
DCF Drug Court Grant	943085-622	22,860	-	-	-	-	-	-	-
Veteran's Court	944010-601	-	-	125,000	125,000	125,000	125,000	125,000	125,000
FDLE JAG Grant	982060-521	84,445	-	-	-	-	-	-	-
FDLE JAG Grant	982061-521	-	120,000	120,000	40,000	40,000	40,000	40,000	40,000
Grant Match Funds	991-595	-	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total Appropriations		3,970,557	626,703	756,248	676,248	681,222	686,385	691,738	697,296
Revenues Less Appropriations		(48,556)	-	(75,535)	-	-	-	-	-

Note:

Due to accumulation of fund balance from prior year transfers of general revenue, a general revenue transfer was not required for grant match funding in FY 2017.

Leon County Fiscal Year 2017 Tentative Budget

Non-Countywide General Revenue (126)

Fund Type: Special Revenue

The Non County wide General Revenue Fund is a special revenue fund originally established as part of the FY 2002 budget process. Prior to FY 2002, the 1/2 Cent Sales Tax, State Revenue Sharing, and other unrestricted resources were directly budgeted into the specific funds they supported. Beginning in FY 2002, the revenues were brought into this fund and budgetary transfers were established to the funds supported by these revenues. This approach allows for the entire revenue to be shown in one place and all funds being supported to be similarly reflected. These revenues are not deposited directly into the General Fund in order to discretely show support for activities not eligible for Countywide property tax revenue.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Local Communication Svcs Tax	315000	3,499,854	3,580,550	3,436,000	3,264,200	3,231,900	3,199,600	3,168,250	3,136,900
State Revenue Sharing	335120	5,202,414	5,054,000	5,749,000	5,461,550	5,706,650	5,964,100	6,232,000	6,513,200
Insurance Agents County	335130	68,208	59,850	68,000	64,600	64,600	64,600	64,600	64,600
Mobile Home Licenses	335140	31,222	30,500	30,526	29,000	29,289	29,582	29,878	30,177
Alcoholic Beverage Licenses	335150	171,390	93,100	100,947	95,900	98,776	101,739	104,792	107,935
Racing Tax F.S. 212.20(6)	335160	223,250	212,088	223,251	212,088	212,088	212,088	212,088	212,088
Local 1/2 Cent Sales Tax	335180	11,863,075	11,857,900	12,920,000	12,274,000	12,825,950	13,403,550	14,006,800	14,636,650
Pool Interest Allocation	361111	41,640	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	4,372	-	-	-	-	-	-	-
Total Revenues		21,105,425	20,887,988	22,527,724	21,401,338	22,169,253	22,975,259	23,818,408	24,701,550
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfers	950-581	19,943,900	20,887,988	21,401,338	21,401,338	22,169,253	22,975,259	23,818,408	24,701,550
Transfer to Fund 131	950-586	79,445	-	-	-	-	-	-	-
Total Appropriations		20,023,345	20,887,988	21,401,338	21,401,338	22,169,253	22,975,259	23,818,408	24,701,550
Revenues Less Appropriations		1,082,080	-	1,126,386	-	-	-	-	-

Note:

Increases in 1/2 Cent Sales Tax and State Shared revenue reflect an improving economy and consumer spending. Revenues from the Local Communications Services Tax decreased and are expected to decline in the out years. This coincides with the declining statewide trend in this revenue due technological changes and consumer preferences that continue to undermine the Communications Services Tax base by shifting consumer purchases to services not subject to the tax.

Leon County Fiscal Year 2017 Tentative Budget

Grants - Interest Bearing (127)

Fund Type: Special Revenue

This fund was established independently of the reimbursement grant fund (Fund 125) in order post interest to grants as may be required by the grant contract and/or special endowment.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
DOH-Emergency Medical Services	334201	26,545	60,000	-	-	-	-	-	-
DOH-State EMS Matching Grant	334202	48,094	-	63,158	60,000	60,000	60,000	60,000	60,000
Tree Bank Donations	337410	41,544	-	-	-	-	-	-	-
Friends Endowment	337716	8,660	-	-	-	-	-	-	-
Van Brunt Library Trust	337725	35,296	-	-	-	-	-	-	-
Parks And Recreation	347200	14,727	-	-	-	-	-	-	-
Pool Interest Allocation	361111	3,877	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	1,458	-	-	-	-	-	-	-
Transfer From Fund 135	381135	24,704	-	-	-	-	-	-	-
Total Revenues		204,905	60,000	63,158	60,000	60,000	60,000	60,000	60,000

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Friends Endowment 2005	913115-571	9,977	-	-	-	-	-	-	-
Van Brunt Library Trust	913200-571	36,688	-	-	-	-	-	-	-
Tree Bank	921053-541	41,906	-	-	-	-	-	-	-
Miccosukee Community Center	921116-572	6,947	-	-	-	-	-	-	-
Miccosukee Community Center	921126-572	5,071	-	-	-	-	-	-	-
Ft. Braden Community Center	921146-572	3,516	-	-	-	-	-	-	-
EMS/DOH - EMS Equipment	961045-526	26,545	60,000	-	-	-	-	-	-
EMS/DOH- MATCHING GRANT M3099	961047-526	41,500	-	-	-	-	-	-	-
EMS/DOH- MATCHING GRANT M3100	961048-526	22,625	-	-	-	-	-	-	-
EMS/DOH Matching Grant M4081	961051-526	-	-	60,000	60,000	60,000	60,000	60,000	60,000
Total Appropriations		194,774	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Revenues Less Appropriations		10,131	-	3,158	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

9-1-1 Emergency Communications (130)

Fund Type: Special Revenue

The 9-1-1 Emergency Communications Fund is a special revenue fund established in accordance with the Florida Emergency Telephone Act F.S. 365.171. Major revenue sources of the 9-1-1 Emergency Communications Fund include proceeds from the wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173 and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with 9-1-1 emergency services within Leon County.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
State Revenue Sharing Enhanced 911 Fee	335220	809,294	581,400	638,000	606,100	618,450	630,800	643,150	655,500
State Revenue Sharing Enhanced 911 DMS	335221	521,504	701,100	796,000	756,200	763,800	771,400	779,000	787,550
Pool Interest Allocation	361111	8,803	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	2,382	-	-	-	-	-	-	-
Sheriff Excess Fees	386400	335,051	-	-	-	-	-	-	-
Total Revenues		1,677,034	1,282,500	1,434,000	1,362,300	1,382,250	1,402,200	1,422,150	1,443,050
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Enhanced 9-1-1	180-586	1,283,200	1,276,500	1,355,300	1,355,300	1,375,250	1,395,200	1,414,150	1,435,050
Indirect Costs - Emergency 911	499-525	5,000	6,000	7,000	7,000	7,000	7,000	8,000	8,000
Total Appropriations		1,288,200	1,282,500	1,362,300	1,362,300	1,382,250	1,402,200	1,422,150	1,443,050
Revenues Less Appropriations		388,834	-	71,700	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Radio Communication Systems (131)

In accordance with F.S. 318.21(10) \$12.50 from each moving traffic violation shall be distributed and paid monthly via the Clerk of Court's fine distribution system. The fund is used to account for resources and expenditures associated with Leon County's participation in an intergovernmental radio communications programs that have been previously approved by the State of Florida, Department of Management Services. This program for Leon County is the 800 MHZ radio system.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Radio Communications Program	351600	246,277	309,985	265,400	252,130	249,660	247,190	244,720	242,250
Pool Interest Allocation	361111	722	-	-	-	-	-	-	-
Transfer From Fund 001	381001	756,539	904,347	1,090,696	1,090,696	1,133,331	1,177,171	1,200,327	1,203,797
Transfer From Fund 110	381110	220,813	-	-	-	-	-	-	-
Transfer From Fund 126	381126	79,445	-	-	-	-	-	-	-
Total Revenues		1,303,796	1,214,332	1,356,096	1,342,826	1,382,991	1,424,361	1,445,047	1,446,047
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Indirect Costs - Radio Communications	499-519	3,000	3,000	4,000	4,000	4,000	4,000	4,000	5,000
800 Mhz System Maintenance	529-519	1,309,036	1,211,332	1,338,826	1,338,826	1,378,991	1,420,361	1,441,047	1,441,047
Total Appropriations		1,312,036	1,214,332	1,342,826	1,342,826	1,382,991	1,424,361	1,445,047	1,446,047
Revenues Less Appropriations		(8,240)	-	13,270	-	-	-	-	-

Note:

Declining revenue in the 800 MHZ program is due in part to fewer traffic citations being issued by the Tallahassee Police Department. This revenue decline will require \$1.0 million in general revenue support for FY 2017. The general revenue support is anticipated to increase to \$1.2 million in FY 2021.

Leon County Fiscal Year 2017 Tentative Budget

Municipal Services (140)

Fund Type: Special Revenue

The Municipal Services Fund is a special revenue fund established in support of various municipal services provided in the unincorporated area of Leon County. These services include: parks and recreation, and animal control. The major revenue sources for the Municipal Services Fund are transfers from the Non-Restricted Revenue Fund (i.e. State revenue sharing, the local cent sales tax, etc.) and the Public Services Tax.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Public Service Tax - Electric	314100	4,310,428	4,617,950	7,220,000	6,859,000	6,995,800	7,135,450	7,278,900	7,424,250
Public Service Tax - Water	314300	892,272	899,650	969,000	920,550	930,124	939,705	949,289	958,877
Public Service Tax - Gas	314400	734,009	577,401	591,000	561,450	572,679	584,132	595,815	607,731
Public Service Tax - Fuel Oil	314700	2,123	2,850	3,000	2,850	2,850	2,850	2,850	2,850
Public Service Tax - 2% Discount	314999	(29,077)	(29,450)	(30,000)	(28,500)	(28,500)	(28,500)	(28,500)	(28,500)
DOT-Reimbursement Route 27	343913	7,112	-	5,690	5,690	5,690	5,690	5,690	5,690
Library Fees	347100	196	-	-	-	-	-	-	-
Parks And Recreation	347200	7,301	5,985	6,100	5,795	5,853	5,912	5,971	6,031
Coe's Landing Park	347201	28,422	58,235	41,900	39,805	40,999	42,229	43,497	44,802
Animal Control Education	351310	300	-	-	-	-	-	-	-
Pool Interest Allocation	361111	31,028	35,262	50,300	47,785	47,785	47,785	47,785	47,785
Net Incr(decr) In Fmv Of Investment	361300	5,328	-	-	-	-	-	-	-
Tax Collector F.S. 125.315	361320	62	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	64,250	-	-	-	-	-	-	-
Contributions And Donations	366000	200	3,800	4,000	3,800	3,800	3,800	3,800	3,800
Other Miscellaneous Revenue	369900	4,869	-	-	-	-	-	-	-
Transfer From Fund 126	381126	455,629	908,760	-	-	162,014	174,695	206,227	139,097
Appropriated Fund Balance	399900	-	1,224,459	1,224,459	1,224,459	-	-	-	-
Total Revenues		6,514,453	8,304,902	10,085,449	9,642,684	8,739,094	8,913,748	9,111,324	9,212,413

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Animal Control	201-562	1,297,343	1,570,911	1,526,763	1,526,763	1,578,889	1,633,546	1,690,857	1,707,714
Parks and Recreation Services	436-572	2,576,898	2,794,911	3,015,143	2,884,890	2,982,234	3,041,025	3,102,463	3,166,695
MIS Automation - Animal Control	470-562	710	710	3,077	3,077	3,077	3,077	3,077	3,077
MIS Automation - Parks and Recreation	470-572	335	2,940	3,207	3,207	3,207	3,207	3,207	3,207
Municipal Services - Risk	495-572	67,325	32,813	31,593	31,593	31,593	31,593	31,593	31,593
Indirect Costs - Municipal Services (Animal Control)	499-562	90,000	92,000	115,000	115,000	118,000	122,000	126,000	129,000
Indirect Costs - Municipal Services (Parks & Recreation)	499-572	520,000	497,000	520,000	520,000	536,000	552,000	568,000	585,000
Payment to City- Parks & Recreation	838-572	1,080,239	1,271,502	1,325,542	1,273,620	1,327,749	1,384,178	1,443,005	1,443,005
Transfers	950-581	326,384	2,002,115	3,044,534	3,044,534	1,903,122	1,903,122	1,903,122	1,903,122
Primary Health Care-Trauma Center	971-562	-	-	200,000	200,000	200,000	200,000	200,000	200,000
Budgeted Reserves - Municipal Service	990-599	-	40,000	40,000	40,000	55,223	40,000	40,000	40,000
Total Appropriations		5,959,234	8,304,902	9,824,859	9,642,684	8,739,094	8,913,748	9,111,324	9,212,413
Revenues Less Appropriations		555,219	-	260,590	-	-	-	-	-

Notes:

In FY 2014, this fund began to see reduced revenue when the City of Tallahassee overpaid the County \$2.1 million in electric Public Service Tax (PST) due to an over remittance error. The utility revenue repayment ended in FY 2016. Additionally, in FY 2016, the utility provider Talquin Electric Cooperative, informed the County of an error in the calculation of this tax resulting in the underbilling of utility customers for the PST. The combination of the repayment to the City of Tallahassee ending and the Talquin billing correction will result in an increase of \$2.0 million in this revenue for FY 2017. \$1.4 million of this additional revenue will be transferred for Capital Projects in FY 2017.

Leon County Fiscal Year 2017 Tentative Budget

Fire Rescue Services (145)

Fund Type: Special Revenue

The Fire Services Fund is a special revenue fund established in FY 2010 as a method to fund enhanced fire protection services in the unincorporated area of Leon County. This included adding another fire fighter at unincorporated area fire stations. The funding is derived from a fire service fee levied on single-family, commercial and governmental properties in the unincorporated area of the County. Homes are charged a flat rate, and commercial and governmental properties pay per square foot. Square footage associated with the worship area of a church is excluded from the fee. By interlocal agreement with the City of Tallahassee, emergency medical and fire rescue services have been functionally consolidated with both Department Chiefs reporting to the County Administrator and City Manager. In addition, the County provides support to the Volunteer Fire Departments.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Fire Service Fee	325201	5,473,049	4,916,863	5,513,873	5,238,179	6,189,319	6,246,387	6,304,026	6,362,242
Fire Service Fee	325202	1,676,322	1,891,799	1,954,492	1,856,767	2,228,120	2,250,401	2,272,905	2,295,634
Delinquent Fees	325203	12,300	-	-	-	-	-	-	-
Pool Interest Allocation	361111	26,020	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	4,899	-	-	-	-	-	-	-
Transfer From Fund 140	381140	-	1,224,459	1,224,459	1,224,459	-	-	-	-
Total Revenues		7,192,590	8,033,121	8,692,823	8,319,405	8,417,439	8,496,788	8,576,931	8,657,876

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
VFD Fire Services - Risk	495-552	-	33,277	24,930	24,930	24,930	24,930	24,930	24,930
Indirect Costs - Fire Services	499-522	50,000	20,000	25,000	25,000	26,000	27,000	27,000	28,000
Tax Collector	513-586	33,793	33,695	39,090	39,090	45,908	47,377	47,851	48,329
Fire Services Payment	838-522	6,626,631	7,463,670	7,747,906	7,747,906	7,838,122	7,915,002	7,994,671	8,074,138
Volunteer Fire Department	843-522	214,697	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Total Appropriations		6,925,121	8,033,121	8,319,405	8,319,405	8,417,439	8,496,788	8,576,931	8,657,876
Revenues Less Appropriations		267,470	-	373,418	-	-	-	-	-

Notes:

In FY 2010, the Board approved placing this assessment on the tax bill for property owners who did not pay the fee via the established billing system; however, direct billing by the City of Tallahassee is the primary source for the collection of this fee. At the May 12, 2015 meeting, the Board approved implementing the new fire fee rates as recommended in the new fire study. The Board then reduced the fees for the unincorporated area by 15% for FY 2016 & FY 2017. The full rate will become effective October 1, 2017 (FY 2018). In order to pay the City of Tallahassee the reduced rate provided to the unincorporated area, the Board appropriated \$1.224 million in FY 2016 from appropriated unincorporated general revenue fund balances. The Board appropriated this same amount in FY 2017.

Leon County Fiscal Year 2017 Tentative Budget

Tourism Development (160)

Fund Type: Special Revenue

The Tourist Development Fund is a special revenue fund established as the repository for the collection of the 5% Local Option Tourist Development Tax on transient lodging sales in Leon County (bed tax). The Tourist Development Council administers the expenditure of these revenues, as limited by law, to tourist development initiatives. Annual reserves for contingencies are supported by available fund balance. This amount will be determined on an annual basis as part of the budget process.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Tourist Development (3-3/4 Cents)	312100	3,845,638	3,455,625	3,874,421	3,680,700	3,754,314	3,829,400	3,905,988	3,984,107
Tourist Development (1-1/4 Cents)	312110	1,141,543	1,151,875	1,291,474	1,226,900	1,251,438	1,276,467	1,301,996	1,328,035
Pool Interest Allocation	361111	69,877	56,715	19,600	18,620	18,620	18,620	18,620	18,620
Interest Income - Other	361120	56	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	13,198	-	-	-	-	-	-	-
Tax Collector F.S. 125.315	361320	12	-	-	-	-	-	-	-
Rents And Royalties	362000	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
Merchandise Sales	365000	2,812	4,000	3,000	3,000	3,000	3,000	3,000	3,000
Other Contributions	366930	1,100	3,000	2,400	2,400	2,400	2,400	2,400	2,400
Other Miscellaneous Revenue	369900	-	-	22,047	20,945	20,945	20,945	20,945	20,945
Appropriated Fund Balance	399900	-	177,815	491,300	491,300	488,077	62,861	38,472	13,680
Total Revenues		5,084,436	4,859,230	5,714,442	5,454,065	5,548,994	5,223,893	5,301,621	5,380,987

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Welcome Center Improvements	086065-552	74,670	-	41,300	41,300	-	-	-	-
Administration	301-552	498,129	533,944	540,030	525,530	536,714	548,355	560,474	572,830
Advertising	302-552	856,097	1,083,786	1,141,473	1,141,473	1,152,311	1,163,257	1,174,313	1,185,479
Marketing	303-552	1,165,869	1,338,469	1,398,144	1,398,144	1,417,708	1,437,991	1,459,015	1,480,819
Special Projects	304-552	249,784	340,000	515,000	515,000	515,000	515,000	515,000	515,000
MIS Automation - Tourism Development	470-552	8,815	8,820	11,465	11,465	11,465	11,465	11,465	11,465
Tourism Development - Risk	495-552	6,987	6,760	6,858	6,858	6,858	6,858	6,858	6,858
Indirect Costs - Tourism Development	499-552	154,000	189,000	236,000	236,000	243,000	250,000	258,000	266,000
Goodwood Conference Center	888-552	229,000	-	-	-	-	-	-	-
Council on Culture & Arts (COCA)	888-573	904,500	1,151,875	1,226,900	1,226,900	1,251,438	1,276,467	1,301,996	1,328,036
Transfers	950-581	163,451	156,576	301,395	301,395	364,500	14,500	14,500	14,500
Budgeted Reserves - Tourism Development	990-599	-	50,000	50,000	50,000	50,000	-	-	-
Total Appropriations		4,311,301	4,859,230	5,468,565	5,454,065	5,548,994	5,223,893	5,301,621	5,380,987
Revenues Less Appropriations		773,135	-	245,877	-	-	-	-	-

Notes:

For FY 2017, estimated revenue per penny is anticipated to increase from \$921,500 per penny in FY 2016 to \$981,520. Funding reflects the new distribution of the five pennies subsequent to the elimination of the one cent funding for the Performing Arts Center. Under the new funding arrangement, one cent is allocated to Council on Cultural Arts (COCA) for the regranting to cultural organizations. In addition, over the next 5 years ¼ cent will support the COCA capital grant program. Increase in expenditures reflects the use of fund balance for funding of the County Signature Event Grant Program as well as capital improvements including building larger permanent bathrooms at Apalachee Regional Park.

Leon County Fiscal Year 2017 Tentative Budget

Housing Finance Authority (161)

Fund Type: Special Revenue

The Housing Finance Authority Fund is a special revenue fund established as the repository for the collection of issuer fees that are deposited when single family revenue bonds are placed on the open market for purchase by banks pursuant to Florida Statute Chapter 159 and Leon County Ordinance. Expenditures are limited to single family mortgage loans.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Marketing Installment Fee	337500	8,674	10,000	-	-	-	-	-	-
Project Fees	345125	71,276	29,640	30,900	29,355	29,355	29,355	29,355	29,355
SHIP Recaptured Revenue	345150	12,685	-	-	-	-	-	-	-
Pool Interest Allocation	361111	6,691	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	49,720	63,605	63,605	63,605	63,605	63,605	63,605
Total Revenues		99,325	89,360	94,505	92,960	92,960	92,960	92,960	92,960

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Housing Finance Authority	808-554	78,291	89,360	92,960	92,960	92,960	92,960	92,960	92,960
Total Appropriations		78,291	89,360	92,960	92,960	92,960	92,960	92,960	92,960
Revenues Less Appropriations		21,034	-	1,545	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

County Accepted Roadways and Drainage Systems Program (162)

Fund Type: Special Revenue

The County Accepted Roadways and Drainage Systems Program (CARDS) Fund is a special revenue fund established to account for the repayment of special assessments associated with the County's CARDS program (formerly the 2/3 2/3's paving program). The revenue received into this fund is collected as a non ad valorem special assessment on the annual tax bill. These revenues are repaying the County for loans utilized to construct special assessment paving projects. The revenues are annually transferred to the Capital Projects Fund (305). Prior to FY 2002, each road project had a discrete fund for the repayments to be accounted. The County's Finance Department is currently tracking each individual parcel's obligation through the financial system as a discrete account negating the need for individual funds.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	2,790	6,270	4,700	4,465	4,465	4,465	4,465	4,465
Other Interest Earnings	361390	42,522	49,903	30,000	28,500	21,850	18,050	15,200	12,350
Special Assessments	363000	272,225	229,295	153,000	145,350	110,200	108,300	96,900	89,300
Total Revenues		317,537	285,468	187,700	178,315	136,515	130,815	116,565	106,115

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Tax Collector	513-586	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Transfers	950-581	308,407	279,968	172,815	172,815	131,015	125,315	111,065	100,615
Total Appropriations		313,907	285,468	178,315	178,315	136,515	130,815	116,565	106,115
Revenues Less Appropriations		3,630	-	9,385	-	-	-	-	-

Notes:

FY 2017 fund transfers previously transferred to the general capital expenditures was transferred to the General Fund as part of the budget balancing strategy.

Leon County Fiscal Year 2017 Tentative Budget

Special Assessment - Killearn Lakes Units I and II Sewer (164)

Fund Type: Special Revenue

This Special Assessment Fund was established to account for revenues and expenditures associated with of the special assessment levied on property owners in Killearn Lakes Units I and II to pay for the costs associated with maintaining the new City of Tallahassee sewer service distribution system completed in October 2006. The assessment is collected and remitted to the City of Tallahassee in accordance with an interlocal agreement with the City of Tallahassee. The charge levied to each parcel within Units I and II is \$179.43.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	2,742	-	-	-	-	-	-	-
Special Assessment - Killearn Lakes Sewer	363230	297,078	237,500	250,000	237,500	237,500	237,500	237,500	237,500
Total Revenues		299,820	237,500	250,000	237,500	237,500	237,500	237,500	237,500

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Tax Collector	513-586	4,478	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Sewer Services Killearn Lakes Units I and II	838-535	292,600	232,500	232,500	232,500	232,500	232,500	232,500	232,500
Total Appropriations		297,078	237,500	237,500	237,500	237,500	237,500	237,500	237,500
Revenues Less Appropriations		2,741	-	12,500	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

County Government Annex (165)

Fund Type: Special Revenue

On June 26, 2003, the Board of County Commissioners purchased the County Government Annex on Calhoun Street. The operating fund will be used to facilitate and account for the ongoing operations of this building. In FY 2004 and for a predetermined future period, revenues associated with this fund will primarily be generated by the remaining leases associated with the current tenants of the building. Expenses associated with this fund are comprised of necessities required in the upkeep, maintenance, and management of the facility. A portion of the revenue from this fund is transferred to the associated debt service fund to pay the existing debt service for the bonds issued to purchase the building.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Parking Facilities	344500	78,461	105,260	169,186	160,727	160,790	160,917	154,055	118,372
Pool Interest Allocation	361111	12,441	11,590	5,400	5,130	5,130	5,130	5,130	5,130
Net Incr(decr) In Fmv Of Investment	361300	1,928	-	-	-	-	-	-	-
Rents And Royalties	362000	1,463,718	1,491,800	1,572,515	1,572,515	1,598,919	1,626,715	1,595,555	1,223,615
Appropriated Fund Balance	399900	-	565,383	52,652	52,652	-	-	-	-
Total Revenues		1,556,549	2,174,033	1,799,753	1,791,024	1,764,839	1,792,762	1,754,740	1,347,117

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
County Government Annex	086025-519	791,582	930,000	1,073,605	523,600	485,640	502,479	455,233	475,418
County Government Annex	154-519	550,339	747,397	768,998	427,510	438,284	449,368	457,592	464,683
County Government Annex - Risk	495-519	38,213	38,524	38,528	38,528	38,528	38,528	38,528	38,528
Indirect Costs - County Government Annex	499-519	22,000	22,000	24,000	24,000	25,000	25,000	26,000	27,000
Transfers	950-581	199,715	436,112	435,898	777,386	777,387	777,387	777,387	341,488
Total Appropriations		1,601,848	2,174,033	2,341,029	1,791,024	1,764,839	1,792,762	1,754,740	1,347,117
Revenues Less Appropriations		(45,300)	-	(541,276)	-	-	-	-	-

Notes:

Funding is allocated for renovations, mechanical and electrical upgrades and safety improvements at the Leon County Courthouse Annex. Improvements include replacing air handlers and remodeling bathrooms, converting fifth floor office space and a sprinkler system for the parking garage. Specific project details are located in the Capital Improvements Project Section. In FY 2016, BluePrint 2000 relocated their offices to the County Government Annex in space formally occupied by the Clerk of Court. BluePrint 2000 will pay for the cost of the renovation of the lease over the life of their lease.

Leon County Fiscal Year 2017 Tentative Budget

Huntington Oaks Plaza (166)

Fund Type: Special Revenue

This fund was established to maintain accounting for the maintenance of the Huntington Oaks Plaza purchased by the County in FY10 for the expansion of the Lake Jackson store front library and the construction of community room. Revenue from this fund is derived from lease payments from space rentals for use in maintaining the property.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	1,811	-	-	-	-	-	-	-
Rents And Royalties	362000	192,193	212,800	139,477	139,477	151,196	151,196	151,196	152,196
Appropriated Fund Balance	399900	-	38,860	11,719	11,719	-	-	-	-
Total Revenues		194,004	251,660	151,196	151,196	151,196	151,196	151,196	152,196
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Huntington Oaks Plaza Bldg Improvement	083002-519	244	100,000	100,000	-	-	-	-	-
Huntington Oaks Plaza Operating	155-519	93,853	134,425	134,525	134,525	134,525	134,525	134,525	134,525
Huntington Oaks - Risk	495-519	13,772	14,235	12,671	12,671	12,671	12,671	12,671	12,671
Indirect Costs - Huntington Oaks Plaza	499-519	2,000	3,000	4,000	4,000	4,000	4,000	4,000	5,000
Total Appropriations		109,869	251,660	251,196	151,196	151,196	151,196	151,196	152,196
Revenues Less Appropriations		84,135	-	(100,000)	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Bond Series 2012A & 2012B (211)

Fund Type: Debt Service

The Bond Series 2012A & 2012B Fund is a debt service fund established to account for the debt service associated with the Capital Improvement Revenue Bonds Series 2012A (Tax Exempt) and 2012B (Taxable). These bonds were issued to fund the acquisition of the Bank of America building and for major repairs and renovations to the existing County Courthouse facility. (This fund was changed from Bond Series 2003A & 2003B due to refinancing of the Bond with a bank loan in 2012).

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 126	381126	66,572	145,371	144,900	144,900	6,640,147	6,643,118	6,642,174	-
Transfer From Fund 165	381165	199,715	436,112	435,898	435,898	435,899	435,899	435,899	-
Total Revenues		266,287	581,483	580,798	580,798	7,076,046	7,079,017	7,078,073	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Bond Series 2012A (Tax Exempt)	975-582	136,406	136,706	136,706	136,706	136,706	1,441,706	7,078,073	-
Bond Series 2012B (Taxable)	976-582	443,425	444,777	444,092	444,092	6,939,340	5,637,311	-	-
Total Appropriations		579,831	581,483	580,798	580,798	7,076,046	7,079,017	7,078,073	-
Revenues Less Appropriations		(313,544)	-	-	-	-	-	-	-

Notes:

Savings associated with the FY 2013 refinancing saved the County a total of \$2.6 million for the refinancing period.

Leon County Fiscal Year 2017 Tentative Budget

Bond Series 2005 (220)

Fund Type: Debt Service

The Bond Series 2005 Fund is a debt service fund established to account for the debt service associated with the Capital Improvement Revenue Refunding Bond Series 2005. This bond was issued to fully refund the Parks and Recreation Bond Series 1998A, a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999. This bond was also issued to fund the relocation of the Growth and Environmental Management facility, the construction of a public library and renovations to the County Courthouse building. The non-taxable portion of these bonds were refinanced in July 2014 with a bank loan. This bank loan is accounted for in Fund 222.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 001	381001	416,004	272,208	410,684	410,684	-	-	-	-
Transfer From Fund 126	381126	6,340,711	6,074,012	5,955,721	5,955,721	-	-	-	-
Transfer From Fund 140	381140	326,384	312,656	342,237	342,237	-	-	-	-
Transfer From Fund 160	381160	163,451	156,576	136,895	136,895	-	-	-	-
Appropriated Fund Balance	399900	-	126,298	98,417	98,417	-	-	-	-
Total Revenues		7,246,550	6,941,750	6,943,954	6,943,954	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfers	950-581	9,050	-	-	-	-	-	-	-
Bond Series 2005	958-582	7,227,570	6,941,750	6,943,954	6,943,954	-	-	-	-
Total Appropriations		7,236,620	6,941,750	6,943,954	6,943,954	-	-	-	-
Revenues Less Appropriations		9,930	-	-	-	-	-	-	-

Notes:

The refinancing of the remaining taxable portion of the loan in FY 2015 will save the County \$585,711 over the two year life of the refinancing.

Leon County Fiscal Year 2017 Tentative Budget

ESCO Lease (221)

Fund Type: Debt Service

The ESCO Lease Fund is a debt service fund established to account for the debt service associated with the obligations relating to the County's Energy Performance Contract with Energy Systems Group. This lease was entered into to fund the acquisition of various facility improvement measures including lighting upgrades, HVAC systems, an energy management system and water/sewer improvements. These energy efficiency improvements will offset the cost of the lease. Energy Systems Group will pay any balance on the lease not offset by these energy cost savings. The net savings will total approximately \$850,000.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 001	381001	484,514	484,514	484,514	484,514	484,514	-	-	-
Total Revenues		484,514	484,514	484,514	484,514	484,514	-	-	-
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
ESCO Lease	977-582	484,514	484,514	484,514	484,514	484,514	-	-	-
Total Appropriations		484,514	484,514	484,514	484,514	484,514	-	-	-
Revenues Less Appropriations		1	-	-	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Debt Series 2014 (222)

Fund Type: Debt Service

The Debt Series 2014 Fund is a debt service fund established to account for the debt service associated with the refinancing of the non taxable portion of the Capital Improvement Revenue Refunding Bond Series 2005 with a bank loan. The original bond was issued to fully refund the Parks and Recreation Bond Series 1998A, a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999. The remaining taxable portion of this bond is accounted for in Fund 220.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 126	381126	558,780	560,672	561,282	561,282	560,785	561,208	560,522	3,335,756
Transfer from Fund 220	381220	9,050	-	-	-	-	-	-	-
Total Revenues		567,830	560,672	561,282	561,282	560,785	561,208	560,522	3,335,756

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
2014 Debt Series	976-582	567,830	-	-	-	-	-	-	-
2014 Debt Series	979-582	-	560,672	561,282	561,282	560,785	561,208	560,522	3,335,756
Total Appropriations		567,830	560,672	561,282	561,282	560,785	561,208	560,522	3,335,756
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

This fund was established to account for the debt service associated with the refinancing of the non taxable portion of the Capital Improvement Revenue Refunding Bond Series 2005 (Fund 220) with a bank loan. This financing will save \$170,000 per year or \$1.8 million over the life of the loan.

Leon County Fiscal Year 2017 Tentative Budget

Capital Improvements (305)

Fund Type: Capital Projects

The Capital Improvements Fund is a capital project fund established in support of the County's Capital Improvement Program. A major revenue source of the Capital Improvement Fund is a transfer from general revenue dollars. The fund is used to account for resources and expenditures associated with the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by Proprietary Funds.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	219,540	105,545	116,000	110,200	110,200	110,200	110,200	110,200
Net Incr(decr) In Fmv Of Investment	361300	25,415	-	-	-	-	-	-	-
Transfer From Fund 001	381001	1,033,500	1,535,000	1,625,284	1,625,284	2,781,372	2,319,089	3,230,337	9,871,090
Transfer From Fund 120	381120	-	91,000	70,000	70,000	70,000	70,000	70,000	70,000
Transfer From Fund 121	381121	-	-	191,000	191,000	70,000	102,000	102,000	70,000
Transfer From Fund 123	381123	74,334	-	-	-	-	-	-	-
Transfer From Fund 140	381140	-	465,000	1,374,716	1,374,716	1,800,000	1,800,000	1,800,000	1,800,000
Transfer From Fund 160	381160	-	-	150,000	150,000	350,000	-	-	-
Appropriated Fund Balance	399900	-	4,302,489	5,468,030	5,468,030	3,110,558	2,962,591	1,936,525	-
Total Revenues		1,352,789	6,499,034	8,995,030	8,989,230	8,292,130	7,363,880	7,249,062	11,921,290

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
General Vehicle & Equipment Replacement	026003-519	477,472	550,000	439,000	439,000	200,000	259,000	275,000	180,000
Stormwater Vehicle & Equipment Replacement	026004-538	697,218	391,000	481,300	121,000	184,100	180,100	305,000	435,000
Fleet Management Shop Equipment	026010-519	14,478	50,000	50,000	50,000	50,000	50,000	50,000	50,000
General Government New Vehicle Requests	026018-519	-	20,500	-	-	-	-	-	-
New Stormwater Vehicle & Equipment	026020-538	-	-	914,300	-	-	-	-	-
Woodville Community Park	041002-572	75,508	-	-	-	-	-	-	-
J. Lee Vause Park	043001-572	-	61,850	60,700	60,700	141,800	-	-	-
Fred George Park	043007-572	9,263	110,000	-	-	-	-	-	-
Okeeheepkee Prairie Park	043008-572	107,403	-	133,000	133,000	-	-	-	-
Miccosukee Park	044002-572	142,109	-	-	-	-	-	-	-
Miccosukee Greenway	044003-572	-	50,000	-	-	-	-	-	-
Miccosukee Community Center	044005-572	-	15,000	-	-	-	-	-	-
Apalachee Parkway Regional Park	045001-572	78,074	-	600,000	600,000	500,000	200,000	200,000	200,000
J.R. Alford Greenway	045004-572	-	15,000	125,000	125,000	-	-	-	-
Pedrick Road Pond Walking Trail	045007-572	106,436	-	-	-	-	-	-	-
Parks Capital Maintenance	046001-572	425,379	-	1,710,000	-	325,000	325,000	325,000	325,000
Playground Equipment Replacement	046006-572	84,889	130,000	-	-	130,000	-	130,000	-
New Vehicles and Equipment for Parks/Greenways	046007-572	-	222,000	63,200	63,200	111,300	50,000	-	-
Athletic Field Lighting	046008-572	211,825	-	-	-	-	-	-	-
Greenways Capital Maintenance	046009-572	203,408	238,000	350,000	350,000	350,000	350,000	350,000	350,000
St. Marks Headwaters Greenways	047001-572	23,805	-	-	-	-	-	-	-
Boat Landing Improvements and Renovations	047002-572	-	-	125,000	-	125,000	125,000	125,000	125,000
Stormwater and Transportation Improvements	056010-541	848,504	-	-	-	-	-	-	-
Street Lights Placement in Unincorporated Areas	057013-541	-	-	-	-	125,000	125,000	125,000	125,000
Killearn Lake Plantation Stormwater	064006-538	1,146	-	-	-	-	-	-	-
Stormwater Structure Inventory and Mapping	066003-538	124,725	-	-	-	-	-	-	-
TMDL Compliance Activities	066004-538	-	100,000	150,000	150,000	100,000	-	-	-
Stormwater Maintenance Filter Replacement	066026-538	83,822	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Stormwater Infrastructure Preventative Maintenance	067006-538	-	-	550,000	-	500,000	500,000	500,000	500,000
Financial Hardware and Software	076001-519	36,120	100,000	150,000	150,000	100,000	25,000	25,000	25,000
Data Wiring	076003-519	21,280	25,000	25,000	25,000	25,000	25,000	25,000	25,000

Leon County Fiscal Year 2017 Tentative Budget

Capital Improvements (305)

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Digital Phone System	076004-519	69,907	76,000	200,000	200,000	25,000	25,000	25,000	25,000
Supervisor of Elections Technology	076005-519	76,000	70,800	75,500	75,500	25,000	25,000	25,000	25,000
File Server Maintenance	076008-519	369,779	375,000	505,000	505,000	375,000	375,000	375,000	375,000
Geographic Information Systems	076009-539	145,233	238,280	238,280	238,280	238,280	238,280	238,280	238,280
Library Services Technology	076011-571	36,528	80,000	79,000	79,000	25,000	25,000	25,000	25,000
Permit & Enforcement Tracking System	076015-537	64,705	50,000	140,000	140,000	140,000	140,000	140,000	140,000
Network Backbone Upgrade	076018-519	79,286	180,000	150,000	150,000	150,000	150,000	150,000	150,000
Technology In Chambers	076022-519	-	-	48,300	48,300	58,000	-	-	-
Courtroom Technology	076023-519	51,837	100,000	132,000	132,000	132,000	132,000	132,000	132,000
User Computer Upgrades	076024-519	299,158	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Work Order Management	076042-519	17,244	20,000	20,000	20,000	20,000	20,000	20,000	20,000
State Attorney Technology	076047-519	31,805	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Public Defender Technology	076051-519	45,079	82,300	80,000	80,000	30,000	30,000	30,000	30,000
Geographic Information Systems Incremental Basemap Update	076060-539	298,500	298,500	298,500	298,500	298,500	298,500	298,500	298,500
Records Management	076061-519	9,639	50,000	50,000	50,000	50,000	50,000	50,000	50,000
E-Filing System for Court Documents	076063-519	-	-	125,000	125,000	125,000	125,000	125,000	125,000
MIS Data Center and Elevator Room Halon System	076064-519	-	-	250,000	250,000	-	-	-	-
Fort Braden Renovations	082003-572	20,065	-	-	-	-	-	-	-
Huntington Oaks Plaza Renovations	083002-519	-	50,000	100,000	25,000	25,000	25,000	25,000	25,000
Courtroom Minor Renovations	086007-519	63,318	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Architectural & Engineering Services	086011-519	55,044	80,000	80,000	60,000	60,000	60,000	60,000	60,000
Courthouse Security	086016-519	23,370	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Common Area Furnishings	086017-519	21,335	30,000	40,000	30,000	30,000	30,000	30,000	30,000
Courthouse Repairs	086024-519	172,509	511,000	1,090,400	490,400	400,000	400,000	400,000	400,000
County Government Annex	086025-519	1,654	-	-	-	-	-	-	-
Courthouse Renovations	086027-519	24,198	205,800	300,000	300,000	40,000	40,000	40,000	40,000
Agriculture Center Renovations	086030-519	9,562	-	210,000	120,000	-	-	-	-
Jail Complex Maintenance	086031-523	28,000	-	1,665,900	-	1,000,000	1,700,000	1,444,282	-
Parking Lot Maintenance	086033-519	13,735	112,000	86,000	86,000	16,000	16,000	16,000	16,000
Elevator Generator Upgrades	086037-519	43,032	-	250,000	250,000	350,000	300,000	250,000	300,000
Health Department Improvements	086052-519	-	-	225,000	100,000	100,000	100,000	100,000	100,000
Main Library Improvements	086053-571	142,802	269,200	395,000	-	470,000	-	-	-
Centralized Storage Facility	086054-519	42,307	50,000	150,000	150,000	150,000	50,000	50,000	50,000
Branch Library Expansions	086055-571	-	20,000	20,000	-	-	-	-	-
General County Maintenance and Minor Renovations	086057-519	43,132	165,000	190,000	190,000	115,000	25,000	25,000	25,000
Community Services Building Roof Replacement	086062-519	304,461	-	-	-	-	-	-	-
Air Conditioning Unit Replacements	086064-519	9,315	65,704	30,000	30,000	30,000	30,000	30,000	30,000
Pre-Fabricated Buildings	086066-572	-	61,100	62,600	62,600	55,300	-	-	-
Medical Examiner Facility	086067-527	5,000	-	1,681,750	1,681,750	31,850	-	-	-
Lake Jackson Town Center Sense of Place	086068-519	13,607	-	-	-	-	-	-	-
Business Incubator Facility	086069-552	10,882	-	-	-	-	-	-	-
Fairground Sense of Place Initiative	086070-519	47,995	-	-	-	-	-	-	-
Fleet Management Shop Improvements	086071-519	11,750	-	-	-	-	-	-	-
Amtrak Building Renovations	086073-519	-	280,000	45,000	45,000	50,000	30,000	-	-
Election Equipment	096015-513	761,735	-	-	-	-	-	-	-
Public Safety Complex	096016-529	80,528	300,000	150,000	150,000	150,000	150,000	150,000	150,000
Voting Equipment Replacement	096028-513	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Orange Avenue Fence Replacement	096029-519	-	40,000	-	-	-	-	-	-
Transfers	950-581	21,830	-	-	-	-	-	-	-
Capital Improvements	990-599	-	-	-	-	-	-	-	6,161,510

Leon County Fiscal Year 2017 Tentative Budget

Capital Improvements (305)

Total Appropriations	7,338,730	6,499,034	15,649,730	8,989,230	8,292,130	7,363,880	7,249,062	11,921,290
Revenues Less Appropriations	(5,985,942)	-	(6,654,700)	-	-	-	-	-

Notes:

The majority of FY 2017 Capital Improvement Plan is related to the maintenance of existing infrastructure, purchase of replacement vehicles and equipment, information technology upgrades, and limited resources committed to new construction or facility improvements including the Medical Examiner Facility. In FY 2013 and FY 2014, to assist with balancing the budgets, the County did not transfer recurring general revenue dollars to support the capital program. In FY 2015, for the first time in two year, the County transferred recurring revenue to the capital program. For FY 2016, the County double the amount transferred to \$2 million and for the FY 2017 the County increased the transfer to \$3.0 million. Also for FY 2017, the County approved the transfer of additional general revenue in the amount of \$1.4 million from the increase in Public Services Tax revenue. The total general revenue transfer for FY 2017 is \$3.0 million. Additionally, the Board approved a "fund sweep" of general revenue reserves (\$13.5 million) and restricted revenue reserves (\$3.5 million) for a total amount of \$17 million. The \$13.5 million in general revenue reserves will be used for long term capital needs associated with maintaining the County infrastructure while the \$3.5 million in restricted revenue will be used for stormwater and transportation projects. The out year budgets show additional general revenue support of \$4.5 million for FY 2018, \$4.1 million for FY 2019, \$5.0 million for FY 2020, and \$11.6 million in FY 2021. This increase in capital funding in FY 2021 is the result of the 2012A and 2012B Debt Service Bond Series being paid off in FY 2020.

Leon County Fiscal Year 2017 Tentative Budget

Transportation Improvements (306)

Fund Type: Capital Projects

The Transportation Improvement Fund is a capital project fund established to account for transportation related capital projects. Major revenue sources for the Transportation Improvement Fund include proceeds from local and state gas taxes from the Transportation Trust Fund (106). Leon County imposes a total of twelve cents in gas taxes.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	35,195	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	7,014	-	-	-	-	-	-	-
Transfer From Fund 106	381106	2,699,825	2,695,650	2,166,503	2,166,503	2,930,985	5,090,210	2,895,578	2,666,588
Appropriated Fund Balance	399900	-	-	331,500	331,500	-	-	-	-
Total Revenues		2,742,034	2,695,650	2,498,003	2,498,003	2,930,985	5,090,210	2,895,578	2,666,588

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Public Works Vehicle & Equipment Replacement	026005-541	454,964	419,000	1,116,500	711,600	518,000	743,500	658,000	414,000
Arterial & Collector Roads Pavement Markings	026015-541	134,602	135,200	135,200	135,200	135,200	135,200	135,200	135,200
New Public Works Vehicles & Equipment	026022-541	-	-	93,000	93,000	-	-	-	-
Springhill Road Bridge Rehabilitation	051008-541	-	-	350,500	-	-	-	-	-
Old Bainbridge Road Safety Improvements	053007-541	-	-	168,000	-	50,000	1,374,000	-	-
Baum Road Drainage Improvement	054011-541	-	-	-	-	155,000	750,000	-	-
Florida Department of Transportation Permitting Fees	056007-541	49,375	50,000	-	-	-	-	-	-
Stormwater and Transportation Improvements	056010-541	129,733	600,000	650,000	-	500,000	500,000	500,000	500,000
Public Works Design and Engineering Services	056011-541	60,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000
Sidewalk Program	056013-541	917,751	1,416,450	1,458,203	1,458,203	1,472,785	1,487,510	1,502,378	1,517,388
Bradfordville Pond 4 Outfall Stabilization	064005-538	50,000	-	-	-	-	-	-	-
Total Appropriations		1,796,425	2,695,650	4,071,403	2,498,003	2,930,985	5,090,210	2,895,578	2,666,588
Revenues Less Appropriations		945,609	-	(1,573,400)	-	-	-	-	-

Notes:

With the imposition of the 5 cents gas tax in FY 2014, available revenue for transfer revenue increased to \$2.7 million. The County determined that this additional revenue would be split 50/50 to be used for sidewalk projects and to reduce the general revenue transfer to the Transportation Trust Fund. For FY 2017 thru FY 2021, \$1.4 million the Sidewalk Program will use this additional funding. Additionally, in FY 2016, as part of a fund balance sweep, \$2.2 million in fund balance was appropriated for transportation projects including Springhill Road Bridge Rehabilitation, Old Bainbridge Safety Improvements and other Transportation and Stormwater Improvements.

Leon County Fiscal Year 2017 Tentative Budget

Sales Tax (308)

Fund Type: Capital Projects

The Local Option Sales Tax Fund is a capital project fund established in accordance with a 1989 county-wide referendum, and is used to account for resources and expenditures associated with the construction of transportation and jail facility related projects. The Local Government Infrastructure Surtax includes proceeds from a One-Cent Sales Tax on all transactions up to \$5,000. Pursuant to an interlocal agreement with the City of Tallahassee, the revenue generated by the tax will be split between the County and the City. The County's share of the proceeds is equal to 52.84%, and the City's share is equal to 47.16%. The 1989 referendum approved the sales tax levy for a period of fifteen years; however, through a county-wide referendum passed in November 2000, the sales tax was extended for an additional fifteen years (Note: the extended sales tax will be accounted for in Fund 309).

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	99,264	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	14,945	-	-	-	-	-	-	-
Total Revenues		114,209	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Bannerman Road	054003-541	26,426	-	-	-	-	-	-	-
Beech Ridge Trail Extension	054010-541	652,948	-	-	-	-	-	-	-
Arterial/Collector Resurfacing	056001-541	503,257	-	-	-	-	-	-	-
Intersection & Safety Improvements	057001-541	151,794	-	-	-	-	-	-	-
Jail Roof Replacement	086031-523	1,824,376	-	-	-	-	-	-	-
Total Appropriations		3,158,800	-	-	-	-	-	-	-
Revenues Less Appropriations		(3,044,591)	-	-	-	-	-	-	-

Notes:

Depending on project carry-forward funding, this fund will be closed in either FY 2017 or FY 2018.

Leon County Fiscal Year 2017 Tentative Budget

Sales Tax - Extension (309)

Fund Type: Capital Projects

In November of 2000, Leon County residents approved a referendum extending the imposition of the 1 Cent Local Option Sales Tax beginning in FY 2004 for 15 years. The extension commits 80% of the revenues to Blueprint 2000 projects and will be jointly administered and funded by Leon County and the City of Tallahassee. The remaining 20% will be split evenly between the County and the City. The County's share will be used for various road, stormwater and park improvements. The Blueprint 2000 Joint Participation Agreement Revenue supports County projects funded through the County's share of the \$50 million water quality/flooding funding.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
1 Cent Sales Tax	312600	4,164,470	4,054,600	4,607,000	4,376,650	4,573,300	4,779,450	1,248,300	-
BP2000 JPA Revenue	343916	294,769	2,236,244	350,000	350,000	350,000	-	-	-
Pool Interest Allocation	361111	94,657	15,010	26,000	24,700	24,700	24,700	24,700	-
Net Incr(decr) In Fmv Of Investment	361300	11,883	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	-	273,650	273,650	477,000	320,850	172,000	-
Total Revenues		4,565,778	6,305,854	5,256,650	5,025,000	5,425,000	5,125,000	1,445,000	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Open Graded Cold Mix Stabilization	026006-541	-	600,000	600,000	600,000	600,000	600,000	600,000	-
Fred George Park	043007-572	2,008,449	-	500,000	500,000	500,000	-	-	-
Northeast Community Park	044001-572	-	-	250,000	-	-	-	-	-
Natural Bridge Road	051006-541	19,335	-	-	-	-	-	-	-
Magnolia Drive Multi-Use Trail	055010-541	12,529	-	-	-	-	-	-	-
Arterial/Collector Resurfacing	056001-541	4,050,358	4,050,000	3,450,000	3,225,000	3,375,000	3,000,000	200,000	-
Community Safety & Mobility	056005-541	965,355	750,000	750,000	550,000	600,000	425,000	195,000	-
Intersection & Safety Improvements	057001-541	172,713	355,854	-	-	-	750,000	250,000	-
Lake Henrietta Renovation	061001-538	21,304	350,000	150,000	150,000	350,000	350,000	200,000	-
Lake Munson Restoration	062001-538	1,252	-	-	-	-	-	-	-
Lakeview Bridge	062002-538	25,324	-	-	-	-	-	-	-
Gum Road Target Planning Area	062005-538	2,504	-	-	-	-	-	-	-
Lexington Pond Retrofit	063005-538	112,927	-	-	-	-	-	-	-
Killearn Acres Flood Mitigation	064001-538	2,504	200,000	-	-	-	-	-	-
Killearn Lakes Plantation Stormwater	064006-538	226,730	-	-	-	-	-	-	-
Lafayette Street Stormwater	065001-538	610,844	-	-	-	-	-	-	-
Blue Print 2000 Water Quality Enhancements	067002-538	192,113	-	-	-	-	-	-	-
Total Appropriations		8,424,241	6,305,854	5,700,000	5,025,000	5,425,000	5,125,000	1,445,000	-
Revenues Less Appropriations		(3,858,463)	-	(443,350)	-	-	-	-	-

Notes:

Beginning in FY 2014, with the depletion of capital reserves in the original sales tax fund (Fund 308), the sales tax extension will begin to assist in funding the Arterial Road Resurfacing, Community Safety and Mobility, Local Road Resurfacing, Lake Herietta Renovation and Fred George Park projects. This fund will be the sole source of funding for these projects in FY 2017. Additionally, the current 1 Cent Local Option Sales Tax expires in 2019. In November 4, 2014, Leon County residents approved a ballot initiative to extend the sales tax for another 20 years until 2039. Two new funds, 351 & 352 have been established for the new sales tax revenue beginning in FY 2020 to account for the projects that are programmed for the sales tax extension.

Leon County Fiscal Year 2017 Tentative Budget

Bond Series 2003A & 2003B Construction (311)

Fund Type: Capital Projects

The Bond Series 2003A & 2003B Construction Fund is a capital project fund established by proceeds from the 2003 Series A and B Capital Improvement Revenue Bonds. The fund is used to account for resources and expenditures associated with the acquisition, repair, and renovation of the Bank of America property as well as the renovations and repair of the existing Courthouse facility.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	69	-	-	-	-	-	-	-
Total Revenues		69	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Note:

Fund closed in FY 2015.

Leon County Fiscal Year 2017 Tentative Budget

Bond Series 1999 Construction (318)

Fund Type: Capital Projects

The Bond Series 1999 Construction Fund is a capital project fund established by proceeds from the Series 1999 Capital Improvement Revenue Bond. The fund is used to account for resources and expenditures associated with stormwater and lake projects including: Lafayette Oaks, Lake Munson Restoration, Killearn Acres, Lake Charles, Cynthia Drive, Lexington Regional SWMF, Rhoden Cove, and Munson Slough. In addition, the bond issued includes funding for a Courthouse Annex. Additional bond proceeds have been identified for other facility improvements.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	3,623	-	-	-	-	-	-	-
Total Revenues		3,623	-	-	-	-	-	-	-
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Okeeheepkee Prairie Park	043008-572	323,714	-	-	-	-	-	-	-
Total Appropriations		323,714	-	-	-	-	-	-	-
Revenues Less Appropriations		(320,091)	-	-	-	-	-	-	-

Note:

Fund was closed in FY 2015.

Leon County Fiscal Year 2017 Tentative Budget

Bond Series 2005 Construction (320)

Fund Type: Capital Projects

The Bond Series 2005 Construction Fund is a capital project fund established by proceeds from the 2005 Series Capital Improvement Revenue Bond. The fund is used to account for resources and expenditures associated with the renovations to the County Courthouse building.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Transfer From Fund 305	381305	21,830	-	-	-	-	-	-	-
Total Revenues		21,830	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

Fund was closed in FY 2015.

Leon County Fiscal Year 2017 Tentative Budget

ESCO Capital Projects (321)

Fund Type: Capital Projects

The ESCO Capital Projects Fund is a capital project fund established in support of the County's capital improvement program. Major revenue sources of the Capital Improvement Fund include the guaranteed savings in utility costs per the County's agreement with Progress Energy. This fund is used to account for the resources and expenditures associated with acquisition or construction of major facilities improvements relating to the County's Energy Performance Contract.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	204	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	20,296	-	-	-	-	-	-
Total Revenues		204	20,296	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Air Conditioning Unit Replacements	086064-519	-	20,296	-	-	-	-	-	-
Total Appropriations		-	20,296	-	-	-	-	-	-
Revenues Less Appropriations		204	-	-	-	-	-	-	-

Notes:

Appropriations in FY 2016 reflect the remaining fund balance.

Leon County Fiscal Year 2017 Tentative Budget

9-1-1 Capital Projects (330)

Fund Type: Capital Projects

The 9-1-1 Capital Projects Fund was established to support of the capital needs of the emergency communications system. Major revenue sources of the Emergency Communications Fund include proceeds transferred from the 9-1-1 Emergency Communications Fund which includes: wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173; and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with capital projects related to the provision of 9-1-1 emergency services.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	19,901	12,540	13,200	12,540	12,540	12,540	12,540	12,540
Net Incr(decr) In Fmv Of Investment	361300	3,466	-	-	-	-	-	-	-
Total Revenues		23,368	12,540	13,200	12,540	12,540	12,540	12,540	12,540

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
911 Capital Projects	990-599	-	12,540	12,540	12,540	12,540	12,540	12,540	12,540
Total Appropriations		-	12,540	12,540	12,540	12,540	12,540	12,540	12,540
Revenues Less Appropriations		23,368	-	660	-	-	-	-	-

Notes:

Revenues are collected in the operating fund (Fund 131). Funds not utilized for operating the E-911 System are transferred to the capital fund for future expenditure on capital upgrades at year end.

Leon County Fiscal Year 2017 Tentative Budget

Impact Fee - Countywide Road District (341)

Fund Type: Capital Projects

The Impact Fee - Countywide Road District Fund was established in support of the capital needs for road improvements associated with new development. Major revenue sources of the Countywide Road District Fund included proceeds from impact fees levied upon developers by the Board of County Commissioners. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	14,642	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	1,070	-	-	-	-	-	-	-
Total Revenues		15,712	-	-	-	-	-	-	-
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
North Monroe Turn Lane	053003-541	1,264,206	-	-	-	-	-	-	-
Total Appropriations		1,264,206	-	-	-	-	-	-	-
Revenues Less Appropriations		(1,248,494)	-	-	-	-	-	-	-

Notes:

This fund will be closed during year-end FY 2016.

Leon County Fiscal Year 2017 Tentative Budget

Impact Fee - Northwest Urban Collector (343)

Fund Type: Capital Projects

The Impact Fee - Northwest Urban Collector Fund was established to support the capital needs related to road improvements needed to accommodate new developments. Major revenue sources of the NW Urban Collector Fund include proceeds from impact fees levied upon developers in the corresponding quadrant of the County. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects in the NW quadrant of the County.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	3,783	-	-	-	-	-	-	-
Total Revenues		3,783	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pullen Road at Old Bainbridge Road	053002-541	42,396	-	-	-	-	-	-	-
Total Appropriations		42,396	-	-	-	-	-	-	-
Revenues Less Appropriations		(38,614)	-	-	-	-	-	-	-

Notes:

This fund will be closed during year-end FY 2016.

Leon County Fiscal Year 2017 Tentative Budget

Impact Fee - Southeast Urban Collector (344)

Fund Type: Capital Projects

The Impact Fee - Southeast Urban Collector Fund was established to support the capital needs related to road improvements needed to accommodate new developments. Major revenue sources of the SE Urban Collector Fund include proceeds from impact fees levied upon developers in the corresponding quadrant of the County. The impact fees supporting this fund were repealed by the County Commission in 1996. The fund is used to account for the remaining resources and expenditures associated with specific transportation capital projects in the SE quadrant of the County.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	978	-	-	-	-	-	-	-
Total Revenues		978	-	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

This fund was closed in FY 2015.

Leon County Fiscal Year 2017 Tentative Budget

Sales Tax - Extension 2020 (351)

Fund Type: Capital Projects

In November of 2014, Leon County residents approved a referendum providing a second extension of the 1998 imposed 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, Blueprint 2020 Economic Development Programs, and Liveable Infrastructure For Everyone (L.I.F.E.) projects. The remaining 20% will be split evenly between the County and the City. The County's 10% share, accounted for in the fund, will be used for transportation resurfacing and intersection improvement projects and other statutorily authorized uses approved by the County Commission.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
1 Cent Sales Tax	312600	-	-	-	-	-	-	3,745,850	5,219,300
Total Revenues		-	-	-	-	-	-	3,745,850	5,219,300

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Open Graded Cold Mix Main/Resurfacing	026006-541	-	-	-	-	-	-	-	600,000
Arterial/Collect/Local Road Resurfacing	056001-541	-	-	-	-	-	-	3,400,000	3,469,300
Community Safety & Mobility	056005-541	-	-	-	-	-	-	-	650,000
Intersection and Safety Improvement	057001-541	-	-	-	-	-	-	345,850	500,000
Total Appropriations		-	-	-	-	-	-	3,745,850	5,219,300
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

In November 4, 2014, Leon County residents approved a ballot initiative to extent the current 1 Cent Local Option Sales Tax for another 20 years until 2039. This fund has been established for the new sales tax revenue beginning in FY 2020.

Leon County Fiscal Year 2017 Tentative Budget

Sales Tax - Extension 2020 JPA Agreement (352)

Fund Type: Capital Projects

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, and will be jointly administered and funded by Leon County and the City of Tallahassee. The Blueprint 2020 Joint Participation Agreement Revenue supports County projects funded through the County's share of the sales tax extension. The BP 2020 JPA revenue, accounted for in the fund, will be used for Economic Development, Greenways Master Plan Implementation, Water Quality and Stormwater, and Liveable Infrastructure For Everyone (L.I.F.E.) projects.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
BP2000 JPA Revenue	343916	-	-	-	-	-	-	3,992,000	5,369,000
Total Revenues		-	-	-	-	-	-	3,992,000	5,369,000
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
BluePrint 2020 Greenways Masterplan Implementation	046011-572	-	-	-	-	-	-	296,000	395,000
Blueprint 2020 Parks Operating Costs	046012-572	-	-	-	-	-	-	375,000	500,000
Sidewalk Program	056013-541	-	-	-	-	-	-	938,000	1,250,000
BluePrint 2020 Water Quality and Stormwater	067003-538	-	-	-	-	-	-	1,594,000	2,125,000
BluePrint 2020 L.I.F.E.	067004-538	-	-	-	-	-	-	789,000	1,099,000
Total Appropriations		-	-	-	-	-	-	3,992,000	5,369,000
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

In November 4, 2014, Leon County residents approved a ballot initiative to extent the current 1 Cent Local Option Sales Tax for another 20 years until FY 2039. This fund has been established for the new sales tax revenue beginning in FY 2020.

Leon County Fiscal Year 2017 Tentative Budget

Solid Waste (401)

Fund Type: Enterprise

The Solid Waste Fund is an enterprise fund established in support of the County's waste management programs. Major revenue sources for the Solid Waste Operations Fund include the Non-Ad Valorem Assessment, and Transfer Station Tipping Fees. The fund is used to account for resources and expenditures related to the operation of the County Solid Waste Management Facility and the provision of the County Waste Management program.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Delinquent Taxes	311200	-	8,550	11,000	10,450	10,450	10,450	10,450	10,450
Solid Waste	313700	207,902	236,930	209,981	199,482	201,476	203,491	205,526	207,582
Waste Disposal Special Assessment	319150	1,438,067	1,471,740	1,541,320	1,464,254	1,478,896	1,493,685	1,508,622	1,523,708
Delinquent Assessments 2007	319207	186	-	-	-	-	-	-	-
Delinquent Taxes 2008	319208	471	-	-	-	-	-	-	-
Delinquent Assessment - 2009	319209	609	-	-	-	-	-	-	-
Delinquent Assessments-2010	319210	320	-	-	-	-	-	-	-
Delinquent Assessments-2011	319211	2,007	-	-	-	-	-	-	-
Delinquent Assessments 2012	319212	3,879	-	-	-	-	-	-	-
Delinquent Assessments 2013	319213	64,006	-	-	-	-	-	-	-
Operating Income - Class I	343410	661,773	-	-	-	-	-	-	-
Transfer Station Receipts	343411	5,571,810	5,661,357	5,832,286	5,540,672	5,672,764	5,808,054	5,946,620	6,088,544
Marpan Administrative Fee	343412	-	-	8,751	8,313	8,313	8,313	8,313	8,313
Marpan Class III Residuals	343413	-	-	844,550	844,550	863,231	882,326	901,843	921,792
Operating Income - Tires	343415	34,273	39,045	41,329	39,263	39,655	40,052	40,452	40,857
Operating Income - Electronics	343416	4,921	22,895	5,463	5,190	5,242	5,294	5,348	5,401
Operating Income - Yard Trash Clean	343417	23,816	17,480	18,637	17,705	17,918	18,133	18,350	18,571
Operating Income - Yard Trash	343418	30,734	38,190	40,861	38,818	39,439	40,070	40,711	41,363
Operating Income - Landfill Yard Trash Bagged	343420	329,912	264,385	286,653	272,320	280,490	288,905	297,572	306,499
Resource Recovery (metals, etc)	343451	94,644	70,395	94,644	89,912	89,912	89,912	89,912	89,912
Hazardous Waste	343453	28,006	31,160	30,257	28,744	29,031	29,322	29,614	29,911
Recycling Promotional Services	343461	35,000	33,250	35,000	33,250	33,250	33,250	33,250	33,250
Rural Waste Services Center Permit	343462	224,469	261,250	234,377	222,658	224,886	227,136	229,408	231,703
Recyclable Materials	343463	83,068	118,750	121,971	115,872	117,646	119,448	121,278	123,136
Recycable Metals	343464	-	11,590	12,200	11,590	11,590	11,590	11,590	11,590
Interest Income - Investment	361110	115,641	-	-	-	-	-	-	-
Pool Interest Allocation	361111	88,468	52,630	56,300	53,485	53,485	53,485	53,485	53,485
Net Incr(decr) In Fmv Of Investment	361300	(19,347)	-	-	-	-	-	-	-
Rents And Royalties	362000	15,006	12,100	13,566	13,566	13,566	13,566	13,566	13,566
Disposition Of Fixed Assets	364000	-	178,220	402,200	382,090	95,000	95,000	95,000	95,000
Other Scrap Or Surplus	365900	70,000	2,090	2,226	2,115	2,115	2,115	2,115	2,115
Other Miscellaneous Revenue	369900	-	104,500	-	-	-	-	-	-
Transfer From Fund 126	381126	466,822	582,191	448,670	448,670	462,337	476,717	491,878	507,741
Appropriated Fund Balance	399900	-	1,023,786	1,218,649	1,218,649	456,735	226,330	340,049	530,626
Total Revenues		9,576,463	10,242,484	11,510,891	11,061,618	10,207,427	10,176,644	10,494,952	10,895,115

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Landfill Improvements	036002-534	128,041	125,000	100,000	100,000	100,000	100,000	100,000	100,000
Solid Waste Facility Heavy Equip. & Vehicle Replacement	036003-534	187,838	406,000	407,000	407,000	80,000	116,000	76,000	450,100
Transfer Station Heavy Equip Replacement	036010-534	90,913	155,000	683,000	341,500	39,600	98,150	414,200	360,000
Scales/Scalehouse	036013-534	25,548	-	-	-	-	-	-	-
HHW Collection Center	036019-534	22,374	47,200	38,450	38,450	-	-	-	-
Transfer Station Improvements	036023-534	520,972	70,000	150,000	150,000	150,000	150,000	150,000	150,000
Rural/Hazardous Waste Vehicle and Equipment Replacement	036033-534	245,203	112,000	282,000	282,000	110,000	-	-	-
Pre-Fabricated Buildings	036041-534	23,555	18,750	-	-	-	-	-	-
Hazardous Waste Vehicle and Equipment Replacement	036042-534	-	170,000	16,000	16,000	32,500	32,500	-	-
Landfill Closure	435-534	13,443	-	-	-	-	-	-	-

Leon County Fiscal Year 2017 Tentative Budget

Solid Waste (401)

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Rural Waste Service Centers	437-534	542,530	611,250	654,736	654,736	670,025	686,023	702,797	720,268
Transfer Station Operations	441-534	5,166,926	5,539,172	6,755,368	6,580,549	6,539,198	6,563,819	6,589,480	6,616,222
Solid Waste Management Facility	442-534	1,721,192	1,551,518	1,140,682	1,140,682	1,107,772	1,023,754	1,027,556	1,037,392
Hazardous Waste	443-534	609,832	619,406	669,970	661,782	673,413	685,479	698,000	706,214
MIS Automation - Solid Waste Fund	470-534	18,485	19,400	23,320	23,320	23,320	23,320	23,320	23,320
Recycling Services & Education	471-534	93,099	220,332	192,286	-	-	-	-	-
Solid Waste - Risk	495-534	26,899	21,836	23,061	23,061	23,061	23,061	23,061	23,061
Indirect Costs - Solid Waste	499-534	460,000	523,000	523,000	523,000	539,000	555,000	571,000	589,000
Tax Collector	513-586	29,038	32,620	32,620	32,620	32,620	32,620	32,620	32,620
Transfers	950-581	28,640	-	-	86,918	86,918	86,918	86,918	86,918
Total Appropriations		9,954,527	10,242,484	11,691,493	11,061,618	10,207,427	10,176,644	10,494,952	10,895,115
Revenues Less Appropriations		(378,064)	-	(180,602)	-	-	-	-	-

Notes:

For FY 2017, the increase is related to the hauling and disposal contract with Marpan Recycling. The agreement allows for residential material to be transported to the Transfer Station for hauling to the Springhill Solid Waste Facility. Revenue from Marpan Recycling will offset the cost of this service.

In FY 2016, as part of the County Administrator's organizational realignment, the Solid Waste Division was realigned from the Office of Resource Stewardship to the Public Works Department. The Recycling Services and Education component remained under the Office of Resource Stewardship.

Leon County Fiscal Year 2017 Tentative Budget

Insurance Service (501)

Fund Type: Internal Services

The Insurance Service Fund is an internal service fund established in support of general County operations. Major revenue sources of the Insurance Service Fund include proceeds from interdepartmental billings. The fund is used to account for resources and expenditures associated with assessed premiums, claims, and administration of the County's Risk Management Program related to auto and property liability, workers' compensation, and other types of insurance.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	50,899	28,500	17,771	16,882	16,882	16,882	16,882	16,882
Net Incr(decr) In Fmv Of Investment	361300	9,523	-	-	-	-	-	-	-
Refund Of Prior Year Expenses	369300	71,116	-	-	-	-	-	-	-
Vehicle Insurance	396100	438,530	486,880	523,607	523,607	523,607	523,607	523,607	523,607
General Liability	396200	542,432	533,210	526,487	526,487	526,487	526,487	526,487	526,487
Aviation Insurance	396300	-	50,000	39,142	39,142	39,142	39,142	39,142	39,142
Property Insurance	396400	871,926	904,766	806,943	806,943	806,943	806,943	806,943	806,943
Workers Compensation Insurance	396600	1,818,143	1,673,620	1,673,450	1,673,450	1,678,081	1,681,856	1,686,785	1,691,874
Total Revenues		3,802,570	3,676,976	3,587,400	3,586,511	3,591,142	3,594,917	3,599,846	3,604,935

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Risk Management	132-513	186,433	240,195	240,442	240,442	244,073	247,848	251,777	255,866
MIS Automation-Risk Fund	470-513	-	-	355	355	355	355	355	355
Insurance Service - Risk	495-596	-	-	422	422	422	422	422	422
Indirect Costs - Insurance Service	499-596	20,000	19,000	24,000	24,000	25,000	25,000	26,000	27,000
Workers' Comp Risk Management	821-596	3,760,662	3,392,722	3,296,292	3,296,292	3,296,292	3,296,292	3,296,292	3,296,292
Transfers	950-581	-	-	-	25,000	25,000	25,000	25,000	25,000
Budgeted Reserves - Insurance Service	990-599	-	25,059	-	-	-	-	-	-
Total Appropriations		3,967,095	3,676,976	3,561,511	3,586,511	3,591,142	3,594,917	3,599,846	3,604,935
Revenues Less Appropriations		(164,525)	-	25,889	-	-	-	-	-

Notes:

For FY 2017, decrease reflects estimated lower insurance premiums associated with property and general liability and lower than expected costs related to workers compensation claims.

Leon County Fiscal Year 2017 Tentative Budget

Communications Trust (502)

Fund Type: Internal Services

The Communications Trust Fund is an internal service fund established to account for the resources and expenditures associated with the County's communication network, which includes the telephone and internet systems. The individual departments and agencies are assessed based on the number of internet connections, data lines, and telephone usage within their individual areas.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Refund Of Prior Year Expenses	369300	3,683	-	-	-	-	-	-	-
Departmental Billings	394000	103,763	458,988	572,209	572,209	572,209	572,209	572,209	572,209
Departmental Billings - MIS Automation	394200	278,419	378,720	381,480	381,480	381,480	381,480	381,480	381,480
Total Revenues		385,866	837,708	953,689	953,689	953,689	953,689	953,689	953,689
Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Communications Trust	900-590	457,362	837,708	953,689	953,689	953,689	953,689	953,689	953,689
Total Appropriations		457,362	837,708	953,689	953,689	953,689	953,689	953,689	953,689
Revenues Less Appropriations		(71,496)	-	-	-	-	-	-	-

Notes:

Increase cost associated with shifting of repair and maintenance costs from the organizational department level to the fund level and an upgrade to the phone system.

Leon County Fiscal Year 2017 Tentative Budget

Motor Pool (505)

Fund Type: Internal Services

The Motor Pool Fund is an internal service fund established to account for the costs associated with operating and maintaining the County's fleet of vehicles and heavy equipment. This internal service fund generates its revenues from direct billings by the Fleet Management Department to other departmental users. Fuel purchased by the Fleet Management Department is supplied to departmental users at cost plus a minor surcharge. Repairs and maintenance performed by the Fleet Management Department are charged to users at the costs of parts plus an applicable shop rate.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Pool Interest Allocation	361111	1,078	-	-	-	-	-	-	-
Departmental Billings - Fleet	394100	1,476,979	1,240,196	1,468,358	1,468,358	1,478,207	1,488,966	1,500,685	1,513,419
Gas And Oil Sales	395100	1,140,039	1,658,750	1,332,010	1,332,010	1,370,581	1,384,287	1,398,130	1,412,111
Appropriated Fund Balance	399900	-	-	18,151	18,151	-	-	-	-
Total Revenues		2,618,096	2,898,946	2,818,519	2,818,519	2,848,788	2,873,253	2,898,815	2,925,530

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Fleet Maintenance	425-591	2,613,551	2,888,493	2,814,326	2,807,477	2,837,746	2,862,211	2,887,773	2,914,488
MIS Automation - Motor Pool Fund	470-519	415	570	1,870	1,870	1,870	1,870	1,870	1,870
Fleet Maintenance - Risk	495-591	9,965	9,883	9,172	9,172	9,172	9,172	9,172	9,172
Total Appropriations		2,623,931	2,898,946	2,825,368	2,818,519	2,848,788	2,873,253	2,898,815	2,925,530
Revenues Less Appropriations		(5,835)	-	(6,849)	-	-	-	-	-

Notes:

Decrease reflects fuel savings of \$107,000, off-set by increases to personnel costs.

RESOLUTION NO. _____

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, on September 13, 2016, adopted Fiscal Year 2016/2017 final Emergency Medical Services Municipal Service Taxing Unit millage rates following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Leon County has been certified by the County Property Appraiser to the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida as \$14,867,933,416.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, that:

1. The Fiscal Year 2016/2017 final aggregate millage rate is 8.8144 mills (0.5000 mills – Emergency Medical Services MSTU and 8.3144 mills – Countywide), which is above the rolled-back rate of 8.6994 by 1.32%.
2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this the 20th day of September, 2016.

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, 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 Attorneys Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

RESOLUTION NO. _____

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, on September 13, 2016, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, set forth the appropriations and revenue estimate for the final Emergency Medical Services Municipal Service Taxing Unit budget for Fiscal Year 2016/2017, attached hereto as Exhibit A, in the amount of \$19,225,563 and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, that:

1. The Fiscal Year 2016/2017 final Emergency Medical Services Municipal Service Taxing Unit (Fund 135) budget be adopted as it appears in the attached Exhibit A.
2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this the 20th day of September, 2016.

LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, 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 Attorneys Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

EXHIBIT A

Leon County Fiscal Year 2017 Tentative Budget

Emergency Medical Services MSTU (135)

Fund Type: Special Revenue

The Emergency Medical Services MSTU Fund is a special revenue fund established in FY 2004 for emergency medical and transport services. The primary revenue sources are transport fees paid primarily by medical insurance, Medicare and the Emergency Medical Services Municipal Services Taxing Unit.

Revenue Sources	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
MSTU Ad Valorem	311130	6,587,655	6,848,625	7,433,966	7,062,268	7,323,617	7,616,561	7,845,058	8,080,410
Delinquent Taxes 2004	311204	-	-	-	-	-	-	-	-
Delinquent Taxes 2006	311206	4	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	131	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	222	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	2	-	-	-	-	-	-	-
Delinquent Taxes - 2010	311210	259	-	-	-	-	-	-	-
Delequent Taxes 2011	311211	935	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	2,852	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	122,015	-	-	-	-	-	-	-
Ambulance Fees	342600	9,833,735	9,621,600	9,903,534	9,408,357	9,522,973	9,618,203	9,714,385	9,811,529
Special Events	342604	119,647	81,605	218,700	207,765	213,998	220,418	227,031	233,842
Patient Transports	342605	10,366	5,985	9,840	9,348	9,348	9,348	9,348	9,348
Pool Interest Allocation	361111	91,897	103,835	106,900	101,555	101,555	101,555	101,555	101,555
Net Incr(decr) In Fmv Of Investment	361300	9,412	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	11,700	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	1,921,898	2,436,270	2,436,270	3,295,259	2,981,754	3,822,547	4,105,674
Total Revenues		16,790,831	18,583,548	20,109,210	19,225,563	20,466,750	20,547,839	21,719,924	22,342,358

Appropriations by Department/Division	Acct #	Actual FY 2015	Adopted FY 2016	Requested FY 2017	Budget FY 2017	Planned FY 2018	Planned FY 2019	Planned FY 2020	Planned FY 2021
Emergency Medical Services Vehicle & Equipment Replacement	026014-526	2,043,793	879,000	1,113,000	1,113,000	1,020,250	1,071,300	1,174,850	1,124,850
New Emergency Medical Services Vehicle & Equipment	026021-526	-	-	-	-	300,000	-	-	300,000
Emergency Medical Services Technology	076058-526	40,136	50,000	25,000	25,000	25,000	25,000	25,000	25,000
Emergency Medical Services	185-526	15,599,725	16,083,506	16,473,669	16,473,669	17,459,831	17,740,865	18,758,154	19,084,588
MIS Automation - EMS Fund	470-526	8,595	8,920	13,800	13,800	13,800	13,800	13,800	13,800
EMS - Risk	495-526	59,157	56,306	55,725	55,725	55,725	55,725	55,725	55,725
Indirect Costs - EMS	499-526	1,114,000	1,367,000	1,400,000	1,400,000	1,442,000	1,485,000	1,530,000	1,576,000
Tax Collector	513-586	101,797	138,816	144,369	144,369	150,144	156,149	162,395	162,395
Transfers	950-581	24,704	-	-	-	-	-	-	-
Total Appropriations		18,991,907	18,583,548	19,225,563	19,225,563	20,466,750	20,547,839	21,719,924	22,342,358
Revenues Less Appropriations		(2,201,076)	-	883,647	-	-	-	-	-

Notes:

An increase in property valuations generated increased ad valorem revenue for this fund while Ambulance fee revenue is anticipated to decrease in FY 2017. Additionally, the increase in expenditures will require an increase in the use of fund balance for FY 2017. Out year expenditures also include funding for new ambulances in FY 2018 and FY 2021. Projections show that the EMS fund balance levels will begin to be reduced in out-years and reach the lowest acceptable level per county policy of 15% between FY 2019 and FY 2020. Without an increase in revenues, the fund balance will be depleted in FY 2021. As part of the budget process, the Board is apprised annually regarding the status of the EMS Fund to determine the feasibility of adding ambulances when necessary.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #21

Leon County Board of County Commissioners

Cover Sheet for Agenda #21

September 20, 2016

To: Honorable Chairman and Members of the Board

From: Herbert W.A. Thiele, County Attorney 

Title: Conduct the First and Only TEFRA Public Hearing and Adopt the Resolution and Approve the Interlocal Agreement Regarding Presbyterian Retirement Communities, Inc.

County Attorney Review and Approval:	Herbert W.A. Thiele, County Attorney
Department/ Division Review:	N/A
Lead Staff/ Project Team:	Herbert W. A. Thiele, County Attorney

Fiscal Impact:

This item has no fiscal impact on the County.

Staff Recommendation:

Option #1: Conduct the first and only TEFRA public hearing and adopt the Resolution and approve the Interlocal Agreement regarding Presbyterian Retirement Communities, Inc. (Attachment #1 and Attachment #2)

Report and Discussion

Background:

Presbyterian Retirement Communities, Inc. (“PRC”), Palm Shores Retirement Community, Inc. (“Palm Shores”), Suncoast Manor Retirement Community, Inc. (“Suncoast”), Wesley Manor, Inc. (“Wesley Manor”), Westminster Retirement Communities Foundation, Inc. (the “Foundation”), Westminster Services, Inc. (“Westminster Services”) and Westminster Shores, Inc. (“Westminster Shores”), (collectively, the “Obligated Group”) are all not-for-profit corporations organized and existing under the laws of the State of Florida. The Obligated Group owns and operates continuing care retirement facilities throughout the State of Florida (the “Facilities”). PRC owns and operates a facility located in Leon County, Florida, known as Westminster Oaks.

Analysis:

The Obligated Group desires to obtain new financing and reimburse costs for the purpose of (i) constructing up to 50 residential units totaling 103,500 square feet at Westminster Oaks (Cost: \$13 million) and constructing an assisted living memory support building at Westminster Oaks totaling approximately 50,000 square feet containing 40 units (Cost: \$5 million) both at Westminster Oaks, 4449 Meandering Way, Tallahassee, Florida. Westminster Oaks is a 366-residential unit, 86-assisted living unit and 120-skilled nursing bed facility owned by PRC; (ii) constructing an approximately 450-space parking garage which will also include approximately 6,000 square feet of office space at Westminster Towers, 70 West Lucerne Circle, Orlando, Florida. Westminster Towers is a 191-residential unit, 45-assisted living unit and 120-skilled nursing bed facility owned by PRC. Cost: \$8.5 million; (iii) constructing 80 residential units totaling approximately 184,000 square feet at Westminster Winter Park—Baldwin Park, 2653 Lake Baldwin Lane, Orlando, Florida 32814. The Baldwin Park portion of Westminster Winter Park is an 80-residential unit and 40-skilled nursing bed facility under construction and owned by PRC. Cost: \$24 million; (iv) constructing an assisted living memory support unit of up to 40 units totaling approximately 50,000 square feet at Westminster Bradenton Manor, 1700 21st Avenue West, Bradenton, Florida. Westminster Bradenton Manor is a 143-residential unit, 45-assisted living unit and 59-skilled nursing bed facility owned by PRC. Cost: \$5 million; (v) constructing up to 60 residential units totaling approximately 140,000 square feet at Westminster Shores, 125 56th Avenue South, St. Petersburg, Florida 33075. Westminster Shores is composed of 159 apartments, villas and houses for independent living and 38 assisted living units owned by Westminster Shores, Inc. Cost: \$20 million; (vi) Refunding the outstanding St. Johns County Industrial Development Authority Revenue Bonds (Presbyterian Retirement Communities Project), Series 2010A presently outstanding in the aggregate principal amount of \$112,960,000. These bonds financed: (a) \$14,216,000 for construction of 20 residential units and construction of the main common areas including, dining, administration, library and activities and \$6.9 million for 40 new residential units at Westminster Shores (at the above address), owned by Westminster Shores, Inc.; (b) \$8,252,000 for construction of 47 Residential Units and \$5.4 million for construction of 40 residential units at Westminster Woods on Julington Creek, 25 State Road 13, Jacksonville, Florida, located in Fruit Cove in St. Johns County. This facility consists of 381 units including 284 residential units, 62 assisted living units and 60 skilled

nursing beds and is owned by Wesley Manor, Inc.; (c) \$3,617,000 for window replacements at Westminster Winter Park (a 306-residential unit, 55-assisted living unit and 120 nursing assisted unit facility) and Westminster Towers (at the address herein) owned by PRC; (d) \$4,019,000 for construction of 20 villa homes and \$12.1 million for construction of a 120-bed skilled nursing center at Westminster Oaks (at the above address) owned by PRC; (e) \$15 million for renovation of the 100 residential units at Westminster Palms, located at 939 Beach Drive, St. Petersburg, Florida. This facility consists of 245 total units composed of 181 residential units, 32 assisted living units and 32 skilled nursing units. This facility is owned by Palm Shores Retirement Community, Inc.; and (f) \$9.7 million for construction of 54 residential units and a 400-space parking deck at Westminster Winter Park, 1111 South Lakemont Avenue, Winter Park, Florida owned by PRC. The construction of improvements and the refunding of the Refunded Bonds are collectively referred to as the "Project." The Obligated Group has requested that financing of the Project be financed through the issuance by the Orange County Health Facilities Authority (the "Authority") in conjunction with an Interlocal Agreement among the Authority, Leon County, and other governmental entities in which the Facilities improved or to be improved from bond proceeds are located.

The Authority has received an application from PRC requesting that the Authority issue not to exceed \$170,000,000 of the Authority's Revenue Bonds (Presbyterian Retirement Communities Project), Series 2016 in one or more series (the "Bonds") to finance the Project. The Obligated Group is requesting that the Board adopt a Resolution (Attachment #1) authorizing the execution and delivery of an Interlocal Agreement (Attachment #2) which would permit the Authority to issue the Bonds and granting host community approval of the financing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended.

Notice of the public hearing was duly advertised pursuant to the Internal Revenue Code (Attachment #3).

Options:

1. Conduct the first and only TEFRA public hearing and adopt the Resolution and approve the Interlocal Agreement regarding Presbyterian Retirement Communities, Inc.
2. Conduct the first and only TEFRA public hearing and do not adopt the Resolution and do not approve the Interlocal Agreement.
3. Board Direction.

Recommendation:

Option # 1.

Attachments:

1. Proposed Resolution.
2. Proposed Interlocal Agreement.
3. Notice of public hearing.

RESOLUTION NO. 2016-__

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA AUTHORIZING THE EXECUTION AND DELIVERY OF AN INTERLOCAL AGREEMENT AMONG THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ORANGE COUNTY HEALTH FACILITIES AUTHORITY, THE CITY OF BRADENTON, FLORIDA, ST. JOHNS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY AND CITY OF ST. PETERSBURG HEALTH FACILITIES AUTHORITY PURSUANT TO WHICH ORANGE COUNTY HEALTH FACILITIES AUTHORITY IS AUTHORIZED TO ISSUE ITS REVENUE BONDS FOR THE BENEFIT OF PRESBYTERIAN RETIREMENT COMMUNITIES, INC. AND CERTAIN OTHER CORPORATIONS AFFILIATED WITH IT; GRANTING HOST COMMUNITY APPROVAL PURSUANT TO THE INTERNAL REVENUE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to the provisions of the Florida Interlocal Cooperation Act of 1969, Section 163.01, Florida Statutes, as amended.

SECTION 2. FINDINGS.

A. Presbyterian Retirement Communities, Inc. ("PRC"), Palm Shores Retirement Community, Inc., Suncoast Manor Retirement Community, Inc., Wesley Manor, Inc., Westminster Retirement Communities Foundation, Inc., Westminster Services, Inc. and Westminster Shores, Inc. (collectively, the "Obligated Group") each has represented that each is a not-for-profit corporation organized and existing under the laws of the State of Florida and is an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). PRC has represented that additional not-for-profit corporations which are organizations described in Section 501(c)(3) of the Code and which are affiliated with PRC may be added to the Obligated Group.

B. PRC operates a 360-residential-unit, 86-assisted-living-unit and 120-skilled-nursing-bed facility, located at 4449 Meandering Way, Tallahassee, Florida ("Westminster Oaks"), which is located within the jurisdiction of Leon County, Florida (the "County").

C. The Obligated Group desires to finance, refinance and reimburse the cost of acquisition, construction, improvement and equipping various continuing care retirement facilities operated and maintained by the Obligated Group, including Westminster Oaks. The Obligated Group desires to (i) refund the St. Johns County Industrial Development Authority Revenue Bonds (Presbyterian Retirement Communities Project), Series 2010A (the "Refunded Bonds"); (ii) reimburse and finance certain capital expenditures for capital improvements to facilities located in counties other than the County and (iii) finance certain capital improvements including construction of up to 50 residential units and an assisted living memory support building at Westminster Oaks. The construction of improvements inside the County and the refunding of the Refunded Bonds are collectively referred to herein as the

“Project.” The Obligated Group further has requested that financing of the Project to be from debt issued by the Orange County Health Facilities Authority (the “Issuer”) in conjunction with an interlocal agreement among the Issuer, the Board of County Commissioners of Leon County, Florida (the “Board”) and other governmental entities in which the portions of the Project are located or are to be located.

D. The Obligated Group represents that the Issuer has received an application from PRC requesting that the Issuer issue not to exceed \$170,000,000 of the Issuer’s Revenue Bonds (Presbyterian Retirement Communities Project), Series 2016 (in one or more series, the “Bonds”) to finance the Project and the projects of other facilities owned by certain members of the Obligated Group outside of the County.

E. In order to satisfy the requirements of Section 147(f) of the Code, a public hearing was held by the County upon public notice published in a newspaper of general circulation in the County no less than 14 days prior to the scheduled date of such public hearing, at which hearing members of the public were offered reasonable opportunity to be heard on all matters pertaining to the Project and to the issuance of the Bonds. The public hearing provided a reasonable opportunity for interested individuals to express their views, both orally and in writing, on the proposed issuance of the Bonds and the use of the proceeds therefrom on the Project, and was held in a location which, under the facts and circumstances, was convenient for residents of the County. The notice was reasonably designed to inform residents of the County, of the proposed issue, stated that the issuer of the Bonds would be the Issuer, stated the time and place for the hearing, and contained the information required by the Code. The 14-day period was adequate for notice to be brought to the attention of all interested persons and provided sufficient time for interested persons to prepare for and express their views at such hearing and meeting.

F. The Board has made no investigation as to the creditworthiness of the Obligated Group or as to the investment quality of the Bonds and neither the investors, the underwriters or the Issuer should rely upon the Board with regard to any such determinations. The Board has not reviewed nor participated in the preparation of any offering materials with respect to the issuance of the Bonds by the Issuer.

SECTION 3. AUTHORIZATION OF INTERLOCAL AGREEMENT. The Interlocal Agreement among the Board and certain or all of the following governmental bodies: the Issuer, the City of Bradenton, Florida, St. Johns County Industrial Development Authority, the City of St. Petersburg Health Facilities Authority and any other appropriate governmental bodies (the “Interlocal Agreement”), substantially in the form attached hereto as Exhibit A with such changes, corrections, insertions and deletions as may be approved by the Chairman or Vice Chairman of the Board, such approval to be evidenced conclusively by his execution thereof is hereby approved; the Board hereby authorizes and directs the Chairman or Vice Chairman of the Board to execute and the Clerk of the Circuit Court or his deputy to attest under the official seal of the Board, the Interlocal Agreement and to deliver the Interlocal Agreement to the other parties thereto.

SECTION 4. AUTHORIZATION OF FINANCING OF THE PROJECT. The financing of the Project through the issuance of the Bonds by the Issuer is hereby approved for the purposes of satisfaction of Section 147(f) of the Code.

SECTION 5. IMPACT OF PROJECT. The County has and will be able to continue to cope satisfactorily with the impact of the Project and will be able to provide, or cause to be provided when needed, the public facilities, including utilities and public services, that are necessary for the Project. Notwithstanding any provisions to the contrary contained herein, the County will not incur any obligation (financial or otherwise) to provide such public facilities, utilities and services by virtue of this Resolution.

SECTION 6. NO ENDORSEMENT. The approval given herein shall not be construed as (i) an endorsement of the creditworthiness of the Obligated Group or the financial viability of the Project, (ii) a recommendation to any prospective purchaser to purchase the Bonds or (iii) an evaluation of the likelihood of the repayment of the debt service on the Bonds; and the Board shall not be construed by reason of adoption of this Resolution to make any such endorsement, finding or recommendation or to have waived any right of the Board or estopping the Board from asserting any rights or responsibilities it may have in such regard. Further, the approval by the Board of the issuance of the Bonds by the Issuer shall not be construed to obligate the Board to incur any liability, pecuniary or otherwise, in connection with either the issuance of the Bonds or the financing or refinancing of the Project, and the Issuer shall so provide in the financing documents setting forth the details of the Bonds.

SECTION 7. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 20th day of September, 2016.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W.A. Thiele, Esquire
County Attorney

Prepared by, record and return to:
Irvin M. Weinstein, Esquire
Rogers Towers, P.A.
1301 Riverplace Boulevard, Suite 1500
Jacksonville, Florida 32207

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT dated as of _____, 2016 entered into by and among the **ORANGE COUNTY HEALTH FACILITIES AUTHORITY** (the “Issuer”), the **ST. JOHNS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY** (the “SJCID Authority”), the **BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA** (“Leon County”), the **CITY OF BRADENTON, FLORIDA** (the “City”) and the **CITY OF ST. PETERSBURG HEALTH FACILITIES AUTHORITY** (the “SPHF Authority”).

R E C I T A L S :

The Issuer is a public body corporate and politic created and existing under the Health Facilities Authorities Law, Chapter 154, Part III, Florida Statutes (the “Health Act”). Leon County is political subdivision of the State of Florida and a public body corporate and politic. The City is a municipal corporation organized and existing under the laws of the State of Florida. The SPHF Authority is a public body corporate and politic created and existing under the Health Act. The SJCID Authority is public body corporate and politic created and existing under Chapter 159, Part III, Florida Statutes. All of the parties hereto are public agencies within the meaning of the Florida Interlocal Cooperation Act of 1969, Section 163.01, Florida Statutes (the “Interlocal Act”).

The Obligated Group (as defined below) has represented that Presbyterian Retirement Communities, Inc., Palm Shores Retirement Community, Inc., Suncoast Manor Retirement Community, Inc., Wesley Manor, Inc., Westminster Retirement Communities Foundation, Inc., Westminster Services, Inc. and Westminster Shores, Inc., each a Florida not-for-profit corporation organized and existing under the laws of the State of Florida (together with any other not-for-profit corporations affiliated therewith which become a member of the obligated group financing, collectively, the “Obligated Group”) taken together maintain continuing care retirement facilities within the jurisdiction of each of the parties hereto.

The Issuer represents that it intends to issue its not to exceed \$170,000,000 Orange County Health Facilities Authority Revenue Bonds (Presbyterian Retirement Communities Project), Series 2016 (in one or more series) for the purpose of (i) reimbursing or financing (a) the construction of a parking garage including space for administrative offices at Westminster Towers in Orlando, (b) the construction of 80 residential units at Westminster Winter Park—Baldwin Park in Orlando, (c) the construction of up to 50 residential units and an assisted living memory support building at Westminster Oaks in Tallahassee, (d) the construction of an assisted living memory support unit at Westminster Bradenton Manor in Bradenton, (e) the construction of up to 60 residential units at Westminster Shores in St. Petersburg, (ii) refunding the SJCID Authority’s Revenue Bonds (Presbyterian Retirement Communities Project), Series 2010A, and (iii) paying costs of issuance and establishing a debt service reserve fund.

In consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. The Issuer may, upon finding that all applicable provisions of law have been complied with, issue its Orange County Health Facilities Authority Revenue Bonds (Presbyterian Retirement Communities Project), Series 2016, in one or more series in an aggregate principal amount not to exceed \$170,000,000 (collectively the "Bonds"). The proceeds of the Bonds may be used for the Project.

2. The Bonds shall be issued pursuant to the provisions of the Health Act and Chapter 159, Part II, Florida Statutes. The Issuer shall assume responsibility for determining compliance with the Health Act and with Chapter 159, Part II, Florida Statutes, including but not limited to, the criteria set forth in Section 159.29, Florida Statutes.

3. It is recognized that the capital improvements financed, refinanced and reimbursed are for facilities which have been or will be acquired, constructed, improved and equipped and are located within the respective jurisdictions of the parties hereto.

4. The Bonds shall be limited obligations of the Issuer payable solely from the revenues received from the Obligated Group and as otherwise provided in the financing documents. The Bonds shall not constitute a debt, liability or obligation of Orange County, St. Johns County, the Issuer, Leon County, the City, the City of St. Petersburg, the SPHF Authority, the SJCID Authority or the State of Florida or any political subdivision thereof, and Orange County, the Issuer, St. Johns County, the SJCID Authority, Leon County, the City, the City of St. Petersburg, the SPHF Authority and the State of Florida and any other political subdivision thereof shall not be liable thereon nor in any event shall the Bonds or the interest thereon be payable out of the funds or property other than those received from the Obligated Group and as otherwise described in the financing documents. The Bonds shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation of the laws of the State of Florida. The Bonds shall not, directly or indirectly, obligate Orange County, St. Johns County, the Issuer, the SJCID Authority, Leon County, the City, the City of St. Petersburg, the SPHF Authority or the State of Florida or any political subdivision thereof to levy any form of taxation therefor or to make any appropriations for their payment; and the Bonds shall not constitute a charge against the general credit or taxing powers of Orange County, St. Johns County, the Issuer, the SJCID Authority, Leon County, the City, the City of St. Petersburg, the SPHF Authority or the State of Florida or any political subdivision thereof. The Issuer, the SPHF Authority and the SJCID Authority have no taxing power.

5. The Issuer shall take all actions it deems necessary or appropriate in connection with the issuance of the Bonds, including, in its discretion, the preparation, review, execution and filing with government agencies of certificates, opinions, agreements and other documents to be delivered at the closing of the Bonds and the establishment of any funds and accounts pursuant to a financing agreement related to the Bonds.

6. None of the parties hereto shall be liable for the costs of issuing the Bonds or the costs incurred by any of them in connection with the preparation, review, execution or approval of this Interlocal Agreement or any documentation or opinions required to be delivered in

connection therewith by Orange County, the Issuer, Leon County, the City, the City of St. Petersburg, the SPHF Authority, St. Johns County, the SJCID Authority or the State of Florida or any political subdivision thereof or counsel to any of them. All of such costs shall be paid from the proceeds of the Bonds or from other moneys of the Obligated Group.

7. The Obligated Group, by its approval and acknowledgment at the end of this Agreement, agrees to indemnify and hold harmless the parties hereto, and their respective elected and appointed officials, members, officers, employees and agents, from and against any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever, including, but not limited to, losses, claims, damages, liabilities or expenses (including reasonable fees and expenses of attorneys, accountants, consultants and other experts), arising out of, resulting from, or in any way connected with this Agreement or the issuance of the Bonds.

8. Upon filing as hereinafter provided, this Agreement will remain in full force and effect from the date of its execution, until such time as it is terminated by any party hereto upon 10 days advance written notice to the other parties hereto. Notwithstanding the foregoing, it is agreed that this Agreement may not be terminated so long as any of the Bonds remains outstanding or unpaid. Nothing herein shall be deemed in any way to limit or restrict any party hereto from issuing its own obligations or entering into any other agreement for the financing or refinancing of any facility which any party hereto may choose to finance or refinance.

9. It is agreed that this Agreement shall be filed by the Obligated Group or its authorized agent or representative with the Clerks of the Circuit Courts of Leon, Manatee, Orange, Pinellas and St. Johns Counties, all in accordance with the Interlocal Act, and that this Agreement shall not become effective until so filed.

10. If any one or more of the covenants, agreements or provisions herein contained shall be held contrary to any express provisions of law or contrary to the policy of any express provisions of law, though not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way affect the validity of any of the other provisions hereof.

11. The approval given herein shall not be construed as (i) an endorsement of the creditworthiness of the Obligated Group or the financial viability of the Project, (ii) a recommendation to any prospective purchaser to purchase the Bonds, (iii) an evaluation of the likelihood of the repayment of the debt service on the Bonds, or (iv) approval of any necessary rezoning applications or approval or acquiescence to the alteration of existing zoning or land use nor approval for any other regulatory permits relating to the Project, and the parties hereto shall not be construed by reason of their execution and delivery of this Agreement to make any such endorsement, finding or recommendation to have waived any right of the parties hereto or estopping the parties hereto from asserting any rights or responsibilities they may have in such regard. Further, the approval by the Board of County Commissioners of Orange County, Florida of the issuance of the Bonds by the Issuer shall not be construed to obligate any public agency to incur any liability, pecuniary or otherwise, in connection with either the issuance of the Bonds or the refinancing, reimbursing and financing of the acquisition and construction of the Project.

12. This Agreement shall be construed and governed by the laws of the State of Florida.

13. This Agreement shall be effective from the date last executed by a party hereto, and shall expire upon the refunding or redemption of the Bonds.

14. This Agreement may be executed in counterparts which, when combined with executed counterparts signed by each of the parties hereto, shall be deemed an original executed Agreement.

[Signature pages to follow]

IN WITNESS WHEREOF, this Interlocal Agreement has been executed and delivered by and on behalf of the authorized officers and representatives of the parties hereto.

**ORANGE COUNTY HEALTH
FACILITIES AUTHORITY**

DATE: _____, 2016

By: _____

Chairperson

Attest: _____

Member

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this ___ day of _____, 2016,
by _____, Chairperson of the Orange County Health Facilities Authority,
who is personally known to me or who has produced _____ as identification.

Notary Public, State of Florida

Name: _____
My Commission Expires: _____
My Commission Number is: _____

**ST. JOHNS COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY**

Date: _____, 2016

By: _____

Attest: _____

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this ___ day of _____, 2016,
by _____, Chairman of the St. Johns County Industrial Development Authority, who is
personally known to me or who have produced _____ as identification.

Notary Public, State of Florida

Name: _____

My Commission Expires: _____

My Commission Number is: _____

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Herbert W.A. Thiele, Esq.
County Attorney

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this ____ day of _____,
2016, by Bill Proctor, Chairman of the Board of County Commissioners of Leon County,
Florida, who is personally known to me or who has produced _____ as
identification.

Notary Public, State of Florida

Name: _____
My Commission Expires: _____
My Commission Number is: _____

CITY OF BRADENTON, FLORIDA

Date: _____, 2016

By: _____
Wayne H. Poston, Mayor

Attest: _____
Carl A. Callahan
City Clerk

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this ___ day of _____,
2016, by Wayne H. Poston, Mayor of the City of Bradenton, Florida, who is personally known to
me or who has produced _____ as identification.

Notary Public, State of Florida

Name: _____
My Commission Expires: _____
My Commission Number is: _____

**CITY OF ST. PETERSBURG HEALTH
FACILITIES AUTHORITY**

DATE: _____, 2016

By: _____
Mary Wyatt Allen, Chairperson

Attest: _____
Mary Hilton Cross, Secretary

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this ___ day of _____, 2016, by Mary Wyatt Allen, Chairperson of the City of St. Petersburg Health Facilities Authority, who is personally known to me or who has produced _____ as identification.

Notary Public, State of Florida

Name: _____
My Commission Expires: _____
My Commission Number is: _____

APPROVAL AND ACKNOWLEDGMENT OF THE OBLIGATED GROUP

Presbyterian Retirement Communities, Inc., a Florida not for profit corporation on behalf of the obligated group for which the Bonds are being issued, hereby approves this Interlocal Agreement and acknowledges acceptance of its obligations arising hereunder, including, without limitation, its obligations under Section 7 hereof regarding indemnification, by causing this Approval and Acknowledgment to be executed by its proper officer as of the date of said Interlocal Agreement.

**PRESBYTERIAN RETIREMENT
COMMUNITIES, INC.**

By: _____
Henry T. Keith, Treasurer

NOTICE OF PUBLIC HEARING AND PUBLIC MEETING

NOTICE IS HEREBY GIVEN that a public hearing will be held on the 20th day of September, 2016 at 6:00 p.m. or as soon thereafter as such matter may be heard at the Leon County Courthouse, 301 S. Monroe Street, 5th Floor Commission Chamber, Tallahassee, Florida 32301 by the Board of County Commissioners of Leon County, Florida (“Leon County”) relating to the issuance by the Orange County Health Facilities Authority of its Revenue Bonds (Presbyterian Retirement Communities Project), Series 2016 in an aggregate principal amount not to exceed \$170,000,000 in one or more series under a plan of financing (the “Series 2016 Bonds”) for the purpose of (i) constructing up to 50 residential units totaling 103,500 square feet at Westminster Oaks (Cost: \$13 million) and constructing an assisted living memory support building at Westminster Oaks totaling approximately 50,000 square feet containing 40 units (Cost: \$5 million) both at Westminster Oaks, 4449 Meandering Way, Tallahassee, Florida. Westminster Oaks is a 366-residential unit, 86-assisted living unit and 120-skilled nursing bed facility owned by Presbyterian Retirement Communities, Inc. (“PRC”); (ii) constructing an approximately 450-space parking garage which will also include approximately 6,000 square feet of office space at Westminster Towers, 70 West Lucerne Circle, Orlando, Florida. Westminster Towers is a 191-residential unit, 45-assisted living unit and 120-skilled nursing bed facility owned by PRC. Cost: \$8.5 million; (iii) constructing 80 residential units totaling approximately 184,000 square feet at Westminster Winter Park—Baldwin Park, 2653 Lake Baldwin Lane, Orlando, Florida 32814. The Baldwin Park portion of Westminster Winter Park is an 80-residential unit and 40-skilled nursing bed facility under construction and owned by PRC. Cost: \$24 million; (iv) constructing an assisted living memory support unit of up to 40 units totaling approximately 50,000 square feet at Westminster Bradenton Manor, 1700 21st Avenue West, Bradenton, Florida. Westminster Bradenton Manor is a 143-residential unit, 45-assisted living unit and 59-skilled nursing bed facility owned by PRC. Cost: \$5 million; (v) constructing up to 60 residential units totaling approximately 140,000 square feet at Westminster Shores, 125 56th Avenue South, St. Petersburg, Florida 33075. Westminster Shores is composed of 159 apartments, villas and houses for independent living and 38 assisted living units owned by Westminster Shores, Inc. Cost: \$20 million; (vi) Refunding the outstanding St. Johns County Industrial Development Authority Revenue Bonds (Presbyterian Retirement Communities Project), Series 2010A presently outstanding in the aggregate principal amount of \$112,960,000. These bonds financed: (a) \$14,216,000 for construction of 20 residential units and construction of the main common areas including, dining, administration, library and activities and \$6.9 million for 40 new residential units at Westminster Shores (at the above address), owned by Westminster Shores, Inc.; (b) \$8,252,000 for construction of 47 Residential Units and \$5.4 million for construction of 40 residential units at Westminster Woods on Julington Creek, 25 State Road 13, Jacksonville, Florida, located in Fruit Cove in St. Johns County. This facility consists of 381 units including 284 residential units, 62 assisted living units and 60 skilled nursing beds and is owned by Wesley Manor, Inc.; (c) \$3,617,000 for window replacements at Westminster Winter Park (a 306-residential unit, 55-assisted living unit and 120 nursing assisted unit facility) and Westminster Towers (at the address herein) owned by PRC; (d) \$4,019,000 for construction of 20 villa homes and \$12.1 million for construction of a 120-bed skilled nursing center at Westminster Oaks (at the above address) owned by PRC; (e) \$15 million for renovation of the 100 residential units at Westminster Palms, located at 939 Beach Drive, St. Petersburg, Florida. This facility consists of 245 total units composed of 181 residential units, 32 assisted living units and 32 skilled nursing units. This facility is owned by Palm Shores Retirement

Community, Inc.; and (f) \$9.7 million for construction of 54 residential units and a 400-space parking deck at Westminster Winter Park, 1111 South Lakemont Avenue, Winter Park, Florida owned by PRC.

The Public Hearing described above is required by the Internal Revenue Code of 1986, as amended. At the time and place set for public hearing, residents, taxpayers and other interested persons will be given the opportunity to express their views, both orally and in writing, on the proposed issuance of the Series 2016 Bonds. Written comments may also be submitted to Leon County by mail to the attention of Herbert W. Thiele, County Attorney, 301 S. Monroe Street, Suite 202, Tallahassee, Florida 32301. Additional information may be obtained from that office.

Pursuant to Section 286.0105, Florida Statutes, as amended, Leon County hereby advises that if any person decides to appeal any decision made by Leon County with respect to any matter considered at such public hearing and meeting, such person will need a record of the proceedings and, for such purpose, may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and the 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 Christine Coble 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.

DATED: _____, 2016.