

# BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

## AGENDA

### REGULAR MEETING

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

**Tuesday, October 25, 2016  
3:00 P.M.**

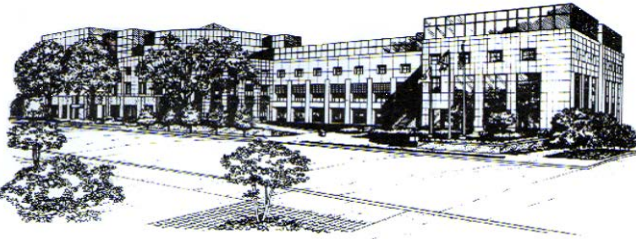
### COUNTY COMMISSIONERS

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

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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](http://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](http://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](http://www.LeonCountyFl.gov/ADA).

**Board of County Commissioners**  
**Leon County, Florida**  
**Agenda**  
**Regular Public Meeting**  
**Tuesday, October 25, 2016, 3:00 p.m.**

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**INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Jonathan Brewster, Associate Pastor of Trinity United Methodist Church

Pledge of Allegiance by Commissioner John Dailey

**AWARDS AND PRESENTATIONS**

- Introduction of New Second Judicial Circuit Court Judges  
(Chief Judge Jonathan Sjostrom)
- Proclamation on the Retirement of Commissioner Aide Linda Summerlin  
(Chairman Proctor)
- Proclamation recognizing the Accomplishments of Commissioner Jane G. Sauls  
(Chairman Proctor)

**CONSENT**

1. Approval of Payment of Bills and Vouchers Submitted for October 25, 2016 and Pre-Approval of Payment of Bills and Vouchers for the Period of October 26 through November 21, 2016  
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
2. Adoption of the Proposed Public Notice 2017 Board Schedule and the 2017 Board Travel Schedule  
(County Administrator/ County Administration)
3. Request to Schedule a Workshop on Event Funding Programs and Processes through the Division of Tourism Development for February 7, 2017, from 1:30 p.m. to 3:00 p.m.  
(County Administrator/County Administration)
4. Acceptance of the Status Report on the Impacts to Local Government of Pokémon GO and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016  
(County Administrator/ County Administration)
5. Acceptance of the Public Participation Strategy for the Comprehensive Plan Update  
(County Administrator/ PLACE/ Planning)
6. Approval of Orchard Pond Road Maintenance Map for Recording in the Public Records  
(County Administrator/ Public Works/ Engineering Services)
7. Authorization to Submit an Application Package to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant to Install Bicycle Lanes and Improved Roadway Shoulders on Smith Creek Road  
(County Administrator/ Public Works/ Engineering Services)

8. Approval of the Agreement Between Leon County and Children's Home Society of Florida for the Provision of State-Mandated Child Protection Examinations for FY 2016/17  
(County Administrator/ Office of Human Services & Community Partnerships/ Human Services)
9. Consideration of Request from Bond Community Health Center, Inc. for a Letter of Support for Health Resources and Services Administration Service Area Competition Grant  
(County Administrator/ Office of Human Services & Community Partnerships/ Healthcare Services)
10. Authorization to Carry Forward FY 2016 Appropriations and Approval of FY 2016 Year-End Adjustments  
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
11. Acceptance of Fiscal Year 2015/2016 Tangible Personal Property Annual Report  
(County Administrator/ Office of Financial Stewardship/ Purchasing)

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

12. Acceptance of the Final FY 2015/16 Commissioner Discussion Items Status Report  
(County Administrator/ County Administration)
13. Acceptance of a Status Update on the County Sustainability Program and the 2017 Sustainable Communities Summit  
(County Administrator/ Office of Resource Stewardship/ Recycling & Sustainability)
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 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for Administrative Support of the Tallahassee-Leon County Commission on the Status of Women and Girls  
(County Administrator/ County Administration)
16. Ratification of Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"  
(County Administrator/ Human Resources)
17. Approval to Renew the FY 2017 Primary Healthcare Program Contracts and Approval to Realign FY 2016 Pool Allocations for Primary Healthcare to Reconcile Fourth Quarter Reimbursement Requests  
(County Administrator/ Human Services & Community Partnerships/ Healthcare Services)

18. Approval of Sale of 2.47 Acres of County-owned Property at Miccosukee and Blair Stone Roads  
(County Administrator/ County Attorney/ Office of Financial Stewardship/ Real Estate)
19. Consideration of Full Board Appointments to the Audit Advisory Committee, Canopy Roads  
Citizens Committee, Educational Facilities Authority and the Tourist Development Council  
(County Administrator/ County Administration)

**SCHEDULED PUBLIC HEARINGS, 6:00 P.M.**

- none

**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**

**ADJOURN**

*The next Regular Board of County Commissioners Meeting is scheduled for  
**Tuesday, November 22, 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](http://www.leoncountyfl.gov)**

## 2016

### JANUARY

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### SEPTEMBER

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### OCTOBER

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### NOVEMBER

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### DECEMBER

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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, 5<sup>th</sup> 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>
<b>January 2016</b>	<b>Friday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<b>Tuesday 12</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Wednesday 13 – Friday 15</i>	<i>FAC New &amp; Advanced County Comm. Workshop</i>	<i>Seminar 2 of 3 Gainesville; Alachua County</i>
	<b>Monday 18</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday 26	3:00 p.m.	Regular Meeting
	Thursday 28	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
<b>February 2016</b>	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
	<b>Tuesday 16</b>	<b>No Meeting</b>	<b>NO MEETING</b>
	<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
<b>March 2016</b>	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>
		<b>No Meeting</b>	<b>NO MEETING</b>
<b>April 2016</b>	<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
<b>May 2016</b>	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
	<b>Monday 30</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>June 2016</b>	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
	<b>Tuesday 28</b>	<b>No Meeting</b>	<b>NO MEETING</b>
	<i>Tuesday 28 - Friday, July 1</i>	<i>FAC Annual Conference &amp; Educational Exposition</i>	<i>Orlando, Orange County</i>
<b>July 2016</b>	<b>Monday 4</b>	<b>Offices Closed</b>	<b>JULY 4<sup>TH</sup> HOLIDAY OBSERVED</b>
	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>
<b>July 2016 (cont.)</b>		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>
	<b>Tuesday 26</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>August 2016</b>	Wednesday 3 – Saturday 6	<i>National Urban League Annual Conference</i>	<i>Baltimore, Maryland</i>
	<b>Tuesday 9</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	Friday 19 - Sunday 21	<i>Chamber of Commerce Annual Conference</i>	<i>Amelia Island/Fernandina Beach</i>
	<b>Tuesday 23</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>September 2016</b>	Thursday 1	9:30 – 11:00 a.m.	Community Redevelopment Agency Special Meeting; City Commission Chambers
	<b>Monday 5</b>	<b>Offices Closed</b>	<b>LABOR DAY HOLIDAY</b>
	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>
<b>September 2016 (cont.)</b>	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
<b>October 2016</b>	<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; at the Public Safety Complex
	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 the Adoption of an Ordinance Amending Chapter 8, Article V of the Code of Laws of Leon County, Florida, Regarding Affordable Housing Assistance
		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 Procedures
		6:00 p.m.	First and Only Public Hearing for the Type ‘C’ Site and Development Plan Application for the Crowder Sand Mine at Silver Lake Road
		6:00 p.m.	First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule
		6:00 p.m.	First and Only Public Hearing to Consider Adoption of Resolution Renouncing and Disclaiming Certain Interests and Rights of the County and the Public in and to the Use of a Portion of Orchard Pond Road Lying West of the Orchard Pond Parkway Known as the Orchard Pond Road West Segment
	Tuesday 25	3:00 p.m.	Regular Meeting

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>October 2016 (cont.)</b>	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
<b>November 2016</b>	<b>Friday 11</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	<del>Monday 14</del> Rescheduled to December 5	<del>1:00 p.m.</del>	<del>Capital Region Transportation Planning Agency (CRTPA) City Commission Chambers</del>
	Monday 21	9:30 – 11:00 a.m.	Community Redevelopment Agency City Commission Chambers
	Tuesday 22	3:00 p.m.	Installation of Newly-Elected Commissioners Reorganization of the Board Regular Meeting
	<b>Thursday 24</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 25</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
	<i>Wednesday 30 – Friday, Dec. 2</i>	<i>FAC Legislative Conference</i>	<i>Buena Vista Orange County</i>
<b>December 2016</b>	Monday 5	1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) City Commission Chambers
	Wednesday 7 – Saturday 10		NACo Fall Board Meeting Leon County , FL
	Monday 12	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 13	1:00 – 3:00 p.m.	Hurricane Hermine After Action Report Workshop
		3:00 p.m.	Regular Meeting
	<b>Monday 26</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY OBSERVED</b>
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>January 2017</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY OBSERVED</b>
	<b>Tuesday 10</b>	<b>No Meeting</b>	<b>Board Recess</b>
	Tuesday 24	3:00 p.m.	Regular Meeting

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

[www.leoncountyfl.gov/committees/list.asp](http://www.leoncountyfl.gov/committees/list.asp)

### **VACANCIES**

#### **CareerSource Capital Region**

Board of County Commissioners (1 appointment)

(Representative of the private sector, who shall be owners of business concerns, executives, or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility)

#### **Educational Facilities Authority**

Board of County Commissioners (2 appointments)

#### **Tourist Development Council**

Board of County Commissioners (1 appointment)

(Owner or operator of hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the tax)

### **UPCOMING EXPIRATIONS**

#### **OCTOBER 31, 2016**

##### **Audit Advisory Committee**

Board of County Commissioners (2 appointments)

(public accountant, internal auditor, or a financial manager for a public, private, or a not-for-profit institution)

##### **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)

**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)

**MARCH 31, 2017**

**Contractors Licensing and Examination Board**

- Commissioner - At-large II: Maddox, Nick (1 appointment)
- Commissioner - District IV: Desloge, Bryan (1 appointment)
- Commissioner - District V: Dozier, Kristin (1 appointment)

**Science Advisory Committee**

- Commissioner - District I: Proctor, Bill (1 appointment)
- Commissioner - District II: Sauls, Jane G. (1 appointment)
- Commissioner - District V: Dozier, Kristin (1 appointment)

**APRIL 30, 2017**

**Tallahassee Sports Council**

- Board of County Commissioners (2 appointments)

**MAY 31, 2017**

**Minority, Women & Small Business Enterprise Citizens Advisory Committee**

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

**JUNE 30, 2017**

**Board of Adjustment and Appeals**

- Board of County Commissioners (2 appointments)

**CareerSource Capital Region**

- Board of County Commissioners (2 appointments)

**Planning Commission**

- Board of County Commissioners (1 appointment)

**JULY 31, 2017**

**Water Resources Committee**

- Commissioner - At-large II: Maddox, Nick (1 appointment)
- Commissioner - District V: Dozier, Kristin (1 appointment)

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #1**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #1

October 25, 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 October 25, 2016 and Pre-Approval of Payment of Bills and Vouchers for the Period of October 26 through November 21, 2016

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/Project Team:</b>	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 October 25, 2016, and pre-approve the payment of bills and vouchers for the period of October 26 through November 21, 2016.

### **Report and Discussion**

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval October 25, 2016 and pre-approval of payment of bills and vouchers for the period of October 26 through November 21, 2016. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the October 25, 2016 meeting, the morning of Monday, October 24, 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 November 22, 2016, it is advisable for the Board to pre-approve payment of the County's bills for October 26 through November 21, 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 October 25, 2016, and pre-approve the payment of bills and vouchers for the period of October 26 through November 21, 2016.
2. Do not approve the payment of bills and vouchers submitted for October 25, 2016, and pre-approve the payment of bills and vouchers for the period of October 26 through November 21, 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

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Adoption of the Proposed Public Notice 2017 Board Schedule and the 2017 Board Travel Schedule

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

- Option #1: Adopt the proposed Leon County Board of County Commissioners' Public Notice 2017 Tentative Schedule (Attachment #1).
- Option #2: Approve the proposed Board of County Commissioners' 2017 Travel Schedule, and authorize Commissioners' travel to the scheduled events (Attachment #2).
- Option #3: Schedule the 2017 Board Retreat for Monday, December 11, 2017.

## Report and Discussion

### **Background:**

Each year, the Board makes available a tentative schedule of all workshops, meetings, and public hearings for the entire calendar year. The proposed Public Notice 2017 Tentative Schedule also includes, in its outline, a list of conferences, education and training sessions, and events. The schedule is updated as part of the Agenda for each regularly scheduled Board meeting.

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

#### *Elected Officials*

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

### **Analysis:**

Board Policy No. 03-9, "Meeting Dates for Board of County Commissioners", states that the Board meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month for its regular meetings. However, the Board may cancel or continue meetings to observe holidays or other events, as the Board deems appropriate. In drafting the proposed Public Notice 2017 Tentative Board Schedule (Attachment #1), staff reviewed the following:

- Leon County Schools' 2016-2017 calendar (Attachment #3)
- 2017 generally observed holidays (Attachment #4)
- Florida Association of Counties (FAC) 2017 meeting, workshop, and conference schedule (Attachment #5)
- National Association of Counties (NACo) 2017 meeting and conference schedule (Attachment #6)

Included, as part of the 2017 Tentative Schedule, are:

- Leon County's 2017 Holiday Schedule (Attachment #7);
- A listing of the dates, time, and location for the 2017 Intergovernmental Agency (IA) meetings (Attachment #8);
- A listing of tentative dates, time, and location for the Cycle 2017-1 Comprehensive Plan Amendments workshop and hearings (Attachment #9);
- A listing of the 2017 Community Redevelopment Agency (CRA) meetings (Attachment #10); and
- A listing of the tentative dates of the 2017 Capital Region Transportation Planning Agency (CRTPA) meetings (Attachment #11).

Based on review of the listed 2017 calendars/schedules, the following is a proposed tentative 2017 schedule.

- January 2017 – Regular meeting on January 24.
- February 2017 – Regular meeting on February 7. NACo's Legislative Conference is scheduled for February 25 through February 28, which conflicts with the Board's February 28 meeting. Therefore, it is recommended the Board cancel its February 28 meeting.
- March 2017 – Regular meeting on March 7. Leon County schools will be on Spring Break the week of March 13 - 20. Since the agenda for the March 21 meeting would be distributed on March 13 (first day of Spring Break), it is recommended that the March 21 meeting be cancelled.
- April 2017 – Regular meetings on April 4 and 25. Passover begins on April 11 through April 18. Therefore it is recommended the Board schedule its meeting for April 4 instead of April 11.
- May 2017 – Regular meetings on May 9 and 23.
- June 2017 – Regular meeting on June 13. FAC's 2016 Annual Conference is scheduled for Tuesday, June 27, - Friday, June 30. It is recommended that the June 27 Board meeting be canceled.
- July 2017 – Regular meeting on July 11. Board recess begins.
- September 2017 – Regular meetings on September 12 and 26. State statutes guide regular Board meeting dates for the County's budget adoption public hearings. If the School Board's budget adoption hearing conflicts with the County's calendar, staff will bring back recommendations for scheduling its regular and budget adoption hearings meetings for alternate dates.
- October 2017 - Regular meeting on October 10 and 24.
- November 2017 – Regular meeting on November 14 and 28.
- December 2017 – Schedule the Board's 2017 Retreat for Monday, December 11; schedule the Board's regular meeting for December 12.

*Table #1. 2017 Travel Schedule*

<b>DATE 2017</b>	<b>Conference</b>	<b>Location</b>
<b>February 2 &amp; 3</b> Thurs. & Friday	FAC Advanced County Commissioner Certification (Seminar 2 of 3) Workshop	Gainesville, FL
<b>February 25 – March 1, 2017</b> Sat. - Tuesday	NACo Legislative Conference	Washington, DC
<b>April 27 &amp; 28</b> Thurs. & Friday	FAC Advanced County Commissioner (Seminar 3 of 3) Workshop	Gainesville, FL
<b>June 27-30</b> Tues. - Friday	FAC Annual Conference and Educational Exposition	Palm Beach County West Palm Beach, FL
<b>July 21-24</b> Fri. - Monday	NACo Annual Conference	Franklin County Columbus, Ohio
<b>July 26-29</b> Wed. - Saturday	National Urban League Annual Conference	St. Louis
<b>August 10-13</b> Thurs. – Sun.	Greater Tallahassee Chamber of Commerce Annual Conference	Amelia Island Plantation Fernandina Beach, FL
<b>September 13-14</b> Wed. & Thursday	FAC Policy Committee Conference	Central Florida (Location TBD)
<b>TBD</b> (typically mid-September)	Congressional Black Caucus Annual Legislative Conference	Washington, D.C.
<b>October 22-25</b> Sunday – Wed.	ICMA Annual Conference	Bexar County San Antonio, TX
<b>TBD</b> (typically mid-October)	FAC Advanced County Commissioner Certification (Seminar 1 of 3) Workshop	Gainesville, FL
<b>November 15-17</b> Wed. - Friday	FAC Legislative Conference and Commissioner Workshops	Sarasota, FL

➤ *All Florida Association of Counties (FAC)-related events and National Association of Counties (NACo)-related events that Commissioners may want to attend, not listed on the Schedule, would be considered pre-approved for travel.*

In order to have available dates on which Board workshops may be scheduled for the upcoming calendar year, approval of the Public Notice 2017 Tentative Schedule (Attachment #1) is recommended.

**Options:**

1. Adopt the Leon County Board of County Commissioners' Public Notice 2017 Tentative Schedule (Attachment #1).
2. Approve the Board of County Commissioners' 2017 Travel Schedule, and authorize Commissioners' travel to the scheduled events (Attachment #2).
3. Schedule the Board Retreat for Monday, December 11, 2017.
4. Board direction.

**Recommendation:**

Options #1, #2 & #3.

**Attachments:**

1. Public Notice 2017 Tentative Board Schedule
2. Board of County Commissioners' 2017 Travel Schedule
3. Leon County 2016-2017 Schools Calendar
4. List of holidays for 2017
5. FAC 2017 calendar of conferences, workshops, and events
6. NACo 2017 calendar of events
7. Board 2017 Holiday Schedule
8. Blueprint 2000/Intergovernmental Agency proposed 2017 schedule of meetings
9. Comprehensive Plan schedule for Cycle 2017
10. Community Redevelopment Agency proposed 2017 Meeting Schedule
11. Capital Region Transportation Planning Agency proposed 2017 schedule of meetings
12. ICMA 2017 Annual Conference

## PUBLIC NOTICE

### Leon County Board of County Commission 2017 Tentative Schedule

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

All sessions are held in the Commission Chambers, 5<sup>th</sup> 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>
<b>January 2017</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY Observed</b>
	<b>Tuesday 10</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 16</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Monday 23	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 24	3:00 p.m.	Regular Meeting
	Thursday 26	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
<b>February 2017</b>	<i>Thursday 2 &amp; Friday 3</i>	<i>FAC Advanced County Commissioner Workshops</i>	<i>Seminar 2 of 3 Alachua County; Gainesville, FL</i>
	<b><u>Tuesday 7</u></b>	<b><u>1:30 – 3:00 p.m.</u></b>	<b><u>Workshop on Event Funding Programs and Processes through the Division of Tourism Development</u></b>
		3:00 p.m.	Regular Meeting
	Tuesday 21	3:00 – 5:00 p.m.	Intergovernmental Meeting City Commission Chambers
	<i>Saturday 25 – Wed., March 1</i>	<i>NACO Legislative Conference</i>	<i>Washington, DC</i>
<b>March 2017</b>	Tuesday 7	1:30 p.m.	Joint City/County Workshop on Cycle 2017 Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting
	Monday 20	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 23	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
<b>April 2017</b>	Tuesday 4	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2017 Comprehensive Plan Amendments
	<i>Wednesday 5</i>	<i>FAC Legislative Day</i>	<i>FSU Turnbull Conference Center Tallahassee, FL</i>
	Monday 24	9:00 a.m. – 11:00 a.m.	Capital Region Transportation Planning Agency Workshop; City Commission Chambers
	Tuesday 25	3:00 p.m.	Regular Meeting
	<i>Thursday 27 &amp;</i>	<i>FAC Advanced County</i>	<i>Seminar 3 of 3:</i>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>April 2017 (cont.)</b>	<i>Friday 28</i>	<i>Commissioner Workshop</i>	<i>Alachua County; Gainesville, FL</i>
<b>May 2017</b>	Tuesday 9	3:00 p.m.	Regular Meeting
	Monday 15	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 23	3:00 p.m.	Regular Meeting
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2017 Comprehensive Plan Amendments
	Thursday 25	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<b>Monday 29</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
<b>June 2017</b>	Tuesday 13	9:00 a.m. – 3:00 p.m.	Budget Workshop
		3:00 p.m.	Regular Meeting
	Monday 19	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 20	3:00 – 5:00 p.m.	Intergovernmental Meeting City Commission Chambers
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>NO MEETING</b>
	<i>Tuesday 27 - Friday 30</i>	<i>FAC Annual Conference &amp; Educational Exposition</i>	<i>Palm Beach County West Palm Beach, FL</i>
<b>July 2017</b>	<b>Monday 4</b>	<b>Offices Closed</b>	<b>JULY 4<sup>TH</sup> HOLIDAY OBSERVED</b>
	Tuesday 11	3:00 p.m.	Regular Meeting
	Thursday 13	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<i>Friday 21 - Tuesday 24</i>	<i>NACo Annual Conference</i>	<i>Franklin County Columbus, OH</i>
	<b>Tuesday 26</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Wednesday 26 – Saturday 29</i>	<i>National Urban League Annual Conference</i>	<i>St. Louis, MO</i>
<b>August 2017</b>	<i>Thursday 10 - Sunday 13</i>	<i>Chamber of Commerce Annual Conference</i>	<i>Amelia Island, FL</i>
	<b>Tuesday 9</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<b>Tuesday 23</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
<b>September 2017</b>	<b>Monday 4</b>	<b>Offices Closed</b>	<b>LABOR DAY HOLIDAY</b>
	Tuesday 12	3:00 p.m.	Regular Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 2017*



<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
<b>September 2017 (cont.)</b>	<i>Wednesday 13- Thursday 14</i>	<i>FAC Policy Committee Conference and County Commissioner Workshops</i>	<i>Central Florida - TBD</i>
	Monday 18	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 19	5:00 – 8:00 p.m.	Intergovernmental Meeting/Public Hearing City Commission Chambers
	<i>TBD (typically mid- September)</i>	<i>Congressional Black Caucus Annual Legislative Conference</i>	<i>Washington, D.C.</i>
	Tuesday 26	3:00 p.m.	Regular Meeting
		6:00 p.m.	Second Public Hearing on Adoption of Millage Rates and Budgets for FY 2017*
	Thursday 28	4:00 p.m. 6:00 p.m.	Community Redevelopment Agency Meeting Community Redevelopment Agency Public Hearing City Commission Chambers
<i>* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.</i>			
<b>October 2017</b>			
	Tuesday 10	3:00 p.m.	Regular Meeting
	Monday 16	9:00 a.m. - 1:00 p.m.	Capital Region Transportation Planning Agency Retreat; TBD
	<i>Sunday 22 Wednesday 25</i>	<i>ICMA Annual Conference</i>	<i>Bexar County San Antonio, Texas</i>
	Tuesday 24	3:00 p.m.	Regular Meeting
<b>November 2017</b>			
	Thursday 9	9:30 a.m.	Community Redevelopment Agency City Commission Chambers
	<b>Friday 10</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Monday 13	1:00 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 14	3:00 p.m.	Regular Meeting
	<i>Wednesday 15 – Friday 17</i>	<i>FAC Legislative Conference</i>	<i>Sarasota County Sarasota, Florida</i>
	<b>Thursday 23</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 24</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
	Tuesday 28	3:00 p.m.	Regular Meeting
<b>December 2017</b>			
	Monday 11	9:00 a.m. – 4:00 p.m.	Board Retreat
	Tuesday 12	3:00 p.m.	Regular Meeting
	<b>Monday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY OBSERVED</b>
	<b>Tuesday 26</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Meeting Type</u>
January 2018	Monday 1	Offices Closed	NEW YEAR'S DAY OBSERVED
	Tuesday 9	No Meeting	Board Recess
	Tuesday 23	3:00 p.m.	Regular Meeting

## 2017 Travel Schedule

<b>DATE 2017</b>	<b>Conference</b>	<b>Location</b>
February 2 & 3 Thurs. & Friday	FAC Advanced County Commissioner Certification (Seminar 2 of 3) Workshop	Gainesville, FL
February 25 – March 1, 2017 Sat. - Tuesday	NACo Legislative Conference	Washington, DC
April 27 & 28 Thurs. & Friday	FAC Advanced County Commissioner (Seminar 3 of 3) Workshop	Gainesville, FL
June 27-30 Tues. - Friday	FAC Annual Conference and Educational Exposition	Palm Beach County West Palm Beach, FL
July 21-24 Fri. - Monday	NACo Annual Conference	Franklin County Columbus, Ohio
July 26-29 Wed. - Saturday	National Urban League Annual Conference	St. Louis
August 10-13 Thurs. – Sun.	Greater Tallahassee Chamber of Commerce Annual Conference	Amelia Island Plantation Fernadina Beach, FL
September 13-14 Wed. & Thursday	FAC Policy Committee Conference	Central Florida (Location TBD)
TBD (typically mid September)	Congressional Black Caucus Annual Legislative Conference	Washington, D.C.
October 22-25 Sunday – Wed.	ICMA Annual Conference	Bexar County San Antonio, TX
November 15-17 Wed. - Friday	FAC Legislative Conference and Commissioner Workshops	Sarasota, FL

**LEON COUNTY SCHOOLS- 2016-2017**  
**REGULAR SCHOOL CALENDAR**  
**SCHOOL BOARD ADOPTED-1/12/2016**

**2016**

August	5	Last Four Day Workweek
	8	Teachers Report
	8-12	Teacher Planning/Inservice Days
	15	Students Report
September	5	Labor Day Holiday (Districtwide)
October	12	Fall Holiday (Districtwide)
	20	End of First Nine Weeks (47 day nine weeks)
	21	Teacher Planning/Inservice Day (Students Out)
November	11	Veterans Day Holiday (Districtwide)
	23	Thanksgiving Holiday (Students & Teachers Out)
	24-25	Thanksgiving Holidays (Districtwide)
December	14-16	Middle and High School Exam Days/Elementary, Middle and High Early Release
	16	End of Second Nine Weeks (36 day nine weeks/83 day first semester)
	19-31	Winter Holidays (Districtwide)
<b>2017</b>		
January	1-2	Winter Holidays (Districtwide)
	3	Teacher Planning/Inservice Days (Students Out)
	3	District Staff and Teachers Return
	4	Students Return
	16	Martin Luther King Holiday (Districtwide)
February		
March	10	End of Third Nine Weeks (47 day nine weeks)
	13-17	Spring Break (Students & Teachers Out)
	20	Teacher Planning/Inservice Day (Students Out)
	21	Students Return
April		
May	25,26,30	Middle and High School Exams Days/Elementary, Middle and High Early Release
	29	Memorial Day Holiday (Districtwide)
	30	Last Day of School/ End of Fourth Nine Weeks (50 day nine weeks/97 day semester)
	31	Teacher Planning/Inservice Day
June	1	Teacher Planning/Inservice Day
	1-2	Teacher Inservice ESE/Reading Summer Academy
	5	Four Day Workweek Begins
	5-15	ESE Summer Services
	5-22	Reading Summer Services
July	4	Fourth of July Holiday (Districtwide)
	10-20	Reading Summer Services
	10-27	ESE Summer Services
August	4	Last Day of Four Day Workweek
<b>Tentative:</b>	7	Teachers Report/Teacher Planning/Inservice Day
	14	Students Report

## 2017 HOLIDAYS GENERALLY OBSERVED

Day	Date	Holiday
Sunday	January 1	New Year's Day
Sunday	January 1	Last day of Hanukkah
Monday	January 16	Martin Luther King Day
Tuesday	February 14	Valentine's Day
Monday	February 20	Presidents Day
Friday	March 17	St. Patrick's Day
Tuesday	April 11	Passover (first day)
Sunday	April 16	Easter
Tuesday	April 18	Last day of Passover
Sunday	May 14	Mother's Day
Saturday	May 27	Ramadan starts
Monday	May 29	Memorial Day
Sunday	June 18	Father's Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Thursday	September 21	Rosh Hashana
Saturday	September 30	Yom Kippur
Monday	October 9	Columbus Day
Tuesday	October 31	Halloween
Saturday	November 11	Veterans Day
Thursday	November 23	Thanksgiving
Wednesday	December 13	Hanukkah (first day)
Wednesday	December 20	Last day of Hanukkah
Monday	December 25	Christmas
Tuesday	December 26	Kwanzaa (until Jan. 1)
Sunday	December 31	New Year's Eve



## 2016-17 Calendar of Events

Contact: Kelli Williams, Events Manager  
Email: [kwilliams@fl-counties.com](mailto:kwilliams@fl-counties.com)

### 2016

#### SEPTEMBER

- 14-16**                    **FAC Policy Committee Conference** (1.5 Continuing CCC Credits)  
**14**                        **CCC Workshop – County Structure and Authority** (6 Core)  
**15**                        **CCC Workshop – County Roles and Responsibilities** (6 Core)  
Hutchinson Island Marriott – Martin County

#### OCTOBER

- 13-14**                    **Advanced County Commissioner Program (2016-17) – Part 1 of 3**  
Hilton University of Florida (*registration is now open*)

#### NOVEMBER-DECEMBER

- Nov. 29\*\***                **Workshop: Ethics, Public Records & Sunshine Laws** (6 Core CCC Credits)\*\*  
**Nov. 30 – Dec. 2**        **FAC Legislative Conference** (2 Continuing CCC Credits)  
**Nov. 30**                    **New Commissioner Orientation** (1.5 Continuing)  
Buena Vista Palace – Orange County

### 2017

#### FEBRUARY

- 2-3**                        **Advanced County Commissioner Program (2016-17) – Part 2 of 3**  
Hilton University of Florida (*registration is now open*)

*APRIL*

- 4\*\***                    **Workshop – Ethics, Public Records & Sunshine Laws** (6 Core CCC Credits)\*\*  
**5**                        **FAC Legislative Day** (1.5 Continuing CCC Credits)  
**6\*\***                    **Workshop – Growth Management & Land Use Decisions** (6 Core CCC Credits)\*\*  
**7\*\***                    **Workshop – Financial Management** (6 Core CCC Credits)\*\*  
FSU Turnbull Conference Center – Leon County

- 27-28**                **Advanced County Commissioner Program (2016-17) – Part 3 of 3**  
Hilton University of Florida (*registration is now open*)

*JUNE*

- June 27-30**            **FAC Annual Conference & Educational Exposition** (3 Continuing CCC Credits)  
Palm Beach County Convention Center – Palm Beach County

*SEPTEMBER* \*(tentative)\*

- 13-14**                **FAC Policy Committee Conference** (1.5 Continuing CCC Credits)  
**13**                    **CCC Workshop – Topic TBD**  
Central Florida (location TBD)

*NOVEMBER*

- 14\*\***                **Workshop: Ethics, Public Records & Sunshine Laws** (6 Core CCC Credits)\*\*  
**15-17**                **FAC Legislative Conference** (2 Continuing CCC Credits)  
**15**                    **County Structure and Authority Workshop** (6 Core CCC Credits)  
**16**                    **County Roles and Responsibilities Workshop** (6 Core CCC Credits)  
Hyatt Regency Sarasota – Sarasota County

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

**2018**

Legislative Day – Wednesday, February 7 (FSU Conference Center, Leon County)

Annual Conference – June 26-29 (Hyatt Regency Orlando, Orange County)

Policy Conference – TBD

Legislative Conference - TBD

National Association of Counties | 25 Massachusetts Avenue | Suite 500 | NW Washington, DC |  
20001 | Phone: 202.393.6226

# Future Conference Dates

## LEGISLATIVE CONFERENCE

**February 25 - March 1, 2017**

Marriott Wardman Park Hotel  
Washington, DC

**March 3 - 7, 2018**

Washington Hilton  
Washington, DC

## WESTERN INTERSTATE REGION CONFERENCE

**May 24 – 26, 2017**

Deschutes County/Sunriver, Oregon

## ANNUAL CONFERENCE AND EXPOSITION

**July 21 – 24, 2017**

Columbus Convention Center  
Franklin County/Columbus, Ohio

**July 13 – 16, 2018**

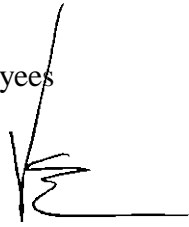
Gaylord Opryland  
Davidson County/Nashville, Tennessee



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS**  
*MEMORANDUM*

DATE: September 28, 2016  
TO: All Board of County Commission Employees  
FROM: Vincent S. Long, County Administrator  
SUBJECT: 2017 Holiday Schedule

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The schedule below reflects the holiday schedule for 2017, and will be observed by all Board employees.

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day 2017	Monday, January 2, 2017 (Actual Sun., Jan. 1)
Martin Luther King Jr. Day	Monday, January 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veteran's Day	Friday, November 10, 2017 (Actual Sat., Nov. 11)
Thanksgiving Day	Thursday, November 23, 2017
Friday after Thanksgiving	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017
New Year's Day 2018	Monday, January 1, 2018

In addition, Board employees will accrue three (3) Personal Days annually. For more information on Board of County Commission holidays, please refer to Policy No. 03-16, "Holidays."

VSL/cw/ac

cc: Board of County Commissioners  
Constitutional Officers

# ITEM #8



## Agenda Item

<b>SUBJECT/TITLE:</b> Proposed 2017 Blueprint Intergovernmental Agency Board, TCC, and CAC Meeting Schedules	
<b>Date:</b> September 12, 2016	<b>Requested By:</b> Blueprint Staff
<b>Contact Person:</b> Shelonda Meeks	<b>Type of Item:</b> Consent

### **STATEMENT OF ISSUE:**

This Agenda Item lists the proposed 2017 meeting dates for the Blueprint Intergovernmental Agency Board, Blueprint Technical Coordinating Committee, and the Blueprint Citizen's Advisory Committee.

### **Blueprint Intergovernmental Agency Board (Tallahassee City Commission Chambers)**

- Tuesday, February 21, 2017, from 3:00-5:00 PM
- Tuesday, June 21, 2017, from 3:00-5:00 PM
- Tuesday, September 19, 2017, from 5:00-8:00 PM (FY 2018 Budget Public Hearing at 5:30 pm)

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

- Monday, January 23, 2017
- Monday, March 27, 2017
- Monday, May 8, 2017
- Monday, August 14, 2017
- Monday, October 23, 2017
- Monday, December 4, 2017

### **Citizen's Advisory Committee (Blueprint Conference Room, from 4:30 to 6:30 pm)**

- Thursday, January 26, 2017
- Thursday, March 30, 2017
- Thursday, May 11, 2017
- Thursday, August 17, 2017
- Thursday, October 26, 2017
- Thursday, December 7, 2017

### **OPTIONS:**

**Option 1:** Approve the proposed 2017 meeting dates for the Blueprint Intergovernmental Agency Board, TCC and CAC as presented.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Proposed 2017 Blueprint Intergovernmental Agency Board, TCC, and CAC Meeting  
Schedule  
Page 2 of 2

**Option 2:** Board Guidance

**RECOMMENDED ACTION:**

**Option 1:** Approve the proposed 2017 meeting dates for the Blueprint Intergovernmental Agency Board, TCC and CAC as presented.

**Action by the TCC and CAC:** The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. The TCC concurred with staff's recommendation but noted the importance of holding the regularly scheduled bimonthly meetings. The TCC also discussed holding the TCC meetings two-to-three days in advance of the CAC meetings, and Agency staff agreed to vet alternative meeting dates.

**The 2017 Planning Department Comp Plan meetings are as follows:**

Feb 7		Planning Commission Public Hearing
March 7	1:30 p.m.	Joint City/County Workshop - Cycle 2017 Comprehensive Plan Amendments (Courthouse)
April 4	6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2017 Comprehensive Plan Amendments (Courthouse)
May 23	6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2017 Comprehensive Plan Amendments (Courthouse)



### Agenda Item Details

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Meeting	Sep 29, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.01 Approval of 2017 Community Redevelopment Agency Board Meeting Schedule -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve the proposed 2017 CRA Board meeting schedule.

### Public Content

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For more information, please contact: Sherri Curtis at 850-891-8354.

#### *Statement of Issue*

In coordination with City, Leon County, Capital Region Transportation Agency (CRTPA) and Blueprint staff, CRA staff has prepared the proposed meeting schedule of the City of Tallahassee Community Redevelopment Agency (CRA) Board for calendar year 2017. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week (but not the same day) as County and City Commission, CRTPA or Blueprint IA meetings. For calendar year 2017, CRA Board meetings will continue to be held bi-monthly on Thursday, from 9:30 to 11:30 a.m. in the City Commission Chambers. There will be an evening meeting and public hearing in September for adoption of the CRA FY 2018 Budget. The full CRA 2017 meeting schedule is contained in the main body of this agenda item.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2017. The meeting schedule will also be posted on the CRA's webpage, with separate meeting notices provided by the City's Communications Department and noted on the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

#### *Recommended Action*

Option 1: Approve the proposed 2017 CRA Board meeting schedule.

#### *Fiscal Impact*

None

### Supplemental Material/Issue Analysis

#### *History/Facts & Issues*

In coordination with City, County, CRTPA and Blueprint staff, CRA staff has prepared a proposed monthly meeting schedule for the CRA Board for calendar year 2017. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week (but not the same day) as County and City Commission meetings, and not on the same day as CRTPA or Blueprint IA meetings. For calendar year 2017, three of the six bi-monthly CRA Board meetings will be held on the fourth Thursday of each month, from 9:30 to 11:30 a.m. in the City Commission Chambers. The remaining three meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts and the evening meeting and public hearing in September for adoption of the CRA FY 2018 Budget. Depending on direction from the CRA Board at the July 13, 2017 meeting, a special meeting may be required in early September to discuss budget updates prior to adoption of the budget on September 28, 2017.

The complete, proposed 2017 meeting schedule is provided below, along with a brief explanation of proposed dates that are not scheduled for the fourth Thursday of the month at 9:30 am.

- Thursday, January 26, 2017 at 9:30 a.m.
- Thursday, March 23, 2017 at 9:30 a.m.
- Thursday, May 25, 2017 at 9:30 a.m.
- Thursday, July 13, 2017 at 9:30 am. This is the second Thursday of July. The County commission meeting is tentatively scheduled for this week.
- No CRA Board meeting is proposed for August due to County and City Commission's summer breaks.
- Thursday, September 28, 2017 at 4:00 p.m. The meeting date is the fifth Thursday of the month, and the CRA Board meeting time will start at 4:00 p.m. with a public hearing to adopt the CRA budget at 6:00 p.m.
- Thursday, November 9, 2017 at 9:30 a.m. This is the second Thursday of November; the fourth Thursday is Thanksgiving. The City Commission meeting is tentatively scheduled for this week.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2017. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

### ***Options***

1. Approve the proposed 2017 CRA Board meeting schedule.
2. Do not approve the proposed 2017 CRA Board meeting schedule; provide staff with alternate direction.

### ***Attachments/References***

None

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
2017 Tentative Meeting Dates\***

Monday, January 23	1 – 3 p.m.	City Commission Chambers
Monday, March 20	1 – 3 p.m.	City Commission Chambers
Monday, April 24 ( <i>Workshop</i> )	9 – 11 a.m.	City Commission Chambers
Monday, May 15	1 – 3 p.m.	City Commission Chambers
Monday, June 19	1 – 3 p.m.	City Commission Chambers
Monday, September 18	1 – 3 p.m.	City Commission Chambers
Monday, October 16 ( <i>Retreat</i> )	9 a.m. – 1 p.m.	TBD
Monday, November 13	1 – 3 p.m.	City Commission Chambers

**\*Final Dates to be approved on Dec 5, 2016**



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**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #3**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #3

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Request to Schedule a Workshop on Event Funding Programs and Processes through the Division of Tourism Development for February 7, 2017, from 1:30 p.m. to 3:00 p.m.

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Jelani Marks, Management Analyst

**Fiscal Impact:**

This item has no current fiscal impact.

**Staff Recommendation:**

Option #1: Schedule a workshop on event funding programs and processes through the Division of Tourism Development for February 7, 2017, from 1:30 p.m. to 3:00 p.m.

## **Report and Discussion**

### **Background:**

During the September 13, 2016 meeting, the Board directed staff to conduct a workshop on the Division of Tourism Development's (Tourism Development) process for funding events in the community with Tourist Development Tax (TDT) funds. This item seeks to schedule a Board workshop on February 7, 2017, from 1:30 p.m. to 3:00 p.m.

### **Analysis:**

Tourism Development administers the TDT funds collected from transient lodging sales to promote Leon County as a visitor destination. Each year the County's tourism budget includes funding for grant programs to support events designed to draw visitors to the County.

The workshop requested by the Board will provide a comprehensive review of Tourism Development's event funding programs and processes, including programs supported by the TDT through the Council on Cultural and Arts (COCA). The workshop item will also provide a summary of recent actions taken by both the City of Tallahassee and Community Redevelopment Agency (CRA) related to event funding.

The Board's calendar reflects that Tuesday, February 7, 2017, from 1:30 p.m. to 3:00 p.m. is available for the workshop.

### **Options:**

1. Schedule a workshop on event funding programs and processes through the Division of Tourism Development for February 7, 2017, from 1:30 p.m. to 3:00 p.m.
2. Schedule a workshop to discuss the event funding process on an alternate date.
3. Do not schedule a workshop.
4. Board direction.

### **Recommendation:**

Option #1.

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #4**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #4

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of the Status Report on the Impacts to Local Government of Pokémon GO and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andy Johnson, Assistant to the County Administrator Nicki Paden, Management Intern

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Accept the status report on the local government impacts of Pokémon GO and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016.

## **Report and Discussion**

### **Background:**

This agenda item seeks Board acceptance of the status report on the local government impacts of Pokémon Go and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016.

At the September 13, 2016 meeting, the Board directed staff to prepare an agenda item on the local government impacts of Pokémon GO and to identify other possible opportunities for Leon County to leverage the game’s success. Released in July 2016, Pokémon GO is a free mobile game that uses the GPS capability of players’ mobile devices to display virtual creatures, called Pokémon, on their mobile screens as if the creatures were in the same real-world location of the player. The objectives of the game are to “capture” Pokémon and to enhance one’s status by challenging other players. Pokémon GO has created a range of opportunities for local governments to engage with citizens, showcase services, and further develop a strong relationship between local governments and their citizens. Since the game was launched in July 2016, it has generated over 500 million downloads.

Pokémon GO encourages players to increase their daily physical activity and familiarity with their local community by exploring historical landmarks, parks, and local restaurants in search of Pokémon. Players initially search for “Pokéstops,” where Pokémon can be found and caught. Pokéstops generally are found at public places in the real world such as community centers, libraries, and landmarks. As players progress through the game they build collections of their Pokémon that they will use to challenge, or “battle,” other players. Players challenge each other’s Pokémon in designated battle grounds called Pokémon Gyms that are also located throughout communities. Pokéstops and Gyms are user-submitted locations designated by the game developer. The Pokémon GO app uses a smartphone’s GPS location capabilities to display players on a grid of streets, based upon a real-world street map, and reveals the locations of Pokéstops and Gyms when the user is in close geographic proximity.

### **Analysis:**

The Pokémon GO game concept paired with the GPS capabilities of mobile devices has created a unique opportunity for local governments to increase awareness and engagement of players in their communities. Many local governments, including Leon County, have experienced an increase in citizens exploring local parks, libraries, and community centers in search of Pokémon. This exposure has created new opportunities to familiarize residents with County resources, activities, and facilities.

Following is a discussion about what jurisdictions nationally, state-wide, and locally have done in response to Pokémon GO. Many local governments have taken the opportunity to engage citizens and showcase their county’s facilities, services, and programs that players may have previously been unaware of. In addition, staff has reviewed several other counties’ approaches to brainstorm new and innovative methods to leverage the engagement from Pokémon GO.

#### National Association of Counties Feedback

The National Association of Counties published an article in August 2016 about how counties across the nation are using the attention and attraction from Pokémon GO to showcase county programs, services, and facilities. In an effort to capitalize on the popularity of Pokémon GO, several counties have hosted events and invited citizens to visit their facilities to catch Pokémon and learn about county services. A selection of these efforts follows:

##### *Baltimore County, Maryland*

Baltimore County, Maryland hosted an event in July 2016 at its 19 branch libraries to attract and reach out to Pokémon GO players. To promote other library services, staff was encouraged to reach out to guests about other various programs and events the libraries host such as the adult coloring nights and the “after-hour recess” for adults. In addition, in partnership with a local restaurant, library staff gave away Pokémon themed stickers that participants could exchange for a free drink with purchase after the event. The County reported an estimate of 800 participants at the four hour event.

##### *Craighead County, Arkansas*

The County Clerk’s Office of Craighead County, Arkansas utilized Pokémon GO as an opportunity to increase community familiarity with voter registration. The County Clerk, whose duties include running elections, leveraged Pokémon GO as an interactive opportunity to get young citizens involved, registered, and enthusiastic about voting. The County Clerk encouraged players to visit the Clerk of Courts office, which was a “Pokéstop,” to catch Pokémon while also registering to vote or updating registration information.

##### *Pitt County, North Carolina*

Pitt County, North Carolina’s Animal Service Division encouraged players to help sheltered dogs while exploring by launching “Pokémon GO... Catch a Canine!” The program aims to increase the daily exercise of shelter dogs and create companionships between citizens and the fostered animals to promote adoption of sheltered animals. For \$5 per player, a group of players can take up to two dogs along with them as they seek to capture Pokémon. A shelter staff member accompanies each group for a journey in search of Pokémon around the community for up to an hour.

#### Florida Association of Counties Feedback

This summer, the Florida Association of Counties led a discussion forum with the Florida Association of County Managers and the Florida Association of County Attorneys to collect feedback on how Pokémon GO has impacted local governments across the state. Initially counties were asked if they had experienced any adverse impacts with county services and facilities from the public playing Pokémon GO and how they responded. Overall, counties’ responses revealed that adverse impacts were minimal, and many counties were embracing the exposure from the game. As an example, Pasco County’s library services received additional exposure from citizens visiting the libraries in search of Pokémon. Also, Hardee County reported an increase of traffic in county parks without any reports of adverse impact.

## Local Events

### *Cascades Park*

On July 22, 2016 the City of Tallahassee hosted “Pokémon in the Park” as an outreach opportunity to connect with residents who play Pokémon GO at Cascades Park while promoting free wireless internet access available for citizens to enjoy. The event was free and open to the public and encouraged citizens to connect to Talgov Wi-Fi, learn tips on how to stay safe while playing Pokémon GO, and interact with other Pokémon GO players in the community. The event also featured free charging stations for mobile devices, refreshments, and music. In addition, the City encouraged attendees to post photos of their captured Pokémon to Twitter and Instagram using #Talgovwifi for a chance to win prizes during the event.

### *Tallahassee Museum*

The Tallahassee Museum hosted “Pokémon GO Nights at the Museum” over the summer. The museum hosts 15 Pokéstops and two Gyms. For an entry fee of \$5, participants were free to explore the wildlife zoo trail, natural trails, and 1800’s farmstead at the Museum in search of Pokémon. The Museum invited guests to bring chairs, provided charging stations, and served Pokémon-themed cookies and beverages.

## Leon County Pokémon GO Initiatives

### *Leon County Libraries and Parks*

The Leon County libraries and parks have been popular spots for Pokémon hunters. Parks staff reports that the County’s parks and greenways have experienced an increase in traffic from Pokémon GO players. In addition, Leon County libraries have also leveraged the interest and activity stimulated by the game. All of the Leon County libraries are “Pokéstops” displayed on the Pokémon GO maps. Additionally, the Lake Jackson, Woodville, and Eastside Branch Libraries also host Pokémon Gyms. All of the libraries have capitalized on the opportunity to recruit more library guests by posting Pokéstop signs outside of the facilities. Furthermore, Leon County’s library staff has leveraged the opportunity to promote their services and interact with guests. Staff has welcomed players by showing guests how to access and download the game onto their devices, assisted guests in learning how to play the game, and cross-promoted library materials that feature Pokémon for guests to check out.

Since Pokémon GO requires the use of a mobile device, the game provides a natural opportunity to promote the County’s parks and libraries via social media. Leon County Community and Media Relations staff has used Instagram to encourage citizens to explore the community in search of Pokémon. In addition, Library staff has encouraged citizens to explore County libraries and find rare Pokémon at Library Pokéstops, promoted library programs that guests can attend while they catch Pokémon, and encouraged residents to share on social media, the Pokémon they have caught at the libraries.



### *Pokémon Get up & GO Week*

While Pokémon GO usage has declined somewhat since its initial launch, participation among young children and their parents has remained consistent. County staff continues to brainstorm ways to continue leveraging Pokémon GO to promote County programs and facilities.

Accordingly, Leon County will launch “Pokémon Get up & GO Week” from November 5 through November 12, 2016:

- Each day during this event, Leon County Community and Media Relations will showcase and promote one of the seven Leon County Libraries facilities. This will be accomplished through social media, the County Link, and information flyers at the seven libraries.
- Each day, citizens can visit that day’s designated library location to redeem a “prize” for playing Pokémon GO. Prize items consist of a Pokémon GO sticker, a Leon County branded Frisbee, and a challenge card encouraging players to visit Leon County’s parks, boat landings, campgrounds, and community centers. Facilities with existing Pokémon Go stops will be highlighted.
- During the week, Parks staff will provide additional “prizes” (i.e. stickers, sunscreen pens, etc.) to individuals seen playing Pokémon Go at a County Park or community center.
- Staff will encourage players to visit additional Leon County recreational facilities to continue their hunt for Pokémon.

“Pokémon Get up & GO Week” will provide an interactive opportunity to attract more Pokémon GO players while also increasing citizens’ awareness of the several libraries, parks, and recreational facilities throughout the community.

### **Options:**

1. Accept the status report on the local government impacts of Pokémon GO and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016.
2. Do not Accept the status report on the local government impacts of Pokémon GO and the launch of “Leon County’s Pokémon Get Up and Go Week” from November 5 through November 12, 2016.
3. Board direction.

### **Recommendation:**

Option #1.

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #5**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #5

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of the Public Participation Strategy for the Comprehensive Plan Update

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Tallahassee-Leon County Planning Department
<b>Lead Staff/ Project Team:</b>	Artie White, Principal Planner

**Fiscal Impact:**

This item does not have a fiscal impact.

**Staff Recommendation:**

Option #1: Accept the Public Participation Strategy for the Comprehensive Plan Update (Attachment #1).

## Report and Discussion

### **Background:**

This item seeks Board acceptance of the public participation strategy for the Comprehensive Plan Update. On May 24, 2016, the Board accepted the *Preliminary Assessment of Community Values* presented by the Planning Department and directed staff to develop a public participation strategy for the Comprehensive Plan Update.

The Public Participation Strategy for engaging the community and encouraging broad participation from the public throughout the Comprehensive Plan Update process is detailed in Attachment #1. A summary infographic is included as Attachment #2. The Public Participation Strategy is being presented separately to the Tallahassee City Commission on October 19, 2016.

### **Analysis:**

The goal of the Comprehensive Plan Update project is to “align the land use and development plan with established community priorities,” beginning with a comprehensive assessment and revision of the Land Use Element. After reviewing the Land Use Element, Planning Department staff presented the *State of the Land Use Element* report to the Board of County Commissioners and the City Commission at a joint meeting on April 12, 2016. At this meeting, both the County and City Commissions voted to accept the report and directed staff to facilitate a discussion of community values and vision at the subsequent County and City Commission meetings.

The *Preliminary Assessment of Community Values* was presented to the Board of County Commissioners on May 24, 2016 and to the City Commission on May 18, 2016. Both Commissions accepted the *Preliminary Assessment of Community Values* and directed staff to develop a public participation strategy to gain input on community values. To accomplish this, technical assistance funding was requested from the Florida Department of Economic Opportunity through a Community Planning Technical Assistance grant to hire an impartial facilitator to assist with engaging the community throughout the process. This funding was not awarded.

As a result, the Public Participation Strategy was designed to encourage strong participation throughout the Comprehensive Plan Update process utilizing staff as facilitators. The overall purpose of the strategy is to:

1. Build on recent and ongoing public participation efforts
2. Reach people where they are
3. Include valuable personal interactions

As illustrated in Attachment #2, the County and City Commissions’ acceptance of the *Preliminary Assessment of Community Values* completed Phase 1 but is intended to serve only as the beginning point for the discussion rather than a final list of community values. The preliminary list of community values will evolve as additional community input and feedback is sought through the commencement of Phase 2. This values-based and data-informed planning approach will be utilized to update and revise the Land Use and Mobility Elements of the Comprehensive Plan.

Phase 2 of the Public Participation Strategy outlines an approach that includes using a digital public engagement tool to reach people who are unable to or choose not to attend public workshops or otherwise engage in the process because of a variety of personal constraints. The Strategy also proposes a series of public workshops located throughout the community where citizens can engage directly with staff and provide input into the Comprehensive Plan Update, as well as, staff engaging with local community organizations at local activity centers. Planning staff also proposes to coordinate with local organizations to notify their membership of workshop dates and other opportunities to provide input. The public outreach portion of Phase 2 will be completed in spring 2017 with the community values, vision, and goals being brought back to the respective Commissions before the summer break.

After engaging the public, staff will commence Phase 3 of the Public Participation Strategy by facilitating a workshop with the Local Planning Agency prior to holding workshops with both the Board of County Commissioners and the City Commission to identify the goals and measurable objectives for the Comprehensive Plan Update. Prior to formal policy adoption by the County and City Commissions, staff will conduct another round of community workshops in order to complete the final phase (4) of the Public Participation Strategy. Throughout Phases 3 and 4, citizens will also have opportunities to provide input as the drafts are brought to the Local Planning Agency and the respective Commissions for guidance.

**Options:**

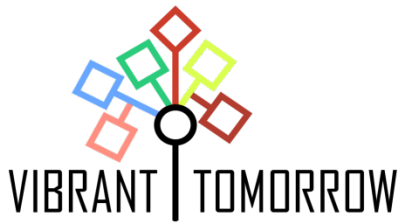
1. Accept the Public Participation Strategy for the Comprehensive Plan Update (Attachment #1).
2. Do not accept the Public Participation Strategy, and provide alternative direction to staff.
3. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Comprehensive Plan Update: *Public Participation Strategy*
2. Infographic Summary of the *Public Participation Strategy*



# Comprehensive Plan Update Public Participation Strategy

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## Introduction

The goal of the Comprehensive Plan Update project is to “align the land use and development plan with established community priorities,” beginning with a comprehensive assessment and revision of the Land Use Element. Consistent with the *State of the Land Use Element* recommendation, the Tallahassee-Leon County Planning Department will “utilize a values-based and data-informed planning approach” to update and revise the Land Use and Mobility Elements of the Comprehensive Plan. Other Comprehensive Plan Elements may be updated in the future.

A values-driven approach to comprehensive planning focuses on issues and values expressed by citizens as the basis for developing the Goals, Objectives, and Policies of the Plan. Engrained in the values-driven approach is the idea that planning for future growth and development should be guided by the things that people value about the place where they live and how they would like to see the community change for the better in the future. A values-driven approach to comprehensive planning incorporates relevant data, including historic trends and current demographic and socio-economic statistics, with the purpose of informing the development of Objectives and Policies that implement the values-based Vision and Goals.

## Objectives of the Public Participation Strategy

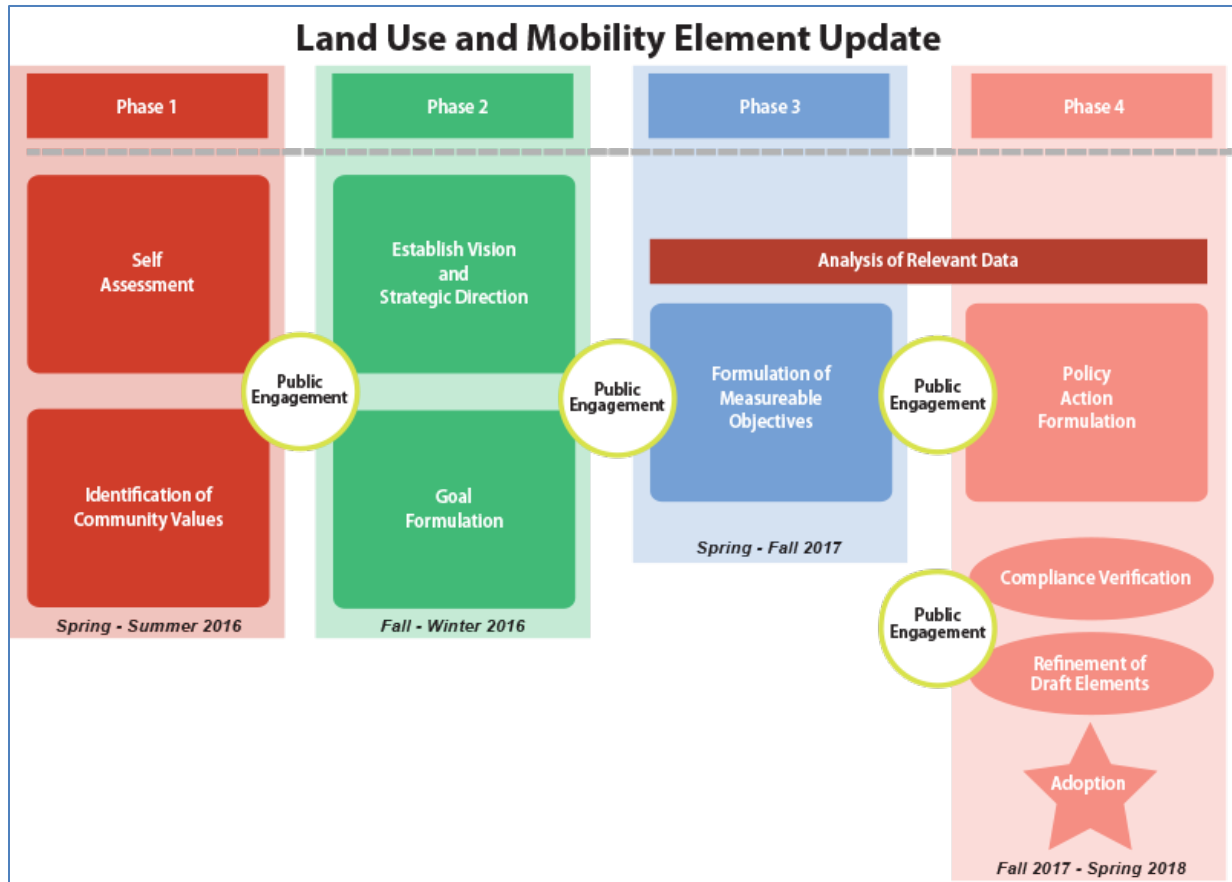
The overall purpose of the Public Participation Strategy is to encourage strong participation throughout the Comprehensive Plan Update process. Encouraging participation throughout the process ensures that the Comprehensive Plan broadly reflects the values of the community.

Public participation is woven into each phase of the Comprehensive Plan Update to provide numerous opportunities for the public to engage in the process. Based on this overall strategy, opportunities will be available for the public to provide input on:

- Community Values and Vision
- Draft Comprehensive Plan Goals
- Draft Comprehensive Plan Objectives
- Draft Comprehensive Plan Policies
- Draft Comprehensive Plan Elements

The phases of the Comprehensive Plan Update and opportunities for the public to provide input are shown in Figure 1.

Figure 1: Comprehensive Plan Update Schedule



## Public Participation Approach

### Characteristics of the Public Participation Strategy

To encourage broad participation, the Public Participation Strategy will:

- Leverages strategic community-based connections
- Has consistent graphics and themes
- Engages the community in a variety of venues
- Provides a variety of options and opportunities
- Focuses on completeness over perfection

In order to accomplish a public participation approach with these characteristics, the strategy will be structured to:

1. Build on recent and ongoing public participation efforts
2. Reach people where they are
3. Include valuable personal interactions

## Public Participation Strategy – Phases I and II

### Build on Recent and Ongoing Public Participation Efforts

Many recent projects in the community included visioning efforts and other public participation. Instead of beginning the Comprehensive Plan Update by asking the public similar questions and collecting similar information as was recently collected through these other projects, the Comprehensive Plan Update project began with a review of these recent projects, their visioning efforts, and the feedback and input from the public. This review of recent projects is summarized in the *Preliminary Assessment of Community Values*. The *Preliminary Assessment of Community Values* was presented to the City of Tallahassee City Commission on May 18, 2016 at a regular City Commission meeting and the Leon County Board of County Commissioners on May 24, 2016 at a regular Board of County Commissioners meeting.

The recent and ongoing public participation efforts used in the *Preliminary Assessment of Community Values* is summarized in Figure 2.



Figure 2: Recent Visioning Efforts

		Preliminary Community Values				
		Equity	Livability	Choice	Opportunity	Stewardship
<b>Recent Visioning Efforts</b>	City Commission Key Priorities for 2016	X	X	X	X	
	County Commission Strategic Plan	X	X	X	X	X
	2016 Work Plan for Sense of Place Districts	X	X	X	X	X
	Regional Mobility Plans (2035 and 2040)		X	X	X	X
	Imagine Tallahassee	X	X	X	X	X
	Sales Tax Extension Report	X	X	X	X	X
	Blueprint 2000 and Beyond	X	X	X	X	X
	Apalachee Ridge Estates Neighborhood Renaissance Plan	X	X	X	X	
	Providence Neighborhood Renaissance Plan	X	X	X	X	
	Capital Cascades Sector Plan		X			X
	Lake Bradford Sector Plan	X	X	X		X
	Oak Ridge Sector Plan	X	X	X		
	South Monroe Sector Plan	X	X	X	X	
	West Pensacola Sector Plan	X	X	X		
	Southern Strategy Area Report	X	X	X	X	
	ULI South City Plan	X	X	X	X	

The *Preliminary Assessment of Community Values* will be used as the foundation for outreach efforts. Based on the input received from the community, the preliminary community values and preliminary land use and mobility principles (included as Attachment 1) will be refined and brought to the Local Planning Agency in a workshop. The community values along with the land use and mobility principles will then be brought to the Board of County Commissioners and the City Commission for review, refinement, and acceptance.

In addition to the visioning efforts used in the development of the *Preliminary Assessment of Community Values*, other public participation efforts will be incorporated into the Comprehensive Plan Update throughout the project as appropriate. These efforts may include the Tallahassee/Leon County Office of Economic Vitality Community Survey, the StarMetro Route Changes Feedback survey, and other projects that occur during the Comprehensive Plan Update project schedule.

## Reach People Where They Are

Encouraging broad participation in the Comprehensive Plan Update process includes engaging people who cannot attend public workshops or otherwise engage in the process because of a variety of personal constraints. The use of MetroQuest as a digital public participation tool is proposed as a means to increase participation in the Comprehensive Plan Update. MetroQuest is a public participation tool accessible from desktop computers, laptops, tablets, or smartphones. MetroQuest gives citizens opportunities to provide feedback through an engaging and graphical interface without the constraint of having to attend a public workshop at a specific date and time. MetroQuest can be customized to use graphics and images consistent with the overall project. The tool will provide a venue for residents to give their input on their values and what they would like the community to look like in the future. The MetroQuest tool will be available electronically for three months. A printed equivalent of the MetroQuest survey can be made available as an alternative format. Figure 3 shows an example of how MetroQuest was used in the local area during the development of the Regional Mobility Plan by the Capital Region Transportation Planning Agency (CRTPA).

Figure 3: Example of a MetroQuest Survey



## **Include Valuable Personal Interactions**

While technology allows more people across the community to participate and engage with their local governments, personal interactions and face-to-face conversations provide an opportunity to have meaningful conversations and dialogues without the limitation of computer screens. Because of this, a series of public workshops are proposed to supplement the MetroQuest tool. Citizens will not only have the opportunity to provide input into the Comprehensive Plan Update through the online tool; they will also have the opportunity to engage directly with staff through a series of public workshops throughout the community.

For Phases I and II of the Comprehensive Plan Update project, staff proposes to plan, prepare for, and facilitate five public workshops at community centers located throughout the County. Leon County Community & Media Relations and City of Tallahassee Department of Communications will assist with notifying the public of the project and their opportunities to provide input through MetroQuest and Public Workshops. Notifications will be sent out through social media and news releases and to email subscribers.

In addition to the public workshops, staff proposes to identify local community groups that represent a variety of interests in the community and offer to present about the Comprehensive Plan Update project at one of their regular meetings. Staff will also request information about public participation opportunities be distributed through their membership email lists as appropriate. To effectively and efficiently use staff time and resources, a limited number of organizations with larger memberships will be selected. Information can be provided electronically to smaller organizations to encourage participation using MetroQuest, attendance at one of the workshops, or attendance at one of the larger community group meetings.

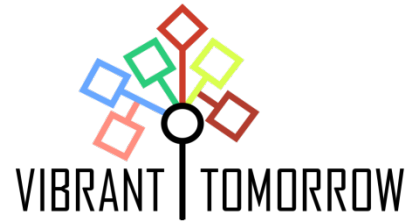
Staff will also identify opportunities to provide information, either in person or using printed materials, at activity centers (such as public libraries) and community events. These efforts will be focused on encouraging residents to provide input through MetroQuest and to attend one of the public workshops.

If feasible, staff also proposes to use the local newspaper to provide information about the Comprehensive Plan Update project and how residents can provide input throughout the process.

## **Public Participation Strategy - Phases III and IV**

The public participation for Phases I and II will be used to refine the preliminary community values and the land use and mobility principles. These refined values and principles will be reviewed with the Comprehensive Plan Update focus group and presented in a workshop to the Local Planning Agency. Following the Local Planning Agency Workshop, the values and principles will be presented to the Board of County Commissioners and City Commission for review, refinement, and acceptance. Once accepted, the values and principles will serve as the foundation for developing draft Goals, Objectives, and Policies for the combined Land Use and Mobility Element of the Comprehensive Plan.

As the draft Goals, Objectives, and Policies are developed, the public will continue to have opportunities to provide input. Information will be posted on the project website. Additional public workshops will be hosted by staff for these Phases. Planning staff propose to coordinate efforts with local community organizations to inform their members of workshop dates and time by contacting them through their email lists. Citizens will also have opportunities to provide input as the drafts are brought to the Local Planning Agency and to the Board of County Commissioners and City Commission for each Phase of the project.



# Comprehensive Plan Update Public Participation Strategy

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## **Attachment 1 – Preliminary Community Values and Preliminary Land Use and Mobility Principles**

## Preliminary Community Values

Based on a review of recent visioning efforts, the following preliminary community values were identified:

**Equity** – The community values fairness and equity in providing services, safety, housing opportunities, economic opportunities, education, justice, and other elements that contribute to a high quality of life for all residents.

**Livability** – The community values a safe, sustainable built environment that offers distinct, vibrant urban activity centers, nodes, neighborhood centers, key corridors, and green places for living, working, and recreating in the Capital Region.

**Choice** – The community values lifestyle options and opportunities, and the freedom to make informed choices and decisions.

**Opportunity** – The community values access to opportunities to flourish as individuals and as a community, and to improve our individual and collective lifestyles.

**Stewardship** – The community values the responsible management of our resources and assets.

		Preliminary Community Values				
Recent Visioning Efforts		Equity	Livability	Choice	Opportunity	Stewardship
	City Commission Key Priorities for 2016	X	X	X	X	
	County Commission Strategic Plan	X	X	X	X	X
	2016 Work Plan for Sense of Place Districts	X	X	X	X	X
	Regional Mobility Plans (2035 and 2040)		X	X	X	X
	Imagine Tallahassee	X	X	X	X	X
	Sales Tax Extension Report	X	X	X	X	X
	Blueprint 2000 and Beyond	X	X	X	X	X
	Apalachee Ridge Estates Neighborhood Renaissance Plan	X	X	X	X	
	Providence Neighborhood Renaissance Plan	X	X	X	X	
	Capital Cascades Sector Plan		X			X
	Lake Bradford Sector Plan	X	X	X		X
	Oak Ridge Sector Plan	X	X	X		
	South Monroe Sector Plan	X	X	X	X	
	West Pensacola Sector Plan	X	X	X		
	Southern Strategy Area Report	X	X	X	X	
	ULI South City Plan	X	X	X	X	

## Preliminary Land Use and Mobility Principles

The application of the preliminary community values to land use and mobility is summarized in the following principles:

**A healthy environment comes first** – Ensure all parts of our community have clean water, clean air, and healthy open spaces. The preservation of natural areas, including conservation areas, environmentally sensitive features, and water resources, is a primary priority when making land use and transportation decisions. Environmental stewardship and economic development are mutually reinforcing. A healthy ecosystem that supports clean, vibrant places is good for the economy and attracts new businesses and residents. A healthy environment is vital to the overall health, well-being, and productivity of everyone in our community.

**Values:** Equity, Livability, Opportunity, Stewardship

**Maintain the distinction between rural and urban areas** – Maintain the distinction between rural and urban areas to provide diversity in lifestyle choice while reducing sprawl, promoting efficient development patterns, lowering infrastructure costs, and emphasizing growth that pays for itself. Maintaining the distinction between rural and urban areas supports the protection of areas used for agriculture, silviculture, and natural resource-based activities, the preservation of natural systems and ecosystem functions, and the protection of scenic vistas and pastoral development patterns.

**Values:** Livability, Choice, Stewardship

**Value and invest in transportation choices** – Invest in transportation options in ways that allow residents to make choices about how they travel through the provision of a network of roadways, trails, sidewalks, bicycle facilities, and transit routes. Providing a variety of feasible mobility options that do not prioritize motorized transportation systems at the expense of non-motorized transportation options acknowledges right-of-way constraints, the cost of transportation infrastructure, and the effects of widening roadways on neighborhoods and community character. The provision of feasible transportation options empowers residents and visitors to decide how to travel around the community and how to spend their money with regards to transportation.

**Values:** Equity, Livability, Choice, Opportunity, Stewardship

**Housing diversity and choice for all** – Promote greater diversity of the housing stock to offer more choices, provide opportunities to people with varying income levels, and allow more flexibility for people in different stages of life. Increasing the diversity of housing types also addresses options for higher density housing supported by transit and non-motorized forms of transportation.

**Values:** Equity, Livability, Choice, Opportunity

**Livable, walkable neighborhoods and places** – Design and build neighborhoods, activity centers, and nodes to be lively, safe, sustainable, and healthy. Well-designed places result in destinations with increased safety, more diversity of the built environment, increased social interaction, improved accessibility, more flexibility in meeting different community goals, and more unique identities.

**Values:** Livability, Choice, Stewardship

**Economic Opportunity** – Expand the local economy by promoting innovation, improving access to training and job opportunities, growing and incubating local businesses, and attracting new industry. Expanding the local economy supports the development of vibrant places in the community, the linkage of different community assets, and access to more employment options and opportunities.

**Values:** Equity, Livability, Choice, Opportunity

**Respect regional interconnectedness** – Exhibit regional leadership and responsibility with intergovernmental and multijurisdictional issues. Many issues that impact the community, such as natural resource management and transportation, extend beyond jurisdictional boundaries. Intergovernmental coordination is necessary between the County and the City, as well as with neighboring jurisdictions to effectively address and manage these issues. Decisions related to issues such as the management of our natural environment and transportation networks should reflect the importance of context and scale at the neighborhood, city, county, and regional level.

**Values:** Equity, Livability, Stewardship

**Healthy Communities** – Provide for access to recreational opportunities, active transportation, healthy food options, and health services, while ensuring environmental justice and safe neighborhoods. Healthy communities are characterized by the ability of people to make choices from a variety of safe, healthy, available, accessible, and affordable opportunities to meet their daily needs while being treated fairly and equitably.

**Values:** Equity, Livability, Choice, Opportunity



## Phase 1

**Self-Assessment & Identification of Community Values**

- Review recent visioning efforts
- Board of County Commissioners and City Commission meetings
- Local Planning Agency updates and workshop

## Phase 2

**Establish Vision and Strategic Direction & Goal Formulation**

- Online survey
- Community workshops
- Meetings with community organizations
- Outreach at activity centers and local events

## Phase 3

**Formulation of Measureable Objectives**

- Local Planning Agency workshop on values, vision, and goals
- Board of County Commissioners and City Commission workshop on values, vision, and goals

## Phase 4

**Policy Action Formulation**

- Community workshop(s) on goals and objectives
- Local Planning Agency workshop on goals and objectives
- Board of County Commissioners and City Commission workshop on goals and objectives

- Community workshop(s) on policies
- Local planning agency workshop on policies
- Board of County Commissioners and City Commission workshops on policies
- Local Planning Agency transmittal of goals, objectives, and policy
- Board of County Commissioners and City commission adoption of goals, objectives, and policies

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #6**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #6

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Approval of Orchard Pond Road Maintenance Map for Recording in the Public Records

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Robert Mills, Assistant Director of Public Works Charles Wu, P.E., Director of Engineering Services
<b>Lead Staff/ Project Team:</b>	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 0.4 miles of Orchard Pond Road for recording in the Public Records (Attachment # 1).

## **Report and Discussion**

### **Background:**

This item seeks Board approval of the maintenance map for a 0.4 mile segment of Orchard Pond Road vested to the County and will be recorded with the Clerk of the Circuit Court in accordance with Florida Statutes. Orchard Pond Road (Road) was a 4.7 mile County maintained dirt road that originally ran between Meridian Road and Old Bainbridge Road. With the construction of Orchard Pond Parkway in 2016, the eastern portion of the Road, approximately 0.8 miles from Meridian Road, was transferred back to the original property owner. The remaining portion of the Road, to a point 0.4 miles east of Old Bainbridge Road was transformed into multi-use trail. From the western most portion of the trail, west 0.4 miles of the Road provides access to the parking area for the new trail and several homes along that portion of the Road. Leon County will continue to maintain the Road from Old Bainbridge Road to the trail. The Road is located in Section 8, Township 2 North, Range 1 West.

### **Analysis:**

By preparing and recording the maintenance map in the public records, it will provide the County with recorded documentation for the Road right-of-way from Old Bainbridge Road east to the west trail.

Staff has prepared a maintenance map for the Road that geographically depict 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. Additionally, the aforesaid map will formalize existing right of way limits.

### **Options:**

1. Approve the Maintenance Map for 0.4 miles of Orchard Pond Road for recording in the Public Records (Attachment #1).
2. Do not approve the Maintenance Map for 0.4 miles of Orchard Pond Road for recording in the Public Records.
3. Board direction.

### **Recommendation:**

Option #1.

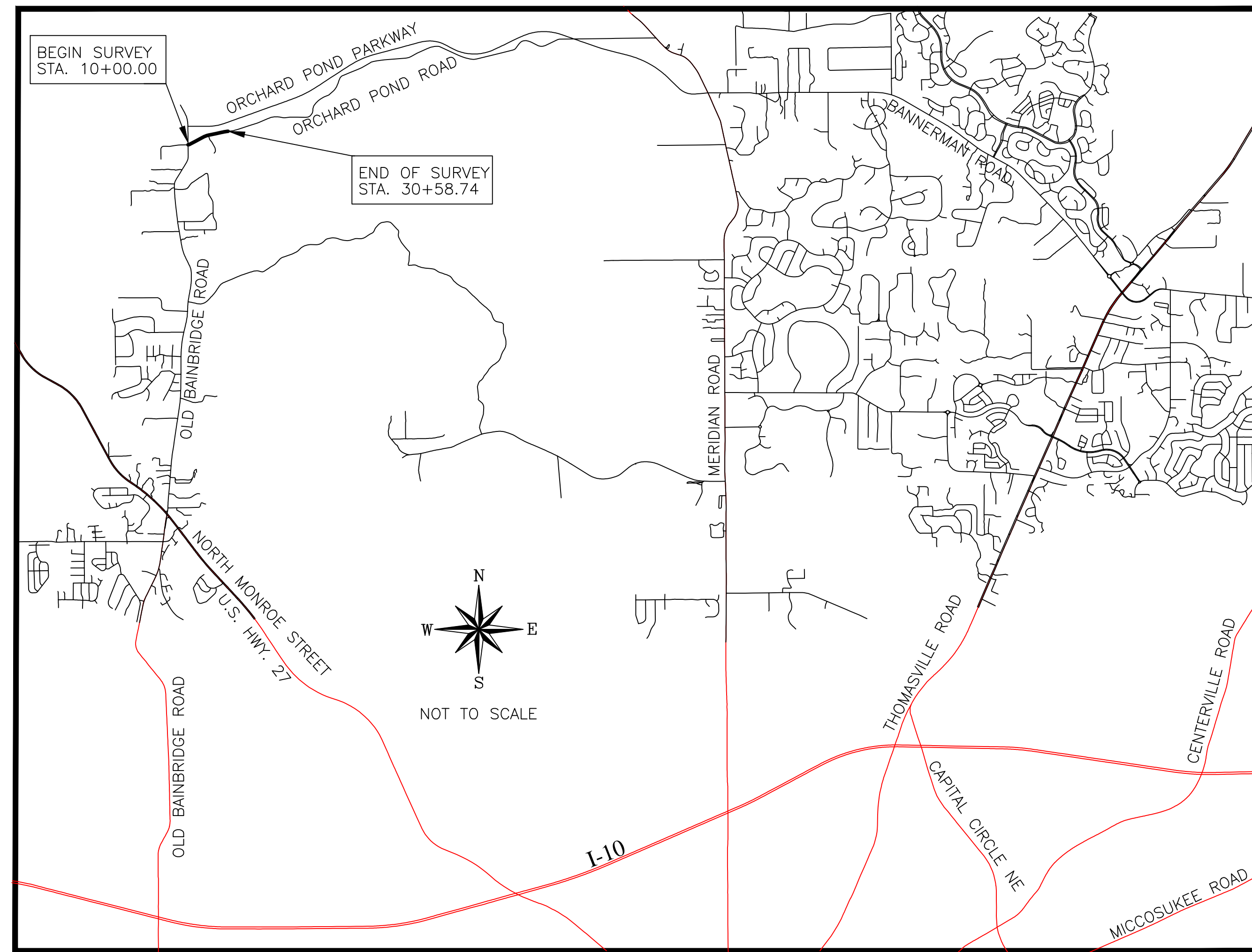
### **Attachment:**

1. Maintenance Map

# LOCATION MAP LEON COUNTY, FLORIDA

LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- |                                  |   |
|----------------------------------|---|
| N - NORTH                        | HORIZ. - HORIZONTAL   |
| S - SOUTH                        | VERT. - VERTICAL  |
| E - EAST                         | C.M.P. - CORRUGATED METAL PIPE  |
| W - WEST                         | R.C.P. - REINFORCED CONCRETE PIPE   |
| TNP - 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  |
| - TELEPHONE POLE                 | S.C.M. - SET CONCRETE MONUMENT  |
| - POWER POLE                     | PIPE - FOUND IRON PIPE  |
| - LIGHT POLE                     | FIP - FOUND IRON PIN  |
| - SUPPORT POLE                   | FPIP - FOUND PINCHED IRON PIPE  |
| - FIRE HYDRANT                   | SIP - SET IRON PIN  |
| - GUY WIRE ANCHOR                | SN&C - SET NAIL & CAP   |
| - CONCRETE MONUMENT              | FN&C - FOUND NAIL & CAP   |
| - IRON PIN                       | - FENCE LINE  |
| - NAIL & CAP                     | - DEGREES, MINUTES, SECONDS   |
| - SINGLE POST SIGN               | - INCHES  |
| - SPIGOT                         | - FEET  |
| - GUY POLE                       | R - RIGHT   |
| - UTILITY POLE                   | L - LEFT  |
| - WATER VALVE                    | DOC. NO. - DOCUMENT NUMBER  |
| - WATER MAIN                     | - SECTION CORNER  |
| - TELEPHONE PEDESTAL             | (111) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. # |
| - CENTERLINE                     | P.O.B. - POINT OF BEGINNING   |
| - BASELINE                       | P.O.C. - POINT OF COMMENCEMENT  |
| - CENTRAL ANGLE (DELTA)          | FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION   |
| R - RADIUS OF CURVE              | R - ROAD  |
| D - DEGREE OF CURVE              | (P) - PLAT MEASUREMENT  |
| L - ARC LENGTH OF CURVE          | PIPE&C - FOUND IRON PIPE WITH SURVAYORS REGISTRATION NUMBER ON CAP                    |
| T - TANGENT DISTANCE             | FIP&C - FOUND IRON PIN WITH SURVAYORS REGISTRATION NUMBER ON CAP                      |
| CH - LONG CHORD                  | FPIP - FOUND PINCHED IRON PIPE  |
| E - EXTERNAL DISTANCE            | CONC. - CONCRETE  |
| P.I. - POINT OF INTERSECTION     | MRW - MAINTAINED RIGHT-OF-WAY   |
| P.C. - POINT OF CURVE            | FRB - FOUND REBAR   |
| P.C.C. - POINT OF COMPOUND CURVE | CALC. - CALCULATED PROPERTY CORNER  |
| P.T. - POINT OF TANGENT          | R - RADIAL STATION FROM SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY          |
| DIST. - DISTANCE                 | G.P.S. - GLOBAL POSITIONING SYSTEM  |
| E.O.S. - END OF SURVEY           | L.B. - LAND BUSINESS LICENCE  |
| B.O.S. - BEGINNING OF SURVEY     | OR - OFFICIAL RECORD BOOK   |
| W.V. - WATER VALVE               | PG - PAGE   |
| PT.# - POINT NUMBER              | REF - REFERENCE   |
| - RAILROAD IRON                  | RLS - REGISTERED LAND SURVEYOR  |
| PL - PROPERTY LINE               | RFB - ROAD PLAT BOOK  |
| CB - CHORD BEARING               | STA. - STATION  |
| CD - CHORD DISTANCE              | TLC - TALLAHASSEE-LEON COUNTY   |
| T to C - TANGENT TO CURVE        | ACQ - ACQUISITION   |
|                                  | APPROX. - APPROXIMATE   |
|                                  | C.O.T. - CITY OF TALLAHASSEE  |
|                                  | DB - DEED BOOK  |



SECTIONS 8, TOWNSHIP-2-NORTH, RANGE-1-WEST

**CERTIFICATIONS**

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 3 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR ROAD TO THE LAKE 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 ORCHARD POND ROAD FROM THE EAST RIGHT-OF-WAY OF OLD BAINBRIDGE ROAD TO THE WEST TRAIL HEAD OF A MULTI-USE TRAIL. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY LEON COUNTY, DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 04/20/2016.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE \_\_\_\_\_  
JOSEPH D. COLEMAN P.S.M.  
COUNTY SURVEYOR  
CERTIFICATE NO. 5590  
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 5, 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: ORCHARD POND 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:**

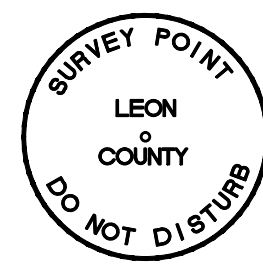
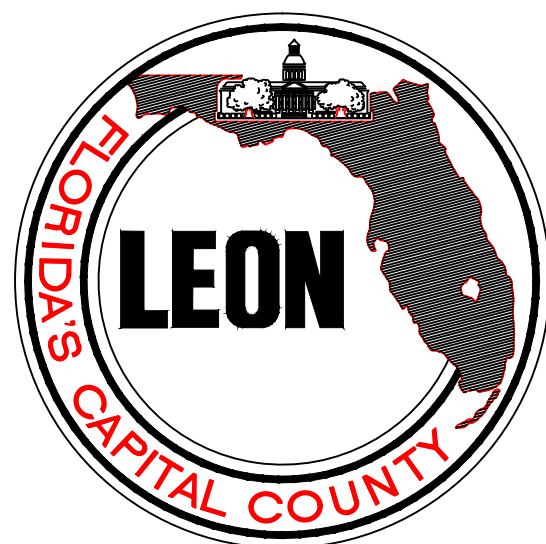
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- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- ALL BEARINGS SHOWN HEREON ARE GRID, BASED ON STATE PLANE COORDINATES, FLORIDA NORTH ZONE, LAMBERT PROJECTION, NORTH AMERICAN DATUM 1983/2011
- ALL MONUMENTS SHOWN BY STATION AND OFFSET ARE LOCATED PERPENDICULAR TO THE BASELINE

**REFERENCES**

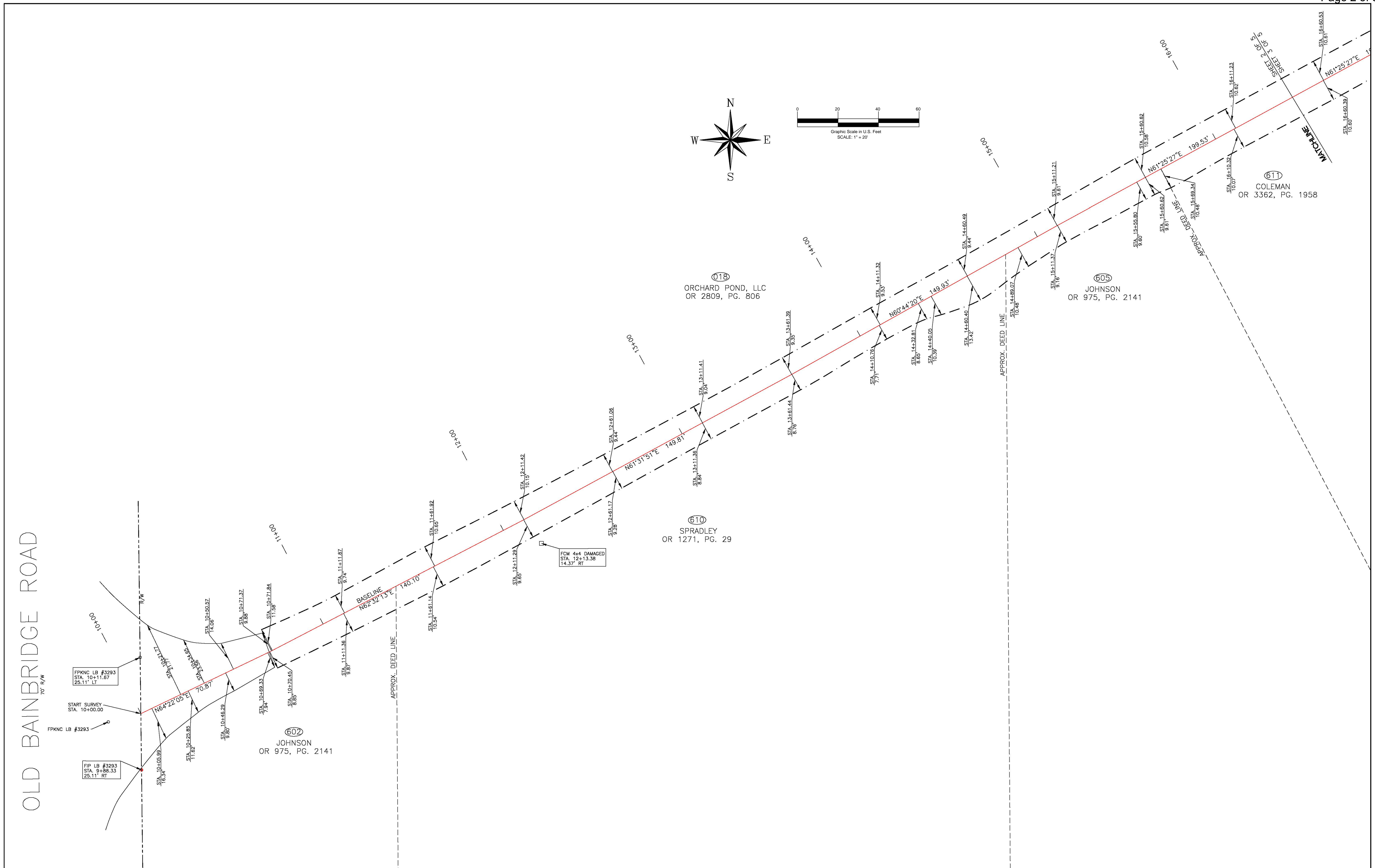
- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

**NOTE**

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG ORCHARD POND ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN STA 10+00.00 AND STA 30+58.74 INCLUSIVE.

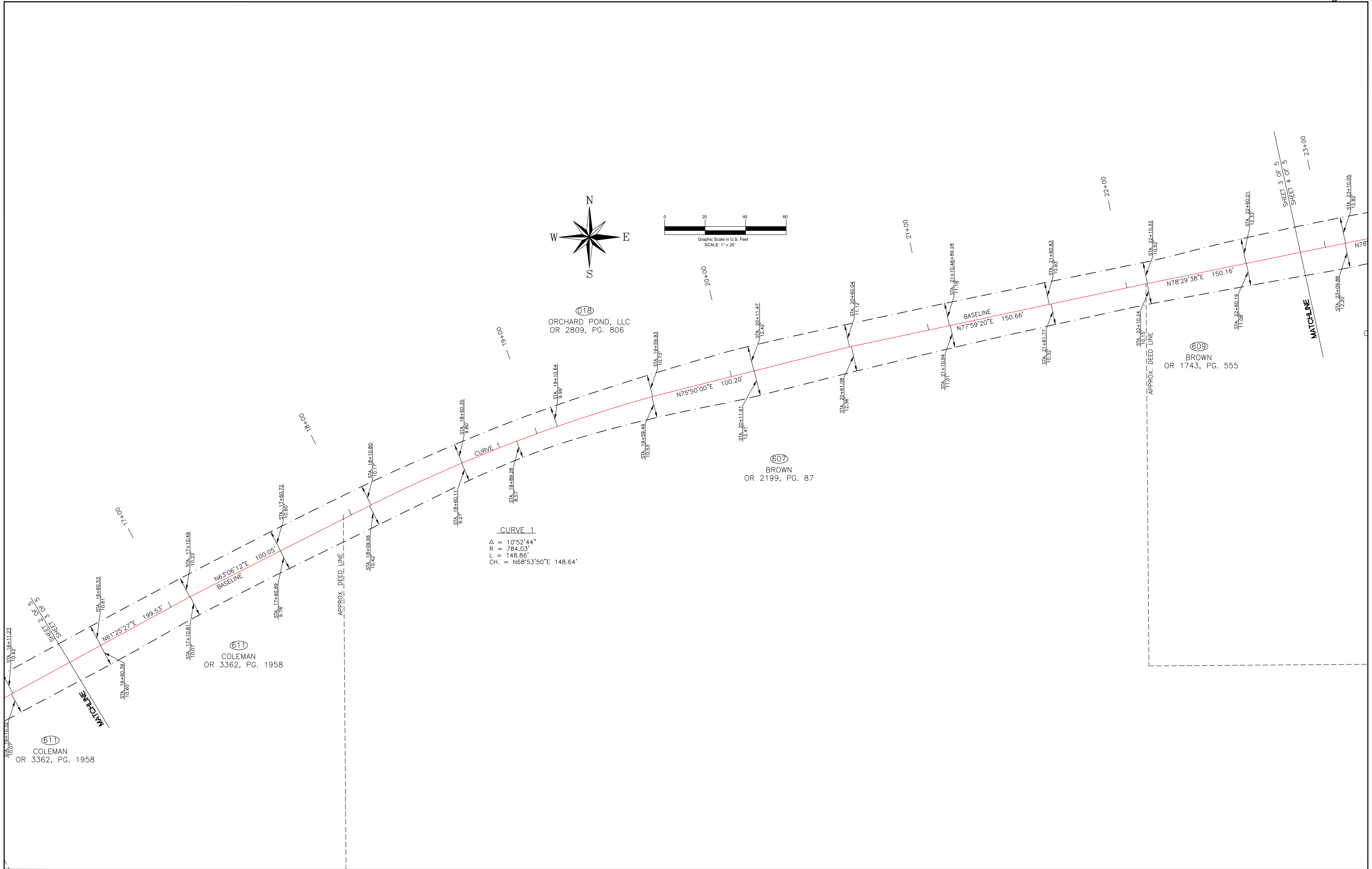


DRAWN BY	DK	CAD FILE NO.	OPR COVER.DWG	REVISIONS	REVISIONS	PROJECT
CHECKED BY	JC	STATUS				
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SCALE		PLOT DATE	05/03/2016			
SCALE IN U.S. FEET		VERTICAL DATUM				

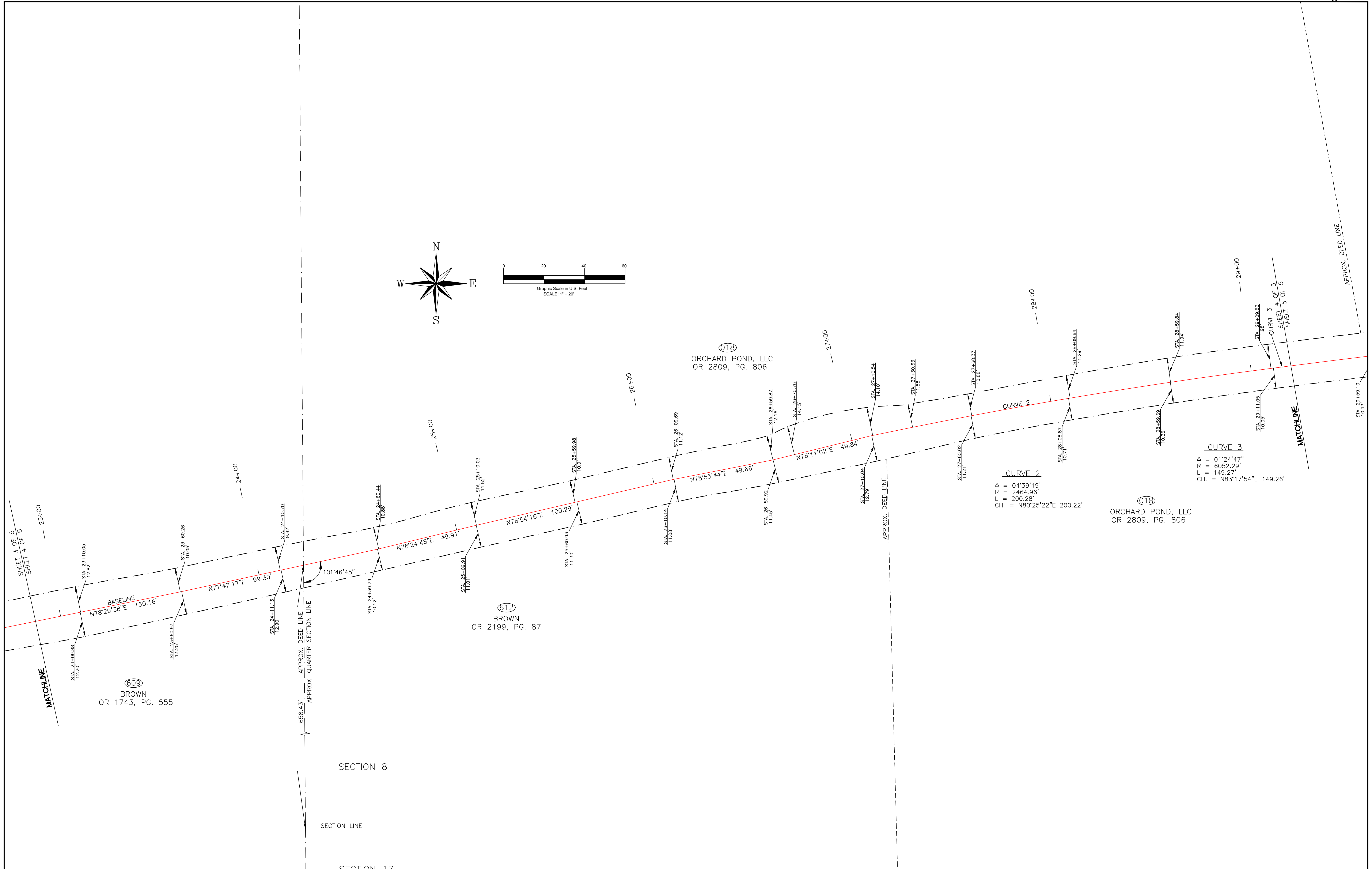


OLD BAINBRIDGE ROAD

<p><b>LEON COUNTY</b> DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO. ORCHARD_POND_ROAD.DWG	REVISIONS	REVISIONS	PROJECT ORCHARD POND ROAD	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 5
	CHECKED BY JC	STATUS 502-15	DATE OF SURVEY 4/20/2016	FIELD BOOK	VERTICAL DATUM		
	SCALE 1" = 20'	PLOT DATE					
	SCALE IN U.S. FEET						

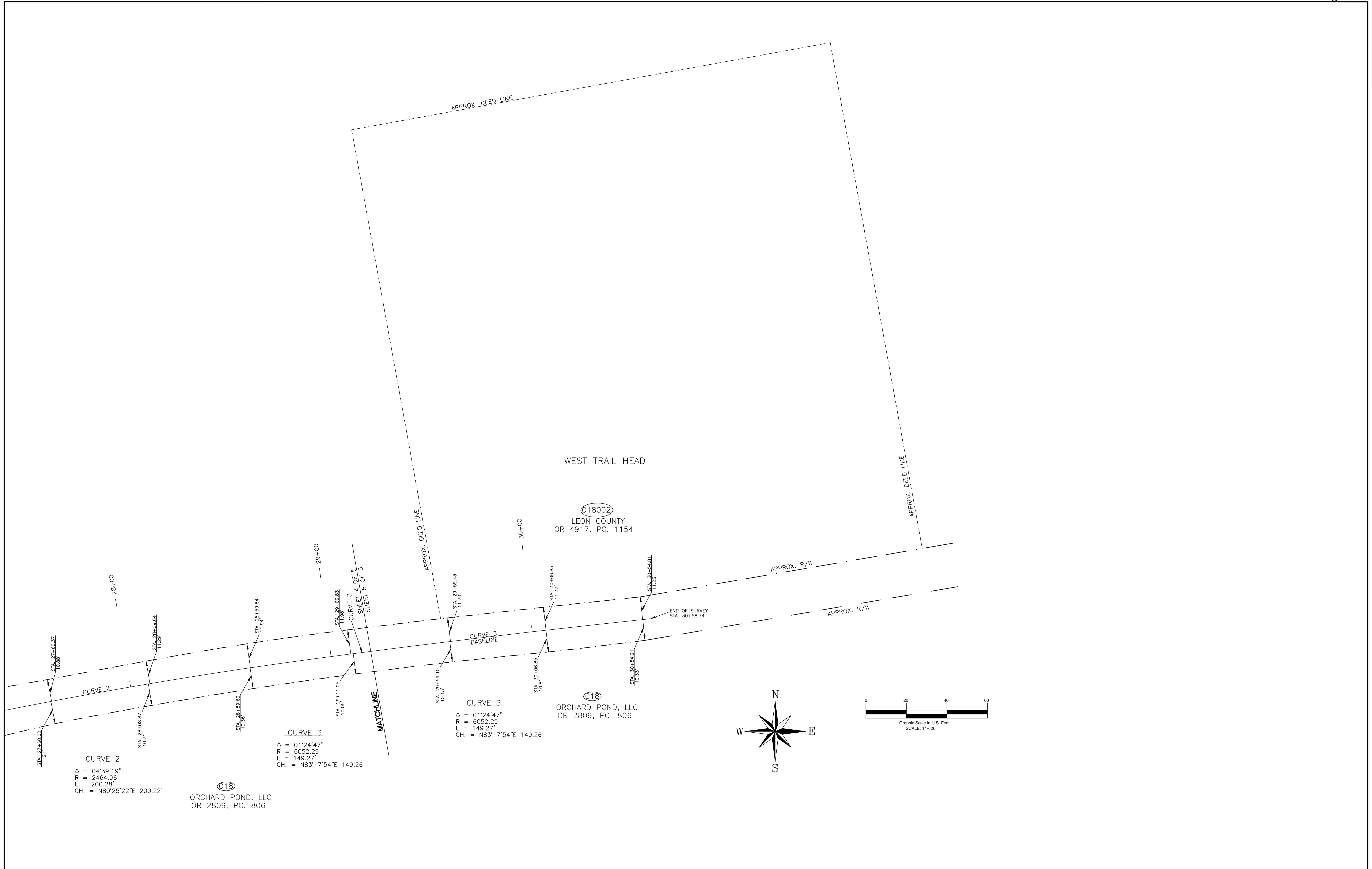


<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 4/20/2016 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: ORCHARD_POND_ROAD.DWG STATUS: FIELD BOOK PLOT DATE: VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: <b>ORCHARD POND ROAD</b>	SHEET TITLE: <b>MAINTENANCE MAP</b>	SHEET NUMBER: <b>3 OF 5</b>	
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	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 4/20/2016 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: ORCHARD_POND_ROAD.DWG STATUS: FIELD BOOK PLOT DATE: VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: <b>ORCHARD POND ROAD</b>	SHEET TITLE: <b>MAINTENANCE MAP</b>	SHEET NUMBER: <b>3 OF 5</b>
	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 4/20/2016 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: ORCHARD_POND_ROAD.DWG STATUS: FIELD BOOK PLOT DATE: VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: <b>ORCHARD POND ROAD</b>	SHEET TITLE: <b>MAINTENANCE MAP</b>	SHEET NUMBER: <b>3 OF 5</b>



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 4/20/2016 SCALE: 1" = 20' SCALE IN U.S. FEET</p>	<p>CAD FILE NO.: ORCHARD_POND_ROAD.DWG STATUS: 502-15 FIELD BOOK: 502-15 PLOT DATE: VERTICAL DATUM:</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT: <b>ORCHARD POND ROAD</b></p>	<p>SHEET TITLE: <b>MAINTENANCE MAP</b></p>	<p>SHEET NUMBER: <b>4 OF 5</b></p>
	<p>SECTION 8</p>		<p>SECTION 17</p>		<p>APPROX. DEED LINE</p>		<p>APPROX. DEED LINE</p>	
	<p>SECTION 8</p>		<p>SECTION 17</p>		<p>APPROX. DEED LINE</p>		<p>APPROX. DEED LINE</p>	
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	<p>SECTION 8</p>		<p>SECTION 17</p>		<p>APPROX. DEED LINE</p>		<p>APPROX. DEED LINE</p>	





<p><b>LEON COUNTY</b> DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO. ORCHARD_POND_ROAD.DWG	REVISIONS	REVISIONS	PROJECT ORCHARD POND ROAD	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 5 OF 5
	CHECKED BY JC	STATUS FIELD BOOK	502-15				
	DATE OF SURVEY 4/20/2016	FIELD BOOK 502-15	PLOT DATE				
	SCALE 1" = 20'	VERTICAL DATUM					
	SCALE IN U.S. FEET						

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #7**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #7

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Authorization to Submit an Application Package to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant to Install Bicycle Lanes and Improved Roadway Shoulders on Smith Creek Road

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Robert Mills, Assistant Director of Public Works
<b>Lead Staff/ Project Team:</b>	Charles Wu, P.E., Director of Engineering Services Felton Ard, P.E., Customer Support Engineer

### **Fiscal Impact:**

This item seeks authorization to submit a grant application package (Attachment #1) to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant to install bicycle lanes on a portion of Smith Creek Road (Leon County Road 375) and resurface the roadway.

The total estimated cost to complete the first mile of improvements is \$766,114. The grant requires a 20 percent local funding match. The required match is \$153,222 and could be made available through the Capital Improvement Grant Matching and Arterial/Collector & Local Road Resurfacing accounts. If awarded, it is anticipated this project will begin in FY18.

### **Staff Recommendation:**

Option # 1: Authorize the submittal of an application to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board authorization to submit a grant application package (Attachment #1) to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant to install bicycle lanes and improved roadway shoulders on a portion of Smith Creek Road (Leon County Road 375) and resurface the roadway.

Public Works staff received a call for projects for the Eastern Federal Lands Access Program Grant Application in June 2016. The Smith Creek Road Bike Lanes and Improved Shoulders project is eligible for this application and is identified in the Capital Region Transportation Planning Agency (CRTPA) Opportunities Plan of the 2040 Regional Mobility Plan. In addition, Leon County has been in a facilitator role to implement the Big Bend Scenic Byway project. Smith Creek Road is part of the Big Bend Scenic Byway. Once completed, the Big Bend Scenic Byway will connect nine state parks, three state forests, a national wildlife refuge, and a national forest. If the grant is awarded for this project, Leon County can leverage the federal funds to implement this project.

### **Analysis:**

Leon County Road 375 is a paved two lane roadway that extends 8.3 miles from its intersection with State Road 20 south to the Wakulla County line. The roadway is currently 22 feet wide and paved with asphalt. The proposal is to add two, 5 foot paved bike lanes and overlay/re-stripe the entire roadway. The project would provide a bicycle friendly corridor in western Leon County along the Apalachicola National Forest where few bicycle options currently exist. It is anticipated that stabilized subbase and lime rock road base will be constructed under the added pavement width thereby improving the travel surface and roadway shoulder requiring less annual maintenance by Leon County.

There are several areas where cross drains currently exist. The smaller cross drains will be extended to accommodate the new pavement width. Larger crossings such as box culverts and bridges will not be modified due to the potential cost and environmental impacts. As the bike lanes approach the larger crossings, the bike lanes will taper down to the 22 foot road width and bicyclists will share the main travel lanes. Appropriate signage and striping will be utilized to aid in the transition.

The project will also require moving and reconstructing the roadside drainage swale system where it is in conflict with the additional pavement width. Driveways and side drains will be adjusted as needed to accommodate the new pavement width. It is anticipated that the utilities encountered will be overhead power transmission and what appears to be underground telecommunications. The power transmission lines do not appear to be in conflict, but any buried utility has not been field located to confirm its location.

Title: Authorization to Submit an Application Package to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant to Install Bicycle Lanes and Improved Roadway Shoulders on Smith Creek Road

October 25, 2016

Page 3

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The total estimated cost for the entire project is \$6,358,748. Given the linear nature of the work, the project is scalable and can be completed in multiple phases. For the purpose of this submittal, Leon County is seeking to design, permit, and construct one mile of improvements. The estimated cost per mile is \$766,114. It is anticipated that staff will pursue future application cycles with FHWA to possibly leverage additional federal funds to aid implementation of the entire project. If the application is approved for funding by FHWA, staff will bring to the Board a future agenda item seeking a Budget Amendment Request for the match funding and to enter into a Florida Department of Transportation Local Agency Program (LAP) Agreement.

**Options:**

1. Authorize the submittal of an application to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant (Attachment #1).
2. Do not authorize the submittal of an application to the Federal Highway Administration (FHWA) for a Federal Lands Access Program (FLAP) Grant.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. FLAP Application Package

# Eastern Federal Lands Access Program Project Application

## General Information:

The Federal Lands Access Program was created by the "Moving Ahead for Progress in the 21st Century Act" (MAP-21) and continued in the "Fixing America's Surface Transportation" (FAST) Act of 2015 to improve state and local transportation facilities that provide access to and through federal lands for visitors, recreationists and resource users.

## Instructions:

Proposed projects or studies must be located on a public highway, road, bridge, trail or transit system that is located on, is adjacent to, or provides access to Federal lands for which the facility title or maintenance responsibility is vested with a State, county, city, township, tribal, municipal, or local government. A 20% matching share is required for this program. Other Federal (non-title 23 or 49) funds may be used as match.

All projects must be submitted using this Eastern Federal Lands (EFL) Access Program Application form. The applicant must be the facility owner, have maintenance responsibility or must supply a letter from the facility owner/maintainer indicating the application is being submitted on their behalf. It is the responsibility of the applicant to supply the necessary information to complete the application to the best of their ability.

Project applications must be sponsored by the appropriate Federal Land Management Agency (FLMA) with an application signature and/or letter of support. Attachments such as cost estimates, maps, photos etc. may be included but are limited to 10 pages. Letters supporting the project do NOT count towards the 10 additional pages allowed for application support.

E-mail your completed application package to [Efl.planning@dot.gov](mailto:Efl.planning@dot.gov). If you need assistance in completing this application form or have questions about the program, please contact: Lewis Grimm, PE, FHWA-EFL Planning Team Leader at 703-404-6289 or [Lewis.Grimm@dot.gov](mailto:Lewis.Grimm@dot.gov) or the FHWA PDC member listed on the EFL FLAP web page for the respective state.

## Implementation:

The Programming Decisions Committee (PDC) for each state will review project applications and prioritize them based on weighted selection criteria developed by the PDC. The selection criteria are reflective of needs in that state and Federal regulations and guidelines. Project approval resides with the PDC. The PDC will select a balanced program that maximizes funding and addresses critical needs, in consultation with applicable FLMA's.

Memorandums of Agreement (MOA) will be required for each programmed project. The project MOA will indicate the project delivery method, match requirements, funding sources/limitations, scope, schedule, and responsibilities of the project signatories.

Project delivery with stewardship and oversight will be through FHWA-EFL or State Department of Transportation (DOT). Local public agencies that are certified by the State DOT may be permitted to deliver the projects contingent on the joint approval of the FHWA-EFL and the State DOT.

For partner delivered projects, fund obligations will be requested following an executed MOA by the State DOTs through a standardized PR-2 form. Access program funds will not reimburse work performed prior to execution of the MOA and the PR-2 (i.e. Right of Way transfers or Engineering services).

Program goals, eligible activities, application tips and the Call for Projects Standard Operating Procedures (including the selection criteria) for this application are located under the appropriate state on the Federal Lands Highway website. <http://flh.fhwa.dot.gov/programs/flap/>

# Eastern Federal Lands Access Program Project Application

Project Name: <input type="text" value="Smith Creek Road Bike Lane Additions"/>		Route Number: <input type="text" value="County Road 375"/>													
Facility Owner: <input type="text" value="Leon County"/>		Facility Maintainer: <input type="text" value="Leon County"/>													
Requested Project Delivery Agency:															
<input type="checkbox"/> Eastern Federal Lands (EFLHD) <input type="checkbox"/> State DOT <input checked="" type="checkbox"/> Local Agency <input type="checkbox"/> Other <input type="text"/>															
Functional Classification:		Project Design Standards:													
<input type="checkbox"/> National Highway System <input type="checkbox"/> Arterial <input checked="" type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Road <input type="checkbox"/> Other		<input checked="" type="checkbox"/> AASHTO <input type="checkbox"/> State DOT <input type="checkbox"/> Local Government <input type="checkbox"/> Federal Lands Highway (FLH)													
Type of Project Proposed: (Check all that apply)		<u>Estimated Project Budget</u>													
<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Expansion/Enhancement <input type="checkbox"/> Other  <input checked="" type="checkbox"/> Design <input checked="" type="checkbox"/> Preliminary Engineering <input checked="" type="checkbox"/> Environmental (NEPA Document) <input type="checkbox"/> Right of Way  <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Paving, road base or surface course projects <input checked="" type="checkbox"/> Safety enhancements or structures <input checked="" type="checkbox"/> Minor drainage <input checked="" type="checkbox"/> Major concrete structures <input checked="" type="checkbox"/> Bicycle/pedestrian facility <input checked="" type="checkbox"/> Construction Contract <input checked="" type="checkbox"/> Construction Engineering  <input type="checkbox"/> Planning/Technical Study or Research <input type="checkbox"/> Other (e.g. Intermodal or transit facilities, ITS, HSIP, environmental mitigation) If Other, specify: <input type="text"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Preliminary Engineering:</td><td><input type="text"/></td></tr> <tr><td>Construction Engineering:</td><td style="text-align: right;">\$1,589,687.03</td></tr> <tr><td>Construction Cost:</td><td style="text-align: right;">\$4,541,962.94</td></tr> <tr><td>Right-of-Way:</td><td><input type="text"/></td></tr> <tr><td>Other Costs:</td><td style="text-align: right;">\$227,098.15</td></tr> <tr><td>Total Project Cost:</td><td style="text-align: right;">\$6,358,748.12</td></tr> </table>		Preliminary Engineering:	<input type="text"/>	Construction Engineering:	\$1,589,687.03	Construction Cost:	\$4,541,962.94	Right-of-Way:	<input type="text"/>	Other Costs:	\$227,098.15	Total Project Cost:	\$6,358,748.12
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Total Project Cost:	\$6,358,748.12														
		<u>Project Funding</u>													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Requested FLAP Funds:</td><td style="text-align: right;">\$612,891.20</td></tr> <tr><td>Estimated Match <input type="text" value="Local"/></td><td style="text-align: right;">\$153,222.80</td></tr> <tr><td>Other: <input type="text"/></td><td><input type="text"/></td></tr> <tr><td>Total Project Cost:</td><td style="text-align: right;">\$766,114.00</td></tr> <tr><td>Calculated Match Percent</td><td style="text-align: right;">20%</td></tr> </table>		Requested FLAP Funds:	\$612,891.20	Estimated Match <input type="text" value="Local"/>	\$153,222.80	Other: <input type="text"/>	<input type="text"/>	Total Project Cost:	\$766,114.00	Calculated Match Percent	20%		
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Estimated Match <input type="text" value="Local"/>	\$153,222.80														
Other: <input type="text"/>	<input type="text"/>														
Total Project Cost:	\$766,114.00														
Calculated Match Percent	20%														
		Match Formula: FLAP Funds / Federal Share(80%) - FLAP Funds													
Project Location:		<u>Benefitting Federal Land Unit(s)</u>													
City: <input type="text" value="N/A"/> County: <input type="text" value="Leon"/> State: <input type="text" value="Florida"/> Longitude/Latitude: <input 84°38'03.44"w"="" n,="" type="text" value="30°23'17.95"/> Congressional District(s): <input type="text" value="Florida 2nd"/>		<input type="text" value="Apalachicola National Forest"/>  Federal Land Management Agency (FLMA) managing the above unit(s) <input type="checkbox"/> Bureau of Land Management <input type="checkbox"/> Fish and Wildlife Service <input checked="" type="checkbox"/> Forest Service <input type="checkbox"/> National Park Service <input type="checkbox"/> U.S. Army Corps of Engineers <input type="checkbox"/> Other (e.g. DOD, )  Specify: <input type="text"/>													
Project Applicant:		FLMA Signature of Project Acknowledgement & Concurrence													
Name: <input type="text" value="Felton Ard, P.E."/> Position: <input type="text" value="Customer Support Engineer"/> Agency: <input type="text" value="Leon County"/> Phone: <input type="text" value="850-606-1515"/> E-mail: <input type="text" value="Ard@leoncountyfl.gov"/> Address: <input type="text" value="Leon County Public Works"/> <input type="text" value="2280 Miccosukee Road, Tallahassee, Fl. 32308"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name:</td><td><input type="text"/></td></tr> <tr><td>Title:</td><td><input type="text"/></td></tr> <tr><td>Phone:</td><td><input type="text"/></td></tr> <tr><td>E-mail:</td><td><input type="text"/></td></tr> </table>		Name:	<input type="text"/>	Title:	<input type="text"/>	Phone:	<input type="text"/>	E-mail:	<input type="text"/>				
Name:	<input type="text"/>														
Title:	<input type="text"/>														
Phone:	<input type="text"/>														
E-mail:	<input type="text"/>														

# Eastern Federal Lands Access Program Project Application

**Prioritization Factors:**

- FLMA, StateDOT, and facility owner agree that the project is an Economic/Visitation Generator.  Yes     No
- FLMA, StateDOT, and facility owner agree that the project is a priority.  Yes     No
- Project is consistent with the metropolitan, statewide and/or regional planning process.  Yes     No
- Project is consistent with currently adopted agency plans.  Yes     No
- If local delivery is requested, the applicant is certified by the State DOT to administer local agency projects following Federal Highway Administration requirements.  Yes     No

Project Development Status

	Not Started	In Progress	Completed	N/A	Completion Date/Comments
Project on TIP/STIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Right of Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018
Preliminary Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018
NEPA Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018
Permits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2018
Anticipated Delivery Calendar Year:	2018				
Latest Possible Delivery Calendar Year	2019				

**Resource Protection:**

Please identify any impacts to known natural, cultural or physical resources associated with this project. (Check all that apply)

- | Negative Impact          | Positive Impact                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Wetlands/Water Resources                                     |
| <input type="checkbox"/> | <input type="checkbox"/>            | Threatened & Endangered Species                              |
| <input type="checkbox"/> | <input type="checkbox"/>            | Species of concern/state listed                              |
| <input type="checkbox"/> | <input type="checkbox"/>            | Other biological resources (fisheries, rookeries)            |
| <input type="checkbox"/> | <input type="checkbox"/>            | Wild & Scenic River (or other state classifications)         |
| <input type="checkbox"/> | <input type="checkbox"/>            | Non-attainment areas (air quality)                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Historic & archeological resources                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Native American areas/concerns                               |
| <input type="checkbox"/> | <input type="checkbox"/>            | Wilderness or roadless areas                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Parks & recreation areas/wildlife refuge [Section 4(f) 6(f)] |
| <input type="checkbox"/> | <input type="checkbox"/>            | Hazardous materials/contamination site                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Air, noise, and/or visual impacts                            |



# Eastern Federal Lands Access Program Project Application

## 1. Project Description

Please provide a summary of the purpose and need for the proposed project. Provide a detailed description of the project activities that would be funded with Access Program funds. Describe the overall design concept, any unusual design elements, design standards, and any work affecting structures (bridges and major culverts). Include widths, surfacing type, earthwork needs or roadside safety features. Include options and funding breakdown for scaling/phasing the project, if applicable.

### EXECUTIVE SUMMARY:

Leon County in cooperation with the United States Forest Service (USFS) propose to add paved bicycle lanes to Leon County Road 375. This roadway borders the western edge of a large portion of the Apalachicola National Forest within Leon County. The County maintains the existing roadway and associated drainage in accordance with a Public Road Easement granted to the County by the USFS. The purpose of the project is to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest. The project is needed to provide a bicycle friendly corridor in western Leon County where few options currently exist. While bicyclists commonly share the roadways with vehicles, the establishment of bike lanes and overall resurfacing of the existing travel lanes on this road would greatly increase the safety for this user group and it would also assist the USFS with their timber and forest management activities. Increasing non-motorized vehicle use can reduce the carbon footprint and further enhance environmental protection. In addition, Leon County Road 375 is also part of a large multi-county scenic byway interpretive and wayshowing plan that is currently being implemented. Once completed, the Big Bend Scenic Byway will connect nine state parks, three state forests, a national wildlife refuge, and a national forest.

### PROJECT DESCRIPTION:

Leon County Road 375 is a currently paved two lane roadway that extends 8.3 miles from its intersection with State Road 20 south to the Wakulla County line. The roadway is currently 22 foot wide and paved with asphalt. The proposal is to add two 5 foot paved bike lanes and overlay/re-stripe the entire roadway. It is anticipated that stabilized subbase and lime rock road base will be constructed under the added pavement width. There are several areas where cross drains currently exist. The smaller cross drains will be extended to accommodate the new pavement width. Larger crossings such as box culverts and bridges will not be modified due to the potential cost and environmental impacts. As the bike lanes approach the larger crossings, the bike lanes will taper down to the 22 foot road width and bicyclists will share the main travel lanes. Appropriate signage and striping will be utilized to aid in the transition. The project will also require moving and reconstructing the roadside drainage swale system where it is in conflict with the additional pavement width. Driveways and side drains will be adjusted as needed to accommodate the new pavement width. It is anticipated that the utilities that the utilities encountered will be overhead power transmission and what appears to be underground telecommunications. The power transmission lines do not appear to be in conflict but any buried utility has not been field located to confirm its location. A cost estimate utilizing Florida Department of Transportation Pay items is included as an attachment. The total estimated cost for the entire project is \$ 6,358,748. Given the linear nature of the work, the project is very scalable and can be completed in multiple phases. For the purpose of this submittal, Leon County is seeking to design, permit, and construct one mile of improvements. The estimated cost per mile is \$766,114. The County has the ability to initiate the project as soon as agreements and funding are in place. The estimated time to design and permit the project and construct the first phase is 18 to 24 months.

# Eastern Federal Lands Access Program Project Application

## 2. Safety Benefits

Please describe how this project addresses issues related to safety. Will the project improve safety for all users (pedestrians, bicycles, motor vehicles, etc.)? Will this project improve identified crash sites or hazardous conditions (road safety audits or engineering assessments)?

A review of crash records going back to 2009 indicate that fourteen crashes have been reported on this portion roadway. There was a single fatality reported and four additional crashes that involved the injury of six occupants. Five crashes involved collisions with wildlife and seven crashes were off road crashes. The addition of the proposed bike lanes along with renewed striping would not only provide a safer rider experience for the bicycling public, it would also provide an increased recovery area for motorist should evasive driving be required to avoid crashes.

## 3. Accessibility and Mobility Benefits

Please describe how the proposed project routes are connected to a FLMA inventory route. Describe how the project addresses the need on FLMA plan, State or County Comprehensive Plan. Describe how the proposed project will fill missing links in the network, remove travel restrictions and bottlenecks. How will the plan improve mode choice, explore and enhance transit system (i.e. operation and maintenance of transit facilities, etc.)? Will the plan reduce traffic congestion; enhance visitor mobility and accessibility?

The proposed project is directly connected to two FLMA inventory routes. Apalachicola Nation Forest routes 319 and 320 both connect to County Road 375. The bike lane additions will provide for an alternative mode of accessibility where none currently exist. FDOT State Highway 20 currently has paved shoulders between Capital Circle Southwest and County Road 375. When completed, the addition of bicycle lanes to County Road 375 would provide over 26 miles of contiguous bicycle accessible travel ways. This project would allow bicycle access to this area of the Apalachicola National Forest from the urban areas of the City of Tallahassee.

# Eastern Federal Lands Access Program Project Application

## 4. Preservation Benefits

Will this project improve the National Bridge Inventory System (NBIS) deficient bridge rating? How will the project improve surface conditions? Will the project reduce operating costs? How will the project contribute to the protection of specific natural, cultural, historic, and/or scenic resources?

The project will improve the travel surface of the roadway which will aid the USFS with their timber management and forestry activities. The improved travel surface will also reduce Leon County's maintenance costs on an annual basis by reducing the number of potential pavement failures that could require base reconstruction and pavement repair.

## 5. Economic Development Benefits

Please describe how this project will attract tourism/visitation. Will the project address more than one Federal Land Management Agency (FLMA) area? How will this project influence economic development? How will this project address visitor mobility, access, and experience?

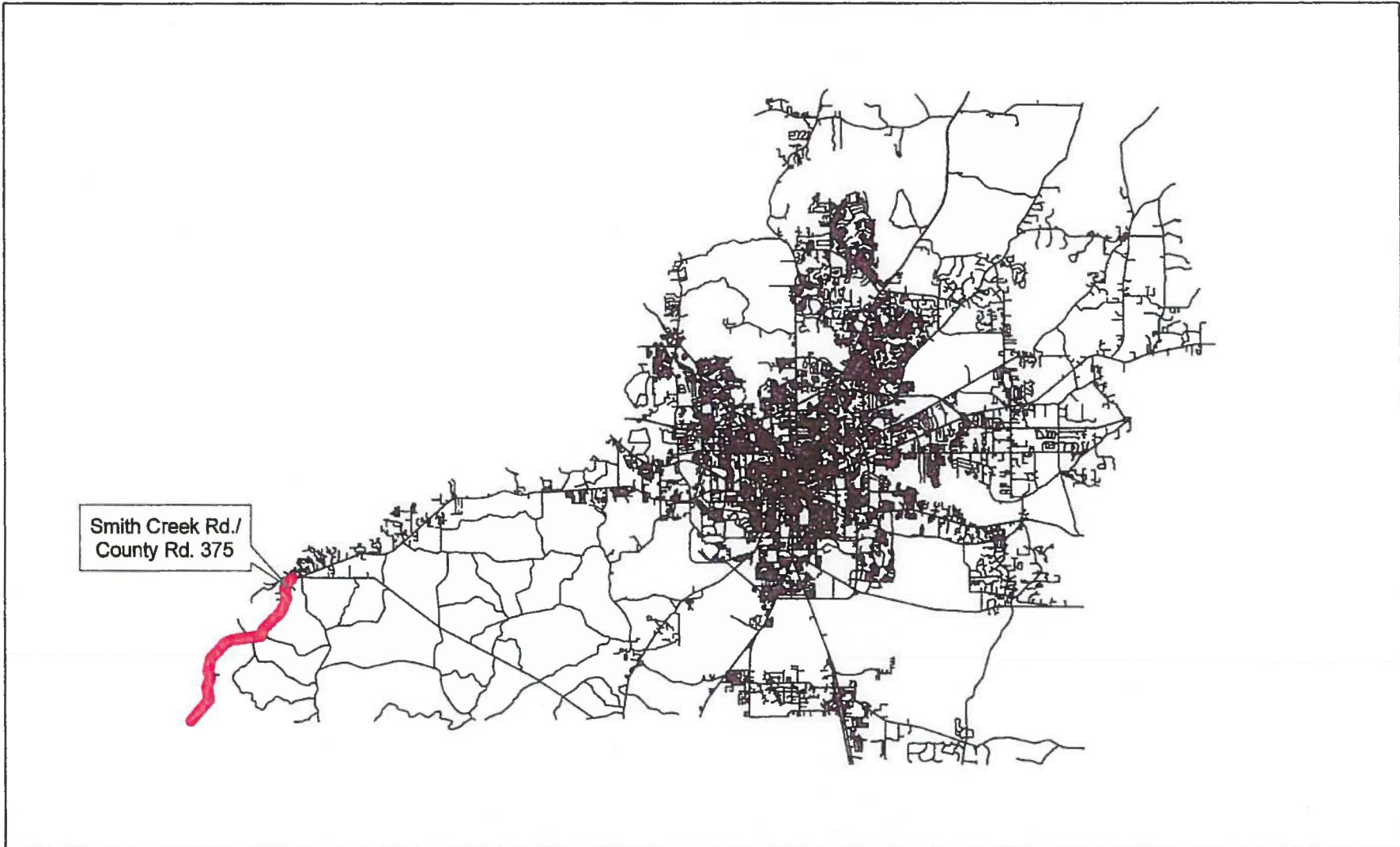
Leon County and the City of Tallahassee are host to a significant bicycling community that routinely organize cycling events around the area. It is anticipated that this project will provide a net benefit to tourism and visitation by providing this user group an additional safe route as well as an alternative way to experience the Apalachicola National Forest. In addition, Leon County Road 375 is also part of a large multi-county scenic byway interpretive and wayshowing plan that is currently being implemented. Once completed, the Big Bend Scenic Byway will connect nine state parks, three state forests, a national wildlife refuge, and a national forest.

## 6. Sustainability and Environmental Quality Benefits

Please describe how the proposed project contributes to the environmental goals and objectives of the Federal Land Management Plan or other applicable land management plan. How will the proposed project avoid/minimize/mitigate potential impacts to environmental or cultural resources? Will the project improve fish passage and/or wildlife connectivity? How does the proposed project contribute to the use of sustainable energy sources for transportation?

The project will benefit the overall environment by reducing the use of fossil fuels benefiting air and water quality. Fewer vehicle trips will reduce noise impact to the adjacent forest as well as possibly reducing vehicle-caused wildlife mortality.

# LEON COUNTY

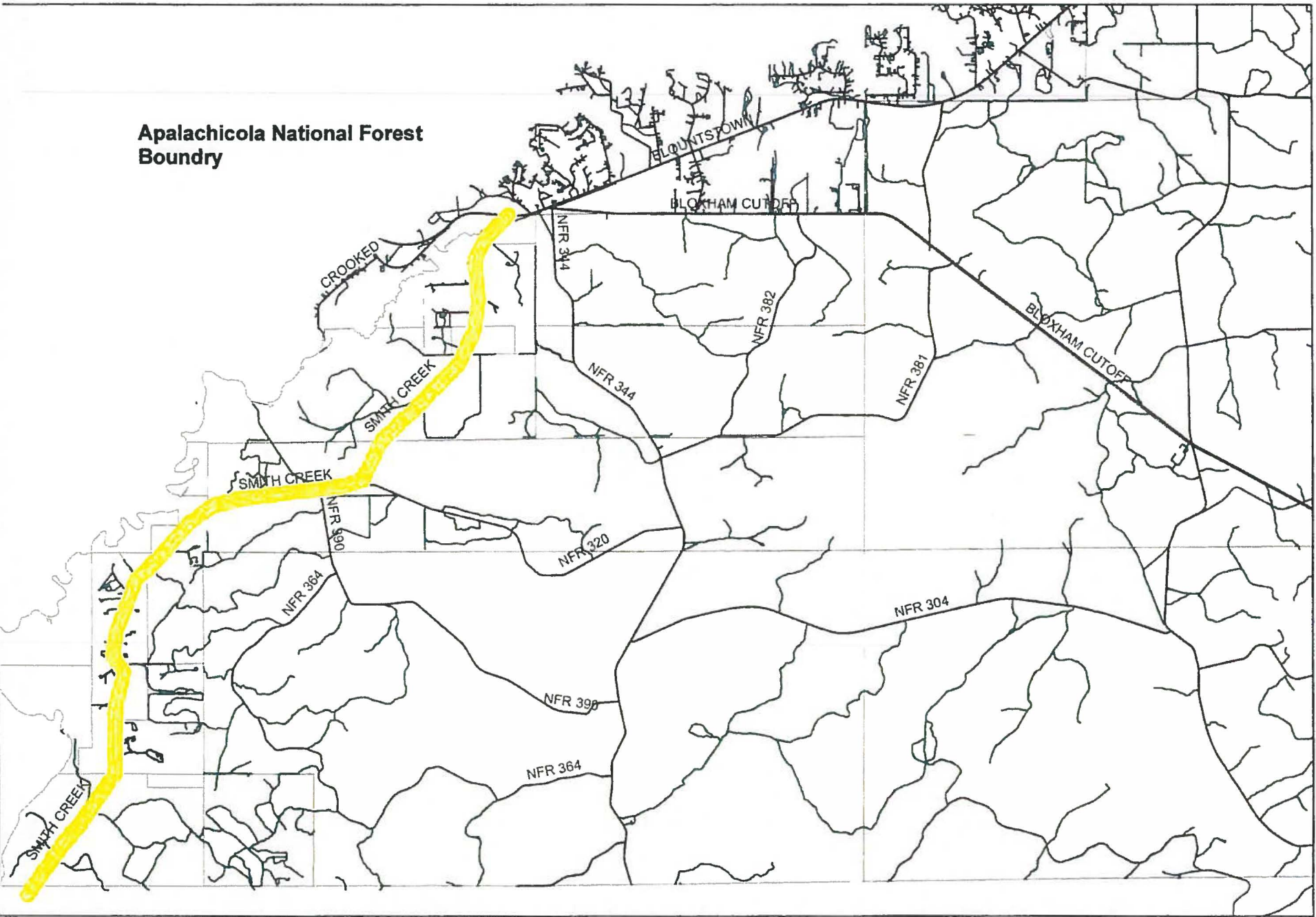


Smith Creek Rd./  
County Rd. 375

**PROPOSED BIKE LANE FOR SMITH CREEK RD. /  
COUNTY RD. 375**

# LEON COUNTY

Apalachicola National Forest  
Boundry



**PROPOSED BIKE LANE SMITH CREEK RD / COUNTY ROAD 375 8.3 MILES**

**Board of County Commissioners**  
**MEMORANDUM**

**DATE:** 10/3/2016  
**TO:** Felton Ard, P.E., Customer Support Engineer  
**FROM:** Dukens Methellus, Design Analyst  
**SUBJECT:** Smith Creek Road Bike Lane Additions/ FLAP Application

**PRELIMINARY ESTIMATE**

The following is a pre-design construction cost estimate to improve/ Upgrade the roadway. The general Construction design is to include 2 five foot bike lanes, and the overlay and stripping of entire roadway surface. Total project length is 8.3 miles

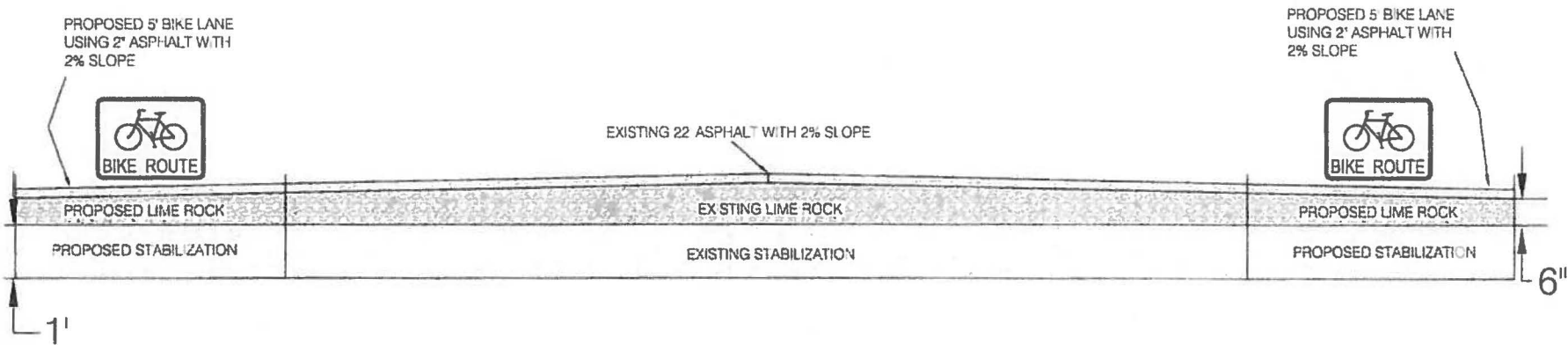
<b>STREET NAMES:</b>	<b>LENGTH (ft)</b>	<b>CONDITION</b>
Smith Creek Rd	43,824	Roadway Typical: 22 ft. pavement & 5 ft bike lanes
<b>Total</b>	<b>43,824</b>	<b>Pavement Design: 1" super pavement, 6" lime rock base &amp; 12" sub-base, and 2" asphalt concrete pavement for bike lanes</b>

DOT Pay Item#	Description	Unit	Quantity	Unit Price	Total Dollar
101-1	MOBILIZATION	LS	1.00	\$362,880.00	\$362,880.00
102-1	MAINTENANCE OF TRAFFIC	LS	1.00	\$178,464.00	\$178,464.00
710-11151	PAINTED PAVT MARK. STD. WH. DOT GUIDE, 6"	LF	87648.00	\$0.40	\$35,059.20
334-1-13	SUPERPAVE ASPHALT CONC "C"	TN	16359.00	\$110.00	\$1,799,490.00
285-704	6" LIME ROCK BASE	SY	73040.00	\$14.00	\$1,022,560.00
160-4	TYPE STABILIZATION	SY	73040.00	\$4.40	\$321,376.00
570-1	SODDING	SY	38954.00	\$3.00	\$116,862.00
104-10-3	SILT FENCE	LF	87648.00	\$3.88	\$340,074.24
120-1	REGULAR EXCAVATION	CY	48693.00	\$7.50	\$365,197.50
<b>PROJECT SUBTOTAL</b>					<b>\$4,541,962.94</b>
	ENVIRONMENTAL ANALYSIS	LS	10%		\$454,196.29
	ENGINEERING/ PERMITS	LS	20%		\$908,392.59
	GEOTECHNICAL	LS	5%		\$227,098.15
	CEI-CONSTRUCTION MANAGEMENT	LS	5%		\$227,098.15
<b>SUBTOTAL:</b>					<b>\$1,816,785.18</b>
<b>Total</b>					<b>\$6,358,748.12</b>

Note 1: Unit price sources are from fdot average unit costs between 01/09/2015 & 08/31/2016

Note 2: Mobilization estimated at 8% of estimated construction costs

**ESTIMATED COST PER MILE \$ 766,114**



NOT TO SCALE

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #8**




# Leon County

## Board of County Commissioners

### Cover Sheet for Agenda #8

**October 25, 2016**

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Approval of the Agreement Between Leon County and Children's Home Society of Florida for the Provision of State-Mandated Child Protection Examinations for FY 2017

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnerships Felisa Barnes, Financial Compliance Manager Pamela Tisdale, Human Services Analyst

**Fiscal Impact:**

This item has a fiscal impact to the County in the amount of \$59,000, which is included in the FY 2017 Budget.

**Staff Recommendation:**

Option #1: Approve the Agreement between Leon County and Children's Home Society of Florida for the provision of State-mandated child protection examinations for FY 2017 (Attachment #1), and authorize the County Administrator to execute.

## **Report and Discussion**

### **Background:**

In accordance with Florida Statutes 39.304(5), counties are required to pay examination costs for children who are alleged to have been abused, abandoned, or neglected; this agenda item seeks approval with Leon County and Children's Home Society of Florida to provide this service for FY2017.

The examinations are conducted by child protection teams (CPT) that are designated and overseen by the Department of Health. The designated local CPT is traditionally a non-profit agency. CPTs are required, by law to provide diagnostic and evaluative services to supplement the investigations of child abuse, abandonment, or neglect.

In Leon County, Children's Home Society of Florida, North Central Division (CHS) is the non-profit designated to conduct the state-mandated child protection examinations. CHS is a nonprofit organization that provides various services, including adoption services, pregnancy counseling, and early intervention.

### **Analysis:**

Under the terms of the Agreement, the County agrees to pay a flat rate of \$250 to CHS for each diagnostic/evaluation performed on a child, regardless of the actual cost of the services provided. To receive payment, CHS is required to submit a quarterly invoice and report to Leon County's Office of Human Services and Community Partnerships identifying the dates of service, demographic information, and types of abuse cases examined. On September 20, 2016 the Board approved the County's FY 2017 budget which included \$59,000 for the state-mandated child protection examination services.

### **Options:**

1. Approve the Agreement between Leon County and Children's Home Society of Florida for the provision of State-mandated child protection examinations for FY 2017, and authorize the County Administrator to execute.
2. Do not approve the Agreement between Leon County and Children's Home Society of Florida for the provision of State-mandated child protection examinations for FY 2017.
3. Board direction.

### **Recommendation:**

Option #1.

### **Attachment:**

1. FY 2017 Agreement between Leon County and Children's Home Society of Florida

## FUNDING AGREEMENT

This Agreement is made and entered into 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 CHILDREN’S HOME SOCIETY OF FLORIDA, NORTH CENTRAL DIVISION, a not-for-profit corporation, (hereinafter referred to as “Agency”).

### RECITALS

**WHEREAS**, the Agency 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, to implement with the grant funding provided for herein; and

**WHEREAS**, Section 39.303, Florida Statutes, provides for the development of district Child Protection Teams to provide specialized diagnostic assessments of allegedly abused and neglected children; and

**WHEREAS**, the Agency is the designated Leon County multi-disciplinary Child Protection Team; and

**WHEREAS**, Section 39.304(5), Florida Statutes, provides that the county, in which the child is a resident, shall bear the initial cost of the medical examination; however, the parents or legal custodian of the child shall be required to reimburse the county for the cost of such examination; 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:

**1. Services to be Provided**

- A. The Agency, in accordance with the terms and conditions of the Agreement, agrees to provide the following services: Medical diagnosis and evaluation services, including the provision or interpretation of X-rays and laboratory tests, and related services, as needed, and documentation of findings relative thereto.
- B. In performing any work under this Agreement, the Agency shall provide medically competent diagnosis and evaluation services. A competent medical diagnosis and evaluation service requires the medical knowledge, skill, thoroughness and preparedness reasonably necessary for those services. The Agency's business relationship outside of this Agreement shall not interfere with the performance of the services specified in paragraph numbered 1. A. hereof.
- C. Agency shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

**2. Compensation**

- A. The County agrees to pay a flat rate of Two Hundred Fifty Dollars (\$250.00) to the Agency for each diagnosis/evaluation service performed on an eligible child, regardless of the actual expense of the services provided.
- B. The total annual sum to be paid by the County shall be determined by the number of eligible children receiving services during the period of this contract through the Agency under Florida Statute 39.304(5).
- C. The Agency shall submit, within fifteen (15) working days after the end of each quarter an invoice to the Leon County Division of Health and Human Services for review and authorization for payment. Payment by the County shall be subject to the Florida Prompt Payment Act.
- D. All requests for reimbursement of payments shall be accompanied by an invoice documenting the number of exams performed, case number, age, sex, race, type of abuse, date of exam, doctor's name, case coordinator and cost.

**3. 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.

**4. Personnel and Subcontracting**

- A. The Agency represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. The Agency and all employees thereof, at all times relevant to this Agreement 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 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.

**5. Reporting and Notices**

- 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. The contact person for the Agency shall be:

Charles McDonald  
Executive Director  
Children's Home Society of Florida  
North Central Division  
1801 Miccosukee Commons Drive  
Tallahassee, FL 32308

- B. All reports, if required hereunder, shall be submitted electronically to Pamela Tisdale at [TisdaleP@leoncountyfl.gov](mailto:TisdaleP@leoncountyfl.gov). All other related correspondence may be submitted to:

Pamela Tisdale  
Human Services Analyst  
Leon County Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

- 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 Agency: Charles McDonald  
Executive Director  
Children's Home Society of Florida  
North Central Division  
1801 Miccosukee Commons Drive  
Tallahassee, FL 32308

Notice to COUNTY: Shington Lamy, HSCP Director  
Leon County  
Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

**6. Termination**

- A. This Agreement may be terminated by the COUNTY or by CHILDREN'S HOME SOCIETY OF FLORIDA with or without cause by giving a minimum of thirty (30) days written notice of intent to terminate, or with cause if at any time the AGENCY fails to fulfill or abide by any of the terms or conditions, specified in this agreement.
- B. This Agreement may be terminated as a result of the Agency non-performance and/or breach of this Agreement upon not less than 24 hours written notice to the Agency. 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.

**7. Audits and Records**

- A. The Agency agrees to provide an independent audit at no additional cost to the County or to be subject to an internal audit provided through the County, as may be required by the County. Agency 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 Agency 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 Agency.
- D. Agency shall provide the Leon County Office of Financial Stewardship, for their review, a copy of any audit Agency has performed of itself.
- E. Agency 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. Agency 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 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 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.

**8. 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 utilize funds in accordance with this Agreement. The Agency agrees to repay to the County all misused funds.

**9. Insurance**

The Agency shall provide written verification of professional liability insurance coverage that includes the County as an additional insured. The Agency must hold the coverage at all times during the existence of the Agreement.

**10. Licenses**

The Agency shall maintain all licenses that are necessary to fulfill the obligations and conditions of this Agreement.

**11. Confidentiality**

Both parties hereby acknowledge that in exchanging, storing, processing or otherwise dealing with information about patients as covered by this Agreement, they are fully bound by the federal and state laws governing confidentiality of patients' information and patients' privacy rights.

**12. 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. This contract shall not be assigned or sublet as a whole or in part without the express written consent of the COUNTY nor shall the AGENCY assign any monies due or to become due to the AGENCY hereunder without prior express written, with the exception of the medical personnel performing the statutorily examinations pursuant to §39.304, Florida Statutes.
- 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 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 Agency to deviate from the requirements of this Agreement, the Agency shall obtain the prior written consent of the County.
- N. Publicity. Without limitation, the Agency and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity or other promotional endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or Services provided by the Agency 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 Agency to its respective 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 Agency 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 Agency further agrees that all subcontractors or others 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 Agency 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 Agency 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 Agency 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 Agency, 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 Agency to provide the defense. The Agency acknowledges that ten dollars (\$10.00) of the amount paid to the Agency is sufficient consideration of the Agency'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. Agency is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that the Agency and County are partners or that Agency is the agent or representative of the County.
- U. Public Records. The Agency shall, to the extent applicable, 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 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 Contractor 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 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.
  
5. **IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Pamela Tisdale  
Leon County Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310  
[TisdaleP@leoncountyfl.gov](mailto:TisdaleP@leoncountyfl.gov)  
(850) 606-1913

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.

(Remainder of page intentionally left blank)

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 Court and Comptroller  
Leon County, Florida

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W.A. Thiele, Esq.  
County Attorney

CHILDREN'S HOME SOCIETY OF FLORIDA  
NORTH CENTRAL DIVISION

By: \_\_\_\_\_  
Charles McDonald  
Executive Director

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
(Print name)

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #9**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #9

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Consideration of Request from Bond Community Health Center, Inc. for a Letter of Support for Health Resources and Services Administration Service Area Competition Grant

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services and Community Partnerships
<b>Lead Staff/ Project Team:</b>	Felisa Barnes, Financial Compliance Manager Tiffany Harris, Healthcare Services Coordinator

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Authorize the County Administrator to provide a letter of support to Bond Community Health Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant (Attachment #1).

## **Report and Discussion**

### **Background:**

Consistent with prior direction, the Board has authorized the provision of letters of support to partner agencies seeking external sources of funding to increase services for the citizens in Leon County. Bond Community Health Center (Bond) has requested a Letter of Support from Leon County to support its efforts for a new funding opportunity (Attachment #1).

Providing a letter of support for Bond 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 September 7 2016, staff received notice from Bond of the Health Resources and Services Administration's plan to announce an opportunity for Service Area Competition (HRSA-SAC) grant funding (Attachment #2).

The HRSA-SAC announcement schedule identifies the initial application period closure date as December 12, 2016. The schedule also indicates Supplemental documentation, such as a letter of support, is required to be uploaded to HSRA's Electronic Handbook (EHB) by January 10, 2017. (Attachment #3).

HSRA's Service Area Competition (SAC) grant funding will ensure a continuation of access to preventative and primary health care services for the community's underserved population. The SAC funding assists 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 partners. HSRA's application guide state's "Letter 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, HSRA specifies that letters of support not submitted with the application will not be reviewed.

In 2015 Bond reported they provided care to more than 7,935 patients, through 26,991 patient visits. In addition, they expanded services to include ophthalmology, optometry, podiatry, chiropractic care, cooking school, increased primary care services, increased dental services, and fulltime primary care to the homeless.

Bond has demonstrated consistent outreach and collaboration efforts with other community organizations to continue providing holistic care to Leon County residents, including working closely with:

- Healthy Start to address infant mortality;

- Big Bend Cares to assure wrap around services for HIV patients;
- Leon County Health Department to assist in screening and treating residents needing STI services;
- Second Harvest and Farm Share to coordinate medical screenings and services;
- Big Bend Homeless Coalition and the Kearney Center to assist in providing health services as individuals obtain sustainable permanent housing;
- Neighborhood Medical Center and WeCare to provide dental care to the Promise Zone residents; and
- Multiple civic organizations to provide assistance with enrollment in the Affordable Care Act.

It should be noted that SAC is an open competition process and HRSA will only award one grant for each announced opportunity. At the September 20, 2016 meeting, staff recommended and the Board approved a similar letter of support for Neighborhood Medical Center (NMC) as they pursued a different HRSA-SAC grant opportunity.

It is critical for the applicant to fully demonstrate its ability to meet the grant expectations of an established, comprehensive health care delivery system to efficiently provide services to the target population. Bond, as the currently funded SAC recipient, has demonstrated its commitment to caring for the underserved and indigent population of Leon County.

**Options:**

1. Authorize the County Administrator to provide a letter of support to Bond Community Health Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant (Attachment #1).
2. Do not authorize the County Administrator to provide a letter of support Bond Community Health Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Letter of Support for Bond's Health Resources and Services Administration Service Area Competition Grant Application Bond Community Health Center, Inc.
2. September 7, 2016 Email Request for Letter of Support
3. Health Resources and Services Administration Service Area Competition Announcements Schedule





# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Commissioners

**BILL PROCTOR**

District 1  
Chairman

**JOHN DAILEY**

District 3  
Vice Chairman

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District 5

**MARY ANN LINDLEY**

At-Large

**NICK MADDOX**

At-Large

**VINCENT S. LONG**

County Administrator

**HERBERT W.A. THIELE**

County Attorney

October 25, 2016

Temple O. Robinson, MD  
Chief Executive Officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301

Re: Bond Community Health Center, Inc. Service Area Competition Grant Application

Dear Dr. Robinson,

Leon County fully supports Bond Community Health Center's Service Area Grant application to the Health Resources and Services Administration for continued funding. The Bond Community Health Center, Inc. (Bond) serves as a valuable community partner providing access to primary care, mental health and dental services for the uninsured and underserved residents of Leon County that are without a medical home. Bond serves as part of the County's safety net of resources and provides primary healthcare and support services to the many uninsured and underserved resident in our community.

Bond has been a long-standing healthcare institution in Leon County. Bond has demonstrated consistent outreach and collaboration efforts with other community organizations to ensure the continuation of patient care. Through these partnerships Bond has shown its commitment to the healthcare and social services needs of the community. Without the diligent and committed work of Bond, many citizens in our area would utilize expensive hospital emergency rooms as their primary healthcare facility.

Leon County fully supports Bond as it seeks continued Service Area Grant funding. Bond is an invaluable member of the County's CareNet primary healthcare program and any additional funding and programming will further supplement the County's efforts to ensure that its low income, uninsured and underinsured citizens are afforded access to quality healthcare. We remain committed to serving our community in partnership with Bond to ensure quality healthcare for all Leon County residents.

Sincerely,

Vincent S. Long  
Leon County Administrator

>>> "Temple O. Robinson" <trobenson@bondchc.com> 9/7/2016 1:55 PM >>>

Ms. Sousa and Calabro,

Bond Community Health Center, Inc. will be submitting a Service Area Competition application to HRSA on December 2, 2016. We are requesting a letter of support from the Leon County Board of County Commissioners. The letter should be addressed to me or Bond's Board of Directors, not to HRSA.

It is grant:  
HRSA-17-055  
Service Area Competition

Please advise if there is another process to make this request so that it may get on the agenda. Thanks.

## Temple O. Robinson, MD

Chief Executive Officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301  
Phone: (850) 576-4073 Ext 207  
Fax: (850) 576-2824

"In the Community...For the Community...Helping People Live Stronger and Longer..."

Confidentiality Notice—"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addresses. Any use by others is strictly prohibited."

## 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. 7, 2016	Nov. 7, 2016	Nov. 29, 2016
<b>May 31, 2017</b>	<b>HRSA-17-055</b>	<b>Oct. 12, 2016</b>	<b>Dec. 12, 2016</b>	<b>Jan. 10, 2017</b>

### 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

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.

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #10**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #10

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Authorization to Carry Forward FY 2016 Appropriations and Approval of FY 2016 Year-End Adjustments

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Timothy Barden, Budget Manager Jennifer Donald, Management & Budget Analyst Joshua Pascua, Management & Budget Analyst

**Fiscal Impact:**

This item has a fiscal impact, and carries forward operating, grant, and capital funds originally appropriated in the FY 2016 budget into the FY 2017 adopted budget to provide continued project funding. This item also includes initial year-end budget adjustments.

**Staff Recommendation:**

Option #1: Authorize the carry forward of FY 2016 appropriations to the FY 2017 budget by adopting the associated resolution and budget amendment (Attachment #1).

Option #2: Approve the FY 2016 year-end budget adjustments, and the associated resolution and budget amendments (Attachment #2).

## Report and Discussion

### **Background:**

Before approving carry forward requests, the Office of Financial Stewardship's Office of Management and Budget works with program managers to identify projects not completed by the end of the fiscal year. The funds for approved requests are then carried forward to the new budget and made available for continued project funding.

Additionally, as part of the year end close-out process, the Office of Management and Budget brings before the Board final year-end budget adjustments necessary to realign budgeted funds to meet expenditure obligations for the FY 2016 fiscal year.

### **Analysis:**

#### *Carry Forwards*

The FY 2016 carry forward lists each operating, capital and grant project to be brought forward into FY 2017. For operating budget carry forwards, the corresponding requested funding amounts and footnote justifications are provided (Attachment #1). These funds will be added to the FY 2017 adopted budget for the sole purpose of completing the projects for which the funds were originally appropriated in FY 2016.

The capital projects carry forwards appropriates supplementary funding from the Capital Project Reserves in the amount of \$532,390 for the following:

- Provides additional appropriations in the amount of \$141,000 for construction costs associated with the Lake Jackson Sense of Place boat landing improvements. Subsequent to the original contract award, soil conditions at the site required additional permitting and design modifications, which increased construction costs.
- Provides additional appropriation in the amount of \$391,390 for estimated construction costs associated with the Medical Examiner Facility. The increase in costs is due to a rise construction inflation associated with an improved economy since the original estimate was prepared, and final design specifications.

The carry forward also appropriates \$6,000,000 in catastrophe reserves. Normally, through the carry forward process, the catastrophe reserve funds are appropriated at a level of 2% of the total appropriations the general/fine and forfeiture funds. These funds are appropriated to allow immediate access to reserve funds in the event cash is needed to assist with restoring the community to pre-catastrophe levels, prior to assistance and reimbursements being available from the Federal Emergency Management Administration (FEMA). Under normal circumstances, the level would have been established at \$2.75 million for FY 2017.

Due to the damage from Hurricane Hermine, it is recommended that this reserve be established at \$6.0 million or 4.4% of the general/fine and forfeiture fund appropriations for FY 2017. Due to the amount of vegetative storm debris, revised cleanup costs associated with the storm could

reach \$6.0 million. Establishing the reserve at a higher level, will allow the County to continue its cleanup efforts and pay the related activities.

It is anticipated that these emergency preparedness costs will be reimbursed by FEMA at approximately 75% and up to 87% for debris removal. Reimbursements are not guaranteed to be received during the year in which the expenditures are made, necessitating the establishment of a higher catastrophe reserve budget. Setting the catastrophe reserves at this level for one year will leave the reserves within the policy minimum guidelines of 15%.

#### *Year-End Adjustments*

For the FY 2016 year-end adjustments, the corresponding requested funding amounts and justifications are also provided (Attachment #2). These funds will be added to the FY 2016 budget to meet expenditure obligations. The following are FY 2016 year-end budget adjustments that are necessary for the end-of-the-year close out process.

- Realign \$120,000 available in the Fine and Forfeiture Fund to the Radio Communications Fund to cover actual expenses associated with the 800 MHz system.
- Realign \$407,217 in capital funding for parks expansion to the Fred George Park construction project. This realignment is necessary to cover the costs associated with additional excavation required to remove unsuitable soils in the active park section of the project.
- Appropriate \$542,498 in fire service fee revenue collected by the City during the year to appropriately account for the additional revenue and off-setting expenditure.
- Appropriate \$1,200,000 in fund balance from the E-911 Emergency Communications operating fund to the E-911 Emergency Communications capital fund to reserve for future projects.
- Appropriate \$1,900,000 in fund balance from the Fine and Forfeiture Fund to the General Fund. This transfers funding from a restricted fund category to an unrestricted fund. This is an annual transfer done to ensure bond rating agencies can see the true general fund unrestricted revenue.

#### **Options:**

1. Authorize the carry forward of FY 2016 appropriations to the FY 2017 budget by adopting the associated resolution and budget amendment (Attachment #1).
2. Approve the FY 2016 year-end budget adjustments, and the associated resolution and budget amendments (Attachment #2).
3. Do not authorize the carry forward of FY 2016 appropriations to the FY 2017 budget.
4. Do not approve the FY 2016 year-end budget adjustments.
5. Board direction

#### **Recommendations:**

Options #1 and #2.

Attachments:

1. Resolution and Budget Amendments for FY 2016 Carry Forward Accounts
2. Resolution and Budget Amendment for FY 2016 Year-End Adjustments



RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2016/2017; 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 25th day of October, 2016.

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Bill Proctor, Chairman  
Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorneys Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

**FISCAL YEAR 2016/2017  
BUDGET AMENDMENT REQUEST**

No: BAB17004  
Date: 10/17/2015

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 10/25/2015

County Administrator

Deputy County Administrator

\_\_\_\_\_  
Vincent S. Long

\_\_\_\_\_  
Alan Rosenzweig

**Request Detail:**

**Revenues**

Account Information				Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>		

<b>Fiscal Year 2016 Carry Forwards See Attached</b>	-
	-
	-
	-
	-

Subtotal:

**Expenditures**

Account Information				Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>		

Subtotal:

**Purpose of Request:**

Group/Program Director

\_\_\_\_\_  
Senior Analyst

\_\_\_\_\_  
Scott Ross, Director, Office of Financial Stewardship

Approved By:                      Resolution                       Motion                       Administrator

FY 2015/2016 Operating Carry Forwards

Account Description	Fund	Org	Account	Program	Revenue	Expenditure	
<b>1 - General Fund</b>							<b>1- General Fund</b>
Appropriated Fund Balance	001	000	399900	000	7,128,656		
<b>Office of Economic Vitality</b>							<u>Office of Economic Vitality</u> : \$180,748 for true-up with the City of Tallahassee for the Office of Economic Vitality; \$250,000 for the MWSBE Disparity Study.
Economic Development	001	114	58222	512		180,748	
Other Contractual Services	001	114	53400	512		250,000	<u>Community and Media Relations</u> : \$50,000 for continued community outreach initiatives.
<b>Community &amp; Media Relations</b>							
Promotional Services	001	116	54800	513		50,000	<u>County Attorney</u> : \$150,000 for professional services associated with TMDL, BMAP and other water issues.
<b>County Attorney</b>							
Professional Services	001	120	53100	514		150,000	<u>Facilities Management</u> : \$137,000 for new carpet for the B. L. Perry Public Library and the Public Works Building.
<b>Facilities Management</b>							
Repairs and Maintenance	001	150	54600	519		137,000	
<b>Human Resources</b>							<u>Human Resources</u> : \$30,000 for training and materials for organizational Project Management Training initiative.
Staff Development & Training	001	160	54918	513		30,000	
<b>Management Information Systems</b>							<u>Management Information Systems</u> : \$25,000 for the Banner process improvement assessment.
Other Contractual Services	001	171	53400	513		25,000	
<b>Health &amp; Human Services</b>							<u>Health &amp; Human Services</u> : \$2,840 for the modification of CHSP portal online automated system software; \$59,336 for the purchase of a Health Department vehicle.
Machinery and Equipment	001	190	56400	562		59,336	
Other Contractual Services	001	370	53400	564		2,840	
<b>Mosquito Control</b>							<u>Mosquito Control</u> : \$3,732 for Mosquito Control's portion of the security camera system installation costs (\$14,928).
Other Contractual Services	001	216	53400	562		3,732	
<b>Planning Department</b>							<u>Planning Department</u> : \$240,000 for true-up and close out of the Planning Department FY16 budget.
Aid to Government Agencies	001	817	58100	515		240,000	
<b>Catastrophe Reserve Account</b>							<u>Catastrophe Reserve Account</u> : \$6,000,000 in emergency reserves for declared natural disasters including debris removal costs from Hurricane Hermine. The Federal Emergency Management Agency (FEMA) will reimburse the County approximately 75% of costs. Debris removal costs will be reimbursed up to 85%.
Catastrophe Reserves	001	990	58602	599		6,000,000	
<b>General Fund Subtotal</b>					<b>7,128,656</b>	<b>7,128,656</b>	
<b>2 - Transportation</b>							<b>2- Transportation</b>
Appropriated Fund Balance	106	000	399900	000	28,464		
Signal Maintenance - State Reimbursement	106	000	344914	000	48,877		
Other Contractual Services	106	431	55300	541		24,732	<u>Engineering</u> : \$20,995 in other contractual services for pavement markings; \$3,732 Engineering's portion of the installation of security system (\$14,928); \$48,877 for FDOT funding for additional traffic signal maintenance.
Other Contractual Services	106	431	53400	541		48,877	
Other Contractual Services	106	432	55301	541		3,732	<u>Right of Way</u> : \$3,732 Right of Way's portion of the security camera system installation costs (\$14,928).
<b>Transportation Subtotal</b>					<b>77,341</b>	<b>77,341</b>	
<b>3 - Fine &amp; Forfeiture</b>							<b>3 - Fine &amp; Forfeiture</b>
Appropriated Fund Balance	110	000	399900	000	100,000		
<b>Juvenile Detention Payment</b>							<u>Juvenile Detention Payment</u> : \$100,000 for the Dept. of Juvenile Justice adjustments in FY17.
Aid to Government Agencies	110	620	58100	689		100,000	
<b>Fine &amp; Forfeiture Subtotal</b>					<b>100,000</b>	<b>100,000</b>	
<b>4-Stormwater Maintenance Fund</b>							<b>4- Stormwater Maintenance</b>
Appropriated Fund Balance	123	000	399900	000	3,732		
Other Contractual Services	123	431	55300	541		3,732	<u>Stormwater Maintenance</u> : \$3,732 Stormwater's portion of the security camera system installation costs (\$14,928).
<b>Stormwater Maintenance Subtotal</b>					<b>3,732</b>	<b>3,732</b>	
<b>5-Emergency Medical Services MSTU Fund</b>							<b>5-Emergency Medical Services MSTU</b>
Appropriated Fund Balance	135	000	399000	000	38,000		
Machinery and Equipment	135	185	56400	526		38,000	<u>Machinery &amp; Equipment</u> : \$38,000 for automated external defibrillator (AEDs) and stretchers.
<b>EMS MSTU Subtotal</b>					<b>38,000</b>	<b>38,000</b>	
<b>6-Municipal Services Fund (Animal Control &amp; Parks and Recreation)</b>							<b>6- Municipal Services(Animal Control &amp; Parks and Recreation)</b>
Appropriated Fund Balance	140	000	39900	000	197,502		
Other Contractual Services(AC)	140	201	53400	562		179,116	<u>Contractual Obligations</u> : \$179,116 for last quarterly payment and true up of the FY16 Animal Control agreement.
Regular OPS Salaries (Parks)	140	436	51250	572		8,478	<u>Regular OPS Salaries and Overtime</u> : Funding to assist with 14 cross country events scheduled between October 1 and December 1, 2016 not originally contemplated in the budget.
Overtime (Parks)	140	436	51400	572		9,908	
<b>Municipal Services Subtotal</b>					<b>197,502</b>	<b>197,502</b>	
<b>7- Tourist Development Council</b>							<b>7- Tourist Development Council</b>
Appropriated Fund Balance	160	000	399900	000	5,357,522		
Special Events Grants Reimbursement	160	000	366500	000	65,500		
<b>Advertising</b>							<u>Advertising</u> \$180,000 for marketing and advertising contract for initiatives not completed.
Other Contractual Services	160	302	53400	552		180,000	
<b>Marketing</b>							<u>Marketing</u> : \$30,000 for promotional activities.
Promotional Activities	160	303	54800	552		30,000	\$65,500 in other contractual services of which \$45,000 is for Cross Country Event Sponsorship and \$20,500 is for Florida Sports Foundation Grants supported from grant and event revenue.
Other Contractual Services	160	303	54900	552		65,500	
<b>Special Events Grants</b>							<u>Special Events Grants</u> : \$105,000 for hosting the NACO Board Meeting (\$55,000) and funding for a concert at Doak Campbell Stadium (\$50,000).
Signature Event Fund	160	304	58300	550		105,000	
<b>TDC 1 Cent</b>							<u>TDC 1 Cent</u> : \$5,042,522 dedicated from the 1 Cent Tourist Tax is budgeted for the Cultural, Heritage and Performing Arts Fund.
Aid to Government Agencies	160	305	58100	552		5,042,522	
<b>Tourist Development Council Subtotal</b>					<b>5,423,022</b>	<b>5,423,022</b>	
<b>8 - Housing Finance Authority</b>							<b>8- Housing Finance Authority</b>
Appropriated Fund Balance	161	000	399900	000	200,000		
<b>Housing Finance Authority - Admin</b>							<u>Housing Finance Authority - Admin</u> : \$200,000 to continue the housing repair program which is funded by dedicated bond proceeds.
Housing Rehabilitation	161	808	585000	554		200,000	
<b>Housing Finance Authority Subtotal</b>					<b>200,000</b>	<b>200,000</b>	
<b>9-Solid Waste</b>							<b>9- Solid Waste</b>
Appropriated Fund Balance	401	000	399000	000	265,282		
<b>Landfill Closure</b>							<u>Landfill Closure</u> : \$265,282 for consulting costs associated with the closure of the landfill.
Professional Services	401	435	53100	534		265,282	
<b>Solid Waste Subtotal</b>					<b>265,282</b>	<b>265,282</b>	

FY 2015/2016 Capital Improvement Carry Forwards						
Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>General Fund: Fund 001</b>						
Appropriated Fund Balance(Excess Fees SOE)	001	000	399900	000	400,000	
Transfer to Fund 305	001	950	591305	581		400,000
<b>General Fund Subtotal</b>					<b>400,000</b>	<b>400,000</b>
<b>Growth Management: Fund 120</b>						
Appropriated Fund Balance	120	000	399900	000	56,976	
New General Vehicles and Equipment	120	026018	56400	519		45,500
Growth Management Technology	120	076055	56400	524		11,476
<b>Growth Management Subtotal</b>					<b>56,976</b>	<b>56,976</b>
<b>Emergency Medical Services: Fund 135</b>						
Appropriated Fund Balance	135	000	399900	000	74,089	
EMS Vehicle & Equipment Replacement	135	026014	56400	526		61,961
Emergency Medical Services Technology	135	076058	56400	526		12,128
<b>Emergency Medical Services Subtotal</b>					<b>74,089</b>	<b>74,089</b>
<b>Municipal Service: Fund 140</b>						
Appropriated Fund Balance	140	000	399900	000	51,661	
Volunteer Fire Department	140	096002	56200	522		51,661
<b>Municipal Service Subtotal</b>					<b>51,661</b>	<b>51,661</b>
<b>Bank of America: Fund 165</b>						
Appropriated Fund Balance	165	000	399900	000	252,967	
BOA Renovations (Building)	165	086025	56200	519		167,667
BOA Renovations (Technology Enhancements)	165	086025	56205	519		85,300
<b>Bank of America Subtotal</b>					<b>252,967</b>	<b>252,967</b>
<b>Huntington Oaks Plaza: Fund 166</b>						
Appropriated Fund Balance	166	000	399900	000	174,650	
Huntington Oaks Plaza Building Improvements	166	083002	56300	519		174,650
<b>Huntington Oaks Subtotal</b>					<b>174,650</b>	<b>174,650</b>
<b>Capital Improvement: Fund 305</b>						
Transfer to From Fund 001 (SOE)	305	950	381110	000	400,000	
Appropriated Fund Balance	305	000	399900	000	15,951,146	
General Vehicle & Equipment	305	026003	56400	519		96,849
Stormwater Vehicle & Equipment	305	026004	56400	538		162,323
New Vehicle and Equipment	305	026018	56400	519		20,500
Woodville Community Park	305	041002	56200	572		513,146
J. Lee Vause Improvements	305	043001	56294	572		61,850
Okeeheepkee Prairie Park	305	043008	56300	572		209,461
Northeast Community Park	305	044001	56300	572		250,000
Miccosukee Greenways	305	044003	56300	572		238,603
Apalachee Parkway Regional Park	305	045001	56300	572		297,093
J.R. Alford Greenway	305	045004	56294	572		15,000
Pedrick Pond Stormwater Reuse Irrigation System	305	045007	56300	572		43,320
Parks Capital Maintenance	305	046001	56300	572		2,501,184
Playground Equipment Replacement	305	046006	56300	572		136,250
New Vehicle and Equipment for Parks/Greenways	305	046007	56400	572		111,166
Greenways Capital Maintenance	305	046009	56300	572		91,159
St. Marks Headwaters (Improvements other than buildings)	305	047001	56300	572		28,334
St. Marks Headwaters (Machinery and Equipment)	305	047001	56400	572		75,000
Boat Landing Improvements	305	047002	56300	572		123,184
Natural Bridge Road	305	051006	56300	541		30,000
Transportation and Stormwater Improvements	305	056010	56300	541		305,536
Street Lights/Unincorporated Area	305	057013	56300	541		125,000
Lakeview Bridge	305	062002	56300	538		157,232
Killearn Lakes Stormwater	305	064006	56300	538		38,086
Stormwater Structure Inventory and Mapping	305	066003	56300	538		611,720
TMDL Flood Control	305	066004	56300	538		200,000
Stormwater Pond Repairs	305	066026	56300	538		10,659
Stormwater Infrastructure Preventive Maintenance	305	067006	56300	538		550,000
Financial Hardware and Software	305	076001	56400	519		90,378
Data Wiring	305	076003	56400	519		14,412
Digital Phone System	305	076004	56400	519		106,092
Elections Voter System/SOE Technology-Machinery & Equip.	305	076005	56410	519		27,026

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
File Server Maintenance	305	076008	56400	519		8,687
Geographic Information Systems	305	076009	56400	539		221,400
Library Services Technology	305	076011	56400	571		95,000
Permit & Enforcement Tracking System	305	076015	56400	537		75,450
Network Backbone Upgrade	305	076018	56400	519		43,043
Technology in Courtrooms	305	076023	56400	519		203,666
User Computer Upgrades	305	076024	56400	519		19,303
Work Order Management	305	076042	56400	519		23,477
MIS Public Defender Technology	305	076051	56400	519		7,679
Records Management	305	076061	56400	519		94,909
E-Filing System for Court Documents	305	076063	56400	519		124,813
MIS Data Center/Elevator Halon System	305	076064	56400	519		61,015
Huntington Oaks Plaza Building Improvements	305	083002	56200	519		43,125
Courthouse Repairs	305	086024	56200	519		527,612
Courthouse Renovations	305	086027	56201	519		129,627
Cooperative Extension (AG Center Improvements)	305	086030	56200	519		33,713
Jail Renovations	305	086031	56200	523		2,991,486
Parking Lot Maintenance	305	086033	56300	519		169,413
Elevator Generator Upgrades	305	086037	56201	519		296,970
Health Department Improvements (HVAC)	305	086052	56300	519		125,758
Main Library Improvements	305	086053	56300	571		365,342
Centralized Storage Facility	305	086054	56201	519		69,758
General County Maintenance & Renovations	305	086057	56300	519		216,753
Community Services Building Renovations	305	086062	56201	519		51,519
Air Conditioning Unity Replacement	305	086064	56400	519		22,671
Concrete Masonry Restrooms	305	086066	56200	572		61,100
Medical Examiner Facility	305	086067	53100	527		660,615
Lake Jackson TC Sense of Place Initiative	305	086068	56300	519		701,731
Fleet Management Shop Improvements	305	086071	56201	519		38,250
Amtrak Building Renovations	305	086073	56201	519		258,207
SOE Consolidation	305	086074	56200	519		903,176
Public Safety Complex Joint Dispatch: Facilities	305	096016	56200	529		340,110
Capital Grant Match	305	096019	56300	559		81,205
Voting Equipment Replacement	305	096028	56400	513		44,000
<b>Capital Improvement Subtotal</b>					<b>16,351,146</b>	<b>16,351,146</b>
<b>Gas Tax: Fund 306</b>						
Appropriated Fund Balance	306	000	399900	000	5,631,393	
Public Works: Vehicle & Equipment Replacement	306	026005	56400	541		424,963
Springhill Road Bridge Rehab	306	051008	56400	541		350,500
Old Bainbridge Road Safety Improvements	306	053007	56300	541		322,000
Bannerman - Thomasville to Meridian	306	054003	56300	541		446,663
Baum Road Drainage Improvements	306	054011	56300	541		73,760
Crump Road Drainage Improvements	306	055011	56300	541		415,674
Transportation and Stormwater Improvements	306	056010	56300	541		2,769,492
Sidewalk Program	306	056013	56300	541		828,341
<b>Gas Tax Subtotal</b>					<b>5,631,393</b>	<b>5,631,393</b>
<b>Local Option Sales Tax: Fund 308</b>						
Appropriated Fund Balance	308	000	399900	000	4,904,259	
Pullen-Old Bainbridge Intersection	308	053002	56300	541		299,164
Intersection Safety and Improvements	308	057001	56300	541		4,605,095
<b>Local Option Sales Tax Subtotal</b>					<b>4,904,259</b>	<b>4,904,259</b>

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>Extended Local Option Sales Tax: Fund 309</b>						
Appropriated Fund Balance	309	000	399900	000	6,232,893	
OGCM (Open Grade Cold Mix) Stabilization	309	026006	56300	541		363,441
Magnolia Drive Multi-Use Trail	309	055010	56300	541		200,324
Arterial/Collector Resurfacing	309	056001	56300	541		2,633,067
Community Safety and Mobility	309	056005	56300	541		900,179
Intersection Safety and Improvements	309	057001	56300	541		560,828
Lake Munson Restoration	309	062001	56300	538		227,599
Longwood Subdivision Retrofit	309	062004	56100	538		223,345
Killearn Acres Drainage	309	064001	56300	538		497,677
Killearn Lakes Stormwater	309	064006	56300	538		989,874
<i>Subtotal</i>					<b>6,232,893</b>	<b>6,232,893</b>
Blueprint Joint Participation Agreement (JPA) Rev.	309	000	343916	000	7,684,035	
Lake Henrietta Renovations	309	061001	56393	538		322,554
Westside Stormwater (Formerly Gum Road)	309	062005	56300	538		400,000
Ford's Arm (Formerly Lexington Regional SWMF)	309	063005	56100	538		3,652,442
Killearn Lakes Stormwater	309	064006	56300	538		1,000,000
Blueprint 2000 Water Quality Enhancements	309	067002	56300	538		309,361
NWFWMD Grant Match - Woodside Heights	309	061002	56300	535		1,999,678
<i>Subtotal</i>					<b>7,684,035</b>	<b>7,684,035</b>
<b>Extended Local Option Sales Tax Subtotal</b>					<b>13,916,928</b>	<b>13,916,928</b>
<b>Impact Fee - Countywide Road District: Fund 341</b>						
Appropriated Fund Balance		000	399900	000	47,449	
North Monroe Turn Lane (Landscaping)	341	053003	56300	541		47,449
<b>Impact Fee - Countywide Road District Subtotal</b>					<b>47,449</b>	<b>47,449</b>
<b>Solid Waste: Fund 401</b>						
Appropriated Fund Balance	401	000	399900	000	816,863	
Landfill Improvements	401	036002	56300	534		86,029
Solid Waste Heavy Equipment	401	036003	56400	534		137,032
Transfer Station Heavy Equipment	401	036010	56400	534		93,300
Household Hazardous Waste Collection Center	401	036019	56201	534		47,200
Transfer Station: Improvements	401	036023	56300	534		147,219
Solid Waste Master Plan	401	036028	56300	534		100,000
Rural/Hazardous Waste Vehicle	401	036033	56400	534		150,809
Solid Waste Pre-fabricated Building	401	036041	56200	534		55,274
Hazardous Waste Vehicle & Equipment Replace	401	036042	56400	534		170,000
<b>Solid Waste Subtotal</b>					<b>816,863</b>	<b>816,863</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Ship Trust Fund 2014-2017</b>						
Revenue	124	932047	345100	000	125,412	
SHIP	124	932047	585000	554		125,412
Subtotal					<b>125,412</b>	<b>125,412</b>
<b>Ship Trust Fund 2015-2018</b>						
Revenue	124	932048	345100	000	490,081	
SHIP	124	932048	585000	554		490,081
Subtotal					<b>490,081</b>	<b>490,081</b>
<b>Significant Benefit District 1</b>						
Revenue - Capacity Fee	125	009010	363244	000	370,518	
Improvements Other than Buildings	125	009010	56300	541		370,518
Subtotal					<b>370,518</b>	<b>370,518</b>
<b>Significant Benefit District 2</b>						
Revenue - Capacity Fee	125	009009	363244	000	84,669	
Improvements Other than Buildings	125	009009	56300	541		84,669
Subtotal					<b>84,669</b>	<b>84,669</b>
<b>Significant Benefit District 3</b>						
Revenue - Capacity Fee	125	009011	363244	000	2,415	
Improvements Other than Buildings	125	009011	56300	541		2,415
Subtotal					<b>2,415</b>	<b>2,415</b>
<b>Significant Benefit District 4</b>						
Revenue - Capacity Fee	125	009012	363244	000	77,852	
Improvements Other than Buildings	125	009012	56300	541		77,852
Subtotal					<b>77,852</b>	<b>77,852</b>
<b>Miccosukee Greenways</b>						
Revenue - State Grant	125	044003	334785	000	104,738	
Improvements Other than Buildings	125	044003	56300	537		104,738
Subtotal					<b>104,738</b>	<b>104,738</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>St. Marks Headwaters</b>						
Revenue - State Grant	125	047001	337702	000	1,355,482	
Improvements Other than Buildings	125	047001	56300	572		1,355,482
Subtotal					<b>1,355,482</b>	<b>1,355,482</b>
<b>Pullen-Old Bainbridge Intersection</b>						
Revenue - Capacity Fee	125	053002	363244	000	56,428	
Improvements Other than Buildings	125	053002	56300	541		56,428
Subtotal					<b>56,428</b>	<b>56,428</b>
<b>Beechridge Trail Improvements</b>						
Revenue - Capacity Fee	125	054010	363244	000	4,928	
Improvements Other than Buildings	125	054010	56300	541		4,928
Subtotal					<b>4,928</b>	<b>4,928</b>
<b>Magnolia Drive Multi-use Trail</b>						
FDOT-Magnolia Drive	125	055010	334492	000	68,501	
COT Reimbursement-Magnolia Drive	125	055010	337405	000	120,896	
BP 2000-Magnolia Drive	125	055010	337406	000	6,150,000	
Capacity Fee	125	055010	363244	000		
Improvements Other than Buildings	125	055010	56300	541		6,339,397
Subtotal					<b>6,339,397</b>	<b>6,339,397</b>
<b>OX Bottom HOA-Community Safety Mobility</b>						
Revenue - Capacity Fee	125	056005	325100	000	36,225	
Improvements Other than Buildings	125	056005	56300	541		36,225
Subtotal					<b>36,225</b>	<b>36,225</b>
<b>Intersection &amp; Safety Improvements</b>						
Revenue - Capacity Fee	125	057001	363244	000	13,121	
Improvements Other than Buildings	125	057001	56300	541		13,121
Subtotal					<b>13,121</b>	<b>13,121</b>
<b>SR 20/Geddie Road Project</b>						
Revenue - State Grant	125	057008	334491	000	225,000	
Improvements Other Than Buildings	125	057008	56300	541		225,000
Subtotal					<b>225,000</b>	<b>225,000</b>



FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Mosquito Control Grant</b>						
Revenue	125	214	334610	000	23,441	
Operating Supplies	125	214	55200	562		23,441
Subtotal					<b>23,441</b>	<b>23,441</b>
<b>Library E-Rate Program</b>						
Revenue	125	912013	369910	000	33,684	
Other Contractual Services	125	912013	53400	571		25,094
Machinery and Equipment	125	912013	56400	571		8,590
Subtotal					<b>33,684</b>	<b>33,684</b>
<b>Library Patron Donations</b>						
Revenue - Contributions	125	913023	366000	000	147,180	
Professional Services	125	913023	53100	571		2,260
Other Contractual Services	125	913023	53400	571		1,183
Promotional Activities	125	913023	54800	571		14,000
Office Supplies	125	913023	55100	571		2,833
Machinery and Equipment	125	913023	56400	571		11,452
Books, Publications, Library Materials	125	913023	56600	571		115,452
Subtotal					<b>147,180</b>	<b>147,180</b>
<b>Capelouto Donation</b>						
Revenue - Contributions	125	913024	366000	000	3,415	
Books, Publications and Library Materials	125	913024	56600	571		3,415
Subtotal					<b>3,415</b>	<b>3,415</b>
<b>Friends Literacy Contract</b>						
Revenue - Grant	125	913045	337714	000	31,340	
Office Supplies	125	913045	55100	571		7,878
Operating Supplies	125	913045	55200	571		9,394
Books, Publications and Library Materials	125	913045	56600	571		14,068
Subtotal					<b>31,340</b>	<b>31,340</b>
<b>Slosberg Driver Education</b>						
Revenue - Driver Education CFWD	125	915013	348532	000	91,494	
Other Grants and Aids	125		58300	529		91,494
Subtotal					<b>91,494</b>	<b>91,494</b>
<b>Community Foundation of North Florida</b>						
Revenue	125	915058	366310	000	588	
Other Current Charges & Obligations	125	915058	54908	519		588
Subtotal					<b>588</b>	<b>588</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>DOT - Big Bend Scenic Byway</b>						
BBSB Grant	125	916017	331494	000	784,131	
Other Contractual Services	125	916017	56400	529		784,131
Subtotal					<b>784,131</b>	<b>784,131</b>
<b>Southwood Pmt - Woodville Highway</b>						
Revenue - Southwood Proportional Share	125	918001	363250	000	50,178	
Aid to Government Agencies	125	918001	58100	541		50,178
Subtotal					<b>50,178</b>	<b>50,178</b>
<b>Leon Works Expo / Junior Apprentice</b>						
Revenue - State Grant	125	915068	337501	000	99,425	
Regular Salaries and Wages	125	915068	51200	551		57,960
FICA Taxes	125	915068	52100	551		4,434
Promotional Activities	125	915068	54800	551		29,425
Other Current Charges and Obligations	125	915068	54900	551		7,606
Subtotal					<b>99,425</b>	<b>99,425</b>
<b>Boating Improvement</b>						
Revenue - State Grant	125	921043	334792	000	225,600	
Improvements Other than Buildings	125	921043	56300	572		225,600
Subtotal					<b>225,600</b>	<b>225,600</b>
<b>BP Horizon Oil Spill</b>						
Appropriated Fund Balance	125	925017	399900	000	706,693	
Other Current Charges & Obligations	125	925017	54900	559		120,000
Land	125	925017	56100	559		586,693
Subtotal					<b>706,693</b>	<b>706,693</b>
<b>Robinson Road Flood Relief</b>						
Revenue - State Grant	125	926105	334367	000	12,905	
Improvements Other Than Buildings	125	926105	56300	538		12,905
Subtotal					<b>12,905</b>	<b>12,905</b>
<b>Woodville Heights Sewer Project</b>						
Revenue - State Grant	125	926155	334352	000	18,914	
Improvements Other Than Buildings	125	926155	56300	535		18,914
Subtotal					<b>18,914</b>	<b>18,914</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Woodside Heights Septic to Sewer Project</b>						
Revenue - State Grant	125	061002	334353	000	2,950,000	
Improvements Other Than Buildings	125	061002	56300	535		2,950,000
Subtotal					<b>2,950,000</b>	<b>2,950,000</b>
<b>Florida Hardest Hit Program</b>						
Revenue	125	932016	334512	000	11,012	
Office Supplies	125	932016	55100	554		11,012
Subtotal					<b>11,012</b>	<b>11,012</b>
<b>CDBG 2013 Community Development Block Grant</b>						
Revenue - Federal Grant	125	932077	331520	000	<b>734,802</b>	
Regular Salaries and Wages	125	932077	51200	554		60,667
FICA Taxes	125	932077	52100	554		4,640
Retirement Contribution	125	932077	52200	554		4,470
Health Insurance	125	932077	52300	554		38,203
Postage	125	932077	54200	554		1,000
Printing and Binding	125	932077	54700	554		1,000
Other Current Charges and Obligations	125	932077	54900	554		522
Office Supplies	125	932077	55100	554		1,000
Housing Rehabilitation	125	932077	585000	554		623,300
Subtotal					<b>734,802</b>	<b>734,802</b>
<b>DCF Drug Testing</b>						
Revenue - Federal Grant	125	943085	33420	000	33,617	
Other Contractual Services	125	943085	53400	622		33,617
Subtotal					<b>33,617</b>	<b>33,617</b>
<b>EDC/Qualified Targeted Industry</b>						
Appropriated Fund Balance	125	983016	399900		500,000	
Aid to Government Agencies	125	983016	58100	541		500,000
Subtotal					<b>500,000</b>	<b>500,000</b>
<b>Sidewalk Program District 1</b>						
Sidewalk Fees	127	001000	363243	000	12,922	
Pool Interest Allocation	127	001000	361111	000	472	
Road Materials and Supplies	127	001000	55300	541		13,394
Subtotal					<b>13,394</b>	<b>13,394</b>
<b>Sidewalk Program District 2</b>						
Sidewalk Fees	127	002000	363243	000	22,922	
Pool Interest Allocation	127	002000	361111	000	774	
Road Materials and Supplies	127	002000	55300	541		23,696
Subtotal					<b>23,696</b>	<b>23,696</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Sidewalk Program District 3</b>						
Sidewalk Fees	127	003000	363243	000	65,257	
Pool Interest Allocation	127	003000	361111	000	2,077	
Road Materials and Supplies	127	003000	55300	541		67,334
Subtotal					<b>67,334</b>	<b>67,334</b>
<b>Sidewalk Program District 4</b>						
Sidewalk Fees	127	004000	363243	000	50,945	
Pool Interest Allocation	127	004000	361111	000	1,774	
Road Materials and Supplies	127	004000	55300	541		52,719
Subtotal					<b>52,719</b>	<b>52,719</b>
<b>Sidewalk Program District 5</b>						
Sidewalk Fees	127	005000	363243	000	5,940	
Pool Interest Allocation	127	005000	361111	000	205	
Road Materials and Supplies	127	005000	55300	541		6,145
Subtotal					<b>6,145</b>	<b>6,145</b>
<b>Friends Library Endowment</b>						
Revenue - Donation	127	913115	337716	000	92,471	
Other Contractual Services	127	913115	53400	571		9,064
Promotional Activities	127	913115	54800	571		615
Operating Supplies	127	913115	55200	571		2,773
Books, Publications and Library Materials	127	913115	56600	571		80,019
Subtotal					<b>92,471</b>	<b>92,471</b>
<b>Van Brunt Library Trust</b>						
Revenue	127	913200	337725	000	81,560	
Other Contractual Services	127	913200	53400	571		81,560
Subtotal					<b>81,560</b>	<b>81,560</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Tree Bank</b>						
Tree Bank Donations	127	921053	337410	000	46,642.00	
Pool Interest Allocation	127	921053	361111	000	233.00	
Road Materials and Supplies	127	921053	55300	541		46,875
Subtotal					<b>46,875</b>	<b>46,875</b>
<b>Amtrak Community Room</b>						
Parks and Recreation	127	921064	347200	000	1,870	
Pool Interest Allocation	127	921064	361111	000	30	
Improvements Other Than Buildings	127	921064	56300	572		1,900
Subtotal					<b>1,900</b>	<b>1,900</b>
<b>Miccosukee Community Center</b>						
Parks and Recreation	127	921116	347200	000	8,038	
Improvements Other than Buildings	127	921116	56300	572		8,038
Subtotal					<b>8,038</b>	<b>8,038</b>
<b>Chaires Community Center Fees</b>						
Parks and Recreation	127	921126	347200	000	18,125	
Improvements Other than Buildings	127	921126	56300	572		18,125
Subtotal					<b>18,125</b>	<b>18,125</b>
<b>Woodville Community Center Fees</b>						
Parks and Recreation	127	921136	347200	000	35,083	
Pool Interest Allocation	127	921136	361111	000	139	
Improvements Other than Buildings	127	921136	56300	572		35,222
Subtotal					<b>35,222</b>	<b>35,222</b>
<b>Ft. Braden Community Center Fees</b>						
Parks and Recreation	127	921146	347200	000	20,230	
Pool Interest Allocation	127	921146	361111	000	-	
Improvements Other than Buildings	127	921146	56300	572		20,230
Subtotal					<b>20,230</b>	<b>20,230</b>
<b>Bradfordville Community Center Fees</b>						
Parks and Recreation	127	921156	347200	000		
Pool Interest Allocation	127	921156	361111	000	39	
Improvements Other than Buildings	127	921156	56300	572		20,073
Subtotal					<b>20,073</b>	<b>20,073</b>

FY 15/16  
Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Lake Jackson Community Center Fees</b>						
Parks and Recreation	127	921166	347200	000	17,247	
Pool Interest Allocation	127	921166	361111	000	295	
Improvements Other than Buildings	127	921166	56300	572		17,542
Subtotal					<b>17,542</b>	<b>17,542</b>
<b>EMS/DOH - County Grant C2037</b>						
DOH-State EMS County Grant	127	961045	334201	000	19,469	
Machinery and Equipment	127	961045	56400	526		19,469
Subtotal					<b>19,469</b>	<b>19,469</b>
<b>EMS/DOH - EMS Matching Grant M4253</b>						
DOH-State EMS Matching Grant	127	961052	334202	000	32,775	
Pooled Interest Allocation	127	961052	361111	000	169	
Appropriated Fund Balance	127	961052	399000	000	5,463	
Promotional Activities	127	961052	54800	526		38,407
Subtotal					<b>38,407</b>	<b>38,407</b>
<b>EMS/DOH - EMS Matching Grant M4254</b>						
DOH-State EMS Matching Grant	127	961053	334202	000	29,531	
Pooled Interest Allocation	127	961053	361111	000	152	
Appropriated Fund Balance	127	961053	399000	000	9,675	
Machinery and Equipment	127	961053	56400	526		39,358
Subtotal					<b>39,358</b>	<b>39,358</b>
<b>EMS/DOH - EMS Matching Grant M4255</b>						
DOH-State EMS Matching Grant	127	961054	334202	000	23,250	
Pooled Interest Allocation	127	961054	361111	000	120	
Appropriated Fund Balance	127	961054	399000	000	3,875	
Machinery and Equipment	127	961054	56400	526		27,245
Subtotal					<b>27,245</b>	<b>27,245</b>
<b>Fund 125 Total</b>					<b>16,374,488</b>	<b>16,374,488</b>

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 25th day of October, 2016.

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Bill Proctor, Chairman  
Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorneys Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

**FISCAL YEAR 2015/2016  
BUDGET AMENDMENT REQUEST**

No: BAB16026  
Date: 10/12/2016

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 10/25/2016

County Administrator

Deputy County Administrator

\_\_\_\_\_  
Vincent S. Long

\_\_\_\_\_  
Alan Rosenzweig

#  
1

**Request Detail:**

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
110	000	399900	000	Appropriated Fund Balance	250,000	1,900,000	2,150,000
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
110	950	591001	581	Transfer To Fund 001	-	1,900,000	1,900,000
<b>Subtotal:</b>							

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
001	950	381110	000	Transfer From Fund 110	-	1,900,000	1,900,000
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
001	990	59918	599	Reserve for Fund Balance	-	1,900,000	1,900,000
<b>Subtotal:</b>							

2

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
110	620	58100	689	Aids to Government Agencies	1,272,660	(120,000)	1,152,660
110	950	591131	581	Transfer To Fund 131	-	120,000	120,000
<b>Subtotal:</b>							

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
131	950	381110	000	Transfer From Fund 110	-	120,000	120,000
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
131	529	54900	519	Other Current Charges & Obligations	605,196	120,000	725,196
<b>Subtotal:</b>							



3

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
130	000	399900	000	Appropriated Fund Balance	-	1,200,000	1,200,000
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
130	950	591330	581	Transfer To Fund 330	-	1,200,000	1,200,000
<b>Subtotal:</b>							

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
330	950	381130	000	Transfer From Fund 130	-	1,200,000	1,200,000
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
330	990	59902	599	Reserve for Future Projects	-	1,200,000	1,200,000
<b>Subtotal:</b>							

4

**Revenues**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
145	000	325201	000	Fire Services Fees	4,916,863	542,498	5,459,361
<b>Subtotal:</b>							

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
145	838	53400	522	Other Contractual Services	7,463,670	542,498	8,006,168
<b>Subtotal:</b>							

5

**Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
305	046001	56300	572	Improvements Other Than Buildings	2,723,419	(407,217)	2,316,202
305	043007	56300	572	Improvements Other Than Buildings	110,000	407,217	517,217
<b>Subtotal:</b>							

**Purpose of Request:**

1) This year end budget adjustment realigns \$1,900,000 in fund balance from Fine and Forfeiture Fund to the General Fund, transferring funding from a special revenue fund with restricted use to an unrestricted fund for general use. 2) Realigns \$120,000 from available Juvenile Detention funding in the Fine and Forfeiture Fund to the Radio Communication Systems Fund to cover actual expenses associated with the 800 MHz system maintenance. 3) Transfers \$1,200,000 from the E-911 Emergency Communications Fund to the E-911 Emergency Communications Capital Fund to reserve for future projects. 4) Appropriates \$542,498 in the Fire Services Fund to true up the last year's revenue collections with the City of Tallahassee. 5) Realigns \$407,217 in capital funding for parks expansion to the Fred George Park construction project for final invoices to complete the project.

Group/Program Director

\_\_\_\_\_

Senior Analyst

\_\_\_\_\_

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution

Motion

Administrator

**Leon County  
Board of County Commissioners**

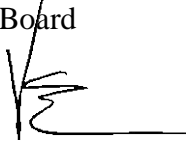
**Notes for Agenda Item #11**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #11

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of Fiscal Year 2015/2016 Tangible Personal Property Annual Report

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Shelly Kelley, Director, Purchasing Division
<b>Lead Staff/ Project Team:</b>	Don Tobin, Purchasing and Contract Administrator Jay Kirkland, Purchasing Agent and Property Control Specialist

**Fiscal Impact:**

This item has no fiscal impact to the County

**Staff Recommendation:**

Option #1: Accept the Fiscal Year 2015/2016 Tangible Personal Property Annual Report.

Option #2: Authorize the deletion of 593 tangible personal property items from the Property Control records.

## Report and Discussion

### **Background:**

As part of the County's Property Management Program the Purchasing Department is required to provide an annual report of the of the County's tangible personal property. Florida Statutes and the Rules of the Chief Financial Officer require that each Board of County Commissioners conduct an annual physical inventory of all tangible personal property items. The Board is responsible for maintaining inventory control on all items under its authority, as well as items of the Property Appraiser, the Tax Collector, the Clerk of Courts, Supervisor of Elections, and the Health Department. The Sheriff is charged by Florida Statutes with maintaining his own inventory control system.

In keeping with the Rules of the Chief Financial Officer for missing items (Rule 69I-73.001 F.A.C.), the Board has authorized Property Control to place items not found during the annual inventory in a holding category of Items Not Found First Year. Each custodian with items in this category is provided a list and instructions to make every effort to locate the missing items. Items not found during the following annual inventory are brought to the Board for approval to delete from the Property Control records.

### **Analysis:**

#### *Surplus Auctions*

Disposition of tangible personal property of local governments is tightly controlled by Chapter 274, Florida Statutes. The statute requires counties to dispose of tangible personal property by public sale, either to other government units or to the public. Several sales were held this year via on-site auctions, and utilization of PublicSurplus.com internet auction site. Net proceeds were as shown in Table #1.

<b>Table #1: FY 2016 Tangible Personal Property Sales</b>			
<b>Date</b>	<b>Auction Type</b>	<b>Items</b>	<b>Net Proceeds</b>
10/5/15	On-site	Vehicle/Heavy Equipment	\$60,319
During FY15/16	Internet	Vehicle/Heavy Equipment, Office Equipment	\$152,500
<b>Total</b>			<b>\$212,819</b>

#### *Annual Inventory*

Purchasing division staff and department custodians have recently completed the FY15/16 annual inventory of 7,275 tangible personal property assets valued at \$57,027,611. All items were found.

*Deletion of Property Items*

There are various reasons items need to be deleted from the property records. Reasons for deletion include being sold, donated, traded-in, dealer buy-back, returned, discarded, cannibalized, lost, recycled, transfer, and inventory not found for two years.

Table #2 shows the recommended asset deletions and lists the reasons and the number of items to be deleted by category. The total number of property items to be deleted is 593 (Attachment #1). Deletion of tangible personal property requires Board approval.

<b>Table #2: FY 2016 Recommended Asset Deletions</b>	
<b>Reason</b>	<b>Number</b>
Sold	57
Donated to Goodwill per board direction	497
Traded-in, dealer buy-back, returned	4
Discarded, cannibalized, junked, recycled	35
<b>Total</b>	<b>593</b>

**Options:**

1. Accept the Fiscal Year 2015/2016 Tangible Personal Property Annual Report.
2. Authorize deletion of the listed 593 tangible personal property items from the Property Control records. (Attachment #1).
3. Board direction.

**Recommendation:**

Options #1 & #2.

**Attachment:**

1. List of tangible personal property to be deleted from the Property Control records

## TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS

### TRADED ASSETS

29885 GMC PICK-UP TRUCK  
31255 GMC SIERRA 1500  
31824 GMC SIERRA 1500  
35116 JD 744K WASTE HANDLER

### ASSETS DONATED TO GOODWILL PER BOARD DIRECTION

25118 IDE HARD DRIVE DUP SYSTEM  
25138 CATALYST 3524XL-A  
25227 CATALYST 3524XLSTD  
25230 CATALYST 3524XLSTD  
25232 CATALYST 3524XLSTD  
25252 PRINTER, EPSON DFX-5000+  
25258 CATALYST 3524  
25889 PIX CHASSIS, 515R  
25897 PRINTER, EPSON DFX 5000  
25937 CPU, DELL 4100 WORKSTATION  
25940 CPU, DELL 4100 WORKSTATION  
26045 COMPUTER, DELL DIMENSION 4100  
26991 COMPUTER, ITI SUPER MINITOWER  
27133 PRINTER, HP 4100N  
27150 COMPUTER, ITI SUPER MINI TOWER  
27683 CISCO L3 SWITCH 3550  
27685 CISCO L3 SWITCH 3500  
27840 LAPTOPS PENTIUM 4  
27902 SUPER MINI TOWER COMPUTER  
27930 POWER EDGE 2650  
27956 POWER EDGE 2650  
28132 SUPER MINI TOWER COMPUTER  
28138 DELL COMPUTER 4500  
28161 COMPAQ TABLET PC TC1000  
28309 DELL DIMENSION 4600  
28310 DELL DIMENSION 4600  
28311 DELL DIMENSION 4600  
28312 DELL DIMENSION 4600  
28351 DELL DIMENSION 4600  
28352 DELL DIMENSION 4600  
28353 DELL DIMENSION 4600  
28415 GATEWAY LAPTOP 600EB  
28416 GATEWAY LAPTOP 600EB  
28420 DELL COMPUTER 4600  
28421 DELL COMPUTER 4600  
28422 DELL COMPUTER 4600  
28423 DELL COMPUTER 4600

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

28424 DELL COMPUTER 4600  
28425 DELL COMPUTER 4600  
28426 DELL COMPUTER 4600  
28427 DELL COMPUTER 4600  
28428 DELL COMPUTER 4600  
28429 DELL COMPUTER 4600  
28430 DELL COMPUTER 4600  
28434 DELL COMPUTER 4600  
28437 DELL COMPUTER 4600  
28438 DELL COMPUTER 4600  
28439 DELL COMPUTER 4600  
28482 DELL DIMENSION 4600  
28483 DIMENSION COMPUTER 4600  
28484 DELL 4600  
28485 DIMENSION COMPUTER 4600  
28486 DELL DIMENSION 4600  
28487 DELL DIMENSION 4600  
28488 DIMENSION COMPUTER 4600  
28489 DELL COMPUTER 4600  
28491 DELL DIMENSION 4600  
28492 DELL DIMENSION 4600  
28493 DELL DIMENSION 4600  
28495 DELL DIMENSION 4600  
28497 DIMENSION COMPUTER 4600  
28498 DIMENSION COMPUTER 4600  
28499 DELL DIMENSION 4600  
28500 DELL COMPUTER 4600  
28501 DELL DIMENSION 4600  
28608 CISCO ROUTER  
28611 CISCO PIX FIREWALL 525  
28617 DELL DIMENSION 4600  
28619 DELL DIMENSION 4600  
28620 DELL DIMENSION 4600  
28621 DELL DIMENSION 4600  
28622 DELL DIMENSION 4600  
28624 DELL DIMENSION 4600  
28625 DELL DIMENSION 4600  
28628 DELL DIMENSION 4600  
28629 DELL DIMENSION 4600  
28631 DELL DIMENSION 4600  
28632 DELL DIMENSION 4600  
28633 DELL DIMENSION 4600  
28634 DELL DIMENSION 4600  
28635 DELL DIMENSION 4600  
28636 DELL DIMENSION 4600

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

28637	DELL DIMENSION 4600
28708	DELL EIMENSION 4600
28709	DELL DIMENSION 4600
28710	DELL DIMENSION 4600
28711	DELL DIMENSION 4600
28712	DELL DIMENSION 4600
28713	DELL DIMENSION 4600
28714	DELL DIMENSION 4600
28716	DELL DIMENSION 4600
28717	DELL DIMENSION 4600
28718	DELL DIMENSION 4600
28719	DELL DIMENSION 4600
28720	DELL DIMENSION 4600
28721	DELL DIMENSION 4600
28724	DELL DIMENSION 4600
28725	DELL DIMENSION 4600
28726	DELL DIMENSION 4600
28850	DELL DIMENSION 4600
28851	DELL DIMENSION 4600
28852	DELL DIMENSION 4600
28853	DELL DIMENSION 4600
28854	DELL DIMENSION 4600
28855	DELL DIMENSION 4600
28856	DELL DIMENSION 4600
28858	DELL DIMENSION 4600
28947	CPU, ITI
28948	CPU, ITI
28949	CPU, ITI
28950	CPU, ITI
28951	CPU, ITI
28954	CPU, ITI
28955	CPU, ITI
28956	CPU, ITI
28957	CPU, ITI
28958	CPU, ITI
28960	CPU, ITI
28961	CPU, ITI
28962	CPU, ITI
28963	CPU, ITI
28964	CPU, ITI
28965	CPU, ITI
28966	CPU, ITI
28967	CPU, ITI
28968	CPU, ITI
28970	CPU, ITI



**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

28972	CPU, ITI
28973	CPU, ITI
28975	CPU, ITI
28976	CPU, ITI
28977	CPU, ITI
28978	CPU, ITI
28979	CPU, ITI
28981	CPU, ITI
28982	CPU, ITI
28983	CPU, ITI
28984	CPU, ITI
28987	CPU, ITI
28988	CPU, ITI
28989	CPU, ITI
28990	CPU, ITI
28992	CPU, ITI
28993	CPU, ITI
28995	CPU, ITI
28996	CPU, ITI
28998	CPU, ITI
28999	CPU, ITI
29001	CPU, ITI
29003	CPU, ITI
29004	CPU, ITI
29005	CPU, ITI
29006	CPU, ITI
29007	CPU, ITI
29009	CPU, ITI
29010	CPU, ITI
29011	CPU, ITI
29013	CPU, ITI
29014	CPU, ITI
29015	CPU, ITI
29016	CPU, ITI
29017	CPU, ITI
29018	CPU, ITI
29021	CPU, ITI
29022	CPU, ITI
29023	CPU, ITI
29025	CPU, ITI
29026	CPU, ITI
29027	CPU, ITI
29028	CPU, ITI
29029	CPU, ITI
29030	CPU, ITI

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

29031	CPU, ITI
29032	CPU, ITI
29033	CPU, ITI
29034	CPU, ITI
29035	CPU, ITI
29036	CPU, ITI
29037	CPU, ITI
29038	CPU, ITI
29039	CPU, ITI
29040	CPU, ITI
29042	CPU, ITI
29043	CPU, ITI
29044	CPU, ITI
29202	CPU, ITI
29416	CPU, LAPTOP DELL D800
29492	CPU, LAPTOP DELL D800
29493	CPU, LAPTOP DELL D800
29524	COMPUTER, DELL GX270
29592	CPU,LAPTOP DELL D800
29640	COMPUTER 4400
29642	COMPUTER DELL 4400
29643	COMPUTER DELL 4400
29645	DELL 4400
29650	COMPUTER DELL 4400
29660	COMPUTER 4100
29662	COMPUTER 4100
29665	COMPUTER DELL 4100
29667	COMPUTER 4100
29671	COMPUTER 4100
29700	COMPUTER DELL 4300
29701	COMPUTER 4300
29703	COMPUTER DELL 4300
29704	COMPUTER DELL 4300
29708	COMPUTER DELL4300
29723	COMPUTER DELL 4600
29724	COMPUTER DELL 4600
29725	COMPUTER DELL 4600
29726	COMPUTER DELL 4600
29748	SONY VAIO NOTEBOOK COMPUTER
29765	COMPUTER DELL 4700
29766	COMPUTER 4700
29767	DELL 4700
29769	COMPUTER 4700
29770	COMPUTER 4700
29771	COMPUTER 4700

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

29772 COMPUTER 4700  
29773 COMPUTER 4700  
29779 COMPUTER DELL 4700  
29782 SERVER DELL 2650  
29783 SERVER DELL 2650  
29789 POWERVAULT 220S  
29790 SERVER DELL 2650  
29797 CATALYST CISCO 2950  
29891 CATALYST, 2950-12  
29919 CATALYST, 3550-12  
29921 CATALYST, 3550-12  
29922 CATALYST, 3550-12  
29923 CATALYST, 3550-12  
29969 COMPUTER, OPTIPLEX SX280  
29971 COMPUTER, OPTIPLEX SX280  
29974 COMPUTER, OPTIPLEX SX280  
29976 COMPUTER, OPTIPLEX SX280  
29995 COMPUTER, OPTIPLEX SX280  
29997 COMPUTER, OPTIPLEX SX280  
30035 CPU,DELL SX280  
30062 COMPUTER,DELL OPTIPLEX SX280  
30065 COMPUTER,DELL OPTIPLEX SX280  
30182 CPU,DELL SX280  
30190 SERVER DELL 2850  
30191 SERVER DELL 1850  
30217 BAYSTACK 470-48T SWITCH  
30246 CPU,DELL SX280  
30249 CPU,DELL SX280  
30250 CPU,DELL SX280  
30252 CPU,DELL SX280  
30265 CPU DELL GX620  
30267 APC UPS 3000  
30268 APC UPS 3000  
30274 SERVER DELL 1850  
30275 SERVER DELL 1850  
30278 SERVER DELL 2850  
30280 SERVER DELL 2850  
30282 SERVER DELL 1850  
30284 SERVER DELL 1850  
30303 BAYSTACK 48T SWITCH  
30331 CPU, DELL GX620  
30332 CPU, DELL GX620  
30333 CPU, DELL GX620  
30335 CPU, DELL GX620  
30337 CPU, DELL GX620

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

30339 CPU, DELL GX620  
30340 CPU, DELL GX620  
30391 SERVER DELL 1850  
30460 SERVER,DELL 2850  
30511 CPU,DELL PRECISION 380  
30522 KVM SWITCH 16 PORT  
30555 CPU, DELL GX620  
30560 CPU, DELL GX620  
30584 CPU, DELL GX620  
30606 CPU, DELL GX620  
30611 CPU, DELL GX620  
30621 CPU, DELL GX620  
30626 CPU, DELL GX620  
30630 CPU, DELL GX620  
30638 CPU, DELL GX620  
30651 CPU, DELL GX620  
30655 CPU, LAPTOP DELL 810  
30656 CPU, LAPTOP DELL 810  
30657 CPU, LAPTOP DELL 810  
30664 CPU, LAPTOP DELL 810  
30667 CPU, LAPTOP DELL 810  
30759 LAPTOP,PANASONIC TOUGHBOOK29  
30798 CPU, DELL GX620  
30799 CPU, DELL GX620  
30808 CPU, DELL GX620  
30812 CPU, DELL GX620  
30813 CPU, DELL GX620  
30817 CPU, DELL GX620  
30846 CPU, DELL GX620  
30847 CPU, DELL GX620  
30848 CPU, DELL GX620  
30850 SERVER, DELL 1850  
30851 SERVER, DELL 1850  
30865 CPU, LAPTOP DELL D810  
30918 SERVER, DELL 2850  
30934 ROUTER, CISCO 2950  
30948 CPU, DELL DIMENSION 5150  
30950 CPU, DELL DIMENSION 5150  
30974 CPU, DELL GX620  
31116 CPU, DELL GX620  
31119 SWITCH, PASSPORT 1612-12T  
31128 CPU, LAPTOP DELL D820  
31157 CPU, LAPTOP DELL D810  
31161 CPU, LAPTOP DELL D810  
31167 CPU, LAPTOP DELL D810

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

31169 CPU, LAPTOP DELL D810  
31170 CPU, LAPTOP DELL D810  
31195 CPU, LAPTOP DELL D820  
31196 CPU, LAPTOP DELL D820  
31197 CPU, LAPTOP DELL D820  
31225 CPU, DELL GX620  
31226 CPU, DELL GX620  
31227 CPU, DELL GX620  
31282 CPU, DELL OPTIPLEX GX620  
31283 CPU, DELL GX620  
31307 CPU, DELL OPTIPLEX 745  
31328 CPU,DELL OPTIPLEX 745  
31439 CPU, LAPTOP DELL D820  
31445 CPU, LAPTOP DELL D820  
31463 CPU, DELL OPTIPLEX 745  
31467 CPU, DELL OPTIPLEX 745  
31471 CPU, DELL OPTIPLEX 745  
31473 CPU, DELL OPTIPLEX 745  
31511 CPU, DELL OPTIPLEX 745  
31529 CPU, DELL OPTIPLEX 745  
31538 CPU, DELL OPTIPLEX 745  
31543 CPU, DELL OPTIPLEX 745  
31546 CPU, DELL OPTIPLEX 745  
31547 CPU, DELL OPTIPLEX 745  
31548 CPU, DELL OPTIPLEX 745  
31549 CPU, DELL OPTIPLEX 745  
31550 CPU, DELL OPTIPLEX 745  
31551 CPU, DELL LAPTOP D820  
31560 CPU, DELL LAPTOP D820  
31622 CPU, DELL OPTIPLEX 745  
31631 CPU, DELL OPTIPLEX 745  
31657 CPU, DELL 745  
31658 CPU, DELL 745  
31659 CPU, DELL 745  
31660 CPU, DELL 745  
31661 CPU, DELL 745  
31670 CPU, DELL 745  
31671 CPU, DELL 745  
31672 CPU, DELL 745  
31673 CPU, DELL 745  
31675 CPU, DELL 745  
31677 CPU, DELL 745  
31678 CPU, DELL 745  
31679 CPU, DELL 745  
31680 CPU, DELL 745

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

31681	CPU, DELL 745
31682	CPU, DELL 745
31706	CPU, DELL 745
31707	CPU, DELL 745
31709	CPU, DELL 745
31711	CPU, DELL 745
31712	CPU, DELL 745
31713	CPU, DELL 745
31714	CPU, DELL 745
31715	CPU, DELL 745
31716	CPU, DELL 745
31717	CPU, DELL 745
31718	CPU, DELL 745
31719	CPU, DELL 745
31720	CPU, DELL 745
31735	CPU, DELL 745
31765	PRINTER, HP 4250N
31788	CPU, LAPTOP DELL D820
31858	CPU, DELL 755
31948	CPU, DELL PRECISION T3400
32419	CPU, DELL 755
32420	CPU, DELL 755
32422	CPU, DELL 755
32423	CPU, DELL 755
32424	CPU, DELL 755
32432	CPU, DELL 755
32435	CPU, DELL 755
32439	CPU, DELL 755
32446	CPU, DELL 755
32448	CPU, DELL 755
32449	CPU, DELL 755
32451	CPU, DELL 755
32464	CPU, DELL 755
32470	PRINTER, RICOH COLOR
32476	SERVER DELL 2950
32477	SERVER DELL 2950
32478	SERVER, DELL POWERVAULT MD1000
32480	SERVER, DELL POWERVAULT MD1000
32559	CPU, DELL PRECISION T3400
32597	CPU, DELL 755
32599	CPU, DELL 755
32613	CPU, LAPTOP DELL E5500
32615	CPU, LAPTOP DELL E5500
32679	CPU, DELL 760
32684	CPU, DELL 760

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

32685	CPU, DELL 760
32686	CPU, DELL 760
32687	CPU, DELL 760
32688	CPU, DELL 760
32689	CPU, DELL 760
32690	CPU, DELL 760
32710	CPU, DELL 760
32711	CPU, DELL 760
32713	CPU, DELL 760
32723	CPU DELL 755
32728	CPU DELL 755
32729	CPU DELL 755
32730	CPU DELL 755
32842	CPU, H-P LAPTOP 6730B
32843	CPU, H-P LAPTOP 6730B
32844	CPU, H-P LAPTOP 6730B
32845	CPU, H-P LAPTOP 6730B
32846	CPU, H-P LAPTOP 6730B
32847	CPU, H-P LAPTOP 6730B
32848	CPU, H-P LAPTOP 6730B
32849	CPU, H-P LAPTOP 6730B
32880	CPU, DELL PRECISION T3500
32882	CPU, DELL PRECISION T3500
32886	CPU, DELL PRECISION T3500
32892	CPU, DELL 760
32893	CPU, DELL 760
32895	CPU, DELL 760
32897	CPU, DELL 760
32898	CPU, DELL 760
32907	CPU, DELL 760
32914	CPU, DELL 760
32915	CPU, DELL 760
32917	CPU, DELL 760
32951	CPU, LAPTOP HP MINI 2140
32986	CPU, LAPTOP HP 2510P
32988	CPU, LAPTOP HP 2510P
33025	CPU, DELL 760
33026	CPU, DELL 760
33027	CPU, DELL 760
33028	CPU, DELL 760
33137	CPU, DELL 760
33139	CPU, DELL 760
33140	CPU, DELL 760
33141	CPU, DELL 760
33150	CPU, LAPTOP HP 6730B

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

33234 CPU, LAPTOP HP 2540P  
33432 CPU, DELL 780  
33436 CPU, DELL 780  
33442 CPU, DELL 780  
33444 CPU, DELL 780  
33449 CPU, DELL 780  
33451 CPU, DELL 780  
33453 CPU, DELL 780  
33465 CPU, DELL LAPTOP E6400 XFR  
33466 CPU, DELL LAPTOP E6400 XFR  
33467 CPU, DELL LAPTOP E6400 XFR  
33468 CPU, DELL LAPTOP E6400 XFR  
33469 CPU, DELL LAPTOP E6400 XFR  
33470 CPU, DELL LAPTOP E6400 XFR  
33471 CPU, DELL LAPTOP E6400 XFR  
33472 CPU, DELL LAPTOP E6400 XFR  
33473 CPU, DELL LAPTOP E6400 XFR  
33475 CPU, DELL LAPTOP E6400 XFR  
33476 CPU, DELL LAPTOP E6400 XFR  
33478 CPU, DELL LAPTOP E6400 XFR  
33481 CPU, DELL LAPTOP E6400 XFR  
33482 CPU, DELL LAPTOP E6400 XFR  
33484 CPU, DELL LAPTOP E6400 XFR  
33485 CPU, DELL LAPTOP E6400 XFR  
33486 CPU, DELL LAPTOP E6400 XFR  
33487 CPU, DELL LAPTOP E6400 XFR  
33488 CPU, DELL LAPTOP E6400 XFR  
33489 CPU, DELL LAPTOP E6400 XFR  
33490 CPU, DELL LAPTOP E6400 XFR  
33673 CPU, LAPTOP HP PROBOOK 6550b  
33674 CPU, LAPTOP HP PROBOOK 6550b  
33675 CPU, LAPTOP HP PROBOOK 6550b  
33676 CPU, LAPTOP HP PROBOOK 6550b  
33678 CPU, LAPTOP HP PROBOOK 6550b  
33683 IPAD  
33687 CPU, LAPTOP HP 2540p  
33758 CPU, DELL 780  
33759 CPU, DELL 780  
33912 CPU, LAPTOP HP 6550B  
33913 CPU, LAPTOP HP 6550B  
33933 IPAD  
33936 IPAD  
34091 CPU, DELL 780  
34118 IPAD  
34124 CPU, LAPTOP HP 620



**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

34262 IPAD  
34327 CPU, HP MINI  
34335 CPU, TOUGHBOOK  
34337 CPU, TOUGHBOOK  
34342 CPU, TOUGHBOOK  
34343 CPU, TOUGHBOOK  
34375 CPU, LAPTOP DELL E6520  
34388 CPU, DELL T3500  
34624 CPU, DELL T3500  
35218 IPAD

**DISCARDED, RECYCLED, ASSETS**

14556 AIR COMPRESSOR W/ELECTRIC STAR  
19670 ENGINE, 16 HP  
19900 WORKSTATION, SF INITIAL COMPUT  
19901 WORKSTATION, SF INITIAL COMPUT  
19902 WORKSTATION, SF INITIAL COMPUT  
19903 WORKSTATION, SF INITIAL COMPUT  
19904 WORKSTATION, SF INITIAL COMPUT  
19908 WORKSTATION, DF INITIAL COMPUT  
19909 STUDY CARREL, DF INITIAL  
23530 DESK/WORKSTATION, RIGHT-PEDEST  
25824 OAK FULL-HEX COMPUTER CARREL  
25825 OAK FULL-HEX COMPUTER CARREL  
27043 PROJECTOR, EIKI  
27451 LAMINATOR  
27571 HEXAGON WORK STATION  
27597 CPU WORK STATION  
27598 CPU WORK STATION  
27599 CPU WORK STATION  
27736 VIDEO DISPLAY TOWERS  
27737 VIDEO DISPLAY TOWERS  
28109 PALMIERI 3 TIER CD UNIT  
28165 POWERVAULT 220S  
28267 YAMAHA GENERATOR  
28642 PORT A COOL FAN  
29207 MEDIA CHECK, 3M  
29210 STUDY CARREL/ COMPUTER STATION  
29211 STUDY CARREL/ COMPUTER STATION  
29212 STUDY CARREL/ COMPUTER STATION  
29213 STUDY CARREL/ COMPUTER STATION  
29214 STUDY CARREL/ COMPUTER STATION  
30025 ICE MACHINE, HOSIZAKI  
31422 ICE MAKER, ICE-O-MATIC

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

32100 PORTABLE XTS 1500  
33035 ICE MAKER, ICE-O-MATIC  
34252 IPAD

**SOLD ASSETS**

12809 RECYCLE CONTAINER, HOOK-LIFT S  
12810 RECYCLE CONTAINER, HOOK-LIFT S  
12868 RECYCLE CONTAINER, HOOK-LIFT S  
12903 RECYCLE CONTAINER, HOOK-LIFT S  
12904 RECYCLE CONTAINER, HOOK-LIFT S  
14624 RECYCLE CONTAINER, HOOK LIFT  
14735 RECYCLE CONTAINER, ROLL-OFF  
15038 ROLL-OFF CONTAINER, 20 CU. YD.  
15039 ROLL-OFF CONTAINER, 20 CU. YD.  
15040 ROLL-OFF CONTAINER, 30 CU. YD.  
15317 ROLL-OFF CONTAINER, 40 CU. YD.  
15318 ROLL-OFF CONTAINER, 40 CU. YD.  
20366 MOWER,(BUSH HOG 305R)  
21011 ICE-MACHINE, ICE-O-MATIC  
21037 ROLL-OFF CONTAINER, 40 CU. YD.  
21038 ROLL-OFF CONTAINER, 40 CU. YD.  
22165 BOOM MOWER,HARDEE  
26034 CHEVROLET ASTRO VAN  
26147 FORD WINDSTAR VAN  
27062 JOHN DEERE 5320 TRACTOR  
27690 FORD EXPLORER  
27691 FORD EXPLORER  
27813 JOHN DEERE 5320 TRACTOR  
28412 FORD ESCAPE  
29046 FORD EXPEDITION  
29394 FORD F-350  
29774 EXCAVATOR WHEELED,CAT  
30110 ROLLING BRIDGE JACK  
30298 HYDROSEEDER, FINN LF120  
30317 VENTILATOR,EAGLE 754  
30528 FORD F-150  
30540 VENTILATOR,EAGLE 754  
30541 VENTILATOR,EAGLE 754  
30542 VENTILATOR,EAGLE 754  
30543 VENTILATOR,EAGLE 754  
30544 VENTILATOR,EAGLE 754  
30545 VENTILATOR,EAGLE 754  
30546 VENTILATOR,EAGLE 754  
30547 VENTILATOR,EAGLE 754

**TANGIBLE PERSONAL PROPERTY TO BE DELETED FROM PROPERTY CONTROL RECORDS**

30548 VENTILATOR,EAGLE 754  
30549 VENTILATOR,EAGLE 754  
30550 VENTILATOR,EAGLE 754  
30551 VENTILATOR,EAGLE 754  
30552 VENTILATOR,EAGLE 754  
30553 VENTILATOR,EAGLE 754  
30554 VENTILATOR,EAGLE 754  
30675 VENTILATOR,EAGLE 754  
30914 POSTAGE MACHINE, PITNEY BOWES  
31398 FORD ESCAPE HYBRID  
31399 FORD ESCAPE HYBRID  
31406 GRIZZLY FOGGER  
31428 FORD F-150  
31495 GMC SIERRA 1500  
32813 AMBULANCE, GMC 4500  
33152 MASSEY FERGUSON TRACTOR 1643  
33212 ANDERSON TRAILER, YELLOW  
34117 EQUIPMENT TRAILER, CARGO CRAFT

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #12**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #12

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of the Final FY 2015/16 Commissioner Discussion Items Status Report

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Accept the Final FY 2015/16 Commissioner Discussion Items Status Report (Attachment #1).

## **Report and Discussion**

### **Background:**

At each regularly scheduled Board meeting, Commissioners have the opportunity, under Commissioners' Discussion Time, to make requests and/or inquiries of staff. If staff action is requested, Board approval is required. The County Administrator, as well as the County Attorney, then makes staff assignments, respectively. The status of such items is then tracked by Administration and reported to the Board semiannually. The County Administrator utilizes the status reports as a management tool to ensure the appropriate actions are taken in response to Board direction.

### **Analysis:**

For the period of October 1, 2015 – September 30, 2016, other than Proclamations, a total of 68 items were generated as a result of Board discussion (Attachment #1). Ten were derived from discussion at the December 2015 Board Retreat. The remaining items were sourced from discussion during routine Board of County Commission meetings.

The number of tasks completed is 61, with 6 items In Progress, and 1 item Ongoing.

### **Options:**

1. Accept the Final FY 2015/16 Commissioner Discussion Items Status Report (Attachment #1).
2. Do not accept the Final FY 2015/16 Commissioner Discussion Items Status Report.
3. Board direction.

### **Recommendation:**

Option #1.

### **Attachment:**

1. FY 2015/16 Commissioner Discussion Items Final Status Report

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>January 27, 2015</b>	BOCC (Dec '14 Retreat)	Provide support to Commissioner Desloge's NACO presidency, including the three-day delegate meeting planned for Tallahassee in December 2016.	County Administration - Shington Lamy	<b>Ongoing.</b> <i>Staff will continue to provide support.</i>
<b>April 14</b>	Dailey	Motion: Requested the County provide signage for the Spring House.	Public Works/Operations – Tony Park/ Dale Walker	<b>Done.</b> The family has requested staff not install the sign until further notice.
<b>June 9</b>	Dozier	Motion: Requested permission to work with staff, in Washington, D.C., and Economic Development Council to develop a proposal to submit an application to host the American Competitive Exchange.	Office of Economic Vitality/Tourism - Cristina Paredes	<b>In Progress.</b> <i>Will pursue RFP to host the American Competitiveness Exchange Tour for host for the Spring of 2018.</i>
<b>June 23</b>	Dozier	Requested a summary of the impact to Leon County by State budget cuts.	County Administration/Special Projects – Shington Lamy/ Andy Johnson	<b>Done.</b> May 24, 2016 Agenda Item #13
<b>September 15</b>	Dozier	Requested staff bring back an agenda item exploring the idea of a citizen scavenger hunt.	County Administration – Shington Lamy	<b>Done.</b> December 8, 2015 Agenda Item #20 – Leon County Scavenger Hunt conducted May 14, 2016
<b>September 29</b>	Dozier	Requested a report on Promise Zone Initiative.	County Administration/ HSCP/ Housing Services – Ken Morris/ Eryn Calabro	<b>Done.</b> February 9, 2016 Agenda Item #9

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>October 13</b>	Desloge	Motion: Request staff assist in holding a town hall meeting to meet with constituents in Miccosukee.	County Administration/CMR – Shington Lamy/Mathieu Cavell	<b>Done.</b> November 10, 2015 Meeting held
	Proctor	In regards to the Home Mortgage Disclosure Act, he asked if he could be provided information on the lending performance and role of investment by local banks.	County Administration/ HSCP/ Housing Services – Ken Morris/ Eryn Calabro/Lamarr Kemp	<b>Done.</b> November 4, 2015 Memo distributed to BCC
<b>October 27</b>	Dozier	Motion: Consider County participation in the 60 <sup>th</sup> Anniversary of the Tallahassee bus boycott. Specifically, look at how County departments (e.g. Tourism Development and Library) could work with other participants, as future plans develop.	County Administration/Library – Ken Morris/Shington Lamy/Cay Hohmeister Economic Vitality/Tourism – Cristina Paredes/Lee Daniel	<b>Done.</b> May 26, 2016 Leon County Public Libraries assisted in promoting an observance held at FAMU commemorating the 60 <sup>th</sup> Anniversary of the Tallahassee Bus Boycott
	Dailey	Requested an update on proposal of an extra penny sales tax to fund fire services.	Financial Stewardship – Scott Ross	<b>Done.</b> December 8, 2015 Agenda Item #19
	Proctor	Motion: Have an agenda item to update the County's legislative priorities to pursue legislative support for a statewide Citizens Citation Program.	County Administration/Special Projects – Shington Lamy/Andy Johnson	<b>Done.</b> November 17, 2015 Agenda Item #2
	Desloge	Requested a short presentation on the ESRI Geographic Information System Software	County Administration/ Pat Curtis	<b>In Progress</b>
<b>November 17</b>	Dailey	Motion: Direct staff to provide an update on where the Planning Department is on evaluating the Comprehensive Plan and Land Development Code.	Planning – Cherie Bryant	<b>Done.</b> April 12, 2016 Agenda Item
	Dailey	Motion: Schedule a workshop to discuss infant mortality and the County's role in this area. And Suggested the County engage Mimi Graham, Director, FSU Center for Prevention & Early Intervention Policy, and nationally recognized expert in this field.	County Administration/HSCP – Ken Morris/Eryn Calabro	<b>Done.</b> February 9, 2016 Workshop held



**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>December 8</b>	Dozier	Motion: Request an agenda item exploring opportunities to reduce administrative overhead, including but not limited to the provision of office space, and the sunseting of the Cultural Plan Review Committee; examine streamlining and operational efficiencies to align cultural and heritage activities within the County’s Tourism Division.	Economic Vitality – Cristina Paredes	<b>Done.</b> March 8, 2016 Agenda Item #33
<b>January 26</b>	BOCC (Dec ‘15 Retreat)	Prepare an agenda item that includes: a. A status report on the crisis intervention and adult civil citation program. b. A review of mental health treatment services and capacity, as well as the County’s role in support of such facilities	County Administration/HSCP/IDA – Ken Morris / Eryn Calabro / Wanda Hunter	<b>Done.</b> February 9, 2016 Agenda item #17.
	BOCC (Dec ‘15 Retreat)	Prepare an agenda item to evaluate creating regulations allowing dogs at appropriate restaurant outdoor areas.	DSEM – David McDevitt/Ryan Culpepper	<b>Done.</b> January 26, 2016 Agenda Item #9 and Public Hearing Ordinance April 12, 2016.
	BOCC (Dec ‘15 Retreat)	Prepare a budget discussion for possible trails at the Northeast Park property.	Parks & Rec/OMB – Leigh Davis / Scott Ross	<b>Done.</b> June 14, Budget Workshop
	BOCC (Dec ‘15 Retreat)	Prepare an agenda item that provides an analysis on the status of the Market Street project including opportunities for the County to assist in related projects.	Planning / Public Works – Cherie Bryant / Tony Park	<b>Done.</b> April 26, 2016 Agenda item #6
	BOCC (Dec ‘15 Retreat)	Prepare an agenda item evaluating the airing of BCC meeting through public access and/or WCOT.	CMR/MIS – Matt Cavell / Pat Curtis	<b>Done.</b> March 8, 2016 Agenda item # 4
	BOCC (Dec ‘15 Retreat)	Prepare a status report on engaging with State of Florida (“charm offensive”) inclusive of regular meetings, welcome packets etc.	County Administration – Shington Lamy	<b>Done.</b> January 26, 2016 Agenda Item #19
	BOCC (Dec ‘15 Retreat)	Prepare an agenda item that reviews core capital projects and ongoing initiatives in support of the southside including the County’s specific role and responsibilities related to the citing of a new southside school.	County Administration/Planning – Shington Lamy/Cherie Bryant	<b>Done.</b> March 8, 2016 Agenda item #6

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
<b>January 26 (cont)</b>	BOCC (Dec '15 Retreat)	Prepare a budget discussion on enhanced future funding for boat landings, and an update on sidewalk projects and funding.	Public Works/Parks & Rec/OMB – Tony Park / Leigh Davis / Scott Ross	<b>Done.</b> June 14, Budget Workshop
	BOCC (Dec '15 Retreat)	The Board also discussed the value of proactive and meaningful community dialog on race relations. To be discussed at a future Citizen Engagement Series.	County Administration – Shington Lamy	<b>Done.</b> December 8, 2015 Agenda #20
	BOCC (Dec '15 Retreat)	Coordinate community partners in collecting/analyzing emerging and existing clusters data which will be used to populate and maintain an economic development layer in GIS; if needed, prepare a budget discussion item.	Economic Vitality/MIS –Cristina Paredes /Pat Curtis	<b>Done.</b> NOTE: This is being handled by the new OEV under Blueprint. Reported on this to the IA during the OEV 9/12 update.
	Desloge	Motion: Approve Commissioner Maddox's candidacy and directed staff to proceed with the required Resolution.	County Administration/Special Projects – Shington Lamy/Andy Johnson	<b>Done.</b> All required materials sent to FAC.
	Dozier	Motion: Request a presentation from FSU regarding the JMI Entrepreneurial School to occur at a future meeting	Economic Vitality – Cristina Paredes	<b>Done.</b> March 8, 2016 Presentation to BCC
	Proctor	Motion: Request examination of data and create an agenda item to regarding the potential need for a new Westside health department that could provide primary health care.	County Administration/HSCP/Leon County Health Department – Ken Morris / Eryn Calabro / Claudia Blackburn	<b>Done.</b> Agenda item #8 on May 24, 2016
	Proctor	Requested staff provide an agenda item to incorporate TCC into existing plans with Village Square when hosting a future citizen engagement event.	County Administration – Shington Lamy	<b>Done.</b> Agenda item #7 on March 8, 2016
<b>February 9</b>	Desloge	Requested an agenda item examining the Board representation on the CRTPA, potentially reducing the number of participants from seven down to four.	County Administration – Andy Johnson	<b>Done.</b> Agenda item #8 on April 26, 2016
	Maddox	Requested a presentation by Bethel Empowerment Foundation to review its Ready 4 Work conceptual business development program and examine the merits for participation by Leon County.	County Administration – Shington Lamy	<b>Done.</b> Presentation March 8, 2016, Agenda #18 April 12, 2016 Removed from agenda.

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>March 8</b>	Desloge	Motion: Requested staff draft an Ordinance requiring the posting of human trafficking hotline.	County Attorney – Herb Thiele	<b>Done.</b> May 10, 2016 Agenda item #13.
	Desloge	Motion: Direct staff to work with the Department of Elder Affairs on a dementia friendly community pilot program.	Community & Media Relations – Matt Cavell	<b>Done.</b> Proclamation presented at April 2016 press event.
	Desloge	Amended Motion: Requesting staff send a letter to Seminole Waterworks, Inc. encouraging the company to consider the questions raised by Mr. White.	Public Works – Tony Park	<b>Done.</b> March 9, 2016 Staff met with both parties.
	Lindley	Motion: Requested a status report on enforcement of current animal cruelty regulations.	County Attorney/Animal Control – LaShawn Riggans/Cara Aldridge	<b>Done.</b> Agenda item #9 May10, 2016.
	Lindley	Motion: Approved a Resolution encouraging the State to properly use funds designated for Land Acquisition (known as “Amendment 1”).	County Attorney/County Administration- Shington Lamy	<b>Done.</b> Resolution sent March 9, 2016
	Proctor	Requested staff provide him with a tour of the Leon County Jail, Public Works, and Facilities.	County Administration- Shington Lamy	<b>Done.</b> Toured May 12, 2016
<b>April 12</b>	Dozier	Motion: Schedule a workshop on existing diversion program alternatives and analysis to strengthen the existing Adult Civil Citation Program.	County Administration / IDA – Ken Morris / Wanda Hunter	<b>Done.</b> Workshop held July 12, 2016
	Dailey	Motion: Host a meeting with reps from Sheriff’s Office, Bethel and Disc Village to see if there are opportunities to leverage one another’s efforts and if any funding is necessary to have the request come thru the Sheriff’s office.	County Administration / IDA – Ken Morris / Wanda Hunter	<b>Done.</b>
	Desloge	Motion: Requested discussion of funding for Kearney Center be included as an element of the April Budget Workshop.	Financial Stewardship / Scott Ross	<b>Done.</b> April 26, 2016 - Item 3 on Budget Workshop
	Desloge	Motion: Requested an Agenda Item examining the opportunity to participated in the Suwannee River Basin “Original Florida” Outdoor Recreation Compact	County Administration/ Ken Morris / Cristina Paredes	<b>Done.</b> Agenda item #8 July 12, 2016

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
	Dozier	Motion: Requested Agenda item on the status of the County's efforts involving Human Trafficking	County Administration / Andy Johnson	<b>Done.</b> Agenda Item #1 June 14, 2016 also Agenda Item #2 Sept. 13, 2016
	Proctor	Motion: Requested Agenda item for a GAP assessment study on area mental health services.	County Administration / HSCP – Ken Morris / Eryn Calabro	<b>Done.</b> Agenda Item #12 May 24, 2016
<b>April 26</b>	Lindley	Motion: Requested agenda item reviewing the legal authority of the County to regulate fracking	County Attorney / Herb Thiele	<b>Done.</b> Agenda item #10 June 14, 2016
<b>April 26 Budget Workshop</b>	Dozier	Motion: Requested agenda item on the role of the Big Bend Continuum of Care in housing and homelessness community issues	County Administration / Heather Peeples	<b>Done.</b> Agenda Item #13 September 20, 2016
<b>May 10</b>	Desloge	Requested an agenda item updating the Board on the potential for consolidation of animal services between the City and County.	County Administration/Office of Public Safety - Wanda Hunter / Chad Abrams	<b>In Progress.</b>
	Lindley	Motion: Add to Animal Control Enforcement proposed ordinance: Authorizing an alternative to the monetary civil penalties through community service hours for both the defendants with outstanding balances and future violators.	County Administration/Office of Public Safety - Wanda Hunter / Chad Abrams	<b>In Progress.</b> <i>Anticipated agenda item requesting public hearing to be brought to Board on December 13, 2016</i>
	Dozier	Directed staff to examine the possibility of participating in Second Harvest's "Fill the Truck" competition during the first week of June	County Administration – Heather Peeples	<b>Done.</b> Donations picked up June 2, 2016
	Dozier	Motion: Directed staff to bring back an agenda item on a possible Leon County lecture series	County Administration – Shington Lamy	<b>Done.</b> Budget workshop item #11 June 14, 2016, ratified at July 12 <sup>th</sup> meeting, item #10
<b>May 24</b>	Desloge	Motion: agenda item updating the Board on the implementation of the body camera initiative within the Leon County Sherriff's Office	County Attorney/County Administration	<b>Done.</b> Memorandum sent to the Board on 6/13/2016.
	Maddox	Requested that staff work with UPHS to coordinate a tour of a local housing authority property	Office of Human Services & Community Partnerships – Wanda Hunter	<b>Done.</b> August 30, 2016

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>June 14</b>	Dozier	Motion: Requested an agenda item looking at Bear Resolutions passed in other Florida counties	County Administration - Ken Morris / Heather Peeples	<b>Done.</b> Agenda item #7 July 12, 2016
	Proctor	Requested that staff look into Star Metro Service on Highway 20	County Administration - Shington Lamy	<b>Done.</b> Emailed Board 6/21/16
<b>July 12</b>	Desloge	Motion: Requested an agenda item renaming the Fort Braden Library Branch after Commissioner Sauls	County Administration - Shington Lamy	<b>Done.</b> Agenda item #5 September 13, 2016
	Desloge	Asked for an agenda item updating the Board on the Educational Facilities Authority	Count Attorney Office – Herb Thiele	<b>Done.</b> Agenda item # 14 October 25, 2016
	Desloge	Requested that staff bring back an update on the Orchard Pond Trail	Public Works – Tony Park	<b>Done.</b> Agenda item #8 October 18, 2016
	Dozier	Motion: Directed staff to facilitate a process that would allow data sharing between criminal justice agencies and the Adult Civil Citation Network with staff providing a status report to the Board	County Administration – Wanda Hunter / Teresa Broxton	<b>In Progress</b> <i>Anticipate Status Update on the December 2016 Agenda</i>
	Dozier	Requested that staff bring back a status report on CHSP in September.	County Administration – Wanda Hunter Office of Human Services & Community Partnerships – Eryn Calabro	<b>Done.</b> Agenda Item. #22 September 13, 2016
	Dozier	Recommended inviting Star Swain to participate and sing during Operation Thank You.	County Administration - Shington Lamy	<b>Done.</b> Request made end of August and at Sept. 20 <sup>th</sup> Board meeting and is under consideration.
<b>September 13</b>	Dozier	Motion: Requested staff conduct a workshop on the TDC's process for funding special events	County Administration / Tourism Development - Ken Morris / Kerri Post	<b>Done.</b> Agenda Item # 3 October 25, 2016 scheduling a workshop for Feb. 14, 2017
	Desloge	Requested that staff bring back an agenda item on the impacts of Pokemon Go	County Administration – Andrew Johnson	<b>Done.</b> Agenda item #4 October 25, 2016

**FY 2015/2016  
Commissioner Discussion Items  
Ongoing and 2015/16 Status Report  
October 1, 2015 – September 30, 2016**

<b>Meeting Date</b>	<b>Commissioner</b>	<b>Discussion Item</b>	<b>Staff Assigned</b>	<b>Status</b>
<b>September 13 (cont.)</b>	Desloge	Motion: Requested an agenda item on Over the Edge, an urban adventure fundraiser.	County Administration – Andrew Johnson	<b>Done.</b> Agenda item #10 October 18, 2016
	Lindley	Motion: Requested an agenda item on possible rebate or voucher program for tree removal.	County Administration – Andrew Johnson / Heather Peeples	<b>In Progress.</b> <i>Staff conducting research</i>
	Dozier	Requested that staff research the reports of delayed power restoration in communities going through annexation.	County Attorney – Herb Thiele	<b>Done.</b> 9/26/16 – Memorandum to the Board.
	Dozier	Requested that staff research resources available to citizens with disabilities who are unable to adhere to Code Enforcement Board Requests	County Attorney – Herb Thiele	<b>Done.</b> 9/23/16 – Memorandum to the Board.
	Proctor	Requested that staff review utility services as part of future proposed annexations.	Public Works – Tony Parks DSEM – David McDevitt	<b>Done.</b> DSEM: utility provider information will be included in all future annexation agenda items.
<b>September 20</b>	Proctor	Requested that staff meet with Mickey Britt to resolve his tree removal issue and determine if a refund is warranted	DSEM – David McDevitt	<b>Done.</b> David met w/Mr. Britt after the 9/20 BCC meeting, and it was determined the tree removal issue involved property inside the City limits. He was referred to City Growth Management.
	Dailey	Motion: Directed staff to bring back an agenda item ratifying the Boards decision to allocate \$15,000 from the TDT unallocated fund balance for Goodwood Jams	Tourism Development – Kerri Post Financial Stewardship – Scott Ross	<b>Done.</b> Agenda item #4 October 18, 2016

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #13**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #13

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of a Status Update on the County Sustainability Program and the 2017 Sustainable Communities Summit

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Tessa Schreiner, Recycling and Sustainability Manager Piper Miller, Communications and Community Outreach Coordinator

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

- Option #1: Accept the status update on the County Sustainability Program.
- Option #2: Accept the status update on the 2017 Sustainable Communities Summit.



## Report and Discussion

### **Background:**

The Office of Resource Stewardship provides the Board with regular updates on the County's Resource Stewardship/Sustainability activities. The reports contain a brief summary of community engagement and education efforts, and updates on major initiatives, both recently completed and pending. This status report reviews the activities from February 2015 through October 2016. This report comes after the alignment that has occurred with the Office of Resource Stewardship, which consolidated Facilities Management, Parks and Recreation, and Sustainability under one department. Due to the alignment, this status update reflects a better coordination with the end of the fiscal year.

The following agenda items were submitted to the Board, concurrent with or since the March 2015 status report was generated.

Date:	Title:	Action:
03/10/2015	Acceptance of the Final Status Report on the 2015 Sustainable Communities Summit	The Board accepted the Final Status Report on the 2015 Sustainable Communities Summit
06/14/2016	Workshop Item #2: FY 2017 Review of Outside Agency Contracts for Services	Discontinue funding (\$21,375) with Keep Tallahassee-Leon County Beautiful (KTLCB) and direct funding to the Office of Sustainability
07/12/2016	Authorization to enter into an Interlocal Agreement with the Florida Development Finance Corporation for administration of a Residential and Commercial PACE Program and adopt Resolution approving Trust Indenture and related financing documents for Commercial PACE Program Utilizing Ygrene	The Board, sitting as the Leon County Energy Improvement District, authorized staff to enter into an Interlocal Agreement with the Florida Development Finance Corporation for Administration of a Residential and Commercial PACE Program and Adopted a Resolution Approving Trust Indenture and Related Financing Documents for Commercial PACE Program Utilizing Ygrene

This Annual Action Report is essential to the following FY2012-FY2016 Strategic Initiatives that the Board approved at the January 26<sup>th</sup>, 2016 meeting:

- Implement strategies to promote renewable energy and sustainable practices, including:
  - Complete construction of Leon County Cooperative Extension net-zero energy building (2012).
  - Pursue opportunities to fully implement a commercial and residential PACE program (2012).
  - Consider policy for supporting new and existing community gardens on County property and throughout the County (2012).
  - Expand the community garden program (2013).
  - Develop energy reduction master plan (2012).
  - Further develop clean-green fleet initiatives, including compressed natural gas (Revised 2013).
- Develop and implement strategies for 75% recycling goals by 2020, including :
  - Identify alternative waste disposal options (2012).
- Implement strategies which ensure responsible stewardship of County resources, including:
  - Identify opportunities whereby vacant, unutilized County-owned property, such as flooded property acquisitions, can be made more productive through efforts that include community gardens (2013).

These particular Strategic Initiatives align with the Board's Strategic Priorities – Environment and Governance:

- **(EN3)** Educate citizens and partner with community organizations to promote sustainable practices. 2012
- **(EN4)** Reduce our carbon footprint, realize energy efficiencies and be a catalyst for renewable energy, including solar. 2012
- **(G5)** Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. 2012

### **Analysis:**

Activities are organized by four areas:

1. Resource Conservation
2. Policy & Program Administration
3. Civic Engagement and Community Partnerships
4. Sustainable Communities Summit

## **1. Resource Conservation**

The Office of Sustainability is constantly striving to find more ways to promote and implement resource conservation methods in Leon County including the following:

### PACE Financing Program:

In October 2015, The Florida Supreme Court approved Commercial PACE (property assessed clean energy) lending, thus allowing staff to move forward with the Leon County Energy Improvement District that the board adopted on April 22, 2010. The PACE program allows for the property assessed financing on energy improvements and weatherization upgrades for residential and commercial properties in Leon County. On July 12<sup>th</sup>, the Board, sitting as the Leon County Energy Improvement District, authorized staff to enter into an Interlocal Agreement with the Florida Development Finance Corporation for Administration of a Residential and Commercial PACE Program and Adopted a Resolution Approving Trust Indenture and Related Financing Documents for Commercial PACE Program Utilizing Ygrene. The program details are in development and the program is expected to launch in early 2017.

Staff at the Office of Sustainability has been working closely with the third party administrator on next steps for PACE implementation. The third party administrator will be responsible for training and vetting of vendors, energy-saving data collection and reporting, developing marketing materials, and facilitating the finance process. Community interest for this program is high, and staff continues to engage key stakeholders.

### Recycling benchmark for 2014 reached

In 2008, the Florida Legislature enacted House Bill 7135, which set a recycling goal of 75% by 2020 for the State of Florida. Each county over 100,000 in population is expected to meet various benchmarks in years leading up to 2020. The benchmark for the end of 2014 was 50%, which Leon County surpassed with a 51% recycling rate. Various recycling efforts enabled the County to reach this goal, including, but not limited to, increased education and outreach, implementation of single-stream recycling, and various recycling credits. In calendar year 2015, Leon County increased its recycling rate to 54% at the end of 2015, which is a higher rate than our comparison counties with the exception of Alachua and St Lucie County. The next benchmarking goal, which falls at the end of 2016, is a recycling rate of 60%.

The Office of Sustainability staff is constantly expanding recycling education efforts to residents and businesses of unincorporated Leon County in efforts to reach this goal. Some examples of this include the creation of the Growing Green Education curriculum and lesson plans, the creation of the Recycling Video, and improved communication materials, which are discussed in detail in this update. In order to reach the 75% recycling goal, strong initiatives, programs and perhaps policies will need to be taken to increase participation numbers in both residential and commercial sectors. Staff continues to explore new strategies to achieve this.

### Energy Master Plan

Through a comprehensive energy conservation plan that staff set forth, a master database for all utilities that Leon County pays has been completed. From the database, a variety of analysis and monitoring will be done by staff through comprehensive utility management, helping identify ways in which Leon County can save money on energy, water, gas, and sewer bills. Staff has made significant progress on the phases of this plan:

- Compiled utility data in a central location
- Continuing to perform site evaluations
- Ongoing analysis of bills
- Developing performance baselines for each facility

With utility data in one place, staff is able to more closely and frequently analyze energy use and identify problems in building performance. These reports provide value by helping staff prioritize upgrades in lower performing buildings and better plan for future budget requests.

Furthermore, with the combined effort from staff in the Office of Management and Budget and the Office of Resource Stewardship staff created a Centralized Utility Payment program in which utilities for specific County buildings are paid out of the same location, therefore consolidating efforts for more streamlined action and cost analysis. The reorganization of Facilities Management and Sustainability staff under one department has helped streamline this process.

### Sustainable Demonstration Center Efficiency Updates

Ongoing improvements to the Sustainable Demonstration Center, home to the Cooperative Extension Office, are taking place. The following upgrades have been completed: New windows and doors at building entrance, energy efficient lighting, inner-office structure, walls, and paint. There are plans in next fiscal year to continue upgrades and energy efficient installations in various bathrooms and offices. For example, the upgrades to the existing public restrooms will incorporate water efficient appliances that will serve as an educational example of innovative resource conservation methods, as well as provide accommodation to individuals with disabilities.

The building continues to hold its net zero status, producing more energy than it uses and continuing to serve as a benchmark for others. The future energy upgrades will only improve its performance.

### Water Bottle Filling Stations

In an effort to encourage Leon County employees to stay healthy by drinking more water while simultaneously reducing the number of plastic water bottles used, water bottle filling stations have been installed in various County buildings. So far, the stations have been installed at Cooperative Extension, Solid Waste, Facilities, IDA, the Health Department, and the Main Library. The stations also have an educational screen that displays the estimated number of bottles saved, so employees see the impact of waste reduced. Staff continues to identify new locations to install these filling stations in County facilities.

### Expansion of CNG Fleet

There has been a continued expansion of the number of more environmentally friendly vehicles in the Leon County fleet. Procuring these vehicles helps Leon County reduce our carbon footprint and keep the air in our community cleaner. Through the Florida Department of Agriculture's Natural Gas Fuel Fleet Vehicle Rebate Program, Leon County received \$25,950 to offset some of the cost for five of our CNG vehicles. Leon County's Alternative Fleet currently includes 40 vehicles: 16 dual fuel CNG (compressed natural gas), 15 hybrids, 5 electric, 3 propane, and one fully CNG. In addition, two more hybrid vehicles have been ordered for this year.

## **2. Policy & Program Administration**

Staff has implemented and is continuing to develop various policies and programs to expand our reach and improve our services including:

### Sustainability Presentations at New Employee Orientation

Office of Sustainability staff has created a short and informative presentation centered on recycling and sustainability to be delivered at all monthly new employee orientations. The presentation ensures that new County employees are aware of current programs, recycling best practices, and available resources, as well as Leon County's commitment to sustainable practices both within and outside of the workplace. Feedback and engagement has been successful, and we continue to improve and revise the presentation to address frequent questions and observed needs. Direction in the near future will be to follow-up with new employees to have continued engagement.

### Workplace Sustainability Workshops

In 2013, previous staff had piloted a workplace sustainability training to County employees by conducting a set of pilot workshops at the Cooperative Extension. Current staff has worked with Community Media Relations (CMR) to revamp these Workplace Sustainability Workshops and create the most effective presentation possible. The objective of these presentations is to increase sustainability education and practice within Leon County departments and operations, conserve more resources, recycle better, and connect employees to sustainable practices. Since July 2015, workshops have been conducted at Solid Waste, Cooperative Extension, CMR, Intervention and Detention Alternatives, Human Resources, Library Services, MIS/GIS, Office of Resource Stewardship, Office of Management and Budget, Blueprint Intergovernmental Agency, and Human Services and Community Partnerships. The intention is to deliver workshops to all County departments and tailor the presentation to each department's needs, daily work practices, and purchases to better customize how sustainability applies to each group. The next step after the internal work area workshops are complete is to shift to corporate work places, continuing to make a broader and meaningful impact on the community at large.

### Community Garden Program

New gardens continue to be developed and awarded grants consistent with the Board's Community Garden Policy (adopted 2012). Staff engages in ongoing publicity efforts to promote the County's community gardening program, including several garden dedication ceremonies to highlight both the new garden's intended efforts and the County's contributions and services.

With the help of the Cooperative Extension, a site visit from a Cooperative Extension Agriculture Agent is now required prior to all garden grant approvals to advise on proper sunlight, water, placement, and overall health of garden. In addition, staff has redesigned the Community Garden Grant Application, which is now in a fillable format online. Staff has also continued communication with existing gardens and garden organizers, and received updates about the status of the gardens. In an effort to showcase the success of this program, gardens that have received funding from Leon County will be featured as a part of the new Green Map, an updated and improved version of the existing Green Map on the Growing Green website that is being developed in partnership with the GIS department.

Since the last report, nine grants have been awarded to support community gardens on non-County properties under the County Stakeholder Garden program:

- *Kate Sullivan School Garden, 927 Miccosukee Rd.* - The dedication ceremony for the garden at Kate Sullivan Elementary School was attended by Leon County Commissioner Kristen Dozier, and had participation from several student classrooms and teachers who intend to use the garden as an outdoor classroom. Students publicly dedicated a “Thank You” card to Leon County’s Office of Sustainability, followed by a group planting in which Office of Sustainability staff assisted students in planting fall vegetables in the new garden beds.
- *Nims Middle School Garden, 723 West Orange Ave.* – The middle school garden has been revamped and is actively engaging students. As a part of a new initiative at Cooperative Extension, a master gardener from has been paired with the garden to ensure its success and sustainability, and to help students and garden volunteers.
- *iGrow South City Youth Farm, 510 Orange Ave.* – As a second location for the iGrow program, the iGrow South City garden supports improvements to the health, wellness and quality of life for the South City community, by providing access to healthy produce and opportunities for youth education and empowerment in a low-income neighborhood.
- *School of Arts and Sciences Garden, 3208 Thomasville Rd.* – This school garden intends to supplement existing science education and act as a living classroom where students can become more connected to their food source.
- *ALARM Community Garden, 2532 W. Tharpe St.* – As part of ALARM Ministries International, the garden will supply fresh produce for families and children in the community and educate volunteers about healthy eating habits and practices.
- *The Wendy Crook Memorial Garden at the Kearney Center, 2650 Municipal Way* – The dedication ceremony for the Wendy Crook Memorial Garden was attended by many partners, including faculty from The Shelter, FSU College of Social Work, and Leon County. The Office of Sustainability and staff from the Cooperative Extension will work together to plan and teach various classes to educate the Kearney Center’s residents and staff on how to take care of the garden and utilize fresh fruits and vegetables for the residents’ meals.
- *Wisdom’s Wellspring Garden, 3004-B Mahan Drive* – The purpose of the garden is to enhance life skills training of residents at Wisdom’s Wellspring and to produce fresh produce for use in preparing healthy meals.
- *St. Paul’s Lakeview Garden, 1700 N. Meridian Rd* – St. Paul’s intends to share the harvest from the garden with charities and those in need.

- *Homeschool Classroom Garden, 2908 W. Lakeshore Dr.* – This garden, housed at a homeschool location, will help foster empathy for nature, increase creativity, social and physical development, and encourage children to spend less time indoors.
- *Success Academy, 854 Blountstown Hwy* – Success Academy aims to provide students with an enrichment opportunity to apply skills learned in the classroom to real world situations and produce healthy, nutritious food for their cafeteria.
- *Florida Baptist Children’s Homes, 8415 Buck Lake Rd.* – This garden, named the “Yellow Thumb Garden,” will serve children who have experienced crises and will provide fresh produce for residents on the campus and underprivileged members of the community.

#### Rebranding Education and Outreach

The new sustainability team has expanded education and outreach efforts in the past year. Previous efforts were more concentrated on individual classroom presentations, and an opportunity was identified to expand scope to educate the community. Furthermore, previous efforts concentrated mainly on recycling, and current staff has expanded education to the broader scope of sustainability, with recycling as a component of waste reduction.

In July of 2015, staff redesigned Leon County’s recycling website. The new website is easier to follow, has a more modern design, includes updated information, and contains viewer-friendly graphics created by CMR staff. In October 2015, staff also redesigned the Growing Green website, the Office of Sustainability’s satellite page. With the help of MIS and CMR, the new website is more modern, interactive, and includes information to help the community better understand and implement sustainable practices. Staff has received positive feedback about the website, and continues to update it with new content regularly.

#### Growing Green Education – Sustainability and Recycling Lesson Plans for Leon County Schools

As part of the rebranding of education, and in an effort to reach more students in Leon County, the Office of Sustainability has developed “Growing Green Education,” which provides a handful of classroom lesson plans and activities for elementary schools. In working with curriculum developers for Leon County Schools, staff created lesson plans about recycling and sustainability that are directly tied to Leon County educational benchmarks and standards. Staff also taught a workshop at the Leon County Schools Science Advocates training in Fall 2015 for elementary school science teachers, which was widely well-received by teachers across Leon County. These lesson plans and activities have been made available on the Growing Green website for teachers in Leon County Schools.

### **3. Civic Engagement and Community Partnerships**

The Office of Sustainability staff fully recognizes and values the importance of community partnerships and involvement in sustainability efforts throughout Leon County. The following details ongoing community partnerships and civic engagement efforts:

#### Educational Materials

In order to better communicate recycling and sustainability efforts with the community, staff has worked closely with CMR to create various easy-to-read graphics and documents. This supports

a COPE (Create Once, Publish Everywhere) communications strategy, and has been very effective as staff publishes information on multiple websites and social media platforms.

Staff has also written four articles on distinct sustainability topics that have been published in the Tallahassee Democrat through Sustainable Tallahassee's "Greening Our Community" blog articles. The topics included: Workplace Sustainability, Leon County's Recycling Rate, Unconventional Ways to Go Green for the Holidays, and Free Leon County Resources You Didn't Know Existed.

#### Growing Green Newsletter

With help from CMR, staff has redesigned the Growing Green Newsletter so it is brighter, more visually pleasing, and contains relevant seasonal information. In November 2015, staff released the new bi-annual Growing Green Newsletter, titled "The Sprout." The newsletter includes a welcome message from the Recycling and Sustainability Manager, a County and community highlight, local events, and various seasonal tips related to living a sustainable lifestyle. Staff received positive feedback about the newsletter's content and design and signed on several new subscribers. Staff released the last edition of The Sprout in June 2016 and has plans to go in a new direction for future communications. In order to release more frequent and visible content, staff will be creating a blog on the Growing Green website to replace the newsletter, and will promote individual posts via social media and other outlets. The blog will allow staff to write more in-depth and helpful material about sustainability topics that are relevant to Leon County citizens.

#### ORS Facebook Page

In March 2015, the Office of Resource Stewardship created a Facebook page in order to help better connect us to the community and provide useful information. The Facebook page is maintained by the Office of Sustainability with guidance from CMR, and includes posts on a wide variety of topics, such as sustainability, waste reduction, community gardening, household hazardous waste, and relevant community events and programs. Using the Facebook page, staff has engaged with the community through video content, behind the scene previews, and the creation of multiple educational graphics about relevant Leon County programs and services related to sustainability. The page currently has over 1,330 likes and has been a great tool for promoting the Office's efforts to Leon County citizens, many of whom were not aware of our services prior to the increase in online presence.

#### Recycling Video

Congruent with our efforts to educate Leon County residents on how to be better environmental stewards, staff has produced a recycling video that will help citizens better understand how recycling works locally, and why it is important to recycle. The video uses professional footage and takes a different angle on recycling education by following a bottle to both a landfill and a recycling facility to highlight the real significance of recycling and waste reduction. Staff will use the video in presentations, on the website and social media, and will share it with Leon County School teachers. The video is suitable for all ages, and supplements the Growing Green curriculum that staff has developed.



### Better Bag Challenge

On March 10, 2015, the Board approved an initiative to host a public event promoting the use of reusable bags in lieu of plastic retail bags. As local governments in Florida cannot ban or tax plastic bag use, staff sought other ways to reduce the use of single use plastic bags in Leon County by means of increased education, promotional materials, and events. In November 2015, the Office of Sustainability and CMR staff hosted a community-wide “Better Bag Challenge,” which invited citizens to come to three locations throughout Leon County to trade at least five plastic bags for one Leon County canvas tote bag. The event was a great success, drawing just under 200 citizens who brought in an estimated 1,500 plastic bags. In March 2016, a second “Better Bag Challenge” was hosted as a part of Leon County’s Spring Home Expo. For this second event, an estimated 300 plastic bags were collected. The Office of Sustainability staff partnered with a local facility to recycle the bags.

### Healthy Communities Festival

In April 2015, Leon County partnered with the Florida Department of Environmental Protection and the City of Tallahassee to host the Healthy Communities Festival. This Festival was a new version of the historic Earth Day event held in years past. The Festival drew over 70 exhibitors, all of which were present for the purpose of providing educational information on various aspects of sustainability. Unfortunately, the day of the event brought severe weather warnings, and the festival was called off midday due to lightning in the area.

Sustainability staff served on the planning committee again for the 2016 Healthy Communities Festival, held on April 23, 2016 at Cascades Park. This year’s event was a resounding success, drawing over 2,000 attendees and another 70 educational exhibitors, in addition to live music and entertainment.

### Love to Ride

In an effort to encourage more bike riding in Leon County, staff and several partnering organizations supported an online platform called Love to Ride Tallahassee. Love to Ride encourages people to ride bikes more often, overcome any barriers to riding they might encounter, and engage in a friendly competition with friends and coworkers. The partnering organizations that helped bring this program to Leon County were the City of Tallahassee, Commuter Service of North Florida, People for Bikes, Capital Region Transportation Planning Agency, and the Tallahassee-Leon County Planning Department. All parties are proactive in encouraging a more sustainable network of transportation that increases citizen happiness and

health while simultaneously reducing the amount of pollution in our community. In November 2015, Love to Ride held “The Challenge”, a competition that encouraged workplaces to team up and log their rides to compete against other local organizations. Leon County Public Works placed second in a category of large departments, which speaks to the success of the challenge and program for Leon County employees and citizens alike. In Leon County, more than 30 organizations and hundreds of people participated in the challenge, logging more than 16,000 miles.

#### Community Carbon Fund Matching Grant

On June 10, 2014, the Board ratified actions at the Budget Workshop that approved funding in the amount of \$10,000 for Sustainable Tallahassee to partner in the Community Carbon Fund. The \$10,000 served as matching funds to assist in reducing the community's carbon footprint. In November 2015, Sustainable Tallahassee raised \$10,000, and received the matching funds from the Office of Sustainability. The Community Carbon Fund has invested in various projects around Leon County that are helping non-profits save on their utility bills, therefore giving them more capital to invest into their missions.

#### Communications Plan

Staff has identified the need for improved communication efforts, and has since developed an internal Communications Plan to help strategize how to focus our messaging and outreach. The guiding principles of the plan are to increase efficiency, increase consistency of messaging, better measure success and track impact, and focus on reaching a broader, more diverse audience. The plan is intended to be a working document that includes goals and specific action items to help achieve them. Staff continues to work toward these communications goals and updates the plan accordingly.

#### Litter Reduction and Beautification

At the Budget Workshop on June 14, 2016, the Board moved to discontinue funding Keep Tallahassee-Leon County Beautiful (KTLCB) and direct the funds totaling \$21,375 to the Office of Sustainability. The Office of Sustainability staff has developed plans to utilize these funds to leverage community partnerships for litter clean-ups and beautification efforts.

Future opportunities for litter clean-up projects include supporting neighborhood associations such as the Council of Neighborhood Associations (CONA) and Capital Area Neighborhood Network (CANN) to conduct annual neighborhood cleanup and beautification events. Additionally, staff has identified opportunities to partner with local sustainability-minded organizations, such as Sustainable Tallahassee, to help facilitate clean-up and beautification projects that engage local businesses in a litter cleanup program.

For beautification, staff has explored opportunities to partner with local nurseries to offer subsidized sales of specific trees and plants to encourage the planting of native vegetation. Staff has also identified potential partnerships with local organizations to host native vegetation and tree plantings throughout the year, in addition to giving additional support to existing County programs.

#### **4. Sustainable Communities Summit 2017**

The Office of Sustainability will be hosting the biennial Sustainable Communities Summit in February 2017, on the topic of Sustainable Tourism and Outdoor Recreation (Attachment #1). This theme was chosen as the second greatest topic of interest (after food) during the stakeholder meetings before the 2015 Summit, and has continued to attract enthusiasm from the community. The main purposes of this event are:

- To provide professionals in the hospitality industry tools and best practices to create economic opportunities through increased sustainability operations.
- To encourage and inspire the community to focus more heavily on outdoor recreation and the importance of protecting, respecting and enjoying our natural local assets while furthering community health and vitality.

In 2015, the Office of Sustainability hosted the Sustainable Communities Summit: Food for Us, which gathered Leon County citizens and community organizations together to discuss how to further progress the local food movement. Following the success of a summit focused on a singular theme, staff has decided to follow a similar format for 2017.

The Summit will help foster a movement towards a growing, sustainable community and tourism industry for the region, and creates a synergy with the goals of Parks and Recreation and the Tourism Development Division. Staff is in the process of planning and organizing for the event, and has already hosted several productive stakeholder meetings to garner community buy-in and support to make the event as successful as possible. Additional details about the 2017 Summit are in development (Attachment #1).

The Office of Sustainability continues to seek opportunities to positively impact our community by means of conserving our natural resources, expanding community partnerships and outreach, and developing impactful policies and programs for the benefit of the citizens in Leon County.

**Options:**

1. Accept the status update on the County Sustainability Program.
2. Accept the status update on the 2017 Sustainable Communities Summit.
3. Do not accept the status update on the County Sustainability Program.
4. Board direction.

**Recommendations:**

Options #1 and #2.

**Attachment:**

1. Overview of the 2017 Sustainable Communities Summit

## Overview of the 2017 Sustainable Communities Summit

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In 2015, the Office of Sustainability hosted the Sustainable Communities Summit: Food for Us, which focused on furthering progress for the local food movement. Following the success of a summit focused on a singular theme, staff has decided to follow a similar framework for 2017. The Office of Sustainability will be hosting the biennial Sustainable Communities Summit in February 2017, on the topic of Sustainable Tourism and Outdoor Recreation.

### Topic and Relevance:

- The topic of outdoor recreation first came up in a community stakeholder meeting held prior to the 2015 Summit, where it was chosen as the second greatest topic of interest to the community following local food.
- “Outdoors and Nature” section is the most visited page on the Visit Tallahassee website, reinforcing a growing interest in the region’s outdoor opportunities.
- In an effort to build on the momentum of an expanding tourism industry (one that had a total economic impact of just under \$1 billion to Leon County in 2015), staff decided to broaden the scope to include Sustainable Tourism.
- Sustainable Tourism is focused on highlighting and protecting the natural environment, enriching the local economy, and supporting local residents. This is particularly relevant to Leon County, a region abundant in valuable natural spaces and outdoor recreational activities that are of interest to both residents and visitors alike.
- The United Nations has declared 2017 as the International Year of Sustainable Tourism for Development, making the topic even more pertinent.

### Purpose:

- Focus on providing professionals in the hospitality industry with tools and best practices to create economic opportunities through increased sustainability operations.
- Encouraging and inspiring the community to focus more heavily on outdoor recreation and the importance of protecting, respecting and enjoying our natural local assets while furthering community health and vitality.

### Stakeholder Engagement:

- In order to maximize the impact and success of this event, staff has held multiple stakeholder meetings to engage key community and industry members in the planning process – including tour operators, members of the Tourism Development division, hospitality professionals, and community members involved in both sustainability and outdoor recreation.
- Meeting with stakeholders has helped to shape the goals, scope and target audiences for the Summit to ensure the event is as successful as possible and truly caters to the community’s needs.

### Target Audiences:

- Two distinct audiences have been identified for the Summit:
  1. Hospitality industry professionals (including those who work in hotels, restaurants, as tour operators, etc.)
  2. The general community, with particular focus on diversity and engaging underrepresented neighborhoods.

- In order to better serve these two audiences and develop more impactful, relevant content, the Summit will be split into two intentionally separate days.
  1. The first day of the Summit (Wednesday, February 8<sup>th</sup>) will be a Hospitality Industry Workshop
  2. The second day of the Summit (Saturday, February 18<sup>th</sup>) will be open to the general community and any interested citizens or families.

#### Day 1: Weds, February 8<sup>th</sup>

##### Hospitality Industry Workshop

The Hospitality Industry Workshop will be held as a half-day session on Wednesday, February 8<sup>th</sup>, beginning in the early morning. Office of Sustainability staff has conducted targeted outreach and in-person visits with multiple members of the local hospitality industry to gauge needs and gather input – including local hotels, restaurants, tour operators and outdoor recreation leaders. The date and time for the workshop was strategically chosen as a result of this input. In addition to educational and interactive sessions, this day will feature a Florida-based consulting company as a keynote speaker, with a focus on helping businesses discover social and environmental opportunities to enhance their brand and profitability.

#### Day 2: Sat, February 18<sup>th</sup>

##### Sustainable Communities Summit on Sustainable Tourism and Outdoor Recreation: *Exploring Our Backyard*

Saturday, February 18<sup>th</sup> will be the more “traditional” day of the Summit, welcoming citizens and community members of all professions, backgrounds and interests to come learn about the importance of protecting our environmental assets through sustainable behavior and outdoor enjoyment. With a greater focus on outdoor recreation, this day of the Summit intends to educate and empower attendees with the hands-on skills and confidence to pursue more outdoor activities – thus fostering our region’s sense of place and respect for the natural resources that are so valuable to our community. Saturday will be held at the FSU Turnbull Conference Center and will be a half-day session, complete with interactive, fun sessions that will teach attendees how to do things such as pitch a tent, perform basic bicycle maintenance and safety, and identify flora and fauna in the region.

Calling attention to sustainable tourism and outdoor recreation through the Summit would have the power to educate on the economic value and sense of place these natural resources bring to the region, and the importance of sustainable practices to both promote and conserve them into the future as we attract more visitors to the area. Ultimately, this Summit will foster an experience that extends far beyond the closing of the doors by helping to shape an even more sustainable tourism industry and community.

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #14**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #14

October 25, 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

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<b>County Attorney Review and Approval:</b>	Herbert W.A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Patrick T. Kinni, Deputy County Attorney
<b>Lead Staff/ Project Team:</b>	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 17<sup>th</sup> 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

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Acceptance of the Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for Administrative Support of the Tallahassee-Leon County Commission on the Status of Women and Girls

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnerships Heather Peeples, Special Projects Coordinator

**Fiscal Impact:**

This item has a fiscal impact. The County's \$20,000 share of the proposed Joint Agreement is included in the FY 2016/17 budget.

**Staff Recommendations:**

- Option #1: Accept the 2015-16 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
- Option #2: Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support (Attachment #2).

Title: Approval of the Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for Administrative Support of the Tallahassee-Leon County Commission on the Status of Women and Girls

October 25, 2016

Page 2

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## **Report and Discussion**

### **Background:**

This agenda item seeks Board acceptance of the Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for administrative support of the Tallahassee-Leon County Commission on the Status of Women and Girls.

In June 2010, the Oasis Center for Women & Girls (Oasis) approached the County requesting the creation of a Commission on Women and Girls. The initial proposal was to create a joint City/County committee; however, the City did not take action on the proposal. As a result, on September 14, 2010, the Board moved forward with the creation of the Leon County Commission on the Status of Women and Girls, comprised of 21 members (14 appointed by the Board, with each Commissioner having two appointments, and seven appointed by the Committee). On April 12, 2011, the Board adopted an Enabling Resolution that established the scope and responsibility of the Leon County Commission on the Status of Women and Girls and contracted with Oasis in the amount of \$10,000 to provide administrative support and assist in the preparation of an annual report to the Board.

On December 12, 2012, the Leon County Commission on the Status of Women and Girls presented its annual report to the Board. At that time, the Board provided an additional \$10,000 (for a total of \$20,000) to Oasis to provide research and development support to the Committee. Additionally, the Board encouraged members of the Leon County Commission on the Status of Women and Girls to approach the City of Tallahassee on providing financial support for a joint Commission, as initially proposed in 2010. On February 13, 2013, the City Commission agreed to provide funding to Oasis for administrative support to the Committee at the current level provided by the County (\$20,000) and move forward with the creation of a joint committee.

On March 12, 2013, the Board adopted a joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls (Committee). The City Commission subsequently adopted the Resolution. The Resolution states that Oasis shall provide administrative support to the joint Committee, per the adoption of an agreement with the County and City. On September 20, 2016, the Board adopted the 2016/17 fiscal year budget that included \$20,000 to Oasis for the administrative support to the Committee.

### **Analysis:**

*2015-16 Commission on the Status of Women and Girls Annual Report (Attachment #1)*

According to the report, the Committee's primary focus the past year has been to expand community conversation on issues that impact girls in Tallahassee-Leon County which culminated with an Empowerment Summit on September 23, 2016. For the upcoming year, the Committee plans to conduct further research on girls in the community by partnering with the Ruling Our eXperiences (ROX) Institute to collect data that address key areas impacting girls

Title: Approval of the Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for Administrative Support of the Tallahassee-Leon County Commission on the Status of Women and Girls

October 25, 2016

Page 3

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grades 5-12 such as physical and behavioral health, education, safety, and social media. Should the Board wish, the chair of the Commission will be available to provide a brief presentation on the Annual Report at the Board meeting.

The report also provides a brief update on the Committee's strategic planning process. During its April 12, 2016 meeting, the Board appointed Commissioner Dozier to serve on the Committee's Strategic Planning Working Group. The strategic plan will ultimately best position the Committee in responding to emerging and existing policies impacting women and girls in the community. The Committee's strategic plan is anticipated to be completed and presented to the Board in spring 2017.

#### *2016-17 Joint City-County Agreement (Attachment #2)*

Pursuant to the County-City Enabling Resolution, Oasis provides administrative support to the Committee. The proposed joint County-City agreement with Oasis provides funding in the amount of \$20,000 from the County and \$20,000 from the City (for a total of \$40,000) for administrative support to the Committee for FY 2016/17. As directed by the Board, the Joint Agreement states that one-half (\$10,000) of the County funding shall be dedicated to provide research and development support to the Committee. The County's portion of funding to Oasis in the amount of \$20,000 has been budgeted.

#### **Options:**

1. Accept the 2015-16 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
2. Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and The Oasis Center for Women & Girls for administrative support (Attachment #2).
3. Do not accept the 2015-16 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report.
4. Do not approve the Agreement for Staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and The Oasis Center for Women & Girls for administrative support.
5. Board direction

#### **Recommendation:**

Options #1 and #2.

Title: Approval of the Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Approval of a Joint City/County Agreement with The Oasis Center for Women & Girls for Administrative Support of the Tallahassee-Leon County Commission on the Status of Women and Girls

October 25, 2016

Page 4

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Attachments:

1. 2015-16 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report
2. Agreement for Staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls

October 2016

# 2015-2016 ANNUAL REPORT

## Tallahassee/Leon County Commission on the Status of Women and Girls



[www.TallahasseeLeonCSWG.com](http://www.TallahasseeLeonCSWG.com)

# Contents

- 2015-2016 COMMISSIONERS ..... 3
- LETTER FROM THE CHAIR..... 3
- COMMITTEE STRUCTURE ..... 4
  - COMMUNITY ENGAGEMENT & ADVOCACY COMMITTEE..... 4
  - STATUS OF GIRLS REPORT COMMITTEE..... 4
  - MARKETING & COMMUNICATIONS COMMITTEE ..... 5
  - ORGANIZATIONAL & BYLAWS COMMITTEE..... 5
- HIGHLIGHTS OF MAJOR ACTIVITIES AND ACCOMPLISHMENTS ..... 5
  - COMMUNITY CONVERSATIONS..... 5
    - Community Conversations by the Numbers..... 7
  - SPEAKERS BUREAU ..... 7
  - CSWG IN THE NEWS..... 8
  - #YEAROFTHEGIRL HONOREES ..... 10
  - STATUS OF GIRLS REPORT..... 10
  - GIRLS' INDEX COLLABORATION WITH ROX ..... 11
  - #YEAROFTHEGIRL SUMMIT..... 12
  - STRATEGIC PLANNING ..... 16
- APPENDIX ..... 17

## 2015-2016 COMMISSIONERS

Dr. Ada Puryear Burnette  
Paula DeBoles-Johnson  
Megan Doherty  
Ann Howard  
Dr. Roxanne Hughes  
Dr. Elizabeth Jakubowski  
Sha'Ron James  
Jane Johnson  
Andrea Jones  
Darby Kerrigan-Scott  
Jessica Lowe-Minor  
Patricia McCray

Ruth Nickens  
Sharon Ofuani  
Dr. Jeanne O'Kon  
Ky'Eisha Penn  
Kori Pruett  
Dr. Cheryl Rainey  
Sara Saxner  
Leslie Smith  
Jaye Ann Terry  
Erin VanSickle  
Marcia Warfel

## LETTER FROM THE CHAIR

“We cannot all succeed when half of us are held back. We call upon our sisters around the world to be brave – to embrace the strength within themselves and realize their full potential.” – Malala Yousafzai

Greetings:

The primary purposes of the Tallahassee/Leon County Commission on the Status of Women and Girls (CSWG) are to promote awareness of issues pertaining to women and girls in Tallahassee and Leon County and to serve in an advisory role, providing input to the City and County Commissions as needed. The enabling resolution by the City of Tallahassee and Leon County which formed the CSWG acknowledges that progress has been made but that “there is still work to be done before women and girls achieve economic, education and employment parity.” The resolution also acknowledges that “we must understand the current challenges that face our female citizens in order to best equip girls with the knowledge, skills, and equal access to reach for the promise of tomorrow.”

Like Nobel Prize laureate Malala Yousafzai, we believe that equipping all girls with the knowledge, skills, and equal access to reach for the promise of tomorrow is essential to the success of our community. Many girls in our community face significant barriers to achieving whatever their dream for tomorrow may be, whether it is becoming a scientist or business owner, becoming a great parent, or simply being healthy, avoiding the criminal justice system, and graduating from high school. Our goal this year was to expand the



conversation regarding girls in our community by taking a comprehensive look at the barriers they face, developing solutions that will improve the lives of girls, and celebrating the milestones and contributions girls achieve in our community every day. We are pleased that we were able to accomplish just that through The Year of the Girl, recognizing that the challenges facing girls and the triumphs that we celebrate with them do not occur within a discrete time period, such as a year. As a Commission and as a community we are deeply committed to impacting lives and unlocking opportunities for girls in the Tallahassee/Leon County area.

I would like to thank the members of the CSWG for their hard work and dedication. Hundreds of volunteer hours from this body and strong staff support from The Oasis Center for Women & Girls as well as support from City and County staff made our work this year possible. Thank you for the opportunity to serve this amazing community!

With kind regards,

C. Sha`Ron James, JD, MPA, APMC  
2015-2016 Chair, Tallahassee/Leon County Commission on the Status of Women and Girls

## COMMITTEE STRUCTURE

### COMMUNITY ENGAGEMENT & ADVOCACY COMMITTEE

The purpose of the Community Engagement & Advocacy Committee is to foster community involvement with CSWG initiatives and projects and to educate, inform, and influence members of the community and community leaders on issues impacting women and girls. This year, the Community Engagement & Advocacy Committee facilitated a series of community conversations with girls and hosted the #YearOfTheGirl Summit.

**MEMBERSHIP:** Ky'Eisha Penn (Chair, partial year), Paula DeBoles-Johnson (Chair, partial year), Ruth Nickens, Darby Kerrigan-Scott, Marcia Warfel, Dr. Jeanne O'Kon, Leslie Smith, Patricia McCray, Dr. Cheryl Rainey

### STATUS OF GIRLS REPORT COMMITTEE

The purpose of the Status of Girls Report Committee is to oversee the research, development, and publication of a comprehensive report on the status of girls in the Tallahassee/Leon County area. The report will address key areas impacting girls such as physical and behavioral health, education, safety, and social media. The *Status of Girls* report will include an addendum to the CSWG's

recently released *Report on Sexual Violence Response* about sexual violence in the lives of girls. The report will emulate a magazine with easily accessible language and data and will be released during the 2016-2017 commission year. This year, the Status of Girls Report Committee also took the lead on negotiations to bring The Girls' Index National Research Survey to Tallahassee/Leon County.

**MEMBERSHIP:** Dr. Liz Jakubowski (Chair), Jane Johnson, Dr. Ada Burnette, Andrea Jones, Kori Pruett, Dr. Roxanne Hughes, Sara Saxner

### MARKETING & COMMUNICATIONS COMMITTEE

The Marketing & Communications Committee facilitates the strategic communications and marketing efforts of the CSWG by working to increase the community's awareness of the CSWG and its activities. This year, the Marketing & Communications Committee was charged with developing a public relations/community awareness campaign focused on girls which lead to the roll out of recognizing local #YearOfTheGirl monthly honorees. The committee also assisted with the Commission's overall marketing and public relations efforts such as assisting with publicizing CSWG events and they will assist with the packaging and release of the Status of Girls Report.

**MEMBERSHIP:** Erin VanSickle (Chair), Ann Howard, Paula DeBoles-Johnson, Sharon Ofuani, Megan Doherty, Jessica Lowe-Minor

### ORGANIZATIONAL & BYLAWS COMMITTEE

The Organizational & By-laws Committee is a standing committee that consists of the Chairs of each of the other committees as well as two at-large members. The Organizational & Bylaws Committee serves to address organizational issues related to the CSWG as a whole and provides a forum for Commissioners to discuss CSWG business outside of full CSWG meetings. This year, the Organizational & Bylaws Committee offered recommendations for changes in policies and procedures, and organized multiple events such as new commissioner interest meetings.

**MEMBERSHIP:** Dr. Jeanne O'Kon (Chair), Sha'Ron James, Erin VanSickle, Ky'Eisha Penn, Dr. Cheryl Rainey, Jaye Ann Terry, Dr. Elizabeth Jakubowski, Paula DeBoles-Johnson

## HIGHLIGHTS OF MAJOR ACTIVITIES AND ACCOMPLISHMENTS

### COMMUNITY CONVERSATIONS

In an effort to learn directly from girls in our community about their perspectives and experiences, commissioners and local organizations cooperated to host a

series of Community Conversations throughout the commission year. CSWG reached a total of 87 girls in the community through these facilitated small-group listening sessions that covered various topics, including free time, struggles at home and school, role models, reaching goals, and relationships. Through these discussions, girls shared their lives with commissioners, stories filled with both joy and challenges.

These quotes are excerpted from Community Conversations held with girls in Tallahassee/Leon County throughout the year:

In response to a question about rules at school or elsewhere that are unfair to girls, several girls decried unfair practices in sports and dress code:

“Boys soccer gets more attention. It feels like nobody cares as much for girls sports.” – *Girl Scouts*

“Handing out basketball sign-up sheets to boys and not girls cause they think girls should be cheerleaders.” – *Oak Ridge Elementary Student*

“Yes, dress code [a majority of girls mentioned this]. In high school, they are very strict with what we wear and it’s often unfair. I can wear something like shorts, but someone else will have shorter shorts and I get coded. They don’t catch her, they catch me. It makes me feel offended. I feel like they’re coming after me. I feel like it’s because of the color of my skin. They should be equal and look at everybody.” – *High School Student from Dare to Dream Summer Program*

“I wanna be a boy because women are the weaker sex and I don’t like being that. Women are most likely to get taken advantage of.” – *Oak Ridge Elementary Student*

Girls shared their thoughts about big issues facing girls that grown-ups don’t know about or talk about:

“Sometimes they [parents] don’t tell you about the problems/news in the outside world.” – *Oasis’ Girls Can Do Anything! Summer Camper*

“They always compare themselves to me when they were a girl and things change.” – *Oasis’ Girls Can Do Anything Summer Camper*

“Boys are touching girls where they shouldn’t and girls don’t want to

tell their moms cause they're scared to." – *Oak Ridge Elementary School Student*

"[Unhealthy relationships have] a lot of arguing; being controlling. My boyfriend didn't want me to be with my best friend and other girlfriends." – *Palmer-Munroe Teen Center*

When asked about one thing the community could do to help girls reach their goals, one girl responded:

"We need to have a gun drive, and we need to have a meeting with all of these gangs to get rid of them." – *Rickards High School Student*

Girls who participated in the Community Conversations were diverse in terms of race, socioeconomic status, and region of residence within the City of Tallahassee and Leon County.

### Community Conversations by the Numbers

Commissioners held conversations with **87 girls** in elementary, middle school, and high school who ranged in **age from 10-17**. Conversations were held at **13 sites** including community organizations and schools.

### SPEAKERS BUREAU

The CSWG Speakers Bureau presents at local schools, organizations, and businesses to educate the community about the CSWG and issues facing women and girls. The Speakers Bureau establishes connections in the community to broaden the scope and impact of the CSWG. Commissioners volunteering to speak on behalf of the CSWG have presented in college courses and professional business associations. For example, two sections of Florida State University's course "Psychology of Women" invited speakers to share the goals and work of the CSWG with 360 college students. Another example included a presentation to the Tallahassee Women Lawyers Association. In 2015-2016 Speakers Bureau presentations, attendees were asked to complete a post-survey. Examples of survey responses include:

"I think all of these issues are important, it made me think of how I can get more involved."

"I was aware of a lot of issues facing women and girls in our community, it was nice to see the CSWG branching out and acknowledging girls in a positive light with the Year of the Girl."

The most interesting part of the presentation was... "learning about all the stats and different committees addressing the issues."

The pieces or issues missing from the presentation included... "more on variety of groups of women, directly address LGBTQ and disabled women to make more ppl aware and thinking about that in other presentations."

In the coming year, the Speakers Bureau hopes to continue to expand their speaking engagements to include civic associations, college/university groups, community organizations, and local businesses.

## CSWG IN THE NEWS

CSWG's commissioners and #YearOfTheGirl have captured media attention throughout the commission year with coverage on WCTV Eyewitness News, WFSU, WTXL Tallahassee, and in the Tallahassee Democrat.

The following news headlines and links represent **17** stories this year that refer to the CSWG:

- November 13, 2015 "Commission Announces 'Year Of The Girl'" WFSU  
<http://news.wfsu.org/post/commission-announces-year-girl>
- February 29, 2016 "By the Numbers: 25 Things About 25 Fabulous Women" Tallahassee Democrat  
<http://www.tallahassee.com/story/news/2016/02/29/numbers-25-things-25-fabulous-women/81113928/>
- March 8, 2016 "Oasis Center Honors Trailblazing Women and Girls" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/2016/03/07/oasis-center-honors-trailblazing-women-girls/81454850/>
- March 29, 2016 "Scott Receives Bar Association Honor" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/chronicle/2016/03/29/scott-receives-bar-association-honor/82382732/>
- April 15, 2016 "First #YearOfTheGirl Winner Announced" Tallahassee Democrat  
<http://www.tallahassee.com/story/news/2016/04/15/first-yearofthegirl-winner-announced/83098672/>

- April 21, 2016 My View "Celebrate the #YearOfTheGirl" Tallahassee Democrat  
<http://www.tallahassee.com/story/opinion/2016/04/21/celebrate-yearofthegirl/83362500/>
- May 12, 2016 "Positive Outlook Shapes Lives of Silver Stars" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/active-living/2016/05/12/positive-outlook-shapes-lives-silver-stars/84292018/>
- June 14, 2016 "Local Women Selected to Attend First 'United State of Women' Summit" Tallahassee Democrat  
<http://www.tallahassee.com/story/news/2016/06/13/local-women-selected-attend-first-united-state-women-summit/85836422/>
- June 15, 2016 "The Reality of Single-Parent Households in Leon County" WCTV Eyewitness News  
<http://www.wctv.tv/content/news/Single-parenting--383210381.html>
- July 31, 2016 "#YearOfTheGirl July Honoree Announced" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/chronicle/2016/07/31/yearofthegirl-july-honoree-announced/87901134/>
- August 18, 2016 "Tallahassee/Leon County Commission on the Status of Women and Girls Announce August 2016 #YearOfTheGirl Honoree Haniah Edwards"  
<http://capitalsoup.com/2016/08/18/tallahasseeleon-county-commission-on-the-status-of-women-and-girls-announce-august-2016-yearofthegirl-honoree-haniah-edwards/>
- August 24, 2016 "'Mighty' Fifth-Grader Tapped as #YearOfTheGirl Honoree" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/family/2016/08/24/mighty-fifth-grader-tapped-yearofthegirl-honoree/89258386/>
- September 20, 2016 "R. Jai Gillum will give Talk at Summit on Girls" Tallahassee Democrat  
<http://www.tallahassee.com/story/life/family/2016/09/20/jai-gillum-will-give-talk-summit-girls/90728008/>

- September 23, 2016 “#YearOfTheGirl Summit Empowers, Emboldens Girls” Tallahassee Democrat  
<http://www.tallahassee.com/story/news/2016/09/23/yearofthegirl-summit-empowers-emboldens-girls/90933264/>
- September 23, 2016 “Power Girls Hold City Hall Summit” WFSU  
<http://news.wfsu.org/post/powerful-girls-hold-city-hall-summit>
- September 23, 2016 “Tallahassee, Leon County Host Year of the Girl Summit” WCTV Eyewitness News  
<http://www.wctv.tv/content/news/Tallahassee-Leon-County-host-Year-of-the-Girl-Summit-394629301.html>
- September 23, 2016 “Year of the Girl Summit Unites Hundreds of Young Female Students” WTXL Tallahassee  
[http://www.wtxl.com/news/year-of-the-girl-summit-unites-hundreds-of-young-female/article\\_7b15e2e4-81f2-11e6-9f53-ab2122e2776f.html](http://www.wtxl.com/news/year-of-the-girl-summit-unites-hundreds-of-young-female/article_7b15e2e4-81f2-11e6-9f53-ab2122e2776f.html)

## #YEAROFTHEGIRL HONOREES

The raise awareness about the awesome girls living and thriving in our community, the CSWG recognized one outstanding girl each month as part of the #YearOfTheGirl initiative. Honorees were surprised at their schools and celebrated via social media and press coverage. Honorees also attended the #YearOfTheGirl Summit where they were further recognized for their contributions and achievements. #YearOfTheGirl honorees included:

April - Khalia Denise Hinson, Raa Middle School

May - Samantha Crawford, Lincoln High School

June - Mia Owens, Gilchrist Elementary School

July - Katherine Sorrell, Rickards High School

August - Haniah Edwards, Bond Elementary School

September - Faith Thomas, FSU High School

More Information about each honoree can be found at  
[www.TallahasseeLeonCSWG.com](http://www.TallahasseeLeonCSWG.com).

## STATUS OF GIRLS REPORT

To compliment this years' #YearOfTheGirl initiative, the commission designated the Status of Girls Report Committee to oversee research towards the publication of a report on the status of girls in our community. The report will address key areas impacting girls such as physical and behavioral health, education, safety, and social media. The report will also include an addendum

to the CSWG's previous *Report on Sexual Violence Response* that focuses more directly on sexual violence in the lives of girls locally.

During the 2015-2016 year, committee members worked with county and state datasets to research and develop content for the report's primary areas of interest. Examples of datasets include the Florida Youth Tobacco Survey, Florida Youth Substance Abuse Survey, Leon County's Health Improvement Plan (CHIP), Department of Education Factbooks, Department of Children and Families data, and Florida Department of Law Enforcement records. Extensive qualitative interviews were also conducted with key stakeholders in the community including Children's Home Society, the Survive and Thrive Advocacy Center, the Apalachee Center, Tallahassee Memorial Hospital, Refuge House, Florida Department of Law Enforcement, and others.

The Status of Girls Report Committee also initiated talks with a national data collection on girls administered by the nonprofit Ruling Our eXperiences (ROX). Details on the possibility of collaboration between Leon County Schools and ROX is discussed in the following section. This relates to the Status of Girls Report in that Leon County's participation in this data collection would greatly enhance both the report and our community's capacity to positively improve the lives of girls by providing much needed local data. Our community lacks local data on social media, self-esteem, self-concept, and leadership for girls and this collaboration would help fill that data gap.

Data collection for the report is ongoing and the Status of Girls Report will be published in the coming commission year. The report will emulate a magazine, with a report card containing pivotal comparative data for Leon County and the State of Florida, layouts for each of the key areas, and articles and interviews from the community.

## GIRLS' INDEX COLLABORATION WITH ROX

Dr. Lisa Hinkelman is the founder and executive director of Ruling Our eXperiences (ROX) based in Columbus, Ohio. The ROX Research Institute is in the process of collecting data for The Girls' Index, which is "an inaugural, national research study focused on girls in grades 5-12...that focuses on learning how today's generation of girls are navigating their adolescent years and what they want, think, and need from the adults in their lives" (see [Appendix](#)). The Girls' Index is a survey administered in communities around the United States and the data contributes to understanding local girls' issues as well as being pooled at the national level to construct a national dataset on girls. Data collection will conclude in December 2016, making advocacy for implementing The Girls' Index in Tallahassee/Leon County all the more pressing.



Some of the topics covered in the survey include using social media, navigating relationships, managing pressure, and developing self-concept. Each participating school receives their own report in order to inform decision making to improve the lives of girls at their institutions and community level aggregate data is also made available. A sample report with responses from an actual high school somewhere in the U.S. is included in the [Appendix](#) to provide an example of the breadth and quality of data and analysis our community would receive after participating. Needless to say, this opportunity resonated with commissioners and Dr. Hinkelman visited with the CSWG and several stakeholders in late August. CSWG is providing leadership and coordination necessary to bring The Girls' Index to Leon County to assist the CSWG, local policy makers, and the community in improving girls' experiences in the new social landscape of the 21<sup>st</sup> century.

During Dr. Hinkelman's visit, CSWG hosted two meetings and a luncheon to discuss data collection in Leon County Schools. Meetings included representatives from the Florida Association of District School Superintendents, Senator Bill Montford and Angie Freeland, as well as Brett Cucuel and Gillian Gregory from Leon County Schools division of Testing, Research, and Evaluation. Those present discussed the advantages of having local data related the experiences of girls and the process for implementing this survey in Leon county.

Next steps include continued collaboration with Leon County Schools to meet the requirements for school sanctioned research and Dr. Hinkelman plans to meet with local stakeholders, including City and County Commissioners among others, later this fall. CSWG will continue to coordinate with Leon County Schools and ROX to bring The Girls' Index to Tallahassee/Leon County.

## #YEAROFTHEGIRL SUMMIT

As part of the #YearOfTheGirl focus, CSWG hosted a girls' empowerment summit from 8:30 a.m. to 1:00 p.m. on September 23, 2016 at City Hall in Tallahassee, Florida. The program for the summit is included in the [Appendix](#) at the end of this report. Former CSWG commissioner and the First Lady of Tallahassee, R. Jai Gillum, spoke to the approximately 100 girls in attendance during the opening session to get them excited for the day ahead of them. The girls were racially diverse and represented about 20 schools in Tallahassee/Leon County.

Breakout sessions were organized by grades 7-8, 9-10, and 11-12 and included discussions about unleashing their potential, embracing their authentic selves, healthy relationships, and preparing for college. The Leon County Board of County Commissioners and City of Tallahassee Commission were well represented with Commissioners Kristin Dozier, Nick Maddox, Mary Ann Lindley, Nancy Miller, and Curtis Richardson in attendance. Mayor Pro Tem Nancy Miller

and R. Jai Gillum, on behalf of the Mayor, invited the girls to sit in their chairs in the commission chambers. Girls were thrilled to take their picture in the Mayor's and Mayor Pro Tem's seats, perhaps envisioning themselves in such leadership roles for the first time.

In addition to the girls, about 50 adults attended as speakers, volunteers, and chaperones. Vendors tabled with information about community and campus organizations including FSU CARE Program, Girls on the Run of the Big Bend, PACE Center for Girls Leon, Thirty-One, The Oasis Center for Women & Girls, North Florida Women's Care, and others ([Appendix](#)). The summit was an amazing opportunity for the CSWG to collaborate with community members and organizations. Included here is a Tallahassee Democrat news article that captured the excitement and importance of the summit:

September 23, 2016 "#YearOfTheGirl Summit Empowers, Emboldens Girls"  
Tallahassee Democrat

<http://www.tallahassee.com/story/news/2016/09/23/yearofthegirl-summit-empowers-emboldens-girls/90933264/>

## #YearOfTheGirl summit empowers, emboldens girls



Ryan Dailey, Democrat staff writer

6:39 p.m. EDT September 23, 2016



Buy Photo

(Photo: Ryan Dailey/Democrat)

Nearly 125 girls gathered at City Hall Friday for the first ever #YearOfTheGirl Summit, led by an all-star team of women leaders in the community.

The event, which was hosted by the Tallahassee/Leon County Commission on the Status of Women and Girls, kicked off with an energetic opening ceremony in the City Commission chamber.

Girls were given a personal invite from Commissioner Nancy Miller and R. Jai Gillum, wife of Mayor Andrew Gillum, to sit in the seats of the mayor pro tem and mayor. The invite was meant to send a message: There can, and will, be a female elected mayor of Tallahassee. (Several female city commissioners have served as

mayor as part of a rotational system that is no longer in place).

Following the introductions, breakout sessions were held for the individual age groups. Among them were presentations like "Unleash Your Potential" and "Embracing Your Authentic Self" for seventh and eighth graders.

Buy Photo



Ericka McKibbon, executive director of Girls On The Run of the Big Bend, gets the crowd energized during Friday's #YearOfTheGirl summit. (Photo: Ryan Dailey/Democrat)

The summit's ultimate goal is simple but powerful, according to the CSWG board chair Sha'Ron James.

"We set out to introduce the girls to resources in the community, to celebrate the girls and to empower them," James said. "There have been several girls here that I've known since they were small, and to see them here today excited about participating is amazing."

Haley Cutler-Seeber, executive director of the Oasis Center for Women and Girls, said from a societal standpoint there is still much to be done to help women and girls thrive. Events like the #YearOfTheGirl summit, however, are an excellent place to further that effort.

"We want to see girls be strong, and be themselves — the most bold version of themselves. We want them to know by believing in themselves and each other they can achieve anything," Cutler-Seeber said.

Girls On The Run of the Big Bend was among the nearly 15 organizations that partnered with CSWG in putting on the summit. Ericka McKibben, executive director of GOTR Big Bend, explained why the cause is important to her and her organization.

"It's really critical that we bring to the forefront the issues that are facing women and girls," McKibben said. "It is about helping them tap into what's possible for them, and unleashing that potential."

One of the summit's attendees, Leon High sophomore Khya Nelson, spoke about its message and how it resonates with her personally. She described her "authentic self" as a cheerleader, the captain of the JV squad, an 'A' and 'B' student who has never had a 'C' grade before and is taking pre-calculus.

"Being a girl is about standing up, showing your natural roots and lifting up other girls. Girls sometimes put other girls down to boost themselves up when we should boost everybody up," Nelson said.

Nelson said she hopes her sister, an eighth-grader, will be able to one day attend a similar event.

Nelson said the advice she would give to her sister as she gets older would be "to keep her own self-confidence and don't let other people's standards get into her mind. Let her know she's always beautiful."

Contact Ryan Dailey at [rdailey@tallahassee.com](mailto:rdailey@tallahassee.com).

Read or Share this story: <http://on.tdo.com/2dq9kwp>

## STRATEGIC PLANNING

The CSWG is now 5 years old and based on feedback from the City of Tallahassee, Leon County, and former CSWG commissioners, it was determined that 2015-2016 was an appropriate time to embark on a strategic plan. The strategic planning process this year included:

1. Conversations with CSWG Commissioners, Leon County Commissioners, and City of Tallahassee Commissioners;
2. SWOT (strengths, weaknesses, opportunities, and threats) analyses;
3. Establishing a Strategic Planning Working Group;

### **Strategic Planning Working Group**

*Facilitated by Dr. Elaine Bryant*

Sha'Ron James (Chair-CSWG)

Haley Cutler-Seeber (The Oasis Center)

Kelly Otte (Former CSWG Commissioner)

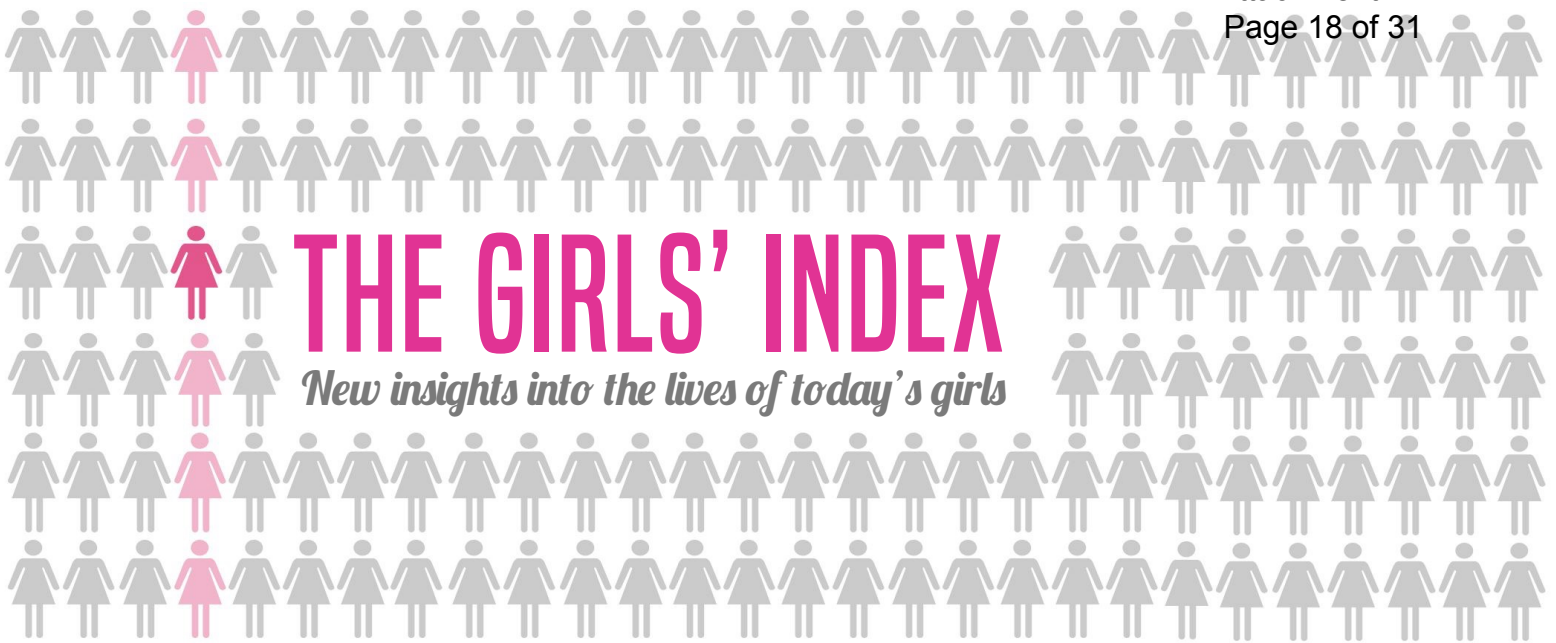
County Commissioner Kristin Dozier

City Commissioner Curtis Richardson

4. Two meetings were held, on August 15, 2016 and September 26, 2016, and the working group will continue to meet in order to develop a written plan to present, which we imagine will be important to the future of the CSWG.

This work will continue through Fall 2016 concluding with a plan that County Commissioner Kristin Dozier and City Commissioner Curtis Richardson will present to their respective political bodies for approval.

APPENDIX  
The Girls' Index – About and Sample Report  
#YOTG Summit Program



**TOGETHER WE CAN LEARN MORE ABOUT GIRLS THROUGHOUT THE COUNTRY**

'The Girls' Index' is a free, voluntary national research study focused on girls in grades 5-12. Schools throughout the country are participating in the survey project and learning more about what is going on for girls in their community as well as what girls want and need from the adults in their lives.

Sponsored by Battelle, Cardinal Health and Thirty-One Gifts and executed by Ruling Our eXperiences, Inc. (ROX), participating schools receive a free customized report that provides an in-depth look into the unique strengths, challenges and opportunities related to the girls in their community.

*using*  
**SOCIAL MEDIA**



*navigating*  
**RELATIONSHIPS**



*managing*  
**PRESSURE**



*developing*  
**SELF-CONCEPT**



***How to participate***

Participating in 'The Girls' Index' data collection is free, confidential and voluntary. Girls who complete the survey do not disclose identifying information and responses are not tracked to respondent, thus their anonymity and the school's confidentiality is protected. Interested individual schools or districts should contact Dr. Lisa Hinkelman at [research@rulingourexperiences.com](mailto:research@rulingourexperiences.com) or visit [www.thegirlsindex.org](http://www.thegirlsindex.org) to submit registration information.

You will be contacted by a member of the ROX Research Institute to set up your personalized and confidential electronic or paper/pencil survey. Electronic surveys will be submitted online and paper surveys will be mailed to the ROX offices for data entry and analysis. Each school/district will receive a personalized outcome report detailing the summary of responses from the girls who participated in the survey.

## Why you should participate

You will receive a report detailing the summary of responses from the girls in your school on each of the questions. The ROX Research Institute will analyze your data and prepare the report personalized for your school site. Percentages for each response, as well as a breakdown by grade will be included. Specialized analysis can be used for administrative decision-making concerning:

- Curricular offerings and school policies
- Co-curricular programming, advisory curricula and after-school clubs and activities
- School climate and social and emotional learning competencies
- Student support services and comprehensive school-counseling program delivery
- Parent and staff development workshops

## How your data will be handled

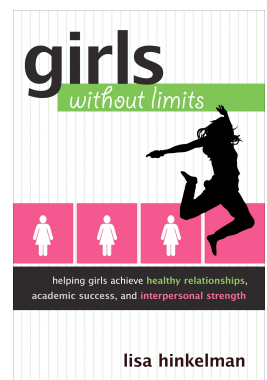
We follow rigorous and ethical research practices associated with the use, ownership, storage, retention and reporting of data. Your site specific data will only be disaggregated for your individual, confidential school report -- it will never be reported to any other outlet or shared unless specifically requested by you (i.e. A district data sharing event, a scheduled parent symposium or community conversation, etc.) . Your school survey responses will be included in aggregate with responses from thousands of girls throughout the country. When the final 'Girls' Index' report is complete, you will be able to compare the responses of your girls to the averages from diverse girls throughout the country.

## About the researcher



Lisa Hinkelman, Ph.D. is the principal investigator of 'The Girls Index'. She is the founder and executive director of Ruling Our eXperiences, Inc. (ROX), ([www.rulingourexperiences.org](http://www.rulingourexperiences.org)) a non-profit organization that delivers evidence-based programming focused on the health, safety, education and empowerment of girls. Dr. Hinkelman is a counselor, educator, researcher and author whose work for the past decade has focused on the critical issues impacting girls and how schools, parents and educators can effectively

support and encourage girls' interpersonal, educational and career growth. Previously, as a Counselor Education faculty member at The Ohio State University, Dr. Hinkelman's teaching and scholarly research focused on social and emotional learning, non-academic barriers that impact learning and girls' self-concept development. Additionally, her work and research is featured in her award-winning book, 'Girls Without Limits: Helping Girls Achieve Healthy Relationships, Academic Success and Interpersonal Strength' published by Corwin Press.







# THE GIRLS' INDEX™

*New insights into the lives of today's girls*

**SAMPLE DATA REPORT**

**ANYWHERE HIGH SCHOOL**

This report was produced by the ROX Research Institute and Ruling Our eXperiences, Inc. (ROX). It was developed for the exclusive use of **Anywhere High School** administration, stakeholders, and decision-makers. Use of the data from this report is at the sole discretion of Ruling Our eXperiences, Inc. (ROX) and **Anywhere High School**.

**Anywhere High School** data has only been disaggregated for this individual, confidential school report -- it will never be reported to any other outlet or shared unless specifically requested by you (i.e. A district data sharing event, a scheduled parent symposium or community conversation, etc.) or released by you. This data can be used to help inform:

- Curricular offerings and school policies
- Co-curricular programming, advisory curricula, and after-school clubs and activities
- School climate and social and emotional learning competencies
- Student support services and comprehensive school-counseling program delivery
- Parent and staff development workshops

**Anywhere High School** survey responses will be included in aggregate with responses from thousands of girls throughout the country. When the final 'Girls' Index' report is complete, you will be able to compare the responses of your girls to the averages from diverse girls throughout the country.

This preliminary data analysis and overview is presented for your review and use. If desired, additional data analysis and interpretation is available on an individual school or district wide basis. Further analysis on trends between and among the grades surveyed as well as correlations between questions and responses could help further explain the survey findings. Please contact Dr. Lisa Hinkelman at 614-488-8080 or [research@rulingourexperiences.com](mailto:research@rulingourexperiences.com) to further discuss these options or to schedule a district/school/community data sharing presentation.

This report summarizes the responses of 672 **Anywhere High School** girls in grades 9-12.

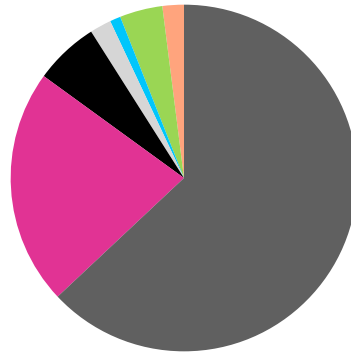
The Girls' Index research and reporting has been generously sponsored by:



## Demographic Information

A total of 672 girls in grades 9-12 completed 'The Girls' Index' survey at Anywhere High School. The survey was administered via an online link during the week of January 25, 2016. Participation in the survey was voluntary and anonymous. The number and race/ethnicity of the girls who completed the survey is detailed below:

9th	174
10th	178
11th	165
12th	155
Total	672



- 63% ● White
- 22% ● Black or African American
- 6% ● Hispanic/Latino
- 2% ● Asian
- 1% ● Native American or American Indian
- 4% ● Multiracial
- 2% ● Other

## The biggest issues facing girls my age are...

This introductory open ended question allowed girls to state freely what they perceive as the big issues impacting girls their age. A wide variety of responses were received and a text analysis revealed dozens of answers from 'gender inequality' to 'failure' to 'having sex used against them'. There are several themes/highly reoccurring concepts among the responses and the following lists are reported in order of the number of responses received.

### TOP ISSUES REPORTED BY GIRLS:

1. Self-Confidence
2. Appearance/Body Image/Weight
3. Girls/Drama
4. School
5. Boys/Dating/Relationships
6. Pressure
7. Social Media

*"Self-confidence and identity. So many girls look to try and find themselves through high school whether that is through relationships, drugs, or social media."*

- 10th grade Anywhere High School student

*"Everything. Stress. Insecurities. Low-self-esteem. Girls have too much stress and not enough help. School is extremely difficult. Everyone judges everyone else. The list is long."*

- 12th grade Anywhere High School student

### TOP THINGS THAT STRESS YOU OUT OR MAKE YOU FEEL PRESSURE

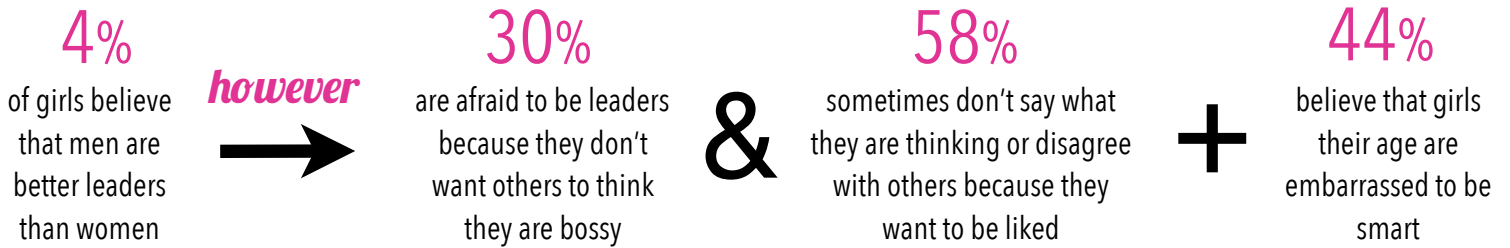
1. Grades/School/Homework
2. Sports
3. Friends
4. Parents
5. Appearance/Weight
6. Boys
7. Need to be perfect

*"To look my best. I feel like I have to have the clearest skin and best body. Also, to be really smart. I get pressure from my parents, which I understand, but from my classmates, I don't."*

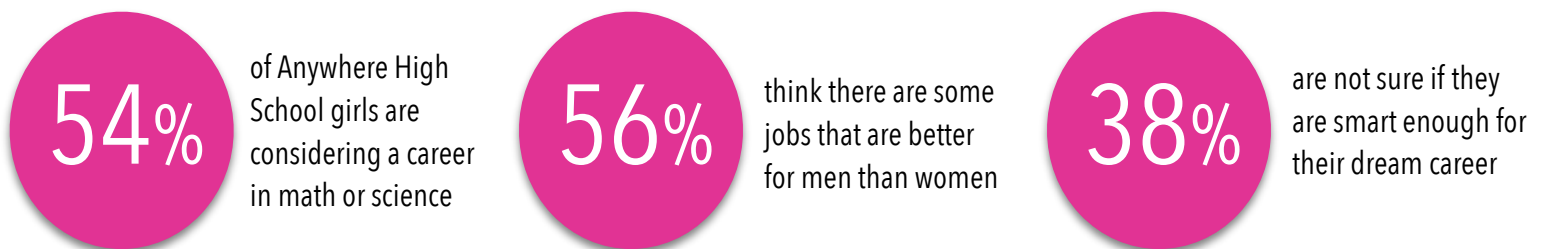
- 9th grade Anywhere High School student

# School, Careers & Leadership

Girls responded to questions about their experience in school and their perceptions of leadership. Overall, 72% of girls at Anywhere High School believe they are good at math and/or science and 54% state they are considering a career in one of these areas. Overwhelmingly, girls report that they like to be in charge (87%), however, nearly a third (30%) are afraid to be leaders due to others thinking they are bossy.

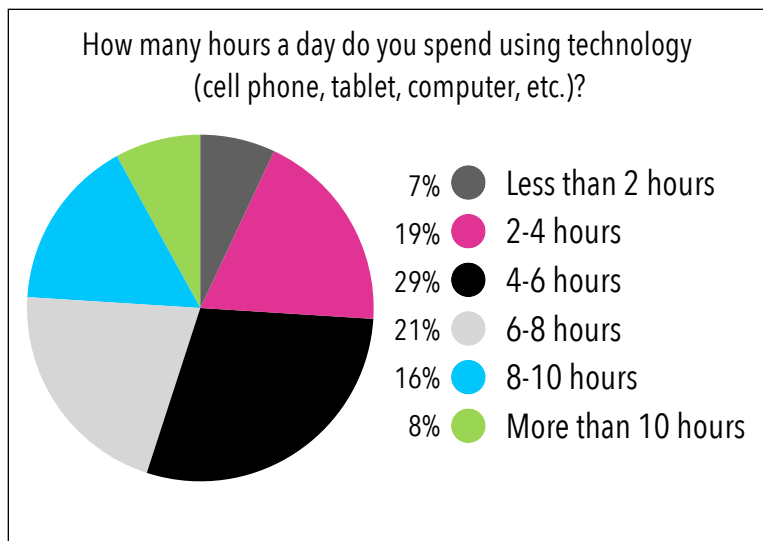


Question	% Agree	% Strongly Agree
I am good at math and/or science.	42%	30%
I like to be in charge.	48%	29%
My teachers treat me like I am smart.	51%	24%
I am considering a career in math or science.	26%	28%
I think there are some jobs that are better for men than women.	45%	11%
I think boys are encouraged in math and science more than girls.	17%	11%
I think teachers at my school call on boys more than they call on girls.	17%	3%
I think a lot of girls my age are embarrassed to be smart.	28%	14%
Sometimes I don't say what I am thinking, or disagree with others, because I want people to like me.	42%	16%
I think men are generally better leaders than women.	4%	0%
I'm afraid to be a leader because I don't want people to think I am bossy.	24%	6%
I am not sure if I am smart enough for my dream job/career.	27%	9%
I would prefer working for a male supervisor/boss over a female supervisor/boss.	12%	4%



# Social Media

In order to understand the use and influence of technology in the lives of Anywhere High School girls, a series of questions regarding how girls use technology and how they experience their relationships via technology were posed.



**40%** of Anywhere High school girls report checking their social media/favorite apps more than 10 times a day. Sixteen percent report more than 20 times a day.

## FRIEND REQUEST

- 95% of girls have received friend requests from people that they do not know
- 64% have accepted friend requests from people they do not know
- 89% use their real name on social media

## PARENT MONITORING

Few girls from Anywhere High School report that their parents check their phone or monitor their use of technology on a regular basis. Girls reported the following frequency of parent monitoring:

- 9% Everyday
- 7% A few times a week
- 26% A few times a month
- 58% Rarely

## TOP 3 APPS USED



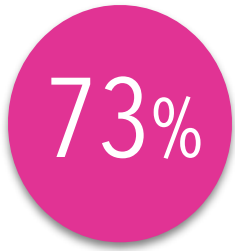
How many hours a day are you on social media?

Less than 2 hours	38%
2-4 hours	25%
4-6 hours	17%
6-8 hours	10%
8-10 hours	7%
More than 10 hours	3%

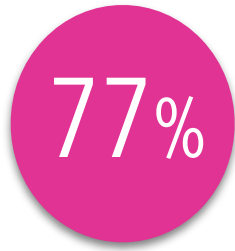
*"I think for my grade it's the stress, and social media. Being in high school, and doing a lot of extra curricular activities, it puts a lot of stress on us to be better, and even more so with social media, because when a girl sees another picture of a girl she will most likely think 'wow she's really pretty', and then look at herself and think I wish I could be like her, when in reality she has used a million filters to get the perfect lighting, and the perfect picture."*

- 9th grade Anywhere High School student

## Social Media & Safety



say that most teens their age send sexually suggestive photos to one another



say that most teens their age send sexually suggestive texts to one another



of girls have been asked to send a sexually suggestive photo to another person

Question	% Agree	% Strongly Agree
I have gotten into an argument at school because of something that happened online.	36%	11%
I am often distracted in school because of what is happening online/on social media.	20%	1%
I have posted a picture of myself online in a bathing suit or something similar.	31%	8%
Sometimes I post selfies/photos to make someone else jealous.	14%	4%
Most teens my age send sexually suggestive photos to one another.	49%	24%
Most teens my age send sexually suggestive texts to one another.	51%	26%
I have been asked to send a sexually suggestive photo to another person	30%	26%

## % OF GIRLS AT ANYWHERE HIGH

64% have sent a text that they later regretted

27% have posted something they later regretted

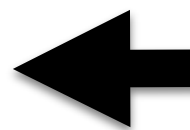
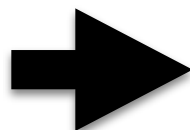
14% have made fun of someone on social media

35% have been bullied or made fun of on social media

54% have received a mean or threatening text

### GIRLS TAKE PHOTOS OF THEMSELVES

10% EVERYDAY  
34% A FEW TIMES A WEEK  
50% A FEW TIMES A MONTH



### GIRLS POST PHOTOS OF THEMSELVES

1% EVERYDAY  
11% A FEW TIMES A WEEK  
87% A FEW TIMES A MONTH

## Self-Concept

**88%** of Anywhere High School girls report that they are happy the way that they are

*however*

**52%** of girls would like to change their appearance

During an average school day 22% of girls think about their appearance at least 1x/period; 18% think about their appearance nearly all day.



**Girls feel PRESSURE**  
to be thin from  
PARENTS 27%  
FRIENDS 28%

"Appearance 24/7 -- if I am not pleased with my appearance, it ruins my whole day. I have to check myself in between every period to make sure I don't look like an idiot. I'm depressed the whole day and I get anxiety attacks sometimes. I know this happens because of my appearance because when I actually am pleased with how I look I have a great day, no depressive episodes or anxiety."

- 10th grade Anywhere High School student

How many days a week do you feel sad or depressed?

0 days	13%
1 day	27%
2 days	14%
3 days	16%
4 days	11%
5 days	7%
6 days	5%
7 days	7%



30% OF GIRLS ARE ON A DIET

37% HAVE SKIPPED MEALS IN ORDER TO LOSE WEIGHT

## Relationships

**88%**

of girls report that they get along well with other girls

**49%**

say that they don't trust other girls

**18%**

believe it is impossible for girls to get along well with each other



**87%**

of girls report that boys their age are NOT respectful of girls

**36%**

of girls are happier if they are in a dating relationship

**10%**

of girls believe that guys should have more control in relationships with girls

## Support

### Top 10 ways adults can better support girls (according to girls)

- Support me
- Listen to me
- Stop the pressure
- Try to understand
- Encourage me
- Don't judge me
- Treat me with respect
- Help me with my problems
- Believe me
- Talk to me



79% feel they have adults they can talk to about important things

87% feel they have supportive friends they can talk to about serious issues

37% of Anywhere High School girls say that their parents pressure them to be perfect

*"Stop telling me its not a big deal, don't tell me to get over it. Don't try to come up with a dumb solution. Don't tell me it'll be okay. If you're not in my shoes you have no right or place to tell me something is not a big deal. everyone has different struggles, and different ways of handling things. don't tell me to get over it, if someone is hurting or struggling, telling them they're overreacting makes it worse... way worse. Try to understand more about my situation/not think people my age can't have problems."*

- 11th grade Anywhere High School student



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*thirty-one*<sup>TM</sup>



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Red Elephant \* Visit Tallahassee

TALLAHASSEE/LEON COUNTY  
COMMISSION ON THE  
STATUS OF WOMEN AND GIRLS

*#YearOfTheGirl*  
*Summit*

SEPTEMBER 23, 2016  
CITY HALL  
TALLAHASSEE, FL



*Who we are...*

In April of 2011, The Leon County Board of County Commissioners established the Leon County Commission on the Status of Women and Girls as a citizens advisory committee. In March of 2013, the City of Tallahassee proudly joined Leon County and created the new Tallahassee/Leon County Commission on the Status of Women and Girls (Commission). By establishing and supporting this Commission, the City of Tallahassee and Leon County have taken a strong stand in support of women and girls in our community.

The primary purposes of the Tallahassee/Leon County Commission on the Status of Women and Girls are:

- to promote awareness of issues pertaining to women and girls in Tallahassee and Leon County
- to serve in an advisory role, providing input to the City and County Commissions as needed

Our Commissioners

Dr. Ada Puryear Burnette  
Paula DeBoles-Johnson  
Megan Doherty  
Ann Howard  
Dr. Roxanne Hughes  
Dr. Elizabeth Jakubowski  
C. Sha`Ron James, Esq.  
Jane Johnson  
Andrea Jones  
Darby Kerrigan-Scott

Patricia McCray  
Jessica Lowe-Minor  
Ruth Nickens  
Dr. Jeanne O`Kon  
Sharon Ofuani  
Kori Pruett  
Leslie Smith  
Jaye Ann Terry, Esq.  
Marcia Warfel  
Erin VanSickle

2015 - 2016 Chair

C. Sha`Ron James serves as Florida's Insurance Consumer Advocate under the leadership of State Chief Financial Officer Jeff Atwater. As the State's Insurance Consumer Advocate, Ms. James is responsible for finding solutions to insurance issues facing Floridians, calling attention to questionable insurance practices, promoting a viable insurance market responsive to the needs of Florida's diverse population and assuring that rates are fair and justified. Ms. James received her Bachelor of Science degree in Economics from Florida A&M University, a Master of Public Administration degree from the Maxwell School of Citizenship & Public Affairs at Syracuse University, and a Juris Doctor from the University of Florida, Levin College of Law. She is the proud mother of an extraordinary little girl, Chase Corrine.

*Thank You for Helping Make This Day Special!*Vendors

Better Living Solutions, LLC  
FSU CARE Program  
Girls on the Run of the Big Bend  
The Oasis Center for Women & Girls  
PACE Center for Girls, Leon  
Refuge House  
Southern Scholarship Foundation  
Thirty-One  
Thomas University  
North Florida Women's Care  
National Achiever's Society  
Florida Department of Health  
Comcast

Volunteers

Code Red Step Team  
Jacqueline de la Espriella  
Amanda Hunter  
Zemoria Johnson  
Sharlene Jones  
Desiree Nero  
Patricia Powell  
Rochelle Powell  
Sophia Warfel

Staff

Ayana Y. Powell and Haley Cutler-Seeber,  
The Oasis Center for Women & Girls

*Guest Speakers*

R. Jai Gillum is the Director of Income & Health Strategies for the United Way of the Big Bend and is an alumna of Florida A&M University. She has served on both the Florida Commission on the Status of Women and the Tallahassee/Leon County Commission on the Status of Women and Girls. Her other local community involvement includes Leadership Tallahassee, Board of Governors, Children's Campaign Board of Directors, and Delta Sigma Theta Sorority, Inc. R. Jai is married to Tallahassee Mayor Andrew Gillum, and is the mother of twins - Jackson Bailey and Caroline Jai.



Denise Wilson is a passionate speaker, trainer, facilitator and coach. Her passion is helping individuals and organizations reach their full potential. Whether working with clients through her consulting firm or with associates at Capital City Bank where she is the Director of Corporate Development, she brings creativity, energy and fun. Denise is active in the Tallahassee community with a passion for children's causes. She serves on the board of the Capital Area Red Cross, is a past Board Chair of Children's Home Society, and volunteers for many other area organizations.



*Summit Program*

**Opening Session** ..... 8:30 a.m.  
 Welcome and Introductions  
 Ice Breaker Ericka McKibbin

**Breakout One**..... 9:30 a.m.  
**Unleash Your Potential (Grades 7-8)**  
 Ericka McKibbin, Executive Director, and Megan Fingert, Marketing Coordinator, Girls on the Run of the Big Bend  
 Participants will explore their own girl wheel, understand the importance of self-awareness and self-care, and create their BIG DREAM board. Come Be Bold...Be Brave...Be You.

**Be Deliberate and Afraid of Nothing: Strategies for Success in School and Beyond (Grades 9-10)**  
 Dr. Kristal Moore Clemons, Assistant Professor, Florida State University College of Education  
 This interactive workshop will discuss some of the contemporary challenges young girls face as it pertains to social media, bullying, education and peer pressure. This workshop will provide young girls the opportunity to share part of their lived experiences to determine what makes them unique and powerful.

**Healthy Relationships (Grades 11-12)**  
 Reisha Williams, Community Education Coordinator, and Taylor Novak, Green Dot Coordinator, Refuge House  
 In this presentation, we will explore intimate relationships of all kinds, discuss characteristics of healthy and unhealthy relationships, as well as talk about the kinds of abuse that can occur. We'll finish the workshop by considering ways in which we are already empowered to positively affect the safety and well being of the surrounding community.

**Breakout Two**..... 10:30 a.m.  
**Embracing Your Authentic Self (Grades 7-8)**  
 Kyndra Light, Program Director, and Jenny Swager, Girls Circle Facilitator, The Oasis Center for Women & Girls  
 This exciting workshop will explore the value of being authentic, the things that sometimes get in the way of being authentic, and ways to address those barriers. Through discussion and interactive activities, we will tap in to our most true selves, make personal commitments to authenticity, and discover ways to support our peers.

**Making Caring Cool Again: Respecting Differences (Grades 9-10)**  
 Lashawn Gordon, Program Director, and Rochelle Powell, Counselor, PACE Center for Girls  
 Empathy, kindness, and peace are the focus of this interactive workshop. The workshop will focus on teaching girls how to honor each other's "female spirit." Girls will learn ways to motivate, support, and be inclusive of their peers regardless of differences.

**Finding Your Way in the World of Higher Education (Grades 11-12)**  
 Dr. Scarlett Studdard, Scholarship Manager, United Methodist Children's Homes, Montgomery, Alabama  
 This session will focus on knowing yourself – identifying your strengths, weaknesses, likes, dislikes, and background, and the impact one's identity has. Participants will also be asked to identify the things that are important to each of us. Participants will use this information to consider college choices, degree program choices, funding options, and creating a preferred education and career path.

**Lunch and Explore Vendors**.....11:30 a.m.

**Closing Session**.....12:30 a.m.

## Summit Presenters



**Ericka McKibbin** serves as the Executive Director for Girls on the Run (GOTR) of the Big Bend. As a woman and mother of two young girls (17 and 10), she believes that it is critical to build strong girls who believe in themselves, value friendship, and understand the importance of giving back to their community. GOTR has developed a program that captures these values in a strategic approach. 'To build strong girls through fitness, self-esteem, leadership, and service, I can't imagine anything better.' Ericka has over 20 years of experience in community development work that has ranged from volunteer to trainer to director to consultant. Supporting others to finding their personal potential to make real change in their lives and communities is her passion. On a personal level, the program inspires her with its focus on 'girl power' and the positive role that fitness/running can play in bringing confidence, joy and strength.



**Meg Fingert** is a public relations professional specializing in the endurance sports industry and volunteers as the marketing coordinator for Girls on the Run of the Big Bend (GOTRBB.) An unlikely runner and three-time marathoner, Meg has learned first hand that running can change lives and is proud to share the stories, values and messages of GOTRBB through traditional media and online marketing initiatives. Meg often remarks that she wonders what life would have been like if Girls on the Run had been around when she was a young girl, having seen the incredible impact the comprehensive curriculum and dynamic running games have on building self esteem, positive body image and radiating confidence. Meg has made leaps of faith to reach her dreams, and believes that every girl, from all places and walks of life, has what it takes to make her visions come to life.



**Jenny Swagar** is a Girls Circle Facilitator at The Oasis Center for Women & Girls. She holds a Bachelor of Social Work which she completed on the beautiful island of Barbados. Through her work in schools, Jenny has gained a lot of respect for the resilient youth, families, and teachers she has been able to meet. She also has 23 nieces and nephews that keep her proud and laughing. Currently, she is thrilled to be getting to know the girls of Tallahassee and loves reading, eating Krispie Kreme donuts, and daydreaming while she runs.



**Kyndra Light** is the Program Director at The Oasis Center for Women & Girls. She holds dual Bachelor's degrees in Humanities and Women's Studies, and a Master's Degree in Educational Foundations from Florida State University. Kyndra has lived in many places, both home and abroad, but has called Tallahassee home since 1999. She enjoys working with youth and women throughout Tallahassee in a variety of capacities and spending time with her husband and four children traveling, cooking, and reading.



**Dr. Kristal Moore Clemons** is a graduate of DePaul University, having earned her B.A. in Women's Studies and Political Science. She earned an M.A. from the Washington State University in American Studies, her Ph.D. from The University of North Carolina at Chapel Hill in Education, and a graduate certificate in Women's Studies from Duke University. Dr. Clemons' qualitative research projects center on activism of Black women in various spaces ranging from Chicago tenement housing projects to Civil Rights efforts of Freedom School teachers in the South. She was the Project Director and Co-Founder of a Children's Defense Fund Freedom School at North Carolina Central University. She is currently an assistant clinical professor and director of the Online Ed.D. Program in Education Leadership and Policy Studies at Florida State University. She and her partner, Kawachi Clemons, reside in Tallahassee with their three-year-old daughter and two-month old son.

## Summit Presenters

**Lashawn Gordon** has worked with teenage girls for nearly 15 years. She is the Program Director of PACE Center for Girls in Leon County, where she has worked for twelve years. PACE Center for Girls provides girls and young women an opportunity for a better future through education, counseling and advocacy. She is also a member of Leadership Tallahassee. Lashawn is a graduate of Florida A&M University. She is married with one son.



**Rochelle Powell** has worked and advocated for young people in mental health her entire social work career. Rochelle embraces optimism and positivity—she helps others feel empowered and enlightened in a non-judgmental way. She graduated from the FSU College of Social Work in 2011, and continues to share diverse trauma-informed community mental health resources and emotional healing strategies within the Big Bend area. As a counselor for PACE Center for Girls, Rochelle facilitates individual and group counseling through PACE, as well as therapeutic music groups. She and her wife love to travel and they look forward to starting a family soon!



**Reisha Williams** is the Refuge House Community Education Coordinator and a domestic violence and sexual assault prevention advocate. She is a proud Seminole and is currently completing her Master's degree in Social Work at Florida State University. She is also one of the newest members of the Refuge House team and is grateful and excited about the work that Refuge House does to assist and empower survivors and the community!



**Taylor Novak** is the Green Dot Coordinator and a domestic violence and sexual assault prevention advocate at Refuge House, Inc. There she works with the students at Godby and Rickards high schools to increase effective bystander intervention through the Green Dot strategy. A proud University of Florida Gator, she enjoys navigating 'enemy territory' one social service at a time.



**Dr. Scarlette Spears Studdard** received her B.A. from Georgia College and State University, her M.Ed. from Florida Atlantic University, and completed her Ph.D. at the University of Georgia, where she also earned a certificate in Women's Studies. Scarlette has more than 20 years of experience working in the higher education arena in various settings ranging from large public universities to small private colleges, including positions in both academic and student services settings. Her areas of expertise are first generation students, adults returning to higher education, underserved populations, distance education, and competency based learning. She currently is employed at the United Methodist Children's Homes as the Scholarship Program Manager. In this role, Scarlette works with young women from foster or alternative care backgrounds as they find success in higher education. With the help of mentors and professors in her own life, Scarlette found success and created a path that allowed her to balance the expectations she grew up with along her aspirations.



*Thank You for Your Time!!!*

**AGREEMENT FOR STAFFING OF THE TALLAHASSEE-LEON COUNTY  
COMMISSION ON STATUS OF WOMEN AND GIRLS**

THIS AGREEMENT is entered into this \_\_\_ day of October 2016, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the County), the **CITY OF TALLAHASSEE**, a Florida municipal corporation (hereinafter referred to as the “City”), and **THE OASIS CENTER FOR WOMEN & GIRLS, INC.**, a Florida nonprofit corporation (hereinafter referred to as the “Agency”).

**WHEREAS**, the County established the Leon County Commission on the Status of Women & Girls on April 12, 2011 with the adoption of Enabling Resolution R11-14 setting forth the purpose and goals of the Commission, and

**WHEREAS**, on December 13, 2012, the County and the Agency entered into an Agreement for Staffing of the Leon County Commission on Status of Women and Girls for the County fiscal year 2012/2013 (the “Original 12/13 Agreement”); and

**WHEREAS**, the County and City established the Tallahassee-Leon County Commission on the Status of Women and Girls (the “Commission”) with the adoption of a Joint Enabling Resolution, identified by the County as R13-11 and by the City as 13-R-20 (readopted and amended in 15-R-28) (the “Joint Enabling Resolution”), setting forth the purpose and goals of the Commission and effectively dissolving the Leon County Commission on the Status of Women and Girls; and

**WHEREAS**, the County and the City jointly engaged the Agency through a new Agreement for Staffing to continue to provide administrative support to the Commission through the end of the fiscal year 2012/2013; and

**WHEREAS**, the County and City wish to jointly ratify and acknowledge their desire to continue the engagement of the Agency to provide administrative support to the Commission and have each appropriated \$20,000 for staff of the Commission for fiscal year 2016/2017 for a total of \$40,000.

**NOW, THEREFORE**, in consideration of the following mutual covenants and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

**Article 1. GENERAL CONDITIONS**

1.1. **Scope of Services; Compensation:** In exchange for the County’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) and the City’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) in accordance with Section 1.3.2 below, the Agency shall do, perform and carry out, in a satisfactory and proper manner, as determined by the County and City, administrative support to the Commission which shall include but not be limited to:

1.1.1. Staffing and Scheduling.

1.1.2. Coordination.

1.1.3. Liaison/Communication with the County and City.

1.1.4. Prepare all necessary documents when needed.

1.1.5. Perform all necessary functions and requirements of the Chapter 286 (Sunshine Law), Chapter 112, Part III (Code of Ethics), Chapter 257 (Public Records Retention) and Chapter 119 (Public Records Law) of the Florida Statutes pertaining to the operation of the Commission.

1.1.6. Commission activities, community outreach and promotion of issues affecting women and girls which may include printing, website development and maintenance, holding community forums, and other related expenses.

1.1.7. Conduct research and development at the direction of the Commission, with the expectation that approximately one-half, or TEN THOUSAND and 00/100 DOLLARS (\$10,000.00) of the funding provided by the County for the Agency's administrative support to the Commission will be allocated to such research and development.

1.2. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks of the Commission as outlined in the Joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls, a copy of which is attached hereto as Exhibit "A" and by reference is made a part hereof.

1.3. **Time of Performance and Payment:** The time within which this Agreement shall be performed and the method of payment for compensation shall be as follows:

1.3.1. Time of Performance. The County, the City, and the Agency hereby ratify and acknowledge the Agency's receipt of a written notice to proceed with the commencement of the Scope of Services effective October 1, 2016. All work and services required by this Agreement shall be performed between **October 1, 2016, and September 30, 2017**, unless the Commission is earlier dissolved by the County and the City or unless otherwise mutually agreed to in writing by the County, the City, and the Agency.

1.3.2. Payment. The County and City shall, no later than 30 days after executing this Agreement, pay as compensation to the Agency the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00), respectively for services to be provided for fiscal year 2016/2017.

1.3.2.1. In the event the Commission is dissolved, or the Agency's work and services are otherwise fully performed, prior to the end of a fiscal year for which the Agency has received an advance payment for compensation, the Agency shall reimburse the County and City in an amount pro-rated for the portion of the fiscal year during which the Agency's services will no longer be provided.

1.4. **Personnel and Subcontracting:**

1.4.1. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services as described in Section 1.1 above. Such personnel shall not be employees of or have any contractual relationship with the County and City.

1.4.2. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local law, statutes, and ordinances to perform such work or services.

1.4.3. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the County and City.

1.5. **Amendments:** The parties may, from time to time, amend this Agreement. Such amendments must be mutually agreed upon in writing by the County, the City and the Agency and set forth in a written document executed by duly authorized representatives of the parties to this Agreement.

1.6. **Termination of Contract 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, provisions, or stipulations of this Agreement, the County and/or City shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the 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 be and remain liable to the County and/or City for all damages sustained by, and costs or expenses incurred by the County and/or City by virtue of any breach of the Agreement by the Agency.

1.7. **Termination of Contract for Convenience of County:** The County may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.8. **Termination of Contract for Convenience of City:** The City may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.9. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County and City.

1.10. **Indemnification of the County:** The Agency shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the County, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend County funds to complete or correct such performance, the Agency, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

1.11. **Indemnification of the City:** The Agency shall indemnify, save and hold the City, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the City, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend City funds to complete or correct such performance, the Agency, upon demand by the City, shall refund and reimburse the City for all sums so reimbursed or expended by the City.

1.12. **Attorney Fees:** Nothing in this Agreement shall be construed to deny either party the right to seek any remedies that may be available to that party, at law or in equity, including but not limited to awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement; provided, however, that nothing in this paragraph shall be construed to be a waiver of the County and/or City's sovereign immunity.

## **Article 2. ASSURANCES**

2.1. **Equal Employment Opportunity:** The Agency shall comply with the prohibition against employment discrimination in Chapter 9, Leon County Code of Laws (the "Human Rights Code") by not engaging in the unlawful employment practices set forth in Article II therein on the basis of age, race, color, religion, national origin, ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. Such unlawful employment practices include, but are not limited to, (i) failing or refusing to hire, discharge, promote, or otherwise discriminate against an individual with respect to compensation or the terms, conditions, or privileges of employment, or (ii) limiting, segregating, or classifying an employee in a way which



would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status of an employee. In addition, the Agency shall abide by any other employment discrimination prohibitions as provided by any other applicable laws. The Agency shall post in conspicuous places, available to employees and applicants for employment, any employment discrimination notices as provided by the County and/or the City setting forth the provisions of a nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.

2.2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 (P.D. 88-352) and in accordance with Section 109 of the Housing and Community Development Act of 1974, as amended, and with all requirements imposed by or pursuant to that Act. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the County and City.

2.3. **Interest of Members of the County and Others:** No officer, member or employee of the County and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.4. **Interest of Members of the City and Others:** No officer, member or employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.5. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.

2.6. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy and audit by the County, City, or its authorized representatives. The Agency shall preserve and make its records available to the County, City and its authorized representatives until

the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.

2.7. **Public Records Related to Contractual Services:** The Agency shall:

2.7.1. Keep and maintain those records that ordinarily and necessarily would be required by the County and/or the City in order to perform the Services under this Agreement, hereinafter “Public Records”.

2.7.2. Provide the public with access to public records on the same terms and conditions that the County or City would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statutes, or as otherwise provided by law.

2.7.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

2.7.4. Meet all requirements for retaining public records and transfer, at no cost, to the County and the City all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County and the City in a format that is compatible with the information technology systems of the County and the City.

**2.7.5. IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 606-5300, [PEEPLESH@LEONCOUNTYFL.GOV](mailto:PEEPLESH@LEONCOUNTYFL.GOV), 301 SOUTH MONROE STREET OR (850) 891-8535, [ALISON.FARIS@TALGOV.COM](mailto:ALISON.FARIS@TALGOV.COM), 300 SOUTH ADAMS STREET.**

2.8. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

IN WITNESS THEREOF, the County, the City and the Agency have executed this Agreement as of the date first above written.

**THE OASIS CENTER FOR WOMEN & GIRLS, INC.:**

\_\_\_\_\_  
Witness as to Agency

By: \_\_\_\_\_

\_\_\_\_\_  
(Type or print name and title of signatory)

\_\_\_\_\_  
Witness as to Agency

**LEON COUNTY, FLORIDA**

ATTEST:  
BOB INZER,  
CLERK OF THE COURT  
LEON COUNTY, FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_  
Vincent S. Long, County Administrator

APPROVED AS TO FORM:  
LEON COUNTY ATTORNEY'S OFFICE

\_\_\_\_\_  
Herbert W.A. Thiele, Esq.  
County Attorney

**CITY OF TALLAHASSEE**

ATTESTED BY:

By: \_\_\_\_\_  
James O. Cooke, IV  
City Treasurer-Clerk

By: \_\_\_\_\_  
Ricardo Fernandez  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Lewis E. Shelley  
City Attorney

**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #16**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #16

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Ratification of Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Candice Wilson, Director of Human Resources Andy Johnson, Assistant to the County Administrator

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Ratify annual performance reviews of County Administrator (Attachments #1 and #2), in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process" (Attachment #3).

## **Report and Discussion**

### **Background:**

To ensure that the annual performance evaluation process for the County Administrator is conducted in a fair and open manner, the Board adopted revised Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process" on September 15, 2015. This Policy includes the evaluation form used to evaluate the County Administrator.

The Policy outlines the process for carrying out the annual evaluation as follows:

1. In September of each year, the County Administrator will prepare a report that provides a detailed analysis summarizing the state of the County ("the annual report").
2. The reporting period for the annual report will be based on the prior fiscal year.
3. The annual report will be presented for acceptance by the Board at the second regularly scheduled meeting in September of each year.
4. To maximize community involvement:
  - a. In addition to the Board of County Commissioners meeting, the annual report will be presented to at least two community meetings conducted outside of the Courthouse. The locations will be selected to maximize citizens' opportunity to participate.
  - b. Presentation of a summary of the annual report will be published in a newspaper of general circulation.
5. An online process, by which each County Commissioners may complete and submit the County Administrator performance evaluation form, will be administered by Human Resources with MIS' technical support.
6. By no later than October 1 of each year, the Chairman will distribute the link to the online County Administrator performance evaluation form, included as part of this policy, to each of the Board members.
7. By no later than the Thursday following the first regularly scheduled meeting in October of each year, each individual Commissioner will complete and submit the County Administrator performance evaluation form. Each Commissioner is encouraged to meet with the County Administrator to discuss their individual evaluation.
8. The Chairman will review all of the evaluation forms and approve an appropriate merit percentage increase in accordance with the contract of the County Administrator.
9. The Human Resources Director will compile the individual evaluations into a summary document and prepare an agenda item containing the following: summary of evaluations, individual evaluations, and merit percentage increase.
10. The compilation of the County Administrator's evaluation will be presented at the second regularly scheduled meeting in October of each year for ratification by the Board of each Commissioner's individual evaluations and the merit percentage increase.

**Analysis:**

The performance evaluation for the County Administrator focuses on seven key areas:

1. Professional Skills and Status
2. Relations with Board of County Commissioners
3. Policy Execution
4. Reporting
5. Supervision
6. Fiscal Management
7. Citizen/Community Relations

The key areas encompass 39 rating categories that are rated on a scale of 1 to 5. In addition to the appropriately more subjective criteria County Commissioners use in the County Administrator's formal evaluation, following is a snapshot of selected tangible results achieved under the County Administrator's leadership over this evaluation period. The *2016 Leon County Annual Report* can be referenced for a more comprehensive listing of results accomplished during the last fiscal year:

**Policy Implementation and Project Execution:**

*Provided focused leadership and timely, accurate and reliable policy analysis and project implementation on routine, high priority and potentially problematic issues in 2016*

- Created the new Office of Economic Vitality to serve as the hub of our economic development ecosystem, providing for the integration of policy, the collection and utilization of data, and the coordinated implementation of projects and initiatives across the planning, land use and economic development spectrum.
- Successfully conducted the first Leon Works Expo in October 2015, providing 330 local high school students and 200 members of the public training opportunities and exposure to skilled careers within our community. Also secured a \$100,000 legislative appropriation supporting the 2016 Expo as well as a Junior Apprenticeship program in Leon County government which is set to commence January 2017.
- Initiated a strategy to grow our tourism economy by utilizing BP oil spill settlement funds to build improvements to the Capital City Amphitheater and to enhance concerts at the Amphitheater with marquee events featuring headlining artists.
- Initiated the first phase of a joint City/County permitting system, which will provide a single entry point for developers, contractors, and citizens to apply for permits and contractor licenses, research permit activity and contractors, and set up and manage inspections.
- Initiated the preliminary phases of the permanent closure of the County's solid waste landfill and engaged the community in developing a master plan to continue the transition of the Solid Waste Management Facility into a regional recreational amenity.
- Positioned the County to launch a commercial Property Assessed Clean Energy (PACE) program and will launch the residential component in fall 2016.



- Initiated a comprehensive revision to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan to enhance the consistency of land use regulations with the community's values and priorities.
- Completed the implementation of amended rural zoning and land use regulations in collaboration with the Keep It Rural Coalition, further protecting and enhancing our rural areas.
- Initiated a process to evaluate transportation fee alternatives to replace the existing concurrency management system.
- Conducted a comprehensive staff review of the Canopy Roads Citizen Committee to improve development review efficiency and to increase proactive canopy road management, education and outreach.
- Initiated the revision of the Community Human Services Partnership (CHSP) to continue the allocation of resources of the County and City to our community's service delivery agencies with minimal disruption.
- Implemented the first year of a competitive provider pool reimbursement model for primary care, dental, and mental health services.
- Developed program parameters, engaged community partners and pursued funding for a community paramedic program.

#### Financial Management:

##### *Provided for the sound financial management and fiscal stewardship of Leon County in 2016*

- Developed and recommended a balanced budget with no increase in the millage rate, moderate growth in sales taxes and other revenues from an improved economy, cost avoidances through internal efficiency efforts, and a reduced use of General Fund balance.
- Sustained the lowest net operating budget, lowest net budget per resident and 2nd lowest county employees per 1,000 residents when compared to other like sized counties while having some of the highest percentage of property tax off the rolls due to exemptions.
- Leveraged \$8.7 million in grant funding with a leveraging ratio of 13 to 1.
- Maintained an upgraded "AA" bond rating with and stable financial outlook. Moody's Investor Service issued a report in August 2016 calling Leon County's financial position "very strong." The report focused on Leon County's key credit factors including "a robust financial position" and "a healthy socioeconomic profile."
- Maintained County reserve levels within the policy minimum and maximum thresholds.
- Increased recurring revenue support for capital projects from \$2.0 million to \$3.0 million in the FY 2017 budget.

- Increased the County's investment in public safety, human services and the continued maintenance of our core infrastructure.
- Avoided \$4 million to \$6 million in capital costs through the formation of a cross departmental/agency team of County and Clerk staff that identified an alternative to replacing the County's financial management software system.
- Led our tourism economy to another record-setting year, with \$863 million in economic impact from 2.35 million visitors, supporting over 14,000 tourism-related jobs in Leon County.
- Realized \$850,000 in utility savings through the County's energy efficiency investments.
- In FY 2016 alone, saved over \$304,000 in recurring costs and over \$28,000 in one-time costs through the County's I2 Employee Awards program, reflecting employee-led initiatives that result in increased efficiencies or that enhance and support the delivery of County services.
- Received the Government Finance Officers Association of the United States and Canada (GFOA) Distinguished Budget Presentation Award for 2016.

#### Crisis Management:

*Ensured prompt organizational focus, accountability and compassion in dealing with crises in 2016*

- Led the effort to coordinate community partners and volunteers to respond to the tragic bus crash in Wakulla County and to reunite the victims of the accident with their families in Palm Beach County.
- Provided leadership in coordinating efforts to provide immediate and thorough relief to citizens impacted by Hurricane Hermine while Leon County and community partners worked to restore services and critical infrastructure.
- Developed and implemented among the State's first Zika Mitigation Action Plan which provided a framework for coordination and response related to the Zika virus.

#### Organizational Improvement and Innovation:

*Continued to lead organizational improvements, drive innovation and enhance employee development, empowerment, and well-being*

- Conducted 30 separate LEADS Listening Sessions with 350 participants and dozens of staff members attending, which resulted in 124 proposed improvements to County business operations, employee satisfaction and customer experience.
- Implemented an organizational realignment to ensure continued optimization of County resources, consideration of succession management, talent retention and recruitment, and organizational diversity.

- Developed a succession management policy for Leon County to aid in the identification of critical positions, core competencies needed to ensure success in such positions, and identifying and preparing candidates to perform these roles in the organization.
- Continued the implementation of staff development enhancements to ensure leadership at all levels of the organization by hosting quarterly Leadership Team staff meetings, providing monthly leadership learning activities, conducting monthly employee lunches with front line employees, and sponsoring nine employees' participation to date in Certified Public Manager training.
- Based on recommendations from the LEADS Cross Departmental Action Team, transferred driveway and street connection permitting functions from Public Works to Development Support & Environmental Management, and updated the Driveway and Street Connection Guidelines and Procedures Manual to facilitate greater public awareness of the County's policies and procedures.
- Raised our recycling rate to a new high of 54% countywide, significantly outpacing the national average of 34%.
- Received 14 National Association of Counties Achievement Awards in 2016 for best practices for the efficient, equitable and innovative provision of services to our community. One program, DesignWorks, was recognized as the best program in its award category nationwide.

#### Capital Project Oversight and Implementation:

*Ensured the professional project oversight, design, engineering, procurement, schedule and budgeting of safe, functional and high quality capital projects in 2016*

- Oversaw the delivery of major infrastructure projects totaling over \$85 million.
- Provided continued leadership over Blueprint 2000 project execution including Capital Circle, Capital Cascades Trail, and the Magnolia Multi-Use Trail.
- Budgeted \$2.2 million in the proposed FY 2017 budget to continue the implementation of the Board's sidewalk priorities.
- Completed the replacement of the Natural Bridge Road Bridge with a newly constructed bridge that incorporated the historic and environmental significance of the area.
- Completed the widening of Bannerman Road from the existing roundabout to Quail Commons Drive including a multi-use trail and roadway beautification, alleviating traffic congestion for nearby commercial centers.
- Leveraged \$2.5 million in state funding to commence the Woodside Heights Wastewater Retrofit project in support of removing septic tanks in the Wakulla Springs Basin.
- Completed construction of Okeeheepkee Prairie Park and opened the facility to the public in December 2015.

- Opened the Fred George Park & Greenway to the public in February 2016.

#### Leveraging Partnerships:

*Continued to implement new opportunities to leverage partnerships to the benefit of the community in 2016*

- Implemented a public-private partnership for the creation of the new Orchard Pond Toll Road, the first privately constructed toll road in Florida, and the accompanying shared-use trail, Orchard Pond Greenway.
- Through the creation of the Office of Economic Vitality, developed an Economic Development Ecosystem Model in partnership with the City of Tallahassee to provide for an integration of policy, the collection and utilization of data, and coordinated implementation of projects and initiatives which cross over the planning, land use and economic development spectrum.
- Coordinated the Minority, Women & Small Business Enterprise (MWSBE) Programs Evaluation Committee, whose final recommendations included the merging of the City and County MWSBE Offices under the Department of PLACE in the new Office of Economic Vitality.
- Expanded our partnerships with neighborhoods in support of 27 community gardens.
- Partnered with CareerSource Capital Region to promote access to the online Employ Florida Marketplace through the LeRoy Collins Leon County Public Library System.
- Co-located Choose Tallahassee with Tourism Development, allowing both entities to work collaboratively to promote Tallahassee as a premier location to retire.
- Invested \$1.25 million of bed tax funds in local cultural activities and programs through the Council on Culture and Arts including the first Cultural Facilities Matching Grant program.
- Partnered with the Florida Department of Law Enforcement to organize training sessions for front-line County staff to recognize and report signs of human trafficking and integrated human trafficking awareness into recurring training sessions for new and existing County employees.

#### Citizen and Community Engagement:

*Created and enhanced opportunities to engage our community in ways that foster co-creation and connectedness*

- Hosted seven concerts featuring national headliners at the Capital City Amphitheater including O.A.R., Jason Isbell, Boz Scaggs, Peter Frampton, and Alabama Shakes.

- Partnered with the American Legion Sauls-Bridges Post 13 to host the 2015 Operation Thank You breakfast on Veterans Day 2015, where over 500 citizens and veterans attended.
- Assisted more than 3,500 veterans and their dependents to receive over \$8.8 million in new benefits.
- Trained 600 community members in CPR at this year's annual Press the Chest event.
- Celebrated the 25th Anniversary of the Main Library on February 12-13, 2016 with a Silver Anniversary Gala and Open House.
- Through Leon County's 9/11 Day of Service, partnered with local volunteers to conduct housing rehabilitation projects on nearly a dozen residences and a community church in the Woodside Heights Community.
- Hosted the Great Leon County Community Scavenger Hunt which highlighted County parks, Branch Libraries, locally owned restaurants, and cultural institutions in the community.
- Hosted the Club of Honest Citizens event "Created Equal: A Conversation about Race, Founding Ideals, and Our Hometown", where 250 attendees participated in a conversation on race and its impact on to the community.
- Continued the nationally-recognized Citizen Engagement Series by hosting a session titled "Public Safety: Preserving Life, Improving Health, and Promoting Safety" featuring Leon County's Emergency Medical Services, the Consolidated Dispatch Agency, and Leon County Emergency Management.
- Partnered with the Village Square, the City of Tallahassee, and Leadership Tallahassee to host the Longest Table initiative, where over 400 citizens shared ideas, thoughts, and a meal along Park Avenue.
- Conducted 30 LEADS listening sessions with over 350 citizens to continue to improve the delivery of County programs and services.
- Coordinated partners in the creation of a North Monroe Corridor Task Force and the development of a North Monroe Street Corridor Action and Management Plan that identifies both short-term and long-term revitalization opportunities.

#### Community and Industry Leadership:

*Continued to grow professionally to best represent Leon County locally, state-wide and nationally*

- Served in 2015-16 as President of the Florida Association of County Managers (FACM).
- Presented during the Florida Association of Counties 2015 Legislative Conference as part of the Certified County Commissioner curriculum.

- As a representative of the Florida Association of County Managers, presented to the Gadsden County Board of County Commissioners in December 2015 on the topic of planning for a County Administrator transition.
- Presented to the Capital Tiger Bay Club in January 2016 with the Tallahassee City Manager on the state of the County and City.
- Presented the "State of the County" at the CONA annual meeting.
- Presented to the Manatee County Citizens Financial Structure Advisory Board in March 2016 on the topic of funding for capital projects and maintenance.
- Presented to the Exchange Club of Tallahassee in July 2016 to highlight upcoming County projects and initiatives.
- Conducted a conference session at the 2016 NACo Annual Conference to conduct Leon County's "Let's Balance" budget simulation game.

In accordance with Board Policy No. 11-6, the Human Resources Director has compiled a summary review of each individual Commissioner's ratings of the County Administrator and an overall performance rating (Attachment #1).

The overall performance rating for the County Administrator for 2016 is 4.98 out of a total possible rating of 5.00. Completed performance reviews by each individual Commissioner and his or her comments are included in Attachment #2.

The County Administrator's contract provides for an annual merit increase to be reviewed and considered by the Chairman. The County Administrator has requested that he not be considered for the merit bonus this year to be consistent with the performance based increases extended to other employees. As part of the annual evaluation process, and consistent with the performance-based increases extended to employees by the Board, the County Administrator will receive a 5% annual performance-based increase effective October 1, 2016.

Accordingly, Board ratification of the performance review for the County Administrator for the 2016 review period is requested.

**Options:**

1. Ratify annual performance reviews of County Administrator (Attachments #1 and #2), in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process" (Attachment #3).
2. Do not ratify the annual performance reviews of the County Administrator.
3. Board direction.

**Recommendation:**

Option #1.

Attachments:

1. Performance Review Summary and Overall Ratings
2. Individual Commissioner Performance Reviews of the County Administrator
3. Board Policy No. 11-6, titled "County Administrator Evaluation and Annual Reporting Process" and Performance Evaluation Form
4. 2016 Leon County Annual Report



Leon County Board of County Commissioners  
Performance Evaluation Results  
for  
County Administrator  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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<b>Commissioner</b>	<b>Average</b>
Commissioner Maddox	4.97
Commissioner Proctor	5.00
Commissioner Lindley	5.00
Commissioner Dozier	4.95
Commissioner Sauls	5.00
Commissioner Dailey	4.97
Commissioner Desloge	4.95
<b>Total for this evaluation period</b>	<b>4.98</b>





Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 4 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11-6**

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I am very impressed with Vince and his ability to set the standard both inside our organization and statewide. Job well done.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

If issues do need to be addressed, I discuss with the manager immediately. I have always found Vince to be 100% responsive to my concerns.

**10. Other comments?**

I'm very proud of County and all of it's employees.

**Performance Evaluation Results submitted by: Commissioner Dailey**

**Total Factors Rated: 39 / 39**

**Total All Points: 194**

**Average Rating: 4.97**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 4 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 4 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

As the newly appointed NACo president, I was aware there would be a significant challenge in performing those duties while maintaining my commitment to the District IV constituents. Having helped others with similar dual roles himself, he readily set in place a process to keep me informed on issues facing the County and accommodated my schedule for briefings. In addition he provided my aide the necessary support such that she could meet the needs of constituents while supporting the needs of my presidency! His assistance has been invaluable.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

I have no complaints or concerns with Vince's performance of his duties. Just continue doing the outstanding job you're doing, hiring and promoting exceptional staff and making sure we're providing the services needed by our constituents while complying with the statutes and regulations that govern our organizations.

**10. Other comments?**

Vince's assistance to me and my aide during my NACo presidency has been invaluable - allowing me to focus on the presidential duties of NACo, but keeping me apprised of County issues and concerns. He continues to amaze me with his leadership in the State Manager's Association. I'm a big believer that you see what people are made of when the chips are down and our County staff has really shown how strong they are in crisis situations - the Haitian bus wreck was HUGE! Their response to public safety and constituent issues during Hurricane Hermine showed the best of our government. I couldn't be prouder of Vince and the work he has done making our County the best of the best in all areas of government service. Congratulations, Vince, to you and all your staff for the outstanding work you do for your Commission and our constituents. Thank you for your service!

**Performance Evaluation Results submitted by: Commissioner Desloge**

**Total Factors Rated: 39 / 39**

**Total All Points: 193**

**Average Rating: 4.95**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation

County Administrator  
for

October 1, 2015 to September 30, 2016

County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
-----------------------------------	--------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
---	--------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 4 |

3. POLICY EXECUTION	Performance Rating
---------------------	--------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

4. REPORTING	Performance Rating
--------------	--------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 4 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6

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9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

10. Other comments?

Performance Evaluation Results submitted by: Commissioner Dozier

**Total Factors Rated: 39 / 39**

**Total All Points: 193**

**Average Rating: 4.95**

Signature: Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Signature: County Administrator \_\_\_\_\_ Date \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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This past year has been a test of the collaborative skills of Vince in several ways. When people ask why the city and county isn't consolidated, I can think of no better answer than to say Vince's work with our city partners speaks volumes for how our two governments really are consolidated in focus and commitment to community building. With a new city manager coming on board in 2016, Vince was immediately reaching out to expand and continue partnerships with his trademark humor and no-drama diplomacy.

Perhaps the strongest necessity for collaboration was in reorganizing economic development into the new Office of Economic Vitality, which is charged with overseeing the 2020 Blueprint 12 percent for economic, well, vitality. Vince and other government leaders worked diligently through complex and hot-button issues to launch a new way of doing business for the good of community, business and academic sectors.

For another example, the midyear proposal by the United Way to disengage from funding its agencies through the local government vetting process in place for years could have been extremely divisive and detrimental, but Vince in working with both UW and city partners as well as community leaders has initiated a thoughtful, incremental process that, it is hoped, will not hurt the agencies and individuals dependent upon community financial support.

His ability to take a big problem, challenge or situation and turn it into a kind of time-release process is helpful to me as a policy maker, making things more manageable.

The best examples come from the Consolidated Dispatch Agency in both its response-time issues and ineffective management in its start-up days right up to the way that during Hurricane Hermine, it worked in a smooth and true consolidated partnership as it was intended.

In terms of item 5, supervision, I have appreciated the way Vince managed a fairly large reorganization of his management team this past year. He was obviously watching for the potential in employees within the organization to promote them to positions of more responsibility as well as going outside the organization for particular leadership posts. This is good for employee loyalty and morale; likewise when a promotion doesn't prove to be a good fit for either the person or the county, Vince addressed the situation and made changes in a timely manner.

In terms of item 3, policy execution, I have confidence that he has a steady eye on how well the implementation of policies is going and helps lead to consideration of adjustments and improvements in his annual report and at our annual retreat.

Vince makes my job easier by making sure agendas are about policy actions that are necessary and required by the elected board.

Finally, in terms of item 7, citizen and community relations, Vince understands well the necessity of clearly reaching out to citizens - as well as to the board members who are also answering to citizens.

No better example is the events preceding, during and following Hurricane Hermine when Vince stayed in almost constant communication with the board, updating us formally each day and beyond that, personally working endless hours with the emergency teams, and attending community outreach sessions a few weeks after the storm to learn what citizens thought -- the good, the bad and, as one woman described her own state of mind mid-Hurricane, "delusional and annoyed."

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

I enjoy working with the very professional Leon County team and, should I see areas that I think could be handled better, I feel comfortable speaking with Vince directly to learn his thinking behind his approach or decision.

**10. Other comments?**

Although the Leon Works project for skilled-career training started last year, I especially appreciate the diligence of the County staff, our legislative lobbyists and Vince himself in continuing to enthusiastically support and build on the original goals. We now have a budding apprenticeship program in the planning and another Leon Works Expo coming up, two solid contributions to turning around our community and cultural thinking about job creation.

County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6

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**Performance Evaluation Results submitted by: Commissioner Lindley**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 4 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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It is a unique person that can manage a diverse group of employees, balance a multi-million dollar budget, foresee and avoid potential problems, maintain seven elected officials, and take absolutely no credit for any of it. Vince is a strong leader who continues to serve the residents of Leon County responsibly, professionally, and with great wisdom.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

**10. Other comments?**

Vince is always available when needed. If he does not have the answer readily available he will find the answer. I have found his counsel to be invaluable.

**Performance Evaluation Results submitted by: Commissioner Maddox**

**Total Factors Rated: 39 / 39**

**Total All Points: 194**

**Average Rating: 4.97**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_





Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

**10. Other comments?**

The extraordinary handling of the unexpected challenges of Hurricane Hermine were met and effectively dealt with in an impressive fashion. Vince provide leadership that was outside the norm and over and beyond an contemplated expectations. He coordinated teams of people brilliantly and was extremely cool under fire. The Leon County government was never exposed to criticism in the aftermath of the storm.

Further, Mr. Long's extraordinary assistance to Haitian survivors of an untimely bus crash in Wakulla County again proved that Vince Long was a true champion in lending the humanitarian assistance of our government in a time of crisis and need. A proclamation coming from a South Florida County Commissioner was read into the public record and acknowledged their extreme appreciation for the compassionate and professional assistance that Mr. Long and County employees provided to Haitian workers. We were fortunate that through the diversity of our workforce that when the time of need occurred, our government had French speaking and Creole speaking employees. Their contributions helped to facilitate the meaningful response outside the format of a usual administrative decision.

These two matters exemplified the exquisite talent and critical skills and problem solving that separate ordinary administrators from outstanding administrators. In closing, I wish to extend my heartfelt thanks to Vince Long and the County Staff that assisted my term in serving as Chairman of the Board of County Commissioners this past year. They made my term of service easy.

He is recognized and respected by his peers across the State of Florida and serves as President of the State County Administrators Association.

**Performance Evaluation Results submitted by: Commissioner Proctor**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2015 to September 30, 2016

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                     | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.                                 | 5 |
| f. Interacts with the Board in a collegial and straightforward manner.                          | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |   |   |
|---|---|
| a. Implements Board action in accordance with the intent of the Board.  | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization. | 5 |
| c. Enforces County policies.  | 5 |
| d. Understands County's laws and ordinances.  | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.           | 5 |
| f. Professionally executes Board policies and programs through county workforce.                                  | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.                         | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.                                    | 5 |
| c. Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations. | 5 |
| d. Promotes transparency in the documents and affairs of the County government.                            | 5 |

<b>5. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |   |   |
|---|---|
| a. Employs a professional, knowledgeable staff.   | 5 |
| b. Maintains a healthy and productive organizational culture.   | 5 |
| c. Employees are recognized for best practices in the industry.                                       | 5 |
| d. Employees have training and professional growth opportunities within the organization.             | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among staff members.                | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

<b>6. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.                   | 5 |
| b. Makes the best possible use of available funds, to operate the County efficiently and effectively. | 5 |
| c. Prepares a budget which is well formatted.   | 5 |
| d. Fiscal management reflects sound financial planning and controls.                                  | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization.                      | 5 |

<b>7. CITIZEN/COMMUNITY RELATIONS</b>	<b>Performance Rating</b>
---------------------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.   | 5 |
| b. Demonstrates a dedication to service to the community and its citizens.                                 | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.                            | 5 |
| d. Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation. | 5 |
| e. Willing to meet with members of the community to discuss their concerns.                                | 5 |
| f. Engages with community partners on local initiatives.   | 5 |
| g. Avoids unnecessary controversy.   | 5 |
| h. Respected as a community leader.  | 5 |

<b>8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11-6**

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Vince is an excellent County Administrator. Leon County is in a better fiscal position, and a lead county in the State because of his and his staff's superb ability.

Any time I have asked for information on a particular subject, I have received the best information in a timely manner. He keeps me informed.

**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

I have no constructive information to add here. Vince knows the "administrative job" and does what he feels necessary to maintain and grow in that area.

**10. Other comments?**

None

**Performance Evaluation Results submitted by: Commissioner Sauls**

**Total Factors Rated: 39 / 39**

**Total All Points: 195**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

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

### **Policy No. 11 - 6**

Title: County Administrator Performance Evaluation and Annual Reporting Process

Date Adopted: September 15, 2015

Effective Date: September 15, 2015

Reference: N/A

Policy Superseded: Policy No. 11-6, "County Administrator Performance Evaluation and Annual Reporting Process," adopted September 13, 2011; revised January 29, 2013; revised January 27, 2015

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a revised policy entitled "County Administrator Performance Evaluation and Annual Reporting Process" be hereby adopted, to wit:

For the purpose of evaluating the performance of the County Administrator in a fair and open manner, the Board will annually follow the processes outlined in this policy. As part of this review, the County Administrator will be required to annually report the state of the County to the Board.

This policy is consistent with Florida Statutes 125.84 (1) that states the County Administrator will "Report annually or more often if necessary, to the board of 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."

The following process shall be used annually to effectuate this policy.

#### Annual Report

1. In September of each year, the County Administrator will prepare a report that provides a detailed analysis summarizing the state of the County ("the annual report").
2. The reporting period for the annual report will be based on the prior fiscal year.
3. The annual report will be presented for acceptance by the Board at the second regularly scheduled meeting in September of each year.
4. To maximize community involvement:
  - a. In addition to the Board of County Commissioners meeting, the annual report will be presented to at least two community meetings conducted outside of the Courthouse. The locations will be selected to maximize citizens' opportunity to participate.
  - b. Presentation of a summary of the annual report will be published in a newspaper of general circulation.

## Performance Evaluation

5. An online process, by which each County Commissioners may complete and submit the County Administrator performance evaluation form, will be administered by Human Resources with MIS' technical support.
6. By no later than October 1 of each year, the Chairman will distribute the link to the online County Administrator performance evaluation form, included as part of this policy, to each of the Board members.
7. By no later than the Thursday following the first regularly scheduled meeting in October of each year, each individual Commissioner will complete and submit the County Administrator performance evaluation form. Each Commissioner is encouraged to meet with the County Administrator to discuss their individual evaluation.
8. The Chairman will review all of the evaluation forms and approve an appropriate merit percentage increase in accordance with the contract of the County Administrator.
9. The Human Resources Director will compile the individual evaluations into a summary document and prepare an agenda item containing the following: summary of evaluations, individual evaluations, and merit percentage increase.
10. The compilation of the County Administrator's evaluation will be presented at the second regularly scheduled meeting in October of each year for ratification by the Board of each Commissioner's individual evaluations and the merit percentage increase.

*Revised September 15, 2015*



## Leon County Board of County Commissioners Performance Evaluation

### County Administrator



This form shall be completed by each member of the Board to evaluate the County Administrator's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).

Each member of the Board should sign the form and forward it to the Chairman.

**EVALUATION PERIOD:** \_\_\_\_\_ **TO:** \_\_\_\_\_

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a. Knowledgeable of current developments affecting the management field and county governments.					
b. Respected in management profession.					
c. Has a capacity for and encourages innovation.					
d. Anticipates problems and develops effective approaches for solving them.					
e. Willing to try new ideas proposed by Board Members or staff.					
f. Interacts with the Board in a collegial and straightforward manner.					

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a. Carries out directives of the Board as a whole rather than those of any one Board member.					
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.					
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.					
d. Responds to requests for information or assistance by the Board.					

<b>3.</b>	<b>POLICY EXECUTION</b>	5	4	3	2	1
a.	Implements Board action in accordance with the intent of the Board.					
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.					
c.	Enforces County policies.					
d.	Understands County's laws and ordinances.					
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.					
f.	Professionally executes Board policies and programs through county workforce.					

<b>4.</b>	<b>REPORTING</b>	5	4	3	2	1
a.	Provides the Board with reports concerning matters of importance to the County.					
b.	Reports are accurate, comprehensive and produced in a timely manner.					
c.	Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations.					
d.	Promotes transparency in the documents and affairs of the County government.					

<b>5.</b>	<b>SUPERVISION</b>	5	4	3	2	1
a.	Employs a professional, knowledgeable staff.					
b.	Maintains a healthy and productive organizational culture.					
c.	Employees are recognized for best practices in the industry.					
d.	Employees have training and professional growth opportunities within the organization					
e.	Encourages teamwork, innovation, and effective problem-solving among the staff members.					
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.					

<b>6.</b>	<b>FISCAL MANAGEMENT</b>	5	4	3	2	1
a.	Prepares a balanced budget to provide services at a level directed by the Board.					
b.	Makes the best possible use of available funds, to operate the County efficiently and effectively.					
c.	Prepares a budget which is well formatted.					
d.	Fiscal management reflects sound financial planning and controls.					
e.	Appropriately monitors and manages the fiscal activities of the organization.					

<b>7.</b>	<b>CITIZEN/COMMUNITY RELATIONS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Responsive to complaints from citizens.	.				
b.	Demonstrates a dedication to service to the community and its citizens.					
c.	Skillful with the news media, avoiding political positions and partisanship.					
d.	Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation.					
e.	Willing to meet with members of the community to discuss their concerns.					
f.	Engages with community partners on local initiatives.					
g.	Avoids unnecessary controversy.					
h.	Respected as a community leader.					

**Total All Points:** \_\_\_\_\_ **Divide Total by:** 39 (# of categories) **Average:** \_\_\_\_\_

**8. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the Administrator's leadership)?**

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**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?**

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**10. Other comments?**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 2016

# LEON COUNTY ANNUAL REPORT





# TABLE OF CONTENTS

- Leon County Board of County Commissioners . . . . . 3
- Leon County Administrator . . . . . 4
- Leon LEADS . . . . . 6
- Demonstrating Highest Standards of Public Service . . . . . 8
- Delivering the WOW! Factor in Customer Service . . . . . 9
- Strategic Plan FY 2012 - FY 2016 . . . . . 10
- Leon County Attorney . . . . . 18
- Providing Service 24 Hours a Day, 7 Days a Week . . . . . 20
- Organizational Chart . . . . . 22
- County Administration . . . . . 23
- Citizen Engagement Series . . . . . 24
- Comparing Your Dollar: TV Cable Line-Up vs County Services . . . . . 26
- FY 2016/2017 Leon County Adopted Budget at a Glance . . . . . 27
- Providing More Quality Services with Fewer Resources . . . . . 28
- Stretching Your Tax Dollars: FY 2015/2016 Adopted Budget . . . . . 29
- Office of Public Services: Emergency Medical Services (EMS) . . . . . 30
- Office of Public Services: LeRoy Collins Leon County Public Library System . . . . . 32
- Office of Public Services: Animal Control . . . . . 34
- Emergency Management/Emergency Information Portal . . . . . 35
- Leon County's Response and Recovery . . . . . 36
- Tourism Development . . . . . 38
- Department of P.L.A.C.E.: Office of Economic Vitality . . . . . 40
- Department of P.L.A.C.E.: Planning . . . . . 42
- Department of P.L.A.C.E.: Blueprint 2000 . . . . . 43
- Public Works . . . . . 44
- Public Works: Engineering Services . . . . . 45
- Public Works: Fleet Management . . . . . 46
- Public Works: Solid Waste Management . . . . . 47
- Public Works: Operations . . . . . 48
- Special Projects/Intergovernmental Affairs . . . . . 49
- Office of Resource Stewardship: Sustainability . . . . . 50
- Office of Resource Stewardship: Facilities Management . . . . . 51
- Office of Resource Stewardship: Parks and Recreation . . . . . 52
- Development Support & Environmental Management (DSEM) . . . . . 54
- Office of Human Services & Community Partnerships: Human Services/Primary Healthcare/CHSP . . . . . 56
- Office of Human Services & Community Partnerships: Housing Services . . . . . 57
- Office of Human Services & Community Partnerships: Veteran Services . . . . . 58
- Volunteer Services . . . . . 60
- Human Resources . . . . . 62
- MIS/GIS . . . . . 63
- Strategic Initiatives: Community & Media Relations . . . . . 64
- Office of Intervention and Detention Alternatives . . . . . 65
- Office of Financial Stewardship: Office of Management & Budget . . . . . 66
- Office of Financial Stewardship: Purchasing and Risk Management . . . . . 67
- Department and Division Leadership Directory . . . . . 68
- Citizen Committees . . . . . 70
- Quick Reference . . . . . 71
- Employing Team Approach . . . . . 73
- Board of County Commissioners . . . . . 74
- Shaping Our Community for Future Generations . . . . . 75



Lake lamonia

## LEON COUNTY STATISTICS

Population: **284,443**  
**34% unincorporated**  
**66% within city limits**

Area (Square Miles): **702**

Established: **1824**

Charter Date: **2002**

County Seat: **Tallahassee**

Median Household Income: **\$46,620**

Districting: **5 Single Districts / 2 At-Large**

Median Age: **29.9**

Source: The United States Census Bureau

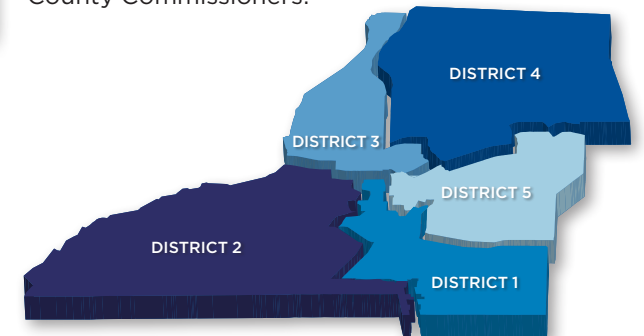


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Page 269 of 500

## ABOUT LEON COUNTY

Leon County was named after the Spanish explorer Juan Ponce de Leon. He was the first European to explore Florida in 1513 in search of the "Fountain of Youth" and named the state after the Spanish word for "flowery."

Leon County is home to Florida's capitol, Tallahassee, which was established in 1824. Legislative and executive offices, the State House, and Senate chambers are located here. As a political subdivision of the state, the County is guided by an elected, seven-member Board of County Commissioners.



Five members of the Board are elected to serve specific commission districts and two members are elected at-large. Leon County is a Council-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives and policies. Florida Statutes, Chapter 125, establishes the powers and duties of the County Commission and the County Administrator. As of November 12, 2002, Leon County is governed by a Home Rule Charter.

This document fulfills the annual reporting requirements of Chapter 125.74, Florida Statutes and Sec. 2-501(1), Leon County Administrative Code.  
1,500 copies were printed for community distribution at a cost of \$0.185.28  
Posted at 9:00 a.m. on October 19, 2016

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS



(From Left to Right) At-Large Commissioner Nick Maddox, District 2 Commissioner Jane G. Sauls, District 3 Commissioner John E. Dailey (Vice Chairman), District 1 Commissioner Bill Proctor (Chairman), At-Large Commissioner Mary Ann Lindley, District 4 Commissioner Bryan Desloge, District 5 Commissioner Kristin Dozier.

**VISION** As home to Florida's capitol, Leon County is a welcoming, diverse, healthy, and vibrant community, recognized as a great place to live, work and raise a family. Residents and visitors alike enjoy the stunning beauty of the unspoiled natural environment and a rich array of educational, recreational, cultural and social offerings for people of all ages. Leon County Government is a responsible steward of the community's precious resources, the catalyst for engaging citizens, community, business and regional partners, and a provider of efficient services, which balance economic, environmental, and quality of life goals.



# LEON COUNTY ADMINISTRATOR

PEOPLE FOCUSED. PERFORMANCE DRIVEN.



## Vincent S. Long

County Administrator  
(850) 606-5300  
LongV@LeonCountyFL.gov

The County Administrator is responsible for both ensuring the Board's legislative and policy directions are carried out and, as Chief Executive Officer, for ensuring the efficient and effective day-to-day operations of County government. Vince Long has worked for Leon County since 1995. He holds a Master of Public Administration from the Askew School of Public Administration and Policy at Florida State University and is a graduate of the Harvard University, JFK School of Government Institute for Senior Executives in State and Local Government. He is also a Credentialed Manager by the International City/County Managers Association (ICMA) and currently serves as immediate past President of the Florida Association of County Managers.

A member of the Board of Directors for Leadership Florida and the Board of Directors of the United Way of the Big Bend, Vince is a member of the Advisory Council and regular lecturer of the Askew School and serves on the faculty of the Florida Association of Counties' County Commissioner Certification Program.

## MESSAGE FROM THE ADMINISTRATOR

Ben Franklin once said, "When you're finished changing, you're finished." The famously innovative and civic-minded Founding Father would find much to be proud of in Leon County government in 2016, including our commitment to adapting to meet the changes and challenges facing our community. That's what the best organizations do. They anticipate change, challenge themselves and continue to advance their strategy. 2016 was a year of big changes and bold initiatives for Leon County and capped off the last in the five year 2012-2016 Strategic Plan.

Each year the County Administrator provides an Annual Report to the Board of County Commissioners which also serves as an important update to our community on our commitments to serve on behalf and alongside our citizens. This year continued to reflect the strong leadership of the Board of County Commissioners in balancing our community's needs with compassion and our taxpayers' dollars with discipline. It was another year of Leon County employees reaching new heights in innovation, performance and results on behalf of the citizens we serve.

Here are just a few of the highlights from the Annual Report which demonstrate the dependability of the Board of County Commissioners and the dedication of the men and women of Leon County government in doing what we said we would do in 2016.

We said we would continue to be an effective leader and a reliable partner in growing and diversifying our local ECONOMY.

### AND WE DID...

As we led our tourism economy to another record setting year in 2016 with \$863 million in economic impact from 2.35 million visitors, and continued to create a place which is seen not only a government or university town, but a premiere destination for entertainment, culture and sports tourism. And by starting Leon Works, an initiative that will help our community fill the skilled jobs gap of 10,000 jobs by 2022. In 2016, we created the new Office of Economic Vitality to serve as the hub of our economic development ecosystem bringing together and leveraging the efforts of all of our many economic development partners.

We said we would continue to be responsible stewards of our precious resources and natural ENVIRONMENT.

### AND WE DID...

By working with the Keep It Rural coalition to preserve the character of our rural areas in the re-write of the rural land use policies. That same level of focus on what's important has positioned the County to launch the Property Assessed Clean Energy (PACE) Program to help residents and business owners pay for energy improvements and save

money while creating jobs and working on our environmental goals together. We also continued to support 27 community gardens throughout Leon County, with the most recent garden opening at The Kearney Center.





*25<sup>th</sup> Anniversary Celebration of the Leon County Main Library*



*Fred George Park and Greenway Grand Opening*

We said we would continue to protect and enhance our unique QUALITY OF LIFE so that people are safe, healthy and connected to their community.

### AND WE DID...

As we expanded and improved our beautiful parks countywide, including the grand opening of Fred George Park, and when we celebrated 25 years at the County's downtown Main Library, which has seen 25 million patrons since opening its doors in 1991. And we did not do it alone. We created public-private partnerships to realize the Orchard Pond toll road and to enhance Bannerman Road for the benefit of our community.

In the area of GOVERNANCE, we said we would continue to be a model local government which our citizens believe in and others benchmark against.

### AND WE DID...

As Leon County was recognized in 2016 with 14 national awards for best practices for the efficient, equitable and innovative provision of services to our community. And as we continued to reach out beyond our core practices of transparency, accessibility and customer service to engage citizens as co-creators of our community: training 600 community members in CPR at the annual Press the Chest event, conducting 30 listening sessions with over 300 citizens to continue to



*Emergency Operations Center during Hurricane Hermine*

improve service delivery and convening the community on important issues as we did for Created Equal: A Community Conversation about Race which attracted over 250 participants.

And our organizational culture saw us through the disaster of Hurricane Hermine, where County, City and nonprofit partners worked around the clock to help our community recover. Throughout the eight day activation, the Leon County Emergency Operations Center served as the hub of emergency management response and performed flawlessly through its toughest trial.

In all the ways that Leon County touches the lives of the people we serve each day, whether it's helping 3,500 veterans, responding to the scene of 38,396 accidents, or serving one million patrons at our county libraries as we did in 2016, we at Leon County not only do what we say we are going to do, but we do it putting each person first and striving to set the standard in public service.

While we will continue to face the same challenges of communities and local governments everywhere else, Leon County is committed to ensuring that our community continues to be a place like nowhere else, as demonstrated through the pages of the 2016 Annual Report.

In Public Service,  
*Vincent S. Long*  
Vincent S. Long





## OUR VALUE PROPOSITION

### What You Get as a Taxpayer and a Stakeholder in our Community

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

## HOW LEON COUNTY LEADS

Leon LEADS was instituted throughout Leon County Government over the course of Fiscal Year 2012. This approach resulted in the alignment of the Leon County Board of County Commissioners' Vision for the Leon County community, with Strategic Priorities that advance the County toward that Vision, and the County's optimized resources. As reflected in the graphic on the next page, Leon LEADS is a continuous process by which Leon County Government looks inward to strengthen what works and abandon what does not; looks outward to receive feedback from citizens and leverage partnerships; and adjusts as conditions change.

## LEON LEADS

The first step, of what is now an ongoing process, was taken in December of 2011 when the Board identified its Vision Statement composed of four Strategic Priorities that support and advance that Vision, and organizational Values which form the basis for Leon County Government's "People Focused, Performance Driven" culture. The Board's Strategic Priorities are: Economy, Environment, Quality of Life and Governance.

To start, Leon County strategic planning teams conducted LEADS



LEADS Meeting

Review meetings in early 2012. Each LEADS Review meeting was a facilitated process, during which participants conducted a SWOT Analysis, identifying Strengths, Weaknesses, Opportunities and Threats, and responded to targeted, open-ended questions to identify opportunities for improvement. Each team then prepared a report, identifying workplace improvements and Strategic Initiatives, each of which supports and advances one or more of the Board's four Strategic Priorities.

Staff then drafted their work areas' Strategic Plans, which identify the work area's Mission, Strategic Initiatives for which it has lead responsibility, and planned workplace improvements. The work areas' Strategic Plans, which set the broad course of action for the same two-year period as the Board's Strategic Plan, were approved by the Board in 2012.

During the 2016 LEADS Listening Session cycle, approximately 30 sessions were conducted, involving input from more than 350 key stakeholders. Through the Listening Sessions, work areas identified customer perceptions with regard to service delivery, quality, efficiency, relevance, and customer experience. Sessions resulted in the identification of actionable recommendations to improve business operations, employee satisfaction and customer experience. Some recommendations may also reduce costs through increased efficiencies or by streamlining processes.

The Leon LEADS process enables Leon County to continue to be a model 21<sup>st</sup> century county government that is in a constant state of becoming the highest performing organization by conveying greater relevance and delivering more value in the many ways county government touches citizens.



Leadership Team Recognition

- L**istens for Changing Needs
- E**ngages Citizens and Employees
- A**ligns Key Strategic Processes
- D**elivers Results & Relevance
- S**trives for Continuous Improvement



## INNOVATOR AND INSPIRATOR AWARDS INTRODUCE COST SAVINGS AND NEW EFFICIENCIES

Leon County is an organization that rewards its employees for innovative ideas, teamwork, strategic processes, efficiency and the ability to achieve positive results. Employee ideas are an integral part of innovation and inspiration. Leon County is committed not only to its citizens, but is equally committed to its employees as a part of its “People Focused, Performance Driven” culture.

The I<sup>2</sup> (Innovator/Inspirator) Award conveys the value Leon County Government places on employee-led improvements that result in increased efficiencies or that enhance and support the delivery of county services, which significantly contribute to reinforcing Leon County’s relevance in the community and our Core Practices in the workplace. Examples of such improvements include the following:

- The Solid Waste Management Division determined that the leachate processing and treatment at the Waste Water Treatment facility was not being measured properly. The team compared the number of gallons being billed versus the number of gallons being pumped from the facility. Once the meter was changed, the County was charged for actual gallons disposed. This saved Leon County approximately \$18,000 per month (\$216,000 per year).
- Leon County Animal Control received a recommendation from the 2014 LEAD Listening session to increase the number of Animal Control Officers within the division in order to increase the service level to citizens. The team developed a schedule, utilizing existing resources that added sixteen hours of coverage, to increase availability of Animal Control Officers to cover weekends without having to work overtime or hire an additional officer.
- The Library, Facilities Management and County Administration came together to explore alternatives to save the 160 year old live oak tree in front of the Main Library that was determined to be in poor health and posed a danger to the public. After considering options that would bring greater value to the community and reducing the sense of loss, the team decided to transform the tree trunk into a work of art utilizing a local artist.





# LIVING OUR CORE PRACTICES

## OUR CORE PRACTICES

### Delivering the “Wow” factor in Customer Service.

Employees deliver exemplary service with pride, passion and determination; anticipating and solving problems in “real time” and exceeding customer expectations. Customers know that they are the reason we are here.

**Connecting with Citizens.** Employees go beyond customer service to community relevance, engaging citizens as stakeholders in the community’s success. Citizens know that they are part of the bigger cause.

**Demonstrating Highest Standards of Public Service.** Employees adhere to the highest standards of ethical behavior, avoid circumstances that create even an appearance of impropriety and carry out the public’s business in a manner which upholds the public trust. Citizens know that we are on their side.

**Accepting Accountability.** Employees are individually and collectively accountable for their performance, adapt to changing conditions and relentlessly pursue excellence beyond the current standard, while maintaining our core values.

**Exhibiting Respect.** Employees exercise respect for citizens, community partners and each other.

**Employing Team Approach.** Employees work together to produce bigger and better ideas, to seize the opportunities and to address the problems which face our community.

**Exercising Responsible Stewardship of the Community’s Resources.** Employees engage in the continuous effort to create and sustain a place which attracts talent, fosters economic opportunity and offers an unmatched quality of life, demonstrating performance, value and results for our citizenry.

**Living our “People Focused, Performance Driven” Culture.** Employees have a structure in place to live all of this as our organizational culture and are empowered to help the people they serve.

## DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE



Leon County Government received 14 Achievement Awards from the National Association of Counties, including one “Best in Category” award for Leon County’s DesignWorks program. These awards recognize how Leon County provides cost-effective, high-quality service to citizens in categories ranging from as Parks and Recreation to Information Technology.



Received SAVVY award and Silver Circle award for Leon Works and an Award of Excellence for Kinhega Drive OPEN Program.



Leon County was recognized as a Tree City, USA for the tenth year in a row, highlighting the County’s tree protection and management program.



Florida Association of Counties  
All About Florida  
Florida Association of Counties  
2016 Calendar Photo Contest



Government Finance Officers Association  
Distinguished Budget Presentation Award



Florida Public Relations Association  
Association’s Image Award



florida Institute of Consulting Engineers

Leon County received the FICE Engineering Excellence Award for Cascades Park in the Water and Stormwater category.

National Recreation and Park Association



Cascades Park was selected for the Facility/Park Design Award.



The Apalachee Regional Park (ARP) was named 2016 “Venue of the Year”



Received the 2015 Project Awards for The Crump Road Emergency Culvert Replacement and Kinhega Drive at Beech Ridge Trail

Leon County received two awards from the Florida Chapter and one National Award from the North American Hazardous Materials Management Association.



Three-year Reaccreditation by Commission of Accreditation of Ambulance Services (CAAS), for Leon County Emergency Medical Services.



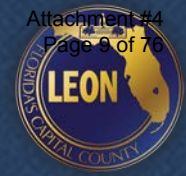
StormReady certification by the National Weather Service



2016 Digital Counties Survey Award



Working Well Shooting Star Award



## LEON COUNTY ADMINISTRATION

“Thank you for hosting and participating in the Capital Medical Society Doctor/Son event at the Public Safety Complex. It’s been a goal of mine to get our physicians out there to see first-hand the quality of the services provided. Thanks to Shington Lamy and so many who volunteered their time – the evening had a “wow” factor for physicians and their children. We appreciate our many opportunities to partner with Leon County.”

- Pam Walker at The Capital Medical Society

## DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

“I have been working with Ms. Scott for about 2 months on a renaming project as part of Blueprint 2000. Thank you for providing such a wonderful person to help people like myself, that need someone to go the extra mile and she went 5 miles with me.”

- Charlie Livingston, Jr.

## VETERAN SERVICES

“My family and I want to inform you of a county employee, Ben Bradwell in Veterans Services. He recently assisted us with my father’s VA application. Not only is he extremely professional but outstanding in his performance and exceeded all of our expectations with the application process.”

- Anne DeMartine

## INTERVENTION & DETENTION ALTERNATIVES

“I wanted to tell you how much I appreciate your staff. They do their jobs with a smile on their face and are always professional and courteous. Please let them know how much they are appreciated.”

- Judge Ron Flury

## ANIMAL CONTROL

“An Animal Control Officer responded to an incident in which my chihuahua was attacked by a pit bull running loose. Throughout his handling of this matter, he exhibited the utmost professionalism, care, courtesy, and thoroughness. My wife and I wish to express our appreciation for the way this officer carried out his duties in a situation which, for us, was very disturbing. As residents of Leon County, we are very fortunate to be served by professionals.”

- Allen Chapman

## EMERGENCY MEDICAL SERVICES

“I want to take this moment to thank the entire EMS team for their rapid response, heroic efforts to save Mr. Harrington and most of all for their compassionate professionalism displayed throughout the entire event. Tallahassee is very fortunate to have such a dedicated group of professionals to help us in our times of need. On behalf of the entire Division of Research, I want extend our profound thanks to your team for a job well done. Thank you!”

- Tim Moore, Ph.D

## PUBLIC WORKS/OPERATIONS

“While I was painting our fence this morning, the men arrived with an incredibly handy machine/truck to trim the ditch and fence line. You and your crew are fantastic! We all appreciate your team!”

- Claudia & Allan Stodghill

## LIBRARIES

“I would like to bring attention to Leon County’s public libraries as they provide up-to-date circulation and five-star service. As a frequent visitor of the Northeast Branch on Thomasville Road, I believe it is an honor for the staff to be public employees.”

- James Melton

## SOLID WASTE MANAGEMENT

“I would like to thank Mr. Shawn Abbott with Leon County Solid Waste Division for his responsiveness and prompt attention. After having conflict with WastePro regarding a request for a residential bulky item pick-up, Mr. Abbott was outstanding in contacting WastePro on our behalf and having our issue resolved. Mr. Abbott was outstanding in his response and willingness to assist us.”

- Mark Futrell

## MOSQUITO CONTROL

“I would like to compliment the work of the staff with Leon County’s Mosquito Control. The employees on the phone are always very nice and helpful. The drivers are very nice and do a great job by spraying the way we need them to every time. We appreciate their time and responsiveness.”

- Billy Allen

## OFFICE OF SUSTAINABILITY

“I would like to thank you for presenting again this year! Each year I learn how much I didn’t know and how much has changed about recycling. We look forward to having you back next year!”

- Karen and Alden

## FACILITIES MANAGEMENT

“I just wanted to share what a great job Kevin is doing in the BoA building. We had our server room A/C go out last night. I sent a work order today to ask Kevin to check the fuse box on the roof. Within a few minutes he had a portable A/C set up for us to get us by until we replace our unit. Kevin gets the job done!”

- Eric Kent

## WE BELIEVE IN

Demonstrating to our citizens that we are on their side, letting them know that they are the reason we exist and what they are getting for their tax dollars;

Producing bigger and better ideas to address the real issues facing our community;

Actively promoting transparency, accessibility, and openness in everything we do;

Engaging citizens in important decisions facing the community;

Tirelessly enhancing our community’s livability, sustainability and economic competitiveness; and providing employees a structure which reinforces this as our organizational culture and employs and empowers them to help people.

## WHAT WE VALUE

- Service
- Relevance
- Integrity
- Accountability
- Respect
- Collaboration
- Stewardship
- Performance
- Transparency
- Vision



## REPORTING RESULTS

The Leon County Board of County Commissioners' strategic planning process establishes a long-term plan to achieve a specific vision through the attainment of Strategic Priorities. The Board has established four Strategic Priorities (Economy, Environment, Quality of Life, and Governance) and 154 Strategic Initiatives that align with and advances one or more of those priorities. A status report regarding the progress made on each of the Strategic Initiatives is presented to the Board twice a year.

### Status of the FY 2012 - FY 2016 Strategic Initiatives

Status	#
Complete	137 (89%)
Remain In Progress	17 (11%)
<b>Total</b>	<b>154 (100%)</b>

*Projected to be completed by December 31, 2016* 147 (95%)

### Strategic Priority - Economy

*To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts talent, to grow and diversify our local economy, and to realize our full economic competitiveness in a global economy. (EC)*

- ▶ (EC1) - Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent. (2012)
- ▶ (EC2) - Support business expansion and job creation, including: the implementation of the Leon County 2012 Job Creation Action Plan, to include evaluating the small business credit program. (2012)
- ▶ (EC3) - Strengthen our partnerships with our institutions of higher learning to encourage entrepreneurship and increase technology transfer and commercialization opportunities, including: the Leon County Research and Development Authority at Innovation Park. (2012) (rev. 2015)
- ▶ (EC4) - Grow our tourism economy, its economic impact and the jobs it supports, including: being a regional hub for sports and cultural activities. (2012)
- ▶ (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)
- ▶ (EC7) - Promote the local economy by protecting jobs and identifying local purchasing, contracting and hiring opportunities. (2013)

### Strategic Initiatives - Economy

- (EC1, G3, G5) - Evaluate sales tax extension and associated community infrastructure needs through staff support of the Leon County Sales Tax Committee (2012)
- (EC1, G3, G5) - Develop a proposed economic development component for the Sales Tax extension being considered (2013)
- (EC1, G5) - Ensure projects being considered for funding associated with the infrastructure Sales Tax extension represent geographic diversity throughout the County (2014)
- (EC1, G5) - Ensure projects being considered for funding associated with the infrastructure Sales Tax extension address core infrastructure deficiencies in rural areas (2014)

- (EC1, G5) - Work with the City of Tallahassee and Blueprint to implement the Sales Tax extension, including the Economic Development portion (2015)
- (EC1, G5) - Identify projects that may be advance-funded as part of the Sales Tax extension (2015)
- Implement strategies that encourage highest quality sustainable development, business expansion and redevelopment opportunities, including:
  - (E2) - Identify revisions to future land uses which will eliminate hindrances or expand opportunities to promote and support economic activity (rev. 2013);
  - (EC2) - Consider policy to encourage redevelopment of vacant commercial properties (2012); and
  - (EC2) - Consider policy to continue suspension of fees for environmental permit extensions (2012)
- Implement strategies that support business expansion and job creation, including:
  - (EC2) - Evaluate start-up of small business lending guarantee program (2012);
  - (EC2) - Identify local regulations that may be modified to enhance business development;
  - (EC2) - Implement Leon County 2012 Job Creation Plan (2012);
  - (EC2) - Engage with local economic development partners to build and expand upon the success of Entrepreneur Month and community connectors (2014);
  - (EC2, EC6) - Evaluate and identify the projected unmet local market for middle-skill job opportunities (2015); and
  - (EC2, EC6) - Based upon the projected unmet local market for middle-skill jobs, and with Board approval, collaborate with community and regional partners to host a new "Leon Works" exposition to educate high school students (15-18 years old) on the diverse and exciting middle-skill career and jobs anticipated locally, while raising awareness regarding a wide range of career opportunities (2015)
  - (EC2, EC6) - Create a proposed structure for an apprenticeship-like program for the Board's consideration during the budget process in support of local existing academic programs in skilled career fields such as fleet management, building maintenance/ construction, computer technology, graphic design, public safety, and other fields that require more than a high school diploma but less than a four-year degree. (2016)

Posted at 9:00 a.m. on October 19, 2016

- (EC2, EC3, EC6) - Engage community partners, such as Leon County Schools and CareerSource, to host the Leon Works Expo in 2016. (2016)
- (EC2, EC7, G2) - Formalize the Leon Investment For Thriving Startups (LIFTS) program. Continue to engage with local entrepreneurs and the startup community to identify ways to provide assistance by giving these businesses a lift. (2016)
- (EC2, EC3) - Implement strategies to support the Leon County Research and Development Authority at Innovation Park and promote commercialization and technology transfer, including being a catalyst for a stakeholder's forum (2012) (rev. 2015)
- (EC3) - Coordinate efforts, with institutions of higher learning and other partners, to support local entrepreneurs (2015)
- Implement strategies that promote the region as a year round destination, including:
  - (EC4, Q1, Q4) - Evaluate competitive sports complex with the engagement of partners such as KCC (2012);
  - (EC4) - Support VIVA FLORIDA 500 (2012);
  - (EC4) - Support Choose Tallahassee initiative (2012); and
  - (EC4, Q1) - Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (2014)
- Implement strategies that assist local veterans, including:
  - (EC5) - Hold "Operation Thank You!" celebration annually for veterans and service members (rev. 2013);
  - (EC5, EC6) - Develop job search kiosk for veterans (2012);
  - (EC5, EC6, Q3) - Consider policy to allocate a portion of Direct Emergency Assistance funds to veterans (2012); and
  - (EC5, EC6, Q3) - Consider policy to waive EMS fees for uninsured or underinsured veterans (2012)
- (E6, Q2) - Implement strategies to promote work readiness and employment, including: provide job search assistance for County Probation and Supervised Pretrial Release clients through private sector partners (2012)
- (EC7) - Extend the term of Leon County's Local Preference Ordinance (2013)



Leon Works Expo

- (EC1, EC4) - Work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration (2014)
- (EC1, Q6, Q7) – Support sector planning for the area surrounding Veterans Affairs' outpatient clinic (2014)
- (EC1, Q6, Q7) – Engage in a needs assessment for the Bradfordville Study Area (2014)
- (EC3, EC4, EC7) – Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016)

## Ongoing Support (Highlights) - Economy

- (EC1, Q2) - Develop and maintain County transportation systems, including roads, bike lanes, sidewalks, trails, and rights-of-way (2012)
- (EC2, G2) - Implement Department of Development Support & Environmental Management Project Manager, and dual track review and approval process (2012)
- (EC2) - Partner with and support the Economic Development Council, Qualified Targeted Industry program, Targeted Business Industry program, and Frenchtown/Southside and Downtown Redevelopment Areas (2012)
- (EC3) - Support and consider recommendations of Town and Gown Relations Project (2012)
- (EC4) - Promote region as a year round destination through the Fall Frenzy Campaign, and by identifying niche markets (2012)
- (EC5, EC6, Q3) - Collaborate with United Vets and attend monthly coordinating meetings, support Honor Flights, provide grants to active duty veterans, assist veterans with benefits claims, provide veterans hiring preference, waive building permit fees for disabled veterans, and fund Veterans Day Parade as a partner with V.E.T., Inc. (2012)
- (EC6, G3) - Provide internships, Volunteer LEON Matchmaking, Summer Youth Training program, 4-H programs, EMS Ride-Alongs, and enter into agreements with NFCC and TCC which establish internship programs at EMS for EMS Technology students (2012)

## Strategic Priority - Environment

*To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings. (EN)*

- (EN1) - Protect our water supply, conserve environmentally sensitive lands, safeguard the health of our natural ecosystems, and protect our water quality, including the Floridan Aquifer, from local and upstream pollution. (rev. 2013)
- (EN2) - Promote orderly growth which protects our environment, preserves our charm, maximizes public investment, and stimulates better and more sustainable economic returns. (2012)



# STRATEGIC PLAN - FY 2012 - FY 2016

- (EN3)- Educate citizens and partner with community organizations to promote sustainable practices. (2012)
- (EN4) - Reduce our carbon footprint, realize energy efficiencies, and be a catalyst for renewable energy, including: solar. (2012)

## Strategic Initiatives - Environment

- Implement strategies that protect the environment and promote orderly growth, including:
  - (EN1, EN2) - Develop Countywide Minimum Environmental Standards (2012);
  - (EN1, EN2) - Develop minimum natural area and habitat management plan guidelines (2012);
  - (EN1, EN2,Q9) - Integrate low impact development practices into the development review process (2012);
  - (EN1, EN2) - Consider mobility fee to replace the concurrency management system (2012);
  - (EN1, EN2, G2) - Develop examples of acceptable standard solutions to expedite environmental permitting for additions to existing single-family homes (2012) ;
  - (EN1, EN2, G2) - Develop examples of acceptable standard solutions to expedite environmental permitting for new construction (2013); and
  - (EN1, EN2, G2) - Develop solutions to promote sustainable growth inside the Lake Protection Zone (2013)
- (EN1, EN2) - Implement strategies to protect natural beauty and the environment, including: update 100-year floodplain data in GIS based on site-specific analysis received during the development review process (2012)
- Implement strategies which plan for environmentally sound growth in the Woodville Rural Community, including:
  - (EN1, Q5) - Bring central sewer to Woodville consistent with the Water and Sewer Master Plan, including consideration for funding through Sales Tax Extension (2012); and
  - (EN1, EN2, Q5) - Promote concentrated commercial development in Woodville (2012)
- Continue to work with regional partners to develop strategies to further reduce nitrogen load to Wakulla Springs, including:
  - (EN1, EC4) - Conduct workshop regarding Onsite Sewage Treatment and Disposal and Management Options report (2012); and
  - (EN1) - Extend central sewer or other effective wastewater treatment solutions to the Primary Springs Protection Zone area within Leon County (2013)
- Implement strategies to promote renewable energy and sustainable practices, including:
  - (EN4) - Complete construction of Leon County Cooperative Extension net-zero energy building (2012);
  - (EN2, EN3, EN4) - Pursue opportunities to fully implement a commercial and residential PACE program (2012);

- (EN2, EN3, EN4) - Reevaluate current market conditions for the opportunity for the County to institute a residential PACE program. (2016)
- (EN3, Q5, EC6) - Consider policy for supporting new and existing community gardens on County property and throughout the County (2012);
- (EN3, Q5, EC6) - Expand the community gardens program (2013);
- (EN4, G5) - Develop energy reduction master plan (2012); and
- (EN4) - Further develop clean - green fleet initiatives, including compressed natural gas (rev. 2013)
- Develop and implement strategies for 75% recycling goal by 2020, including:
  - (EN4) - Evaluate Waste Composition Study (2012);
  - (EN4) - Identify alternative disposal options (2012);
  - (EN4) - Explore renewable energy opportunities at Solid Waste Management Facility (rev. 2013); and
  - (EN4) - Seek competitive solicitations for single stream curbside recycling and comprehensively reassess solid waste fees with goals of reducing costs and increasing recycling (2013)



*Kate Sullivan Garden Dedication*

## Ongoing Support (Highlights) - Environment

- (EN1) - Develop and maintain County stormwater conveyance system, including enclosed systems, major drainage ways, stormwater facilities, and rights-of-way (2012)
- (EN1, EN3) - Provide Greenspace Reservation Area Credit Exchange (GRACE) (2012)
- (EN2) - Provide canopy road protections (2012)
- (EN1, EN4) - Provide Adopt-A-Tree program (2012)
- (EN1, EN3) - Provide hazardous waste collection (2012)
- (EN) - Provide water quality testing (2012)
- (EN1) - Implement the fertilizer ordinance (2012)
- (EN3) - Provide state landscaping and pesticide certifications (2012)

- (EN3) - Conduct Leon County Sustainable Communities Summit (2012)

## Strategic Priority - Quality of Life

*To be a provider of essential services in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community. (Q)*

- ▶ (Q1) - Maintain and enhance our recreational offerings associated with parks and greenway system for our families, visitors and residents. (rev. 2013)
- ▶ (Q2) - Provide essential public safety infrastructure and services which ensure the safety of the entire community. (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)
- ▶ (Q4) - Enhance and support amenities that provide social offerings for residents and visitors of all ages. (rev. 2013)
- ▶ (Q5) - Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness. (2012)
- ▶ (Q6) - Support the preservation of strong neighborhoods through appropriate community planning, land use regulations, and high quality provision of services. (2012)
- ▶ (Q7) - Further create connectedness and livability through supporting human scale infrastructure and development, including: enhancing our multimodal districts. (2012)
- ▶ (Q8) - Maintain and enhance our educational and recreational offerings associated with our library system, inspiring a love of reading and lives of learning. (2013)
- ▶ (Q9) - Support the development of stormwater retention ponds that are aesthetically pleasing to the public and located in a manner that protects strong neighborhoods. (2013)

## Strategic Initiatives - Quality of Life

- Implement strategies through the library system which enhance education and address the general public's information needs, including:
  - (Q8, EC1, EC6) - Complete construction of the expanded Lake Jackson Branch Library and new community center (2012); and
  - (Q8, EC1, EC6) - Relocate services into the expanded facility (2012)
- Implement strategies which advance parks, greenways, recreational offerings, including:
  - (Q1, EC1, EC4) - Explore extension of parks and greenways to incorporate 200 acres of Upper Lake Lafayette (2012);
  - (Q1, EC1, EC4) - Update Greenways Master Plan (2012);
  - (Q1, EC1, EC4) - Develop Miccosukee Greenway Management Plan (2012); and

- (Q1, EC1, EC4) - Develop Alford Greenway Management Plan (2012)
- Expand recreational amenities, including:
  - (Q1, Q5, EC1, EC4) - Complete construction of Miccosukee ball fields (2012);
  - (Q1, EC1, EC4) - Continue to plan acquisition and development of a North East Park (2012);
  - (Q1, EC1, EC4) - Develop Apalachee Facility master plan to accommodate year-round events (rev. 2013);
  - (Q1, Q5, EC1, EC4) - Continue to develop parks and greenways consistent with management plans including Okeehoopkee Prairie Park, Fred George Park and St. Marks Headwater Greenway (2012);
  - (Q1, EC1) - In partnership with the City of Tallahassee and community partners, conduct a community-wide conversation on upper league competition with the goal of a higher degree of competition and more efficient utilization of limited fields (2013); and
  - (Q1, G2) - Work with the federal Bureau of Prisons to utilize a portion of the federal prison land for the expansion of Tom Brown Park ballfields. (2016)
- (Q4) - Further establish community partnerships for youth sports development programs (2014)
- (Q1, EC1, Q9) - Redevelop Huntington Oaks Plaza, which will house the expanded Lake Jackson Branch Library and new community center, through a sense of place initiative (2012)
- Provide essential public safety infrastructure and services, including:
  - (Q2, EC2) - Complete construction of Public Safety Complex (2012);
  - (Q2) - Consolidate dispatch functions (2012);
  - (Q2) - Successfully open the Public Safety Complex (2013); and
  - (Q2) - Develop a Leon County "Crisis Management Communication Plan" (2015)
- Implement strategies to improve medical outcomes and survival rates, including:
  - (Q2, Q3) - Continue to pursue funding for community paramedic telemedicine (2012) (rev. 2014); and
  - (Q2, Q3) - Engage vested community partners in the development of a Community Paramedic Program that includes program parameters designed to meet local needs and a sustainable economic model to be presented for consideration during the FY17 budget process (2016)
- Implement strategies to maintain and develop programs and partnerships to ensure community safety and health, including:
  - (Q2, Q3) - Participate in American Society for the Prevention of Cruelty to Animals (ASPCA) Partnership, and in ASPCA ID ME Grant (2012);



*Miccosukee Community Park*





# STRATEGIC PLAN - FY 2012 - FY 2016

- (Q3) - Implement procedures for residents to take full advantage of the NACO Dental Card program (2013);
- (Q3) - Consider establishing a Domestic Partnership Registry (2013); and
- (Q3, G2) - Provide an early budget discussion item regarding primary health care, including mental health care services, and options to maximize resources to meet the healthcare needs of the community including those individuals served through the local criminal justice system (2015)
- Implement strategies that support amenities which provide social offerings, including:
  - (Q4, EC1, EC4) - Consider constructing Cascade Park amphitheater, in partnership with KCCI (2012);
  - (Q4, EC4) - Consider programming Cascade Park amphitheater (2012);
  - (Q4, EC4) - Through utilization of \$160,000 in BP settlement funds pursue programming for the Capital City Amphitheater at Cascades Park to include subsidies for two to four concerts over the next two years in order to put on marquee events featuring well known headlining artists and events that would otherwise be viewed as cost prohibitive. (2016);
  - (Q4) - Work with the city to celebrate the opening of Cascades Park (2014);
  - (Q4, EC4) - Identify design concepts and cost estimates for weatherization of the stage and shade for the permanent seating area with the funding priority being the stage utilizing \$586,692 from the BP settlement. Request the CRA to fund any shortfall related to the weatherization project from the existing \$5.0 million in Tourism Development Tax allocation. These design concepts should also contemplate sound mitigation elements to further alleviate neighborhood concerns. (2016)
  - (Q4) - Develop unified special event permit process (2012); and
  - (Q4, EC4, G5) - Evaluate opportunities to maximize utilization of Tourism Development taxes and to enhance effectiveness of County support of cultural activities, including management review of COCA (2012)
- (Q6) - Implement strategies to promote homeownership and safe housing, including: consider property registration for abandoned real property (2012)
- Implement strategies that preserve neighborhoods and create connectedness and livability, including:
  - (Q6, 7) - Implement design studio (2012);
  - (Q6, Q7) - Implement visioning team (2012);
  - (Q6, Q7) - Develop performance level design standards for Activity Centers (2012);
  - (Q6) - Revise Historic Preservation District Designation Ordinance (2012);
  - (Q6, Q7) - Develop design standards requiring interconnectivity for pedestrians and non-vehicular access (2012);
  - (Q7) - Develop bike route system (2012);
  - (Q7) - Establish Bicycle & Pedestrian Advisory Committee (2012);
  - (Q6, Q7) - Conduct a workshop that includes a comprehensive review of sidewalk development and appropriate funding (2013);



*Capital City Amphitheater*

- (Q1, Q5, EC1, EC4) - Expand, connect and promote “Trailhassee” and the regional trail system (2013);
- (Q7, EC1) - Promote communication and coordination among local public sector agencies involved in multi-modal transportation, connectivity, walkability, and related matters (2013);
- (Q1, EC4) - Focus on improving Leon County’s ranking as a bicycle friendly community (2014);
- (Q2, Q7, EN3) - Develop a public education campaign on bicycle and pedestrian safety with community partners. (2016)
- (Q6, Q7) - Initiate a comprehensive review and revision to the Land Use Element of the Comprehensive Plan (2015);
- (Q6, EN2) - As part of the inclusionary housing review being conducted with the Land Use Element rewrite, evaluate potential impediments or opportunities to infill housing development, particularly within the Southern Strategy Area. (2016)
- (Q6, Q7) - Protect the rural character of our Rural Land use category. (2015)
- (Q2, Q5, G1) - Develop a selection and implementation policy for the LIFE sales tax category funding for consideration during the FY2017 budget process. (2016)
- (Q4) - Seek community involvement with the VIVA FLORIDA 500 Time Capsule (2013)
- (Q4, EC1, EC4) - Institute a Sense of Place initiative for the fairgrounds (2014)
- (Q5, EC1) - Perform a Sense of Place study for the Miccosukee community. (2016)
- (Q7, EN2, EC1) - Coordinate partners in the creation of a North Monroe Corridor Task Force for the purposes of revitalization. (2016)

## Ongoing Support (Highlights) – Quality of Life

- (Q1, Q9, EC1, EC6) - Maintain a high quality of offerings through the library system, including public access to books, media, digital resources, computers, Internet, reference resources, targeted programming, mobile library, and literacy training (2012)
- (Q2) - Fund Sheriff's operations, consisting of law enforcement, corrections, emergency management, and enhanced 9-1-1 (2012)
- (Q2) - Implement alternatives to incarceration (2012)
- (Q2) - Initiate county resources as part of emergency response activation (2012)
- (Q2) - Provide, support and deploy the geographic information system, integrated Justice Information System, Jail Management system, case management and work release management information systems for Probation, Supervised Pretrial Release and the Sheriff's Office, and the pawnshop network system (2012)
- (Q2, G5) - Provide for information systems disaster recovery and business continuity (2012)
- (Q2, Q3) - Provide Emergency Medical Services (2012)
- (Q2, Q3) - Support programs which advocate for AED's in public spaces (2012)
- (Q2, Q3) - Provide community risk reduction programs (such as AED/CPR training) (2012)
- (Q3) - Support Community Human Services Partnerships (CHSP) (2012)
- (Q3) - Support Leon County Health Departments (2012)
- (Q3) - Support CareNet (2012)
- (Q3) - Support DOH's Closing the Gap grant (including "Year of the Healthy Infant II" campaign, and Campaign for Healthy Babies) (2012)
- (Q3) - Maintain oversight of state-mandated programs, such as Medicaid and Indigent Burial, to ensure accountability and compliance with state regulations (2012)
- (Q3, EC6) - Educate at risk families to build healthy lives through the Expanded Food and Nutrition Education Program and other family community programs (2012)
- (Q3) - Support of Regional Trauma Center (2012)
- (Q3, G5) - Leverage grant opportunities with community partners (2012)
- (Q3) - Support of Palmer Monroe Teen Center in partnership with the City (2012)
- (Q3) - Provide targeted programs for Seniors (2012)
- (Q6) - Provide foreclosure prevention counseling and assistance (2012)
- (Q6) - Provide first time homebuyer assistance (2012)



*Storytime at Leon County's Lake Jackson Branch Library*

## Strategic Priority - Governance

*To be a model local government which our citizens trust and to which other local governments aspire. (G)*

- ▶ ((G1) - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. (rev. 2013)
- ▶ (G2) - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (2012)
- ▶ (G3) - Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community. (2012)
- ▶ (G4) - Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (2012)
- ▶ (G5) - Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (2012)



*The Club of Honest Citizens: Created Equal*

## Strategic Initiatives – Governance

- Implement strategies which promote access, transparency, and accountability, including:
  - (G1) - Explore providing On Demand – Get Local videos (2012);
  - (G1) - Explore posting URL on County vehicles (2012);
  - (G1) - Instill Core Practices through: providing Customer Engagement training for all County employees, revising employee orientation, and revising employee evaluation processes (2012);
  - (G1) - Reformat the existing on-line Comprehensive Plan to modernize its appearance and increase usability (2015); and
  - (G1) - Evaluate the existing Comprehensive Plan amendment process, and identify opportunities for further streamlining (2015)



# STRATEGIC PLAN - FY 2012 - FY 2016



- Implement strategies to further utilize electronic processes which gain efficiencies or enhance services, including:
    - (G2) - Develop process by which the public may electronically file legal documents related to development review and permitting (2012);
    - (G2) - Expand electronic Human Resources business processes including applicant tracking, timesheets, e-Learning, employee self-service (2012);
    - (G2, EN4) - Investigate expanding internet-based building permitting services to allow additional classifications of contractors to apply for and receive County permits via the internet (2012);
    - (G2, EN4) - Institute financial self-service module, document management, and expanded web-based capabilities in Banner system (2012);
    - (G5) - Consider options to gain continuity of Commissioners' representation on committees, such as multi-year appointments (2013); and
    - (G5) - Periodically convene community leadership meetings to discuss opportunities for improvement (2013)
  - (G2) - Investigate feasibility of providing after hours and weekend building inspections for certain types of construction projects (2012)
  - Implement strategies to further engage citizens, including:
    - (G3) - Develop and offer Citizens Engagement Series (2012);
    - (G3) - Identify the next version of "Citizens Engagement" to include consideration of an "Our Town" Village Square concept (2013);
  - Implement strategies to gain efficiencies or enhance services, including:
    - (G2) - Conduct LEADS Reviews (2012);
    - (G2) - Develop and update Strategic Plans (2012); and
    - (G5) - Convene periodic Chairman's meetings with Constitutional Officers regarding their budgets and opportunities to gain efficiencies (2013)
    - (G5) - Develop a unified contract detailing the role of the EDC in administering, staffing needs, and adequate funding, for the implementation of the Blueprint 2020 Economic Development of the sales tax. (2016)
  - (G3) – Develop a proposed partnership for the next iteration of Citizen Engagement, possibly with the Village Square, which would be renewable after one year (2014); and
  - (G1, G3) - Expand opportunities for increased media and citizen outreach to promote Leon County (2013).
  - (G4) - Implement healthy workplace initiatives, including: evaluate options for value-based benefit design (2012)
  - Implement strategies to retain and attract a highly skilled, diverse and innovative workforce, which exemplifies the County's Core Practices, including:
    - (G4) - Revise employee awards and recognition program (2012);
    - (G4) - Utilize new learning technology to help design and deliver Leadership and Advanced Supervisory Training for employees (2012); and
  - (G4, G1) - Pursue Public Works' American Public Works Association (APWA) accreditation (2012)
  - Implement strategies which ensure responsible stewardship of County resources, including:
    - (G5) - Revise program performance evaluation and benchmarking (2012);
    - (G5) - Identify opportunities whereby vacant, unutilized County-owned property, such as flooded-property acquisitions, can be made more productive through efforts that include community gardens (2013);
    - (G5) - Develop financial strategies to eliminate general revenue subsidies for business operations (i.e., Stormwater, Solid Waste and Transportation programs) (2013);



*Avondale Subdivision culvert work*  
Posted at 9:00 a.m. on October 19, 2016

- (G5, EC1) – Create a capital projects priority list for the fifth-cent gas tax (program) (2014);
- (G5) – Engage with the private sector to develop property at the corner of Miccosukee and Blair Stone, to include the construction of a Medical Examiner facility (2014);
- (G1) - Pursue expansion for whistleblower notification (2013); and
- (G5, Q1, EN4) - Evaluate the long-term policy implications of the following options, taking into consideration the potential fiscal, environmental, operational and neighborhood impacts: a complete closure of the landfill; re-direct all Class I Solid Waste from the Transfer Station to the landfill; and a hybrid solution that includes both Class I Solid Waste disposal at the landfill and through the Transfer Station (2015)
- Implement strategies to maximize grant funding opportunities, including:
  - (G5) - Institute Grants Team (2012); and
  - (G5) - Develop and institute an integrated grant application structure (2012)
- (G5) - Consider approval of the local option to increase the Senior Homestead Exemption to \$50,000 for qualified seniors (2013)
- (G2) - Pursue Sister County relationships with Prince George's County, Maryland and Montgomery County, Maryland (2013)
- Examine opportunities to enhance the Community Human Services Partnership, including:
  - (G5, Q3) - Engage the City and United Way to expand the eligibility for CHSP and to establish a new funding category for non-direct human service providers. (2016)
  - (G5) - Establish the annual County CHSP funding commitment early in the budget process as a set amount (not as a maximum funding level). (2016)
  - (G1, Q3) - Establish a formalized approach to utilize the CHSP Executive Committee, as the lead entity for the on-going implementation of the CHSP process by: Eliminating the existing JPB and associated Leadership Team committee and; Working with the City and United Way, prepare the appropriate documents for Board consideration that establishes the committee's and governing partners' responsibilities, including, but not limited to: meeting schedule to provide certainty for continuous agency input; process for making changes to CHSP policies and procedures; establish a technical review committee to evaluate trends and community data for possible recommendations to the Executive Committee. (2016)
- (G2) - Support Commissioner Desloge during his term as NACo President. (2016)



*Citizens Connect Application*

## Ongoing Support (Highlights) – Governance

- (G1) - Develop and deploy website enhancements (2012)
- (G1) - Provide and expand online services, such as Customer Connect, Your Checkbook, and Board agenda materials (2012)
- (G1) - Provide televised and online Board meetings in partnership with Comcast (2012)
- (G1, G2, G5) - Provide technology and telecommunications products, services and support necessary for sound management, accessibility, and delivery of effective, efficient services, including maintaining financial database system with interfaces to other systems (2012)
- (G3) - Organize and support advisory committees (2012)
- (G4) - Support and expand Wellness Works! (2012)
- (G4, Q2) - Maintain a work environment free from influence of alcohol and controlled illegal substances through measures including drug and alcohol testing (2012)
- (G4) - Support employee Safety Committee (2012)
- (G4) - Conduct monthly Let's Talk "brown bag" meetings with cross sections of Board employees and the County Administrator (2012)
- (G1, G2, G4) -Utilize LEADS Teams to engage employees, gain efficiencies or enhance services, such as: the Wellness Team, Safety Committee Team, Citizen Engagement Series Team, HR Policy Review & Development Team, Work Areas' Strategic Planning Teams (2012)
- (G5) - Prepare and broadly distribute the Annual Report (2012)
- (G5) - Conduct management reviews (2012)
- (G5) - Provide and enhance procurement services and asset control (2012)
- (G5) - Manage and maintain property to support County functions and to meet State mandates for entities such as the Courts (2012)



*Leon County's Mobile Website*



## Herbert W. A. Thiele

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Herb Thiele was selected by the Board in 1990 to create the County's first in-house legal department and has served Leon County for over twenty-five years. Under Thiele's leadership, the office continues to remain small but extremely efficient, with only 5 lawyers handling the legal affairs of Leon County, Florida.

In addition to being active in several state and national organizations that serve local government lawyers and advance the interests of local government law, Thiele has presented lectures or published articles on many local government law topics, including the Sunshine Law, the Open Records Law, and the Honest Services Act and Ethics. He serves on the Board of Directors for both the Florida Association of Counties Foundation and the International Municipal Lawyers Association, and currently serves as the President of IMLA.

Thiele leads a team of skilled professionals who provide high-quality, timely and cost-effective legal representation to the Board and other officials of Leon County.

## SERVING THE LEGAL NEEDS OF LEON COUNTY GOVERNMENT

Legal matters from this past year that are of particular note include the following:

- *Robert R. Reynolds, Appellant v. Leon County Energy Improvement District, Appellee* – On October 1, 2015, the Florida Supreme Court ruled in favor of the Leon County Energy Improvement District when it affirmed the Circuit Court's decision in the bond validation proceeding for the PACE Program, thereby clearing the way for the District to continue with its Commercial PACE Program. In its Opinion, the Court also created new precedent that will require any person who wishes to participate in a bond validation proceeding to first appear and plead in the circuit court action. The Opinion will further prevent the type of conduct that was allowed in the Reynolds case, which essentially caused a three-year delay in the implementation of the District's program.
- *Leon County, Plaintiff, v. Johnny Petrandis, II, and J-II Investments, LLC, Defendants, and Victor Timber, LLC, et al., Impleaded Defendants* – This matter has a long and complicated procedural history concerning illegal development activity on an 88 acre parcel, including the Defendant property owner's refusal to comply with Court-ordered remediation and restoration of the property, resulting in him being held in contempt of court, and his attempts to disguise ownership of the property by transferring title multiple times during the course of the litigation, culminating in the Court issuing an Injunction Against Further Transfer of the Property. Since this litigation began in 2003, this matter has been heard by seven Circuit Court judges and one Special Magistrate. On June 29, 2016, the Court, in a 15-page Judgment and Lien, confirmed the original Court Judgment of \$314,068, plus interest to date in the amount of \$103,972.43, accruing at the rate of \$41.13 per diem, in favor of Leon County.
- *Lori Owen, Caridad Molina and Donna Abramitis, Appellants, v. City of Tallahassee, Leon County, Florida, et al., Appellees, Circuit Court* – Fire Rescue Services Special Assessment – This class action lawsuit challenges the validity of Leon County's fire rescue services assessment, and more specifically, the City's ability to collect same via utility bills. Plaintiffs amended their complaint on three occasions, and served their Third Amended Complaint in 2013. On July 7, 2015, a hearing on class certification was held. The court is required to first determine the appropriateness of the class, before the parties go to trial on the merits of the claims related to the constitutionality of the fire rescue services assessment. The trial court denied the Plaintiff's Motion for Class Certification, and in December 2015, the Plaintiffs appealed that decision to the First District Court of Appeal. Oral Argument was held before a three-judge panel at the First District Court of Appeal in June 2016, and we are awaiting the Court's decision on whether to uphold the trial court's denial of the Plaintiff's Motion for Class Certification. The County Attorney's Office continues to work with the City Attorney's Office in the defense of this matter.
- *Christopher M. Jenson v. Leon County, Sentinel Offender Services, LLC* – A complaint was filed in 2015 against Leon County and a number of employees, alleging civil rights violations in connection with a probationer's monitoring ankle bracelet. A formal request was made by Leon County to Co-Defendant, Sentinel, to defend and indemnify the County pursuant to our contract with Sentinel; however both Sentinel and its insurance carrier refused to do so, resulting in Leon County filing a cross-claim against Sentinel. In October 2015, the Court granted the County's Motions for Summary Judgment, saying that the "motions are well founded on the merits, establishing that the defendants did not bring about Mr. Jensen's arrest without probable cause at all, much less through the use of information known to be false. In addition,

# COUNTY ATTORNEY OFFICE HIGHLIGHTS

the individual defendants [the named Leon County employees] have qualified immunity from the federal claims.” A Final Judgment was entered on January 6, 2016, ordering that the Plaintiff recover nothing on his claims, and on March 1, 2016, the Clerk of the Court for the U.S. District Court, Northern District of Florida, entered an Order for Taxation of Costs against the Plaintiff in the amount of \$3,714.65. The County is moving forward with the indemnity and breach of contract claim against Sentinel. Mediation is tentatively scheduled for August 22, 2016.

- *Wolf Creek Homeowners' Association, et al., v. Leon County Development Support and Environmental Management, et al., DOAH* – This matter involves a challenge to the County’s Written Preliminary Decision to conditionally approve a development called the Residential Condominiums on Blountstown Highway a/k/a the “Tiny House” development. This matter proceeded under the County’s site and development plan appeal process, with the petition challenging the County’s decision being heard by a Special Master at the Division of Administrative Hearings, pursuant to a contract between DOAH and the County. The Final Hearing was held in April 2016, and the parties submitted Proposed Recommended Orders to the Special Master, who then issued a Recommended Order, confirming the County’s decision to conditionally approve the development. The Board of County Commissioners rendered a Final Order, accepting the Special Master’s Recommended Order’s Findings of Fact and Conclusions of Law, allowing the development to continue, subject to the conditions originally imposed by the County.
- *Wakulla Springs Basin Management Plan (BMAP Action)* – Coordinated County involvement in regional water quality initiative focused on reducing nitrate pollution to Wakulla Springs, and provided legal support during agency and stakeholder meetings that will result in significant policy

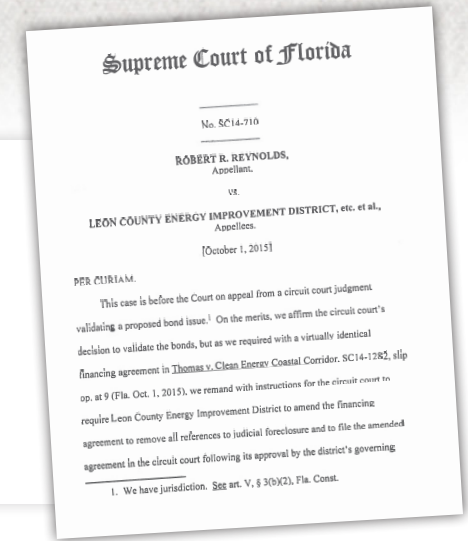


## Did You Know

County Attorney, Herb Thiele, was this year’s recipient of the H. Hamilton “Chip” Rice, Jr., Award, presented annually by the Florida Bar’s Local Government Law Section to recognize a distinguished lawyer who has served the Section by mentoring and educating future lawyers in the local government field. Mr. Thiele began the County Attorney’s Office’s involvement with the Florida State University College of Law Externship Program in 1997, and under his guidance, the office has since mentored dozens of law school students.

formulation with long term impacts on capital expenditures and development patterns throughout the region. In December 2015, concerns and issues raised in our agenda item were resolved, resulting in Leon County not filing a formal Petition challenging the Wakulla BMAP Order, and commencing implementation of the Basin Management Action Plan for Wakulla Springs in 2016.

- *North Monroe Street Turn-Lane Improvement Project* – Worked with Public Works staff and outside co-counsel to resolve the eminent domain lawsuits on the remaining parcel acquisitions by negotiating full compensation settlements at mediations and avoiding costly jury trials. Following the settlements, we monitored the construction of the project by FDOT through its completion in July to assure it was constructed in accordance with the agreed-upon settlements.
- *Real Estate Policy Comprehensive Revision* – Worked with a team of County staff from Real Estate, Housing, Public Works, DSEM, and Administration to draft and obtain Board approval of a comprehensive revision of the Board’s Real Estate Policy to streamline the many types of transactions involved in the day-to-day activities of the County’s real estate and eminent domain programs.



- *Economic Development* – Negotiated and drafted the legal support necessary to finalize amendments to three interlocal agreements implementing the Blueprint Intergovernmental Agency’s (Blueprint) direction to (1) authorize the designation of Blueprint as the economic development organization of record for Tallahassee/Leon County; (2) establish the Tallahassee/ Leon County Office of Economic Vitality (OEV) through a consolidation of the County and City economic development offices within the Blueprint organizational structure under the Department of Planning Land Management and Community Enhancement (PLACE); and, (3) consolidate the County and City Minority and Women Small Business Enterprise Programs under the Tallahassee/Leon County Office of Economic Vitality.



# PROVIDING SERVICE 24 HOURS A DAY, 7 DAYS A WEEK

1:00 AM

## INTERVENTION & DETENTION ALTERNATIVES

Drug and Alcohol Testing Division staff conducts random urinalysis and breathalyzer tests for court ordered defendants.

3:00 AM

## EMERGENCY MANAGEMENT

Emergency Management Staff activates the Emergency Operations Center to coordinate emergency response activities following tornado touchdown.



6:00 AM

## OFFICE OF ECONOMIC VITALITY

Staff begins to set-up for the Leon Works Expo, which will host more than 500 students and 80 exhibitors.

7:00 AM

## PARKS AND RECREATION

Greenway staff receives final authorization and permit number from the State Division of Forestry to conduct a prescribed fire.



9:00 AM

## ENGINEERING SERVICES

Stormwater staff takes water samples from Lake Jackson to test for the health of the water body.

12:00 PM

## SUSTAINABILITY

The Sustainability team presents recycling tips to fourth graders at a local elementary school.

2:00 AM

## OPERATIONS

Stormwater crews make repairs to Tram Road following a washout due to heavy rain and flooding. Flood lights are used to illuminate the work area.



4:00 AM

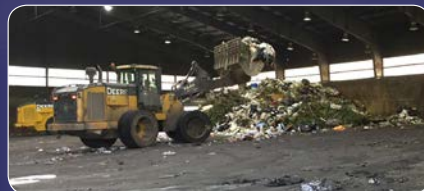
## FACILITIES

Staff prepares the Courthouse to assist in the set-up for Springtime Tallahassee 5k/10k Run.

5:00 AM

## SOLID WASTE MANAGEMENT

Transfer Station sends its first of 25 daily semi-trucks of garbage to Springhill Landfill.



8:00 AM

## FLEET MANAGEMENT

Fleet Management technicians replace a starter on a dump truck to get the truck back on the road.

10:00 AM

## LIBRARY SERVICES

Children and their parents or caregivers attend Baby Time programs to assist with literacy development.



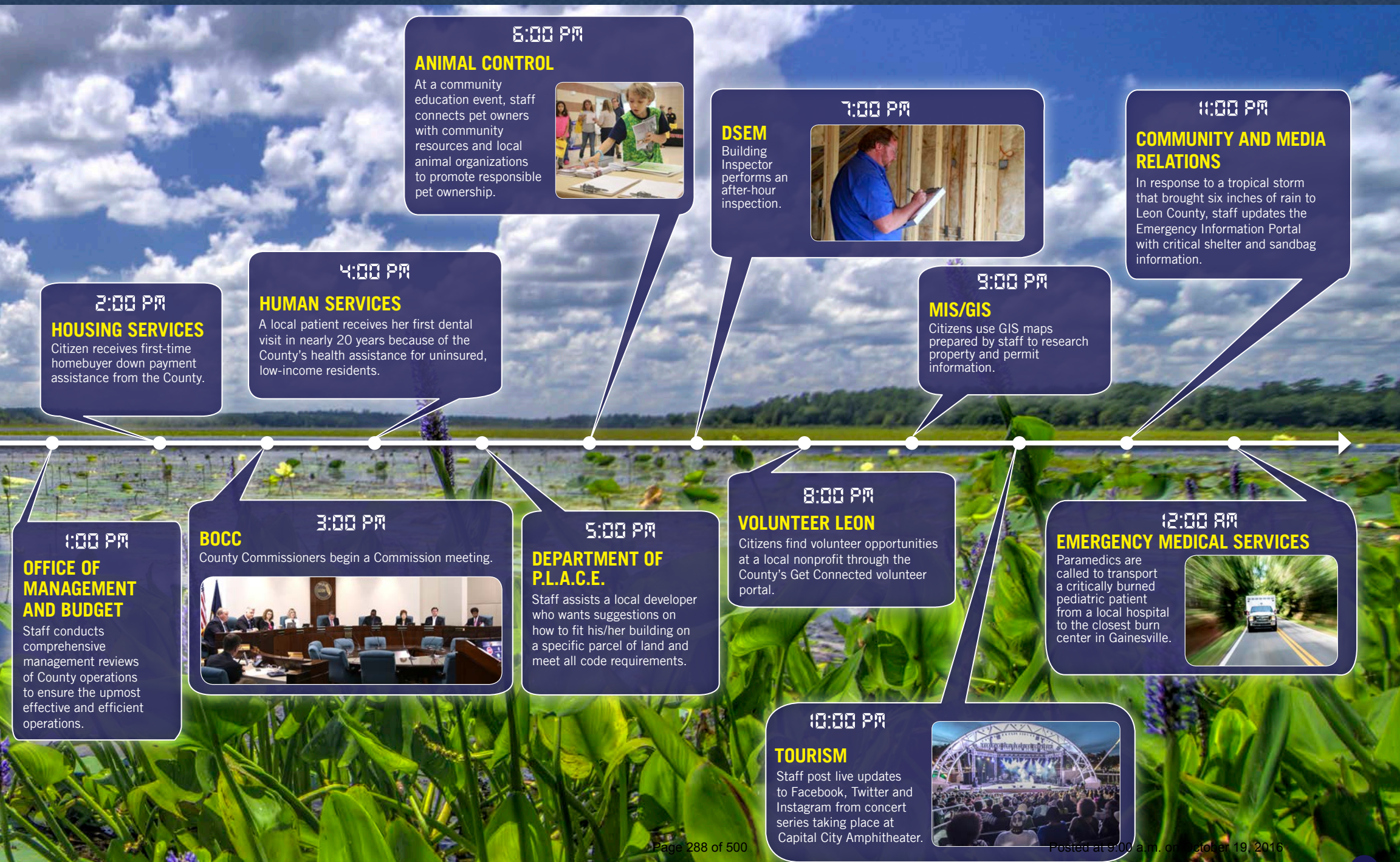
11:00 AM

## VETERANS SERVICES

A veteran and his family receive financial emergency assistance by the County providing rental and utility funding with Leon County's Veterans Emergency Assistance Program.

# LIVING OUR "PEOPLE FOCUSED, PERFORMANCE DRIVEN" CULTURE

## A CORE PRACTICE OF LEON COUNTY GOVERNMENT







# DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

## Leon County Government Organization Chart

People Focused. Performance Driven.



- Voter Elected**
- Judicial
  - Clerk of the Circuit Court and Comptroller
  - Property Appraiser
  - Supervisor of Elections
  - Tax Collector
  - Sheriff
    - Emergency Management

**Office of Library Services**

- Branch Libraries
- Ask a Librarian and Reference
- Community Programming
- Learning Resources
- Technology and Media

**Office of Intervention & Detention Alternatives**

- Probation
- Supervised Pretrial Release
- Drug and Alcohol Testing
- PSCC
- Liaison - Judiciary, State Attorney, Public Defender, Law Enforcement

**Office of Human Services & Community Partnerships**

- Housing Services
- Human Services
- Primary Healthcare
- Veteran Services
- CHSP

**Office of Public Safety**

- Emergency Medical Services
- Consolidated Dispatch Agency
- Animal Control

**Office of Information and Technology**

- Management Information Services
- Geographical Information Services

**Office of Financial Stewardship**

- OMB
- Risk Management
- Purchasing
- Real Estate Management

**Office of Resource Stewardship**

- Sustainability
  - Recycling
  - Cooperative Extension
- Parks and Recreation
  - Community Centers
- Facilities Management

**Department of Development Support & Environmental Management**

- Environmental Services
  - Petroleum Storage Tanks
- Development Services
- Building Plans Review and Inspection
- Permit/Code Services

**Department of PLACE\***

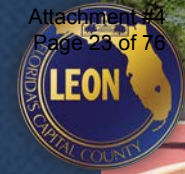
- Planning
- Blueprint 2000
- Office of Economic Vitality
  - M/WSBE

**Department of Public Works**

- Operations
  - Mosquito Control
- Engineering Services
  - Construction Management
- Solid Waste
- Fleet Management

**Tourism Development**

- Destination Marketing
- Sports Tourism
- Signature Event Grants Series
- Amphitheater Concert Series
- Culture and Arts



# COUNTY ADMINISTRATION

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission Statement

To provide leadership and direction to County staff, to facilitate the implementation of Board priorities and policies, and to manage the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources.

### Strategic Initiatives/Support Highlights

#### Quality of Life

- Provided comprehensive organizational leadership of Leon County Government while enforcing the People Focused, Performance Driven culture.

#### Governance

- Facilitated the 2016 Board Retreat, resulting in an updated FY 2012 - FY 2016 Leon County Strategic Plan that ensured staff pursues County priorities.
- Continued to involve citizens as stakeholders in the community by hosting the Citizen Engagement Series, continuing the Club of Honest Citizens, and facilitating Leon County citizen committees such as Minority, Women & Small Business Enterprise (MWSBE) Programs Evaluation Committee.

#### Economy

- Developed an Economic Development Ecosystem Model in partnership with the City of Tallahassee to provide for the integration of policy, the collection and utilization of data, and the coordinated implementation of projects and initiatives through the new joint Tallahassee-Leon County Office of Economic Vitality.

### Contact Us

(850) 606-5300  
www.LeonCountyFL.gov

## PROVIDING FISCAL, STRATEGIC & OPERATIONAL LEADERSHIP

- During FY2016 Leon County exercised sound fiscal stewardship even during the slow economic recovery.
  - » Moody's Investor Service, the bond credit rating business, issued a report in August 2016, calling Leon County's financial position "very strong." The report focuses on Leon County's key credit factors including "a robust financial position" and "a healthy socioeconomic profile." Specifically, the Moody's report highlights the County's management and governance, stating that "balanced financial operations are a component of sound financial management."
  - » Developed a proposed balanced budget without raising the property tax rate.
  - » Allocated \$98,417 in savings from debt refinancing in FY15 to support related debt service payments.
  - » Realized \$850,000 in utility savings through the County's energy efficient investments.
  - » Saved \$879,297 in recurring costs and \$74,801 in one-time costs in the two years since implementing the County's I<sup>2</sup> (squared) Employee Awards Program.
- Engaged citizens as stakeholders in their County government by:
  - » Conducting 30 separate LEADS Listening Sessions with 350 citizen participants resulting in 124 proposed improvements to County business operations, employee satisfaction and customer experience.
  - » Continuing to partner with The Village Square to host Club of Honest Citizens events.
  - » Supporting the MWSBE Programs Evaluation Committee to develop recommendations to grow and expand opportunities for local minority and women-owned businesses.
  - » Partnering with local volunteers to revitalize the Woodside Heights neighborhood in recognition of 9/11.
- Throughout the slow economic recovery, the Board continues to make appropriate investments in the community. County Administration manages and oversees the delivery of certain projects, including:
  - » Hosting various Citizen Engagement Series workshops on topics such as race relations, public safety and the County's budget.
  - » Continued leadership over Blueprint 2000 project execution including Capital Circle, Capital Cascades Trail, and the Magnolia Multi-Use Trail.
  - » The County Administrator serves with the City Manager and Sheriff as the governing body overseeing the Consolidated Dispatch Agency that provides dispatch services for all law enforcement, fire and EMS first responders.
- Leon County Administrator Vincent S. Long served in 2015-16 as President of the Florida Association of County Managers (FACM) and continues to serve as Immediate Past President.

### Demonstrating Highest Standards of Public Service

Leon County Government received 14 Achievement Awards from the National Association of Counties, including one "Best in Category" award for Leon County's DesignWorks program. These awards recognize how Leon County provides cost-effective, high-quality service to citizens in categories ranging from Parks and Recreation to Information Technology.





# COUNTY ADMINISTRATION: CITIZEN ENGAGEMENT SERIES

## PROVIDING TRANSPARENCY AND ENGAGING CITIZENS IN MEANINGFUL WAYS

As a part of the ongoing mission to create and maintain social attachments between citizens and their County government, Leon County continues to promote citizen involvement to guide policy and shape our community. Events such as the Club of Honest Citizens and the Citizen Engagement Series drive the continuous effort to maintain sustained citizen involvement and engagement by providing transparency of County government, while building relationships between citizens and County government through social settings.

The Club of Honest Citizens events are held in partnership with the Village Square at unconventional locations like bars and coffee shops and intentionally provoke and challenge citizens and County officials alike on hot-button issues. This year's Club of Honest Citizen's event "Created Equal: A Conversation about Race, Founding Ideals, and Our Hometown", was held at a popular nightclub where more than 250 citizens participated in a conversation on race and its impact on the community.

Leon County continued the nationally-recognized Citizen Engagement Series in effort to provide greater opportunities to build trust through meaningful engagement. The "Public Safety: Preserving Life, Improving Health, and Promoting Safety" session, held in partnership with the Capital Medical Society, featured the County's

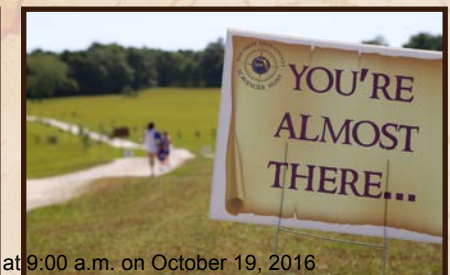
Emergency Medical Services, the Consolidated Dispatch Agency, and Leon County Emergency Management. The session offered citizens a stimulating and interactive forum that highlights the operations and high quality safety services the three work areas provide to the community. The session also included a tour of the Public Safety Complex.

In October 2016, Leon County collaborated with the Village Square, City of Tallahassee, and Leadership Tallahassee to kick off The Longest Table Initiative. Over 400 citizens came out for dinner held in the middle of Park Avenue share ideas, thoughts, and a meal. The second phase, which took place on Sunday, June 26, broke conversations into smaller dinners of 6-8 citizens in over 100 homes and public spaces around the community.

Additionally, Leon County Government held the community-wide Great Leon County Scavenger Hunt on Saturday, May 14. Nearly 300 citizens followed clues and discovered the places that make our community unique. At each participating branch library, citizens picked up a Scavenger Hunt treasure map that featured County parks, local cultural institutions and locally-owned restaurants. 80% of the participants who were surveyed indicated it was their first time visiting a County park, greenway, or boat landing listed on their respective map.



# SATURDAY MAY 14



Where do you see the community in 10 years?



**Continuing the Conversation**



Sunday, June 26

What brought you here; what keeps you here?



**Created Equal**  
*a conversation about race*  
**March 10**



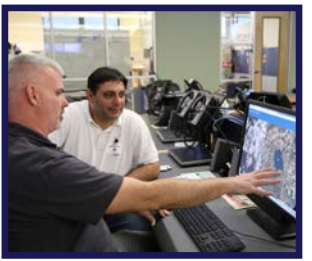
**PUBLIC SAFETY**  
MAY 17, 2016

Preserving Life, Improving Health, and Promoting Safety.

How would you convince a visitor to make this place home?



How would you describe our community?





# COMPARING YOUR DOLLAR: TV CABLE LINE-UP VS COUNTY SERVICES

For less than the price of a monthly TV cable bill, you receive County services that include EMS, parks, roads, flood relief, libraries, County Sheriff, court support and disaster response - just to name a few!



Account Number		1234-5678
Billing Date		09/15/2016
Total Amount Due		\$80.95
Payment Due By		09/30/2016

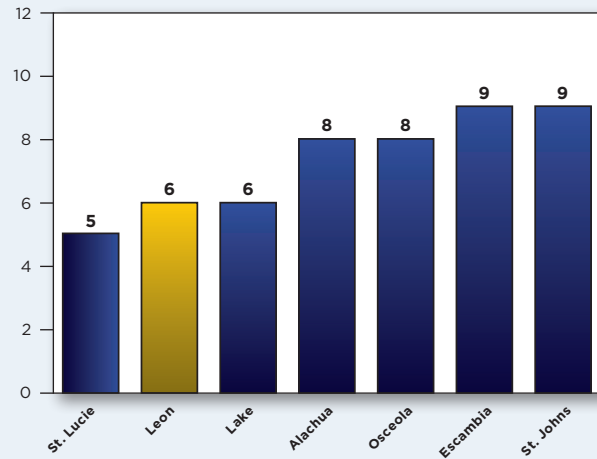
  

## Monthly TV Cable Bill

Cable Channel Line-Up		VS	County Services	
24/7 Reality TV	\$15.00		Law Enforcement & Corrections	\$29.98
Real Housewives of Everywhere	\$12.00		Emergency Medical Services (EMS)	\$3.46
Food, Food & More Food	\$9.50		Library Services	\$2.91
Movies I Don't Like	\$9.00		Facilities	\$3.28
Silly People Doing Silly Things at Silly Times	\$8.00		Health & Human Services	\$3.40
Is That Really For Kids?	\$7.00		Elections	\$1.79
24/7 Ultimate Ping Pong Championships	\$5.00		Veterans, Volunteer, Economic Development & Planning	\$0.87
The Re-Run Channel	\$6.00		Mosquito Control	\$0.29
Movies & Shows That Shouldn't Have Been Made	\$9.45		All Other Services	\$14.94
<b>Total</b>	<b>\$80.95</b>		<b>Total</b>	<b>\$60.92</b>

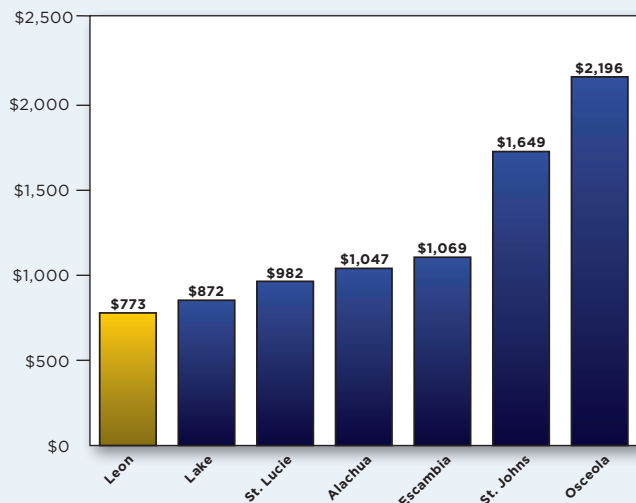
# FY 2016/2017 LEON COUNTY ADOPTED BUDGET AT A GLANCE

**County Employees per 1,000 Residents (FY 2016)**



Leon County has a ratio of 6.0 employees for every thousand County residents, tied with Lake County for second in lowest per capita employees.

**Net Budget Per Countywide Resident (FY 2016)**



Leon County is the lowest for dollars spent per County resident. Osceola County spends more than two and a half times the amount per resident than Leon County. The next closest county's net budget per capita is 12.8% higher than Leon County's (Lake County).

## EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

As responsible fiscal stewards of public dollars, the Leon County Board of County Commissioners unanimously approved the balanced Fiscal Year 2017 budget without raising the millage rate. This budget of \$246 million is a 3.18 percent increase from last year's budget. Property values have grown by 3.12 percent. Included in the Fiscal Year 2017 budget is \$19.5 million for the capital improvement program.

The Board accomplished this year's balanced budget while leaving the millage rate at the current 8.3144 mills. The County deliberately used reserves, all in an effort to maintain quality service levels and focus on capital infrastructure needs.

The Fiscal Year 2017 budget continues to maintain core services and the community's infrastructure, a few highlights include:

- Restoring a stormwater maintenance crew to pre-recession levels to ensure preventative maintenance is conducted to avoid future costly repairs;
- Reducing a net of 13 positions due to a realignment of resources and through contracting;
- Increasing funding for social service agencies by allocating an additional \$200,000 to the Community Human Service Partnership (CHSP);
- Significant budget savings due to planned non-presidential preference primary funding level for the Supervisor of Elections;
- A \$17.0 million fund sweep of general revenue and special revenue reserve funds to fully fund the County's five-year capital program to avoid the issuance of new debt and the reduction of services;
- Reduced the use of General Fund balance by \$1.5 million;
- Cost avoidance of \$4.0 - \$6.0 million for the complete Financial System Replacement by a comprehensive assessment and refresh of the current system;
- \$879,000 in recurring savings through employee innovations;
- Increased right-of-way landscape maintenance funding of \$282,000 necessary due to the completion of the Capital Circle NW/SW Blueprint 2000 capital project;
- \$50,000 for the nuisance abatement of dilapidated structures to assist in code enforcement.

## PROPERTY TAX DISTRIBUTION:

(Based on Median Value Single-Family Home in Leon County)

Services	FY 2017 Ad Valorem Tax Bill \$731	FY 2017 Monthly Cost	FY 2017 % of Ad Valorem Taxes
Sheriff - Law Enforcement	184.13	15.34	25.19%
Sheriff - Corrections	175.66	14.64	24.03%
Emergency Medical Services	41.47	3.46	5.67%
Health & Human Services	40.80	3.40	5.58%
Facilities Management	39.38	3.28	5.39%
Library Services	34.91	2.91	4.78%
Property Appraiser	26.23	2.19	3.59%
Management Information Services	25.26	2.11	3.46%
Tax Collector	23.99	2.00	3.28%
Supervisor of Elections	21.44	1.79	2.93%
Administrative Services	17.56	1.46	2.40%
Other Criminal Justice (Probation, DJJ, Diversion)	17.47	1.46	2.39%
Community Redevelopment - Payment	12.18	1.02	1.67%
Veterans, Volunteer, Planning, Economic Development	10.46	0.87	1.43%
Board of County Commissioners	8.27	0.69	1.13%
Capital Improvement	8.26	0.69	1.13%
Geographic Information Systems	8.05	0.67	1.10%
Other Non-Operating/Communications	7.04	0.59	0.96%
Court Administration and Other Court Programs	5.89	0.49	0.81%
Clerk of Circuit Court	5.78	0.48	0.79%
800 MHz Radio Communication System	5.55	0.46	0.76%
Risk Allocations	3.91	0.33	0.53%
Mosquito Control	3.47	0.29	0.47%
Sustainability/Cooperative Extension	1.54	0.13	0.21%
Budgeted Reserves	1.27	0.11	0.17%
Financial Stewardship	0.51	0.04	0.07%
Line Item Agency Funding	0.51	0.04	0.07%
<b>Total</b>	<b>\$731.00</b>	<b>\$60.92</b>	<b>100.00%</b>

Posted at 9:00 a.m. on October 19, 2016

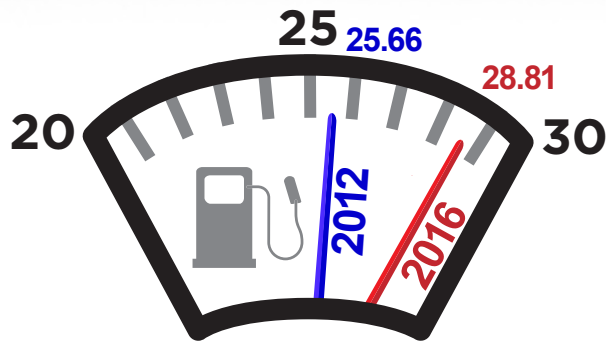
\*Compared to peer counties.



# PROVIDING MORE QUALITY SERVICES WITH FEWER RESOURCES

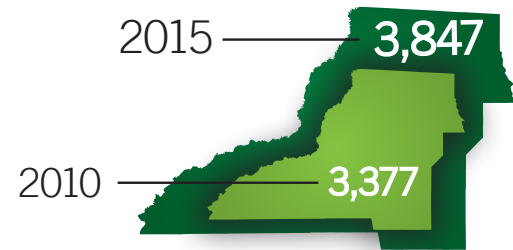
## FLEET MANAGEMENT

### Average Fleet MPG



## PARKS AND RECREATION

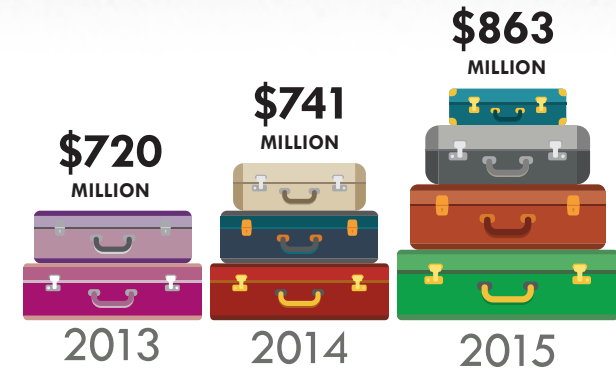
### Passive Park and Facility Acreage



Total number of acres maintained by Parks & Recreation.

## TOURISM DEVELOPMENT

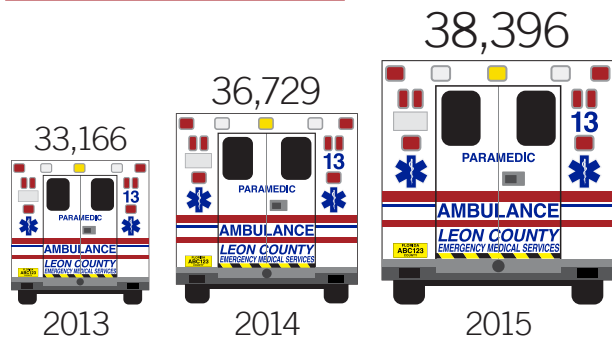
### Economic Impact



Yearly totals reflect revised methodology.

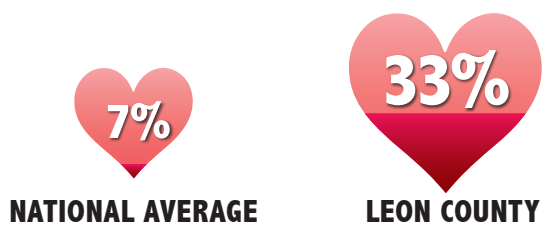
## EMERGENCY MEDICAL SERVICES

### EMS Responses



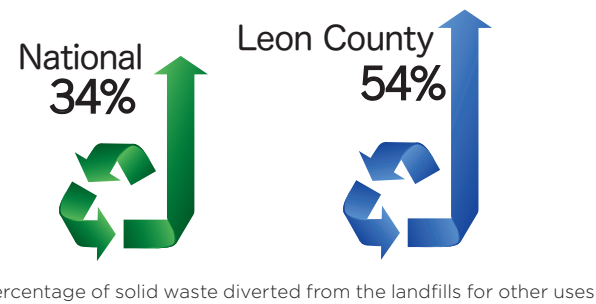
Calls responded to by Emergency Medical Services each year.

### Cardiac Survival Rate



## LIBRARY SOLID WASTE

### Recycling Rate



Percentage of solid waste diverted from the landfills for other uses.

### E-book/Audiobook Downloads



Page 295 of 500

## VETERAN SERVICES

### Veteran Population



Veterans Services serves the entire County veteran population.

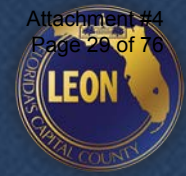
### Annual Veteran Benefits



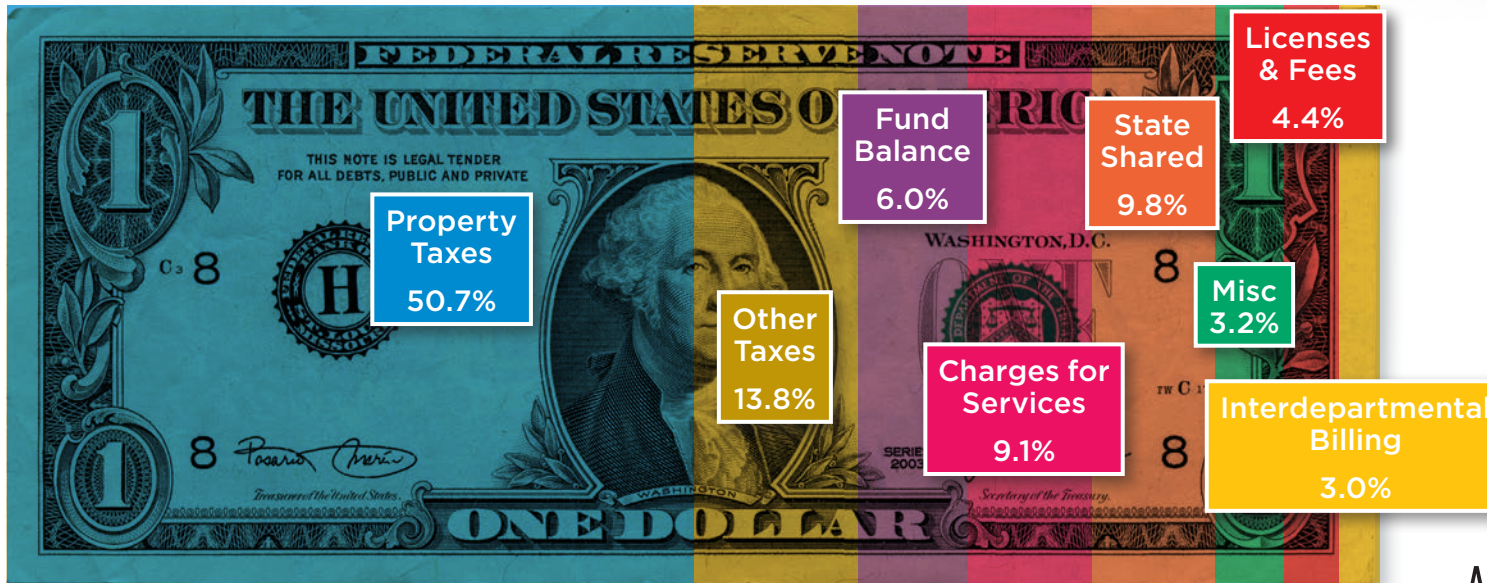
Posted at 9:00 a.m. on October 19, 2016

# EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

## STRETCHING YOUR TAX DOLLARS

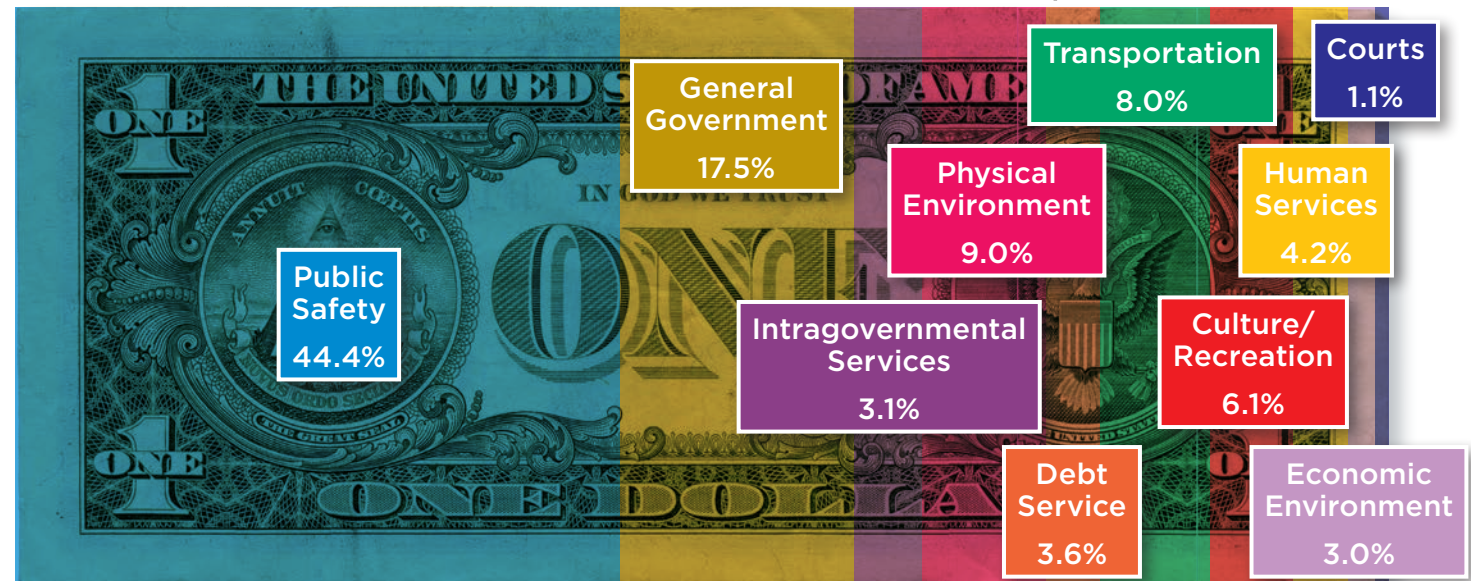


### WHERE THE \$246.1M COMES FROM...



FY 2016/2017 ADOPTED BUDGET:  
**\$246.1 MILLION**

### ...AND HOW THE \$246.1M IS UTILIZED



**Did You Know**  
Leon County citizens pay among the lowest in the state per person to operate their local county government.  
Leon County's Fiscal Year 2017 budget is still \$38.6 million less than the budget in Fiscal Year 2008.





# OFFICE OF PUBLIC SERVICES: EMERGENCY MEDICAL SERVICES (EMS)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To preserve life, improve health, and promote safety through clinically superior and compassionate pre-hospital care and life safety education for citizens and visitors of Leon County.

## Strategic Initiatives/Support Highlights

### Quality of Life

- Partnered with local hospitals and medical providers to improve heart attack outcomes and develop a system of care that exceeds national standards.
- Received a three-year accreditation from the Commission on Accreditation of Ambulance Services for the third time.
- Operated a Tactical Medical Program to provide medical support to the Sheriff's Office Special Weapons and Tactics (SWAT) unit, allowing specially trained paramedics to more quickly reach victims of violent incidents.
- Provided low-cost Automated External Defibrillators (AEDs) to organizations and businesses throughout the County. Community AEDs improve survivability of sudden cardiac arrest.
- Waived EMS fees for uninsured or underinsured veterans.
- Conducted 160 public education events.
- Engaged community partners and pursued funding for the development of a community paramedic program.

## Contact Us

(850) 606-2100  
www.LeonCountyFL.gov/LCEMS

## PRESERVING LIFE. IMPROVING HEALTH. PROMOTING SAFETY.

- After celebrating 12 years of dedicated service to the community and responding to more than 400,000 calls for service. Leon County's nationally recognized Emergency Medical Services (EMS) continues to lead the industry in setting the standard for emergency care.
- With over 300,000 people dying from sudden cardiac arrest each year in the United States before reaching a hospital, Leon County strives to continuously improve the chances of survival by advocating for the placement of Automated External Defibrillators (AEDs) and Cardio-Pulmonary Resuscitation (CPR) training through its Heart Ready initiative. Through these efforts, over 1,700 citizens were trained in CPR and AED use. Also, there are 830 public access AEDs now in place throughout the community because of EMS.
  - » For the sixth year, EMS hosted Press the Chest, a community-wide CPR and AED training event held at the Donald L. Tucker Civic Center. EMS and community partners trained more than 600 citizens in CPR and AED as one class.
  - » Leon County's cardiac survival rate of 33% continues to far exceed the national average of 7%.
- Leon County is committed to educating the community on the importance of safety preparedness. EMS hosted several events during the year, including:
  - » Child Passenger Safety Seat Program - conducted over 100 child safety seat checkpoints, inspections, and installations at the Public Safety Complex, as well as health and safety fairs throughout the community.
  - » Leon Lifesaver - this community risk reduction program was presented at over 20 events and focuses on improving safety and preventing injuries in young, school-aged children. Leon, an interactive robotic ambulance, goes into schools and community events teaching children about the proper use



Leon County EMS providing ambulance services

of 9-1-1, the importance of car safety restraints and bicycle helmet use, and stranger danger.

- » Operation Prom Night - this cooperative anti-drunk driving and anti-distracted driving program is for high school-aged teenagers in which a mock accident scene is used to illustrate the dangers of drinking and driving, and distracted driving. This program is hosted by Tallahassee Memorial HealthCare through the cooperation of community partners including schools, EMS, the Leon County Sheriff's Office, Tallahassee Police Department, FSU Police Department, Tallahassee Fire Department, Lifelight Air Methods and ShandsCair.
- » Senior Citizens - EMS participated in various senior citizens events including the Leon County Senior Outreach program.

Posted at 9:00 a.m. on October 19, 2016



*Press the Chest 2016*

These programs provided information on healthy living, fall prevention, CPR training and heart health education.

- » Safety Fair - EMS conducted the seventh annual safety fair to highlight personal safety and injury prevention. This event was conducted at Governor's Square Mall. EMS hosted this event along with numerous community partners.
- » Honor Flight Tallahassee - since 2012, EMS has provided medical support for WWII veterans making the one-day trip to Washington D.C.



### Did You Know

Leon County EMS received a perfect score during the accreditation review process and was bestowed another three year accreditation from the Commission on Accreditation of Ambulance Services (CAAS). The EMS Division was the first municipally operated EMS system in Florida and the eighth in the nation to receive accreditation from CAAS.



*Honor Flight Tallahassee*



*EMS Safety Fair*

### Demonstrating Highest Standards of Public Service

Leon County paramedic Lieutenant Allison Hall was named the **2016 State of Florida Paramedic of the Year** by the Florida Department of Health. The recognition is one of the most prestigious offered as part of the 2016 Excellence in Emergency Medical Services (EMS) Awards program.



Posted at 9:00 a.m. on October 19, 2016



## OFFICE OF PUBLIC SERVICES:

# LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM

### ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### PEOPLE FOCUSED. PERFORMANCE DRIVEN.

#### Mission Statement

To enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.

#### Strategic Initiatives/Support Highlights

##### Quality of Life

- Leon County citizens made one million visits to the seven locations of the Leon County Public Library System, and there were 1.2 million hits on the Library website.
- Library card-holders checked out 1.7 million books and other materials and downloaded 65,000 e-books and audiobooks from the Library website.
- Library online resources continued to include 24/7 access to magazine articles, health information, newspapers, auto repair, and more, all published as subscription online information by well-known and reputable library and reference publishers.
- 28,000 adults, teens and children attended some 800 programs throughout the library system.
- Book groups met at all library locations, engaging readers of all ages in lively discussions of a wide variety of books.
- Use of the library's social media increased by 19%, further engaging patrons.
- Provided 400,000 uses of free public-access Internet computers and wi-fi throughout the library system.

#### Contact Us

(850) 606-2665  
[www.LeonCountyFL.gov/Library](http://www.LeonCountyFL.gov/Library)

## INSPIRING A LOVE OF READING AND A LIFE OF LEARNING

- The LeRoy Collins Leon County Main Library celebrated the 25th Anniversary of the opening of the downtown library. Celebrating the library's significance in the community, hundreds of library devotees and members of the community gathered for a Story Time reunion, a showcase featuring more than 25 local authors, live musical entertainment and a scavenger hunt for all ages. 25 years ago, Leon County opened the doors of the downtown library, and more than 14 million patrons have visited since 1991.
- Damaged by a lightning strike years ago and suffering from rot, the Library Live Oak had to be removed in January 2016. Over time, the live oak was dropping limbs over the parking lot and presented a public safety risk. The County memorialized the tree through sculpture and grounds improvements.
- The County also launched the Spring and Fall 2016 Seed Library seasons. At the Spring launch, during the anniversary celebration, library visitors learned about vermiculture, how to harvest produce, grow their very own garden, and prepare seasonal recipes.
- In 2016, the County offered extra services to patrons during the holidays, including extended holiday check out, Second Saturday Device Advice, and access to a large variety of e-books and audiobooks.
- The Main Library hosted library science scholar, author and historian, Dr. Wayne Wiegand, Florida State University School of Information professor emeritus, during a presentation and discussion of his new book, *Part of Our Lives: A People's History of the American Public Library*.
- The Library joined the Festival of Freedom, an annual event honoring the first reading of the Emancipation Proclamation in Tallahassee, by hosting a presentation by Dr. Katherine Mooney, Associate Professor of History at Florida State University. Dr. Mooney presented a speech entitled "Living Freedom: The Consequences of Emancipation and Why They Still Matter."
- The Library's Summer Reading Program featured the theme, "On Your Mark, Get Set, Read!" The kick-off was held at each library location on May 21, and hundreds of children and their families enjoyed activities to get children started on a summer of reading and enjoying library programs.
- Monday Nights @ Main, a summer reading program at the Main Library, kicked off in June and included activities like theater, dance, science and more.
- In partnership with Literacy Volunteers of Leon County, the County continues to offer services in adult literacy, family literacy and English for speakers of other languages. Tutoring is offered at all library locations.
- The Library converted to new cataloging standards, Resource Description and Access (RDA), to help citizens find the materials they need.
- The library became an affiliate of CareerSource Capital Region, emphasizing the library's training and workforce development materials.
- Book groups covering a wide range of reading interests meet at every library location—there is a group for every reader.
- In partnership with Leon County Senior Outreach, the Northeast Branch Library became a new location for senior programming.





The 25<sup>th</sup> Anniversary Celebration



Monday Nights @ Main



Sculpture Memorializing the Library Live Oak

## LEON COUNTY LIBRARY LOCATIONS

**LeRoy Collins  
Main Library**  
200 West Park Avenue  
(850) 606-2665

**Dr. B. L. Perry, Jr.  
Branch Library**  
2817 South Adams Street  
(850) 606-2950

**Eastside  
Branch Library**  
1583 Pedrick Road  
(850) 606-2750

**Fort Braden  
Branch Library**  
16327 Blountstown Highway  
(850) 606-2900

**Lake Jackson  
Branch Library**  
3840-300 North Monroe Street  
(850) 606-2850

**Northeast  
Branch Library**  
5513 Thomasville Road  
(850) 606-2800

**Woodville  
Branch Library**  
8000 Old Woodville Road  
(850) 606-2925



### Did You Know

A video on the library's Facebook page showing how shelves were moved for carpet replacement had 15,798 video views and 1648 reactions, comments and shares, and sparked phone calls from other libraries asking for more information.



# OFFICE OF PUBLIC SERVICES: ANIMAL CONTROL

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

To improve animal and human well-being through education, prevention, and enforcement programs and humane animal care and control services for the citizens and animals of Leon County.

### Strategic Initiatives/Support Highlights

#### Quality of Life

- Provided essential public safety services through animal bite investigations, aggressive animal intervention, educational programs and through enforcement of the Animal Ordinance.
- Provided community outreach and neighborhood sweeps in order to put residents in touch with local animal organizations to assist with animal related needs.
- Actively participated on Tallahassee-Leon Animal Service Center Advisory Committee. Continued to implement strategies that allow Animal Control Officers to return animals to their owners, eliminating the need to take animals to the shelter.

### Contact Us

(850) 606-5400  
[www.LeonCountyFL.gov/Animal](http://www.LeonCountyFL.gov/Animal)

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

# PROTECTING LEON COUNTY'S ANIMALS & CITIZENS

- In order to continuously provide safety and well-being of both citizens and domestic animals, Animal Control staff has:
  - » Provided Bite Prevention Classes to approximately 400 1st and 4th grade students throughout the local school district.
  - » Educated residents about responsible pet care, animal safety, bite prevention and related matters by participating in outreach events such as public safety fairs, "Howl at the Moon," and community pet adoption events.
  - » Educated pet owners about requirements of the Leon County Animal Ordinance and provided loaner dog houses so owners did not give up their pet for the lack of proper care and shelter.
  - » Provided identification tags and collars to ensure lost pets were returned home.
  - » Conducted proactive door-to-door neighborhood sweeps with community partners in high volume service call areas. The main focus of the operation being outreach, education and resource provision.
  - » Facilitated the Capital Area Animal Network, providing for an open forum format that brings together various animal welfare groups in the capital region.
  - » Animal Control staff distributed low-cost spay and neuter vouchers provided by community stakeholders in an effort to impact animal overpopulation.
  - » Hosted two Pet-ucation events that connected over 100 pet owners with community resources from over 10 local animal organizations to promote responsible pet ownership.



*Leon County Animal Control Team*

- Animal control staff is committed to serving the community and protecting animals and citizens. During the year, staff:
  - » Fielded over 8,200 phone calls resulting in over 4,900 service requests and over 6,000 Animal Control Officer activities.
  - » Responded to over 220 service requests for inhumane care resulting in the issuance of 12 citations and the referral of 2 cases to the Leon County Sheriff's Office for pursuit of criminal charges.
  - » Investigated over 97 dangerous or aggressive animal complaints.
  - » Handled over 400 animal bite exposure cases for the state mandated Animal Rabies Program.



# EMERGENCY MANAGEMENT/EMERGENCY INFORMATION PORTAL

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Leon County's Emergency Information Portal's Website

When a disaster strikes, it is often difficult for people to know where to turn for the latest news and information. However, residents of Leon County now have the Emergency Information Portal (EIP), which can be found at [www.LeonCountyFL.gov/EI](http://www.LeonCountyFL.gov/EI), or by clicking on "Emergency Events" at the top of the County's main website.

The portal offers a wide array of information about weather disasters and other emergency events and how to prepare for them, including useful tips on preparing and protecting citizens in the event that natural or man-made disasters occur in Leon County.

The portal, now mobile friendly, provides links to resources for preparation, response and recovery information, such as the status of available shelters, sandbag locations, road closures, local office and school closings, health advisories and volunteer information.

Localized information such as rain gauges and how to create individual hurricane plans is also included. The portal is regularly updated with weather alerts, active events and other information valuable in an emergency.



### Contact Us

(850) 606-3700  
[www.LeonCountySO.com/EM](http://www.LeonCountySO.com/EM)

## DISASTER PREPAREDNESS, RESPONSE & RECOVERY

- Emergency Management maintains the Emergency Operations Center (EOC) to plan for and coordinate disaster response activities.
  - » The EOC was activated three times during the last year to coordinate response to hazardous weather incidents.
  - » The EOC hosted four separate training courses for local and regional emergency responders to build and enhance their emergency response skills.
  - » Partnered with the Florida Department of Health in Leon County to host Zika Preparedness Training for emergency local response agencies.
- To ensure Leon County is prepared to address disasters, during this past year Emergency Management:
  - » Reviewed emergency plans for 33 healthcare facilities.
  - » Hosted the 2016 Hurricane Season Kickoff Press Conference and Presentation of the Annual Disaster Survival Guide to re-emphasize the importance of preparedness for hurricanes and other emergency situations.
  - » Partnered with Leon County Volunteer Services, the American Red Cross, and the City of Tallahassee to host a Build Your Bucket Event. Over 250 residents received a free starter disaster supply kit bucket to enhance community disaster preparedness.
- » Conducted 19 public education and outreach programs for a variety of community groups.
- » Continuously monitored severe weather situations and coordinated response activities with partner agencies throughout the region.
- » Disseminated 109 severe weather alerts to emergency response partners
- The Leon County Enhanced 9-1-1 System received 163,000 calls, 39,540 during this past year. Of these calls, approximately 139,913 were from wireless devices, 16,222 were from landline devices, over 6,865 were from VoIP devices.



Emergency Operations Center during activation



### Did You Know

In response to Hurricane Hermine, the Emergency Operations Center remained activated for nine days. In the beginning, staff worked continuously for 111 hours straight.



# LEON COUNTY'S RESPONSE AND RECOVERY

## LEON COUNTY RESPONDS DURING COMMUNITY'S TIME OF NEED

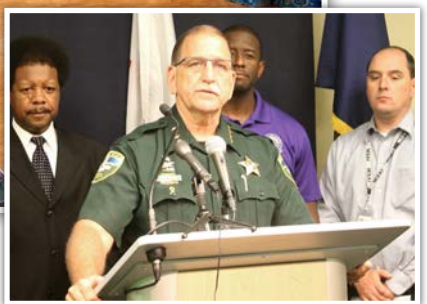
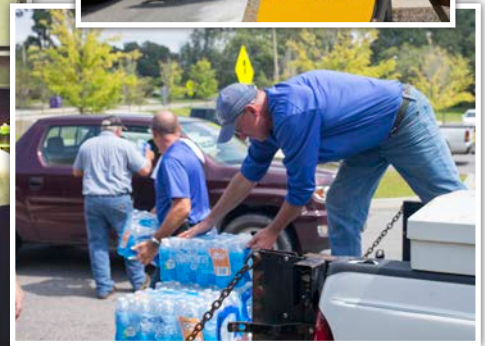
In 2016, the Leon County community experienced two events that clearly demonstrated the resilience and compassion of its citizens. At 5:00 AM on Saturday, July 2, a bus carrying approximately 35 Haitian migrant workers en route to their homes in Belle Glade, Florida collided with a tractor trailer on Coastal Highway 98 in Wakulla County. Immediately, Leon County and a host of community partners took action to reunite the victims of the accident with their families in Belle Glade. Private, nonprofit, and government partners came together to provide care and services for these individuals – many of whom lost their belongings in the crash – including Creole language translation, meals and lodging for family members, cell phones to communicate with family members unable to visit, restoration of identification, and ultimately transportation to get home.

Only weeks later, on September 2 Hurricane Hermine made landfall on a path that led directly through Leon County. Hermine was the first hurricane to hit Florida in 11 years and was the first storm to cause as much damage

to our community since Hurricane Kate in 1985. Once again, our community came together to meet the needs of our citizens in the aftermath of the disaster. Government and volunteer organizations partnered to provide food, water, and hygiene kits to citizens who lost electrical power to their homes. A comfort station was established at the Leon County Main Library for citizens to get out of the heat, charge their electronic devices, and receive information about available support services. Citizens invited their neighbors without power into their homes and helped them to clear trees and debris from their property.

Serving as the central hub for emergency management coordination, the Leon County Emergency Operations Center remained activated for eight days. In the beginning of the response, critical staff from the County, City and other nonprofit partners worked around the clock for 111 hours. Before, during, and after landfall of Hurricane Hermine, the Emergency Operations Center performed flawlessly in service to the community.





# TALLAHASSEE DEMOCRAT



## Volunteers bridge language barrier for crash victims

The Haitian community in Tallahassee pitched in to help the crash victims get back to their families after last week's bus crash in Walulla.

Some didn't have shoes and arrived in medical scrubs. Some of them would randomly pray, others just wanted to lie down and rest.

They wanted to eat, but weren't interested in the sandwiches provided by the Red Cross. Local restaurateur Tim Joy would donate Haitian rice, beans and chicken.

The group, she said, was very appreciative of the volunteers.

"It was very humbling to see that everyone in the community came together," she said. "With the translators their basic needs would be understood."

Two days after the crash, Haitian Chief Constable Serge A. Boukman visited the remaining bus passengers at their hospital beds in Tallahassee. He said they appreciated Tallahassee for taking care of them.

"I can see their spirits were down," Boukman said. "They were excellent. They were wonderful. This is America."

Sharon Tyler, executive director of the Capital Area Chapter of the American Red Cross, estimates about 30 total volunteers from a wide range of organizations stepped up to help.

About 15 of the victims stayed at the temporary Suburban Army of the Americas in Tallahassee. The South Florida, dropping them off at their homes in Walulla and West Palm Beach. The last victim was dropped off at 3:30 a.m.

"All they wanted to do is go home," said Julie Williams, the Salvation Army's community relations coordinator. "To be able to get them home was a really big deal for us."

The efforts of Leon County and volunteers haven't waned. Leon County set up its own system of making families safe. Each crash victim released from the hospital will be assigned a county employee, who will help with their case manager. The case managers have been finding the men a way back home. The county has even set up the money to help bring some of the victims temporarily. Those costs already have been reported being community donations.







# TOURISM DEVELOPMENT

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

To spearhead and coordinate the tourism-related marketing and management of the destination through the coordination of the hospitality industry, local governments and the business community to sustain and grow visitor spending and job creation in the Tallahassee region.

### Strategic Initiatives/Support Highlights

#### Economy

- Hosted three cross country running events at Apalachee Regional Park including the FSU Invitational, FHSA Championships and the Atlantic Coast Conference Championship that brought 9,500 visitors, generating 4,500 room nights and a direct visitor spending of \$3.7 million.
- Tourism related jobs are now estimated to exceed 14,000 in Leon County supported by 2.3 million annual visitors who infused nearly \$863 million of economic impact into Leon County. Downs & St. Germain reported 13,659 jobs and \$840 million of economic impact in 2015.

#### Quality of Life

- Hosted "Spring On Stage", a campaign that collectively promoted numerous special events, and major festivals such as the Red Hills International Horse Trials, Springtime Tallahassee, Word of South Festival, Southern Shakespeare Festival and LeMoyne Chair of Parks Art Festival.

### Contact Us

(850) 606-2300  
www.VisitTallahassee.com

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

# PROMOTING AND MARKETING FLORIDA'S CAPITAL REGION

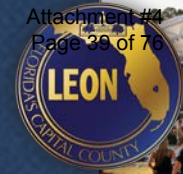
- Tourism continues to build awareness for Leon County as a tourism destination with self-generated marketing programs and cooperative programs with local industry stakeholders in cooperation with VISIT FLORIDA, the Florida Restaurant & Lodging Association, the Council on Culture and Arts, Florida State University and Florida A&M University.
- In 2016, tourism for the County resulted in \$863 million in economic impact, 2.35 million visitors from 47 states and 36 countries, and 14,012 jobs. In the past year, the following results were recorded:
  - » Showed increases in hotel occupancy and revenue for area hotels for the 12-month period through May 2016.
  - » Showed a record month in hotel occupancy of 72.1% during February, 2016.
  - » Promoted Leon's County's outdoor recreation, culinary, African-American heritage, history and heritage and arts and culture amenities by hosting more than 30 journalists from travel and lifestyle publications while collaborating with 48 industry partners.
  - » Leveraged an additional \$767,000 in advertising equivalency through earned media during the first eight months of FY2016 with 72 million media impressions that included 4.0 million radio listeners and 36.0 million television viewers
  - » Generated more than 185 million advertising impressions, increased web site traffic by 20% and time on the site by 43%, increased Twitter followers by 20%, and Facebook followers by 22%.
  - » Consumers viewed more than 1.0 million pages of information on www.VisitTallahassee.com during the first eight months of FY 2016.
  - » Generated more than 2.7 million social media impressions during the first eight months of FY 2016.



Capital City Amphitheater Concert Series - Peter Frampton

- Produced and promoted seven concerts at the Capital City Amphitheater including O.A.R., indie-rock group Dawes, Grammy-award winning singer-songwriter Jason Isbell, Boz Scaggs, Grammy-nominated R&B singer-songwriter Tank, classic rocker Peter Frampton and two-time Grammy winner Alabama Shakes.
- Assisted 108 groups with welcome materials representing 12,644 visitors and served 2,078 domestic visitors from 47 states and 609 international visitors from 36 countries at the Leon County Visitor Information Center during the first eight months of 2016.
- Leon County Tourism awarded grants totaling \$466,022 to 103 local special, signature and sports events, all of which brought overnight visitors to the Capital County.
- Leon County supported 6 Signature events in the community including Springtime Tallahassee, Children's Week, Market Days,

Posted at 9:00 a.m. on October 19, 2016



Red Hills Horse Trials, Word of South, and Florida Jazz and Blues Festival.

- Leon County's Apalachee Regional Park (ARP) was named 2016 "Venue of the Year" in mid-size markets by the Florida Sports Foundation. The foundation applauded ARP for the economic benefit it brought to the area when hosting local, state and national cross country events generating \$9.7 million in direct visitor spending between 2012 and 2015.
- Leon County secured ten major cross country events at the Apalachee Regional Park for the fall 2016 including the Amateur Athletic Union (AAU) National Championship and two USA Track & Field (USATF) National Championships.



Word of South Festival

### Demonstrating Highest Standards of Public Service

Leon County's Apalachee Regional Park (ARP) was named 2016 "Venue of the Year" in mid-size markets by the Florida Sports Foundation. The foundation applauded ARP for the economic benefit it brought to the area when hosting local, state and national cross country events generating \$9.7 million in direct visitor spending between 2012 and 2015.



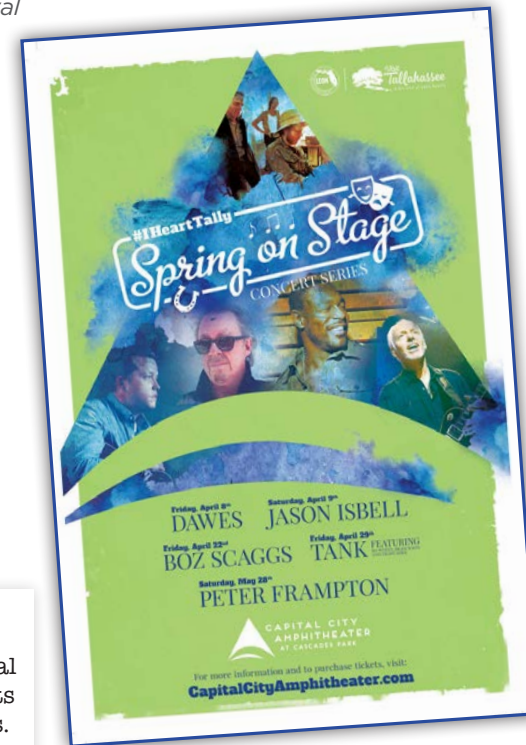
Hotel bed-taxes, which fund the Leon County Division of Tourism Development (Visit Tallahassee) and all of the county's tourism promotion efforts, set a new record in 2015, generating more than \$5 million total or \$1 million in revenue per penny of tax. 2016 is on pace to meet or exceed this record setting mark.

- In addition to funding the County's marketing activities, Leon County Tourism invested \$1.25 million of bed tax funds in local cultural activities and programs through the Council on Culture and Arts (COCA) including the first cultural Facilities Matching Grant program.
- Leon County Tourism, along with Domi Station, hosted programmers, developers, designers and outdoor enthusiasts from around the region at a "hack-a-thon," which focused on creative insights and developing advances in technology that the County will use in expanding and improving Trailhassee.com.



### Did You Know

In fall 2016, Leon County's Apalachee Regional Park will host nine major cross country events including three national championship meets. The meets are projected to attract 10,000 runners and nearly 21,000 visitors.



Capital City Amphitheater Concert Series





**ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES**

**PEOPLE FOCUSED. PERFORMANCE DRIVEN.**

**Mission Statement**

To guide the City and County's economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist businesses in navigating and competing in today's marketplace, and leveraging existing resources to maximize the infusion of financial capital to the local economy.

**Strategic Initiatives/Support Highlights**

**Economy**

- Work with VisionFirst Advisors to draft the community's first-ever long-term strategic plan for economic development to align supporting organizations, partners, community stakeholders, and planning bodies to promote economic vitality in Tallahassee-Leon County;
- Establish and execute a site visit program to connect with local business owners, identify community needs and assets, learn about existing industry, and facilitate collaboration among community partners;
- Participate in professional development opportunities to achieve the highest levels of program performance and to ensure best practice service provision as a leading economic development organization;
- Develop new data resources, dashboards, and reports to concisely and comprehensively present information to policymakers and the public regarding the economic performance of our community;
- Utilize state-of-the-art data software to drive decisions and identify metrics that will monitor entrepreneurial activity in Tallahassee/Leon County.

**Contact Us**

(850) 219-1060  
www.OEVforBusiness.org

**ADVOCATING FOR ECONOMIC INTERESTS**

**Embracing Economic Vitality for Florida's Capital**

- Established the Tallahassee/Leon County Office of Economic Vitality (OEV), under the direction of the Intergovernmental Agency, as the economic development organization of record on March 1, 2016. The new office demonstrates the City and County Commission's desire to invest in and cultivate economic development through its sales tax initiative which, in November 2014, dedicated 12% of sales tax collections (estimated at \$90.7 million) to implement economic development projects, programs, and initiatives.
- Contracted with VisionFirst Advisors to provide a strategic plan for economic development. After engaging with more than 1,000 community members, VisionFirst developed recommendations and strategies that reflect the priorities of the community, address existing challenges, and focus on measurable and achievable goals

**Achieving Regional Leadership through Community Engagement**

- Launched www.OEVforBusiness.org, promoting services such as expedited permitting, workforce development, financial incentives offered at the local and state levels, demographic reports, and introductions to support organizations.
- Engaged community partners, as appropriate, when responding to requests for proposals to ensure an accurate representation of resources are provided.
- Continually capturing insights about Tallahassee/Leon County's business infrastructure, company needs, and partnership potential through its site visit program.

**Using Data to Drive Informed Decision-Making**

- Generated a Data Center on the website to provide key data points and statistics.
- Created a Capital Industries map to identify the location of Tallahassee/Leon County's diverse economy and vitality that exists within several targeted industry sectors, as identified by Enterprise Florida.
- Developed a Major Ongoing & Proposed Developments Report map to illustrate all major ongoing and proposed developments in our community with more than 20 residential units and/or 10,000 sf or more of non-residential space.
- Launched a Client Relations Management program to track business development in Tallahassee/Leon County.

**MINORITY/WOMEN & SMALL BUSINESS ENTERPRISE (M/WSBE)**

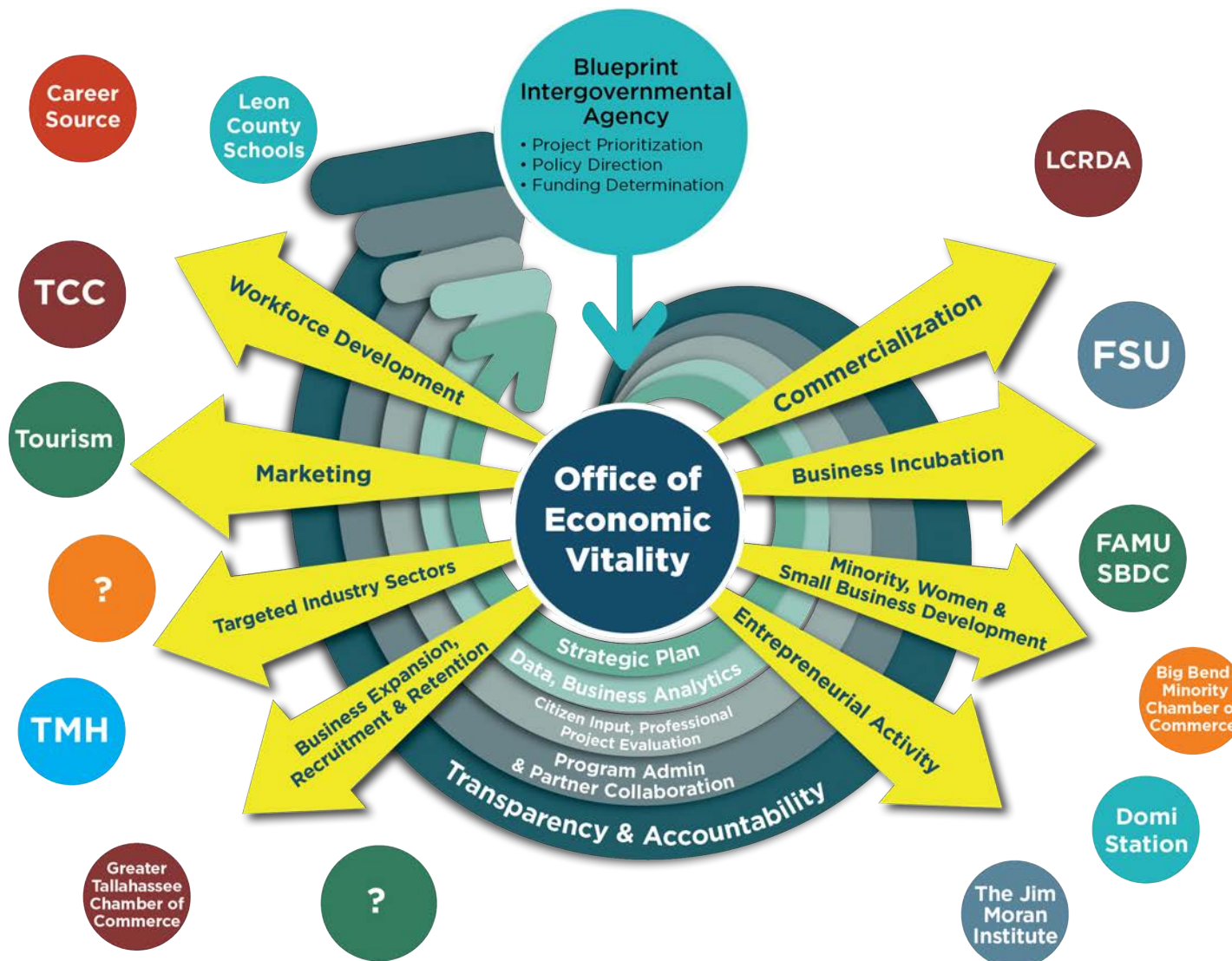
- During FY16, Leon County expended approximately \$2.6 million in contractual payments and the direct purchase of goods and services from local small businesses; including certified minority, women, and small business enterprises participating in Leon County's procurement process as a prime contractor and/or subcontractor. These expenditures equate to an approximate 8% increase over FY15 expenditures.
- Reviewed Leon County's competitive procurement opportunities to determine the feasibility of aspirational goals for local, certified minority-owned and women-owned business enterprises and for sets aside opportunities to boost participation among local, certified small business enterprises.
- Supported and staffed local business education workshops and other networking events such as Small Business Week, Minority Enterprise Development Week, and Entrepreneurship Month. These workshops provided education to enhance daily operations for small business owners.
- M/WSBE collaborated with community partners to co-sponsor, plan, and staff the local observations of Small Business Week and Minority Enterprise Development Week events. The monthly financial education workshop series titled "Finance Fridays," was provided to the local business community. The series began in November 2015, in observation of E-Month, and concluded January 2016.
- The Division demonstrated performance and results through its continuous monitoring of Leon County's procurement activities.

**Contact Us**

(850) 606-1650  
www.LeonCounty.org/M/WSBE

# Economic Development Ecosystem

Ensuring accountability, transparency, citizen engagement and professional management of economic development projects, programs and initiatives, while leveraging the ideas, innovations and intellectual capital of the community's economic development partners.



*Economic Development Listening Sessions*



# DEPARTMENT OF P.L.A.C.E.:

# PLANNING

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning for the orderly growth of Leon County and the Tallahassee community.

## Strategic Initiatives/Support Highlights

### Quality of Life

- Identify projects that may be advance-funded as part of the Sales Tax extension.
- Initiate a comprehensive review and revision to the Land Use Element of the Comprehensive Plan.
- Reformat the existing online Comprehensive Plan to modernize its appearance and increase usability.
- Evaluate the existing Comprehensive Plan amendment process and identify opportunities for further streamlining.
- Protect the rural character of our Rural Land use category.
- Work with Blueprint Intergovernmental Agency and the Office of Economic Vitality to implement the Sales Tax extension, including the Economic Development portion.
- Coordinate partners in the creation of a North Monroe Corridor Task Force for the purposes of revitalization.
- Create and maintain a Design Studio.
- Increase awareness of the services DesignWorks offers to the community.

## Contact Us

(850) 891-6400  
www.LeonCountyFL.gov/Planning

## PLANNING TODAY FOR TOMORROW'S COMMUNITY

- The Planning Department is in the midst of a multi-year project to update the Land Use Element of the Comprehensive Plan, which is the County and City's blueprint for growth for the next 20 years. The goal for the first year is to clarify community values and principles that will guide more detailed policy.
- Developed a Lake Jackson Blueway Plan. A blueway is a paddling trail established within a navigable waterway having the physical capacity (based on length, width and depth) for kayaking and canoeing. The Lake Jackson Blueway will provide additional interconnections for canoeists, paddle boarders and kayakers to County and State parks around Lake Jackson. Blueways are intended to encourage resource-based (passive) recreation, ecological education and preservation of wildlife resources.
- Initiated and cooperated with the North Monroe Corridor Task Force, a group of residents and business owners, which developed the North Monroe Action and Management Plan. The Plan recommended several strategies to achieve the following results:
  - » Rejuvenate existing & attract new businesses
  - » Beautify the corridor and improve transportation
  - » Enhance great parks, trails and sidewalks



Ongoing sidewalk construction projects

- » Recognize and support vibrant neighborhoods
- » Protect Lake Jackson
- Maintained the BikeTallahassee.com website as a central access point for all cycling-related information in Leon County. Users are also able to map their own ride using identified bicycle routes and other on and off-road cycling facilities. Bike Tallahassee provides regional cycling information for both residents of and visitors to the Tallahassee-Leon County community. While these routes are currently in use, they will be enhanced in coming years through the Blueprint 2000 funding approved in November 2014.



### Did You Know

DesignWorks provided design assistance to a local restaurant owner who wanted to add an outdoor dining patio on Lafayette Street. This type of pedestrian scale private reinvestment complements the County's recent sidewalk and landscaping investments along the corridor.



**ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES**

**PEOPLE FOCUSED. PERFORMANCE DRIVEN.**

**Mission Statement**

To implement the Blueprint program in a timely and cost-effective manner, utilizing sound but innovative business practices while keeping the citizenry informed and involved.

**Strategic Initiatives/Support Highlights**

The Blueprint Intergovernmental Agency (Blueprint) is a division of the Department of PLACE (Planning, Land Management, and Community Enhancement). Blueprint plans, designs, and constructs infrastructure and environmental projects funded from the one-cent local-option sales tax. Blueprint is managed by the Intergovernmental Agency Board, which consists of the seven Leon County Commissioners and the five City of Tallahassee Commissioners. Blueprint also works with a 13-member Citizens Advisory Committee and technical staff from City and County departments.

The City and the County Commissions agreed to a joint management approach for the implementation of Blueprint projects, which are currently allocated 80% of the funds generated from the one-cent local-option sales tax. Additionally, 10% of the one-cent sales tax revenue is allocated to support County projects, and 10% is allocated to support City projects, as approved by the respective Commissions.

PLACE emphasizes the desire to create a livable, sustainable community and coordinates Blueprint, Planning and the Office of Economic Vitality activities.

**Contact Us**

(850) 219-1060  
www.Blueprint2000.org

**PRESERVE, PROTECT & ENHANCE THE COMMUNITY'S QUALITY OF LIFE**

- Blueprint2000, managed through the joint Leon County/City of Tallahassee Intergovernmental Agency, is committed to preserving, protecting and enhancing the community's quality of life through holistic and coordinated planning, transportation, water quality, environmental and green space projects.
  - » In June 2016, Segment 3C of Capital Cascades Trail along FAMU Way was opened to the public. This newest segment of the trail between Wahnish Way to Pinellas Street features a playground, market area, and other amenities. The remaining phase of the Capital Trail project is currently in design and will extend the bike and pedestrian facility from Pinellas Street to Lake Bradford Road. It will include a connection to the St. Marks Trail at Gamble Street. Once this connection is completed, residents and visitors will be able to walk or bike the along the Capital Cascades and St. Marks trails to the Gulf Coast in Wakulla County.
  - » Constructing a 2.5 mile Capital Circle Northwest/Southwest road project, which includes widening the roadway to six lanes, adding sidewalks, bike lanes, and a multi-use path, an enhanced median and wildlife crossings. The 17 acre stormwater management facility at Broadmoor has been improved to also serve as a neighborhood park with a paved trail and seating circling the pond.
- Constructed the Capital Cascades Crossing pedestrian bridge and trail connections. This project includes a multi-use trail that extends

three city blocks and connects the Cascades Park segment of the trail to the east with the FAMU Way segment of the trail to the west. The Capital Cascades Crossing is an expansion of the award winning Cascades Park as it carries Cascades Park across Monroe Street to Adams Street, where it joins FAMU Way.

- Phase 1 of the Magnolia Drive Multi Use Trail is currently under construction between Meridian Street and Ponitac Drive. Once completed, this project will provide a 10' multi-use path along Magnolia Drive from South Adams Street to Apalachee Parkway. Planned improvements include the installation of sidewalks, multi-use trails, streetscaping, and signalization at the intersection at Jim Lee Road as well as landscaping and improved lighting along the corridor. The trail is funded by Blueprint and is being constructed through a partnership with Leon County Public Works and City of Tallahassee Utilities.



*Bridge pier installation at Capital Cascades Crossing*

Posted at 9:00 a.m. on October 19, 2016

**Demonstrating Highest Standards of Public Service**

National Recreation and Park Association

**2015 Facility/Park Design Award for Cascades Park** - This Award is presented by the National Recreation and Park Association to the jurisdiction that manages an innovative park or facility that serves as a model facility or park in its inclusiveness and responsiveness to the needs of the local community or region.





# PUBLIC WORKS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, maintenance services throughout Leon County that enhances its livability, environment and economic vitality.

## Strategic Initiatives/Support Highlights

- In pursuing Public Works' American Public Works Association (APWA) accreditation, the department completed the first step in the accreditation process. During FY 2016, Public Works submitted a formal application and agreement to pursue accreditation. Public Works is now in the process of revising and/or developing policies and procedures, and implementing new processes, which are required for accreditation.
- Participated in the development of the North Monroe Street Corridor Action and Management Plan, which identified revitalization opportunities along North Monroe Street
- Assisted in the development of an agreement for Orchard Pond Parkway, the first Public/Private Toll Road in Florida. Orchard Pond Parkway was completed in April 2016.

## Contact Us

(850) 606-1500  
www.LeonCountyFL.gov/PubWorks

## PLANNING, BUILDING & MAINTAINING QUALITY INFRASTRUCTURE

- Public/Private Collaboration: Orchard Pond Parkway Toll Road – In an effort to enhance mobility in the northern part of the County, Leon County collaborated with the property owners adjacent to Orchard Pond Road to build the first privately built toll road in Florida. This 5.2 mile stretch of road, located between Meridian and Old Bainbridge Roads, provides direct relief to I-10 between Capital Circle Northwest and US 319 North of I-10.
- The Florida Department of Transportation awarded a State Infrastructure Bank (SIB) loan to the owners for the construction of the Toll Road. The SIB loan funded \$13.5 million of the approximate \$17 million for construction of the project, with the property owner funding the remainder. The SIB loan will be repaid with toll revenues generated by the Project.

- toll gantry, resulting in a more enjoyable driving experience and quicker traffic flow along the roadway.
- The project included the construction of a 3.43 mile multi-use trail. Accessed from Old Bainbridge Road, the trail head accommodates horse trailers and passenger vehicles alike. Another trail head can be accessed by users of the recently completed Orchard Pond Parkway toll road. However, the trail head off of the toll road only accommodates passenger vehicles.



Natural Bridge Road

- Leon County entered into an Infrastructure Agreement with developers of the Orchard Pond Parkway, which conveyed ownership of the land and road improvements to the County. The County's ownership allows the toll collection system to be a drive-thru system as opposed to a stop-and-pay system with a

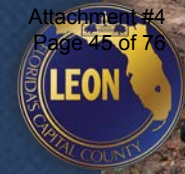


Orchard Pond Parkway Grand Opening



### Did You Know

Leon County Public Works provides water quality monitoring services at 73 sites throughout Leon County.



# PUBLIC WORKS: ENGINEERING SERVICES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

## Strategic Initiatives/Support Highlights

### Quality of Life

- Continued to provide essential services that make Leon County a place where people are healthy, safe, and connected to their community.
- Continued to create connectedness and livability through supporting human scale infrastructure.
- Completed easement acquisitions for the North Monroe Street Turn Lane/Through Lane Addition project, and assisted FDOT in completion of the construction.
- Continued emphasis on pedestrian connectivity, resulting in the completion of the following sidewalks in FY 2016: Fred George Road from Mission Road to the Fred George Park; Nabb Road from Buck Lake Road to the south of Rich Farm Road; Timberlane School Road from Timberlane Road to the north of I-10; Timberlane Road from Woodley Road to Deerlane Drive.

## Contact Us

(850) 606-1500  
www.LeonCountyFL.gov/PubWorks

## PROFESSIONAL SERVICES AND QUALITY INFRASTRUCTURE

- A safe and efficient transportation system is critical. Leon County remains committed to constantly evaluating roadways for efficiencies. This past year, Leon County:
  - » Constructed the new Natural Bridge Road Bridge.
  - » Nearly eight weeks ahead of schedule, completed the Old Bainbridge Road Roundabout. The project enhanced the safety for vehicles and pedestrians by calming the traffic through the intersection and reducing congestion during peak traffic hours.
  - » Resurfaced Tram Road from St. Joe Road to County Line, Buck Lake Road from Baum Road to Chaires Cross Road, Lanier Street, Blount Creek Landing Road, Holder Lane, and Tekesta Drive.
  - » Provided assistance to complete Orchard Pond Parkway.
- In order to implement the most cost-effective options to reduce flooding and improve the community's surface and ground water quality, Engineering Services completed the following projects:
  - » Robinson Road Flood Mitigation - this project included the property acquisitions and construction of a landscaped stormwater attenuation area between Old Woodville Highway and Woodville Road. A portion of Old Woodville Highway was



Old Bainbridge Roundabout

re-built to improve drainage. The completed project creates more storage capacity to mitigate flooding in the Robinson Road area.

- » Lake Heritage Dam - a new concrete spillway was built and the dam was re-graded to control the overflow from Lake Heritage in lieu of failed overflow control structure and the leaking discharge pipe. The completion of this project ensures the safety of the dam and facilitates future maintenance while maintaining the same functionality of the stormwater facility.
- » Crump Road Cross Drain Replacement – this project raised the road to enhance accessibility while the new box culvert would still maintain the stormwater conveyance without overtopping the road.

### Demonstrating Highest Standards of Public Service



Two projects received the 2015 APWA awards from the Big Bend Branch. The Crump Road Emergency Culvert Replacement project received the award in the Emergency Construction category and the Kinhega Drive at Beech Ridge Trail received the award in the Transportation category.





# PUBLIC WORKS: FLEET MANAGEMENT

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To provide the best quality maintenance and repair at the most economical cost to taxpayers of Leon County.

## Strategic Initiatives/Support Highlights

### Environment

- The Green Fleet Team provides input in the selection and purchase of a sustainable fleet. Currently, the County's fleet is composed of 44 alternative fuel vehicles and 11 pieces of miscellaneous equipment. Four one-ton trucks utilizing unleaded gasoline and CNG were purchased in FY 2016.
- Recycling is part of the culture of the Fleet Division. More than 1,475 gallons of used motor oil have been recycled.
- The Fleet Management Division implemented the use of Echo Power Synthetic Blended recycled motor oil.

## VEHICLE REPAIR & PREVENTATIVE MAINTENANCE

- To promote efficiencies within Fleet Management and improve the management of resources, the team:
  - » Performed 1,000 preventative maintenance services.
- In order to properly manage the community's financial resources, Fleet Management regularly pursues cost-saving opportunities such as:
  - » Investing in new hybrid vehicles. The average MPG on hybrid vehicles in FY 2016 was 28.81.
  - » The Fleet Division purchased three alternative fuel (CNG) vehicles during FY 2016.
- » Collected \$131,000 in surplus vehicles and equipment auctions and \$134,100 on buy-back equipment for a total of \$265,100. Additionally, \$155 was generated for used oil and scrap metal.
- » Purchased 1,649 gallons of Echo Power, Echo Friendly Recycled Motor Oil. Fleet also recycled 1,475 gallons of used motor oil.



County reduces dependence on gasoline through alternative fuels



Fleet performs maintenance on many different vehicles

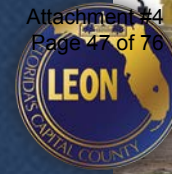


### Did You Know

Leon County's fleet includes many alternative fuel vehicles, including those that use compressed natural gas (CNG) - a fuel that is both cleaner-burning and more cost efficient than regular gasoline.

## Contact Us

(850) 606-2000  
www.LeonCountyFL.gov/Fleet



# SOLID WASTE MANAGEMENT

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To provide an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

## Strategic Initiatives/Support Highlights

### Environment

- Constructed additional shelters to allow better protection of Household Hazardous Waste drop offs at the Rural Waste Service Centers.
- Transfer Station employees removed 30 tons of waste tires from the household waste stream. This resulted in annual savings of \$36,000.
- Evaluated the long-term policy implications of the following options, taking into consideration the potential fiscal, environmental, operational and neighborhood impacts: a complete closure of the landfill; redirect Class I Solid Waste from the Transfer Station to the landfill; and a hybrid solution that includes both Class I Solid Waste disposal at the landfill and through the Transfer Station
- Dual purposed a closed solid waste disposal cell for event parking at Apalachee Regional Park. The parking lot has a capacity of 3,000 vehicles.

## Contact Us

(850) 606-1800  
www.LeonCountyFL.gov/SolidWaste

## CUSTOMER SERVICE, ENVIRONMENTAL STEWARDSHIP & INNOVATION

- Leon County's Hazardous Waste Center continued to be a one-stop location for hazardous waste and electronics disposal that promotes the reuse and recycling of these products.
  - » Processed 368 tons of potentially hazardous material from 10,784 residents, of which 206 tons was removed from the solid waste stream through recycling or reuse. The hazardous material is collected from the four Rural Waste Collection centers, the Household Hazardous Waste Collection Facility and through nine weekend collection events held at the Public Works Facility.
  - » The Swap Shop continued to promote the reuse of household products. The program receives usable household products, such as paint, pool chemicals, and polishes, all of which are available to the public at no charge. This includes returning 49 tons of household



Household Hazardous Waste Collection Event



Clearing yard debris



### Did You Know

Tires can hold a lot of standing water and breed mosquitos. To help, Solid Waste recycles tires at the Household Hazardous Waste Facility at 7550 Apalachee Parkway.  
Page 314 of 500

products to the community through the Swap Shop and 5,330 gallons of re-blended latex paint through the ReNew Paint program.

- Leon County continues to stride toward state benchmarks for recycling:
  - » Achieved 54% recycling rate.
  - » Recycled over 284 tons of electronic scrap.
  - » Partnered with the Sharing Tree, a community resource for reuse and recycling of art supplies and other materials that would otherwise be destined for a landfill.
  - » Processed 20,000 tons of yard debris from Leon County residents. The processed yard debris generates fine mulch that is given away for free to Leon County residents.
  - » Processed 300 tons of waste tires from Leon County residents. The tires are transported off site to a processor who uses the tires for an alternative fuel.

Posted at 9:00 a.m. on October 19, 2016



# PUBLIC WORKS: OPERATIONS

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Goal Statement

To provide for the safety and convenience of the public by constructing, maintaining, beautifying and protecting our infrastructure, to include transportation maintenance, stormwater maintenance, right-of-way maintenance, and mosquito control services.

### Strategic Initiatives/Support Highlights

#### Economy

- Began working with the project contractor to inspect and approve the landscaping installed on the Southwest/Northwest segments of Capital Circle. Operations will assume all landscape area maintenance responsibility for the segments.

#### Environment

- Completed the 2016 Canopy Road Tree Inventory update, providing valuable data which will assist in future management needs.
- County residents received 400 Eastern Redbud trees through the Adopt-A-Tree Program, funded by the Leon County Tree Bank.

#### Quality of Life

- Leon County, in cooperation with the Florida Department of Health, developed a Zika Mitigation Action Plan. The plan provides a framework for coordination and response to transmission of the Zika virus.
- Completed 22 burials at the Leon County Serenity Cemetery. In addition, cooperative efforts continue between Operations, Real Estate and Engineering for expansion of the cemetery in the near future.
- Completed 126 Private Road Repair requests.

### Contact Us

(850) 606-1400  
www.LeonCountyFL.gov/PubWorks

## TRANSPORTATION INFRASTRUCTURE

- Cleaned and repaired more than 22 miles of roadside ditches, which will improve water quality and reduce the potential of stormwater impacts on adjacent properties.
- Through the use of Citizens Connect, the division has received more than 2,382 requests for services. In addition, the division has received over 10,600 requests for services via e-mail, telephone and other means.
- Refurbished 64 line miles of pavement striping to improve driver visibility on roadways.
- Performed 8.3 miles of road resurfacing with Open Grade Hot Mix (OGHM). The OGHM pavement is more environmentally friendly asphalt that provides for a certain degree of stormwater treatment within the asphalt mat.
- Performed maintenance on more than 858 acres of landscaped areas throughout Leon County.
- Responded to 8,261 service requests for Mosquito Control Services.
- During this past year, Operations:
  - » Installed and repaired approximately 5,929 street signs throughout Leon County.
  - » Washed and cleaned approximately 7,765 sign panels.

- » Repaired over 70.56 miles of road shoulders.
- » Painted more than 84,615 square feet of pavement traffic symbols.



Repairing Tram Road

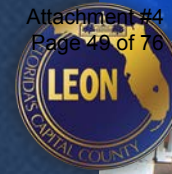
### Demonstrating Highest Standards of Public Service

Operations coordinated the recognition of Leon County as a Tree City, USA for the tenth year in a row, highlighting the County's comprehensive tree protection and management programs.



### Did You Know

In Leon County there are more than 40 different species of mosquitoes with a wide range of habitats. Only about 15 of these species are considered to be of economic or medical importance.



# SPECIAL PROJECTS/INTERGOVERNMENTAL AFFAIRS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To serve as a bridge from strategic planning to action implementation by ensuring alignment of organizational activities, initiatives, and culture with the overarching strategic vision and plan set forth by the Board of County Commissioners.

## Strategic Initiatives/Support Highlights

### Governance

- Provide for County Commissioners in their leadership roles with the National Association of Counties and the Florida Association of Counties. Through these positions, County Commissioners lead national and statewide conversations about policy issues impacting county governments, as well as exchanging best practices with fellow county commissioners and staff.

- Leon County conducted approximately 30 LEADS Listening Sessions in 2016, involving more than 350 participants supporting the initiative's success. These sessions resulted in the identification of 124 proposed improvements to business operations, employee satisfaction and customer experience.

### Economy

- County secured \$100,000 in funding from the Florida Legislature in support of the Leon Works initiative to promote awareness of skilled workforce needs.

## Contact Us

(850) 606-5300  
www.LeonCountyFL.gov/SpecialProjects

## ADVOCATING FOR LEON COUNTY'S LEGISLATIVE INTERESTS

- Through Community Legislative Dialogue Meetings, Leon County continued to partner with stakeholders throughout the community to identify legislative items of shared significance. Leon County partnered with organizations such as the Florida Association of Counties, Leon County's state and federal legislative delegations, the City of Tallahassee, institutions of higher education, and others to identify these shared issues and to seek opportunities to leverage financial, technical, and human capital to draw attention to the community priorities at the federal, state and local levels.
- Staff prepared, guided and implemented the County's 2016 state and federal legislative priorities to leverage funding for local projects and preempt legislation that threatened local decision-making.
- During the 2016 regular and special legislative sessions, staff produced weekly briefings (the Capitol Update) to keep the Board of County Commissioners and senior staff apprised of legislative developments that would impact the community.
- Staff led a multi-departmental effort to win 14 National Association of Counties (NACo) Achievement Awards in 2016, including one "Best in Category" designation for Leon County's DesignWorks program. The 14 Achievement Awards spanned categories ranging from Parks and Recreation to Information Technology. NACo's awards recognize Leon County's efforts in providing cost effective, high quality service to citizens.

**2016 LEON COUNTY LEGISLATIVE PRIORITIES**

**STATE POLICY PRIORITIES**

**Protection of the State Workforce**  
Support the protection of the State workforce and oppose reductions to state employee benefits.

- State government (over 19,000 jobs) is Leon County's 2nd largest employment sector
- Changes to FRS and group health insurance significantly impact our local economy

**State-Local Economic Development Partnerships**  
Support legislation and appropriation that enhances the efficiency and effectiveness of the state and local government partnership in economic development.

- Florida Enterprise Zone Program sunset last year
- Seeking a new state/local partnership for targeted economic development strategies with positive ROI

**High Tourism Impact Tax**  
Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities.

- Leon County capped at 5% tourist development taxes
- Seeking authority for **local option** 6th cent - 10 other counties already eligible for 6+ cents
- Revenues would be used to support full service hotel and convention center - part of FSU Arena District Master Plan
- Game-changing opportunity for tourism & economic development

**Springs Restoration**  
Support the prioritization of springs restoration funding with a program designed to assist local governments with the cost of wastewater facility upgrades, septic tank connections, and septic tank abandonment.

- Avoid unfunded mandates - such as requirements to implement septic tank remediation plans without adequate State funding support
- Restoration of major spring systems should be a state/local partnership

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

**2016 LEON COUNTY LEGISLATIVE PRIORITIES**

**FEDERAL POLICY PRIORITIES**

**Full Funding of the Federal Payment in Lieu of Taxes (PILT) Program**  
Support federal legislation that includes full mandatory funding for PILT in the FY 2017 appropriations package and support a long-term strategy for a sustainable PILT program.

- Long-standing federal program that provides funding to local governments to offset lost tax revenue from non-taxable federal land
- Large portion of Apalachicola National Forest in Leon County
- Legislation should include a long-term strategy to continue sustainably funding PILT into the future

**Collection of Sales Tax on Remote Transactions**  
Support legislation that promotes an equitable and competitive environment between 'brick and mortar' businesses and remote businesses establishments operating in Florida.

- Florida currently unable to collect sales tax on transactions made over the internet
- Creates a competitive disadvantage for brick-and-mortar businesses

**Tax-Exempt Status of Municipal Bonds**  
Support the preservation of the tax-exempt status of municipal bonds.

- Proposals at the federal level in recent years would change the tax-exempt status of municipal bonds
- Local governments issue bonds to finance major capital improvements and infrastructure projects
- Three quarters of the municipal bond market are held by private investors
- Changing the tax-exempt status would affect bondholders' earnings and would create higher debt service obligations for local governments

PEOPLE FOCUSED. PERFORMANCE DRIVEN.



# OFFICE OF RESOURCE STEWARDSHIP: SUSTAINABILITY

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission and Goal Statements

**Office of Resource Stewardship:** To provide leadership and coordination of services through the Office of Sustainability, the Division of Solid Waste, and the Cooperative Extension Program, in order to identify opportunities for synergy and added efficiencies between each work-group to effectively promote stewardship of the community's natural, societal, and economic resources.

**Sustainability:** To enhance our community's environmental, economic, and social resilience by promoting adoption of sustainability practices within County government and the community at large.

### Strategic Initiatives/Support Highlights Environment

- Continued expansion of County Community Garden Program by providing expertise and financial support for seven community stakeholder gardens, including two school gardens and three faith-based organizations.
- Created Growing Green Education, which provides recycling and sustainability curriculum for Leon County Schools.
- Streamlined utility payments to better track and analyze utility consumption data in order to conserve resources.
- Delivered Workplace Sustainability Training for Leon County employees to implement sustainable day-to-day practices on the job.
- Redesigned the Office of Sustainability website and updated the Green Map, where residents can find information about local community gardens, farmers markets, regional farms and more.

### Contact Us

(850) 606-5000  
www.LeonCountyFL.gov/Sustainability

## GROWING GREEN TOGETHER

- Through its Community Garden Program, the Office of Sustainability has supported 27 community gardens to date. Staff engages in ongoing publicity efforts to promote the program, including several garden dedication ceremonies to highlight both the new garden's intended efforts and the County's contributions.
  - » Staff worked with The Shelter at the Kearney Center, Cooperative Extension, and FSU College of Social Work to dedicate the Wendy Crook Memorial Garden for residents and kitchen staff to use at The Shelter.
- Since 2010, Leon County has been pursuing opportunities to provide the PACE program (Property Assessed Clean Energy) to the citizens of Leon County. This financing program allows for certain property improvements related to energy efficiency, energy conservation and weatherization in Leon County.
- Leon County is committed to community outreach and education to expand our reach and improve our services. Among the day-to-day efforts and presentations, staff participated in the following events:
  - » On April 23, 2016, Leon County partnered with the Florida Department of Environmental Protection, the City of Tallahassee and the Florida Department of Health in Leon County to host the Healthy Communities Festival. The event drew over 2,000 attendees and 60 exhibitors provided environmental resources focused on sustainability.
  - » In an effort to reduce the use of single-use plastic bags and increase the use of reusable bags, the Office of Sustainability hosted a community-wide Better Bag Challenge, which encouraged citizens to trade plastic bags for a canvas tote bag. Nearly 200 citizens brought in an estimated 1,500 plastic bags.
  - » The Office of Sustainability participated in the Spring Home Expo by hosting a Composting and Gardening 101 session and a Better Bag Challenge.



*The Better Bag Challenge*

- Redesigned the Growing Green website. The website features a variety of topics, including waste and energy reduction, local food, and sustainable transportation, and is consistently updated.
- Redeveloped the Green Map, an online, interactive map that shares location and information about local community gardens, farmers markets and more.
- In effort to reach more students in Leon County, the Office of Sustainability developed Growing Green Education, which provides classroom lesson plans and activities for elementary schools. Working with curriculum developers for Leon County Schools, staff created lesson plans about recycling and sustainability.
- Continues to deliver Workplace Sustainability Workshops to Leon County departments to encourage energy and water conservation, better purchasing options, waste reduction and overall employee health.
- The Leon County Cooperative Extension Services trained over 438 commercial landscape maintenance and land management professionals, resulting in 2,080 certifications and/or continuing educational units. Cooperative Extension engaged 7,342 youth in 4-H programs and activities and initiated 4-H SPIN (Special Interest) Clubs at three of the Leon County libraries during the summer months. Posted at 9:00 a.m. on October 19, 2016



**Mission Statement**

To serve the people of Leon County as a responsible steward of all building infrastructure that is necessary to support County operations in a timely, professional and cost-effective manner.

**Strategic Initiatives/Support Highlights**

**Quality of Life**

- Leon County collaborates with the John G. Riley Center/Museum on their annual Blended Lives Program by reserving the lower bottom portion of the Gadsden Street parking lot to provide ample space so that tents may be set up to allow over 2,500 to engage in a historical experience.

**Economy**

- In FY15-16 Leon County provided parking access cards to 14 persons with disabilities and 34 veterans for the parking lot at the Main Library at no cost.

**Environment**

- Facilities Management worked in partnership with the Leon County Cooperative Extension office to provide a fresh, new look to the main entrance area. The interior entrance was freshly painted and additional door window panes were installed to provide more natural lighting. A new sustainable cork floor was installed and a new front intake counter area was designed to provide better customer service to our Leon County citizens.

**Governance**

- Facilities Management assisted in the relocation of the Blueprint 2000 agency to the Government Annex building.

**Contact Us**

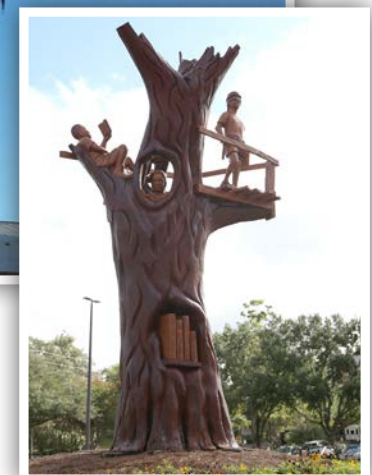
(850) 606-5000  
[www.LeonCountyFL.gov/Facilities](http://www.LeonCountyFL.gov/Facilities)

**PROFESSIONAL CONSTRUCTION & MAINTENANCE FOR COUNTY BUILDINGS**

- Installed thirteen new remote heat pumps and air handlers at the Southside Health Department. The new units will run more efficiently, more quietly, and they require less maintenance and can be monitored and adjusted remotely.
- Collaborated with the Main Library in the removal of a historical oak tree. As an alternative of removing the tree, the base of the tree was transformed into a wood sculpture.
- Refreshed the exterior of the Amtrak building with the assistance of a grant through the Community Redevelopment Agency. Facilities Management painted the exterior of the building for the Amtrak Train site visit. In addition, Facilities Management repainted the covered walk way, park bench seating, and added new, more efficient LED lights around the exterior of the building.
- Renovated new office space for the Warrants Division at the Leon County Government Annex building. The renovations included new interior walls, new countertops, paint and carpet. The relocation of the Warrants Division provides better access for citizens who may need access to the Court offices and the Clerk’s Office which both are centrally located in the Courthouse adjacent to the new Warrants Division.
- Renovated new office space for Human Resources within the Leon County Government Annex building. The renovations included new interior walls, fresh, new paint and new carpet. With the new relocation, HR staff is now located in one suite which provides for a more open, cohesive work environment.
- To adhere with the Constitution of the State of Florida, Article V, Section 14, Leon County Facilities Management assists constitutional agencies in updating several courtrooms and jury deliberation rooms located within the Courthouse. The improvements include a fresh coat of paint, new carpet, new cabinetry and new courtroom furnishings.
- Continued new work at the Leon County Jail. These improvements include replacement windows for the Sheriff’s Administration Building and the Jail; upgrading the Building Automation System, replacing new restroom doors, replacing water heaters with more efficient units and installing a new sign which re-named the facility in honor of the late Sheriff Larry Campbell.
- In preparation of the 25th Anniversary celebration of the main library, Facilities Management painted and replaced carpet on the 2nd and 3rd floors of the main library, replaced all lighting and re-tiled the stairways of the main atrium.
- Assisted with the review of historical sewer overcharges for leachate at the Solid Waste Management Facility, resulting in significant cost recovery.



*Library Live Oak Tree Removal*





# OFFICE OF RESOURCE STEWARDSHIP: PARKS AND RECREATION

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To provide for the safety, comfort, and convenience of the public by creating, maintaining infrastructure and programs supporting recreation, parks and open space.

## Strategic Initiatives/Support Highlights

### Quality of Life

- Completed the construction of Fred George Greenway and Park, featuring a 160-acre greenway and 10 acres of recreational amenities.
- Took the lead in coordinating and staffing the 2016 Joint County/City Arbor Day Planting. This year's planting was of 800 long-leaf pine tublings at Apalachee Regional Park. The planting helps promote sustainable practices and sequester carbon, and will eventually provide a shaded perimeter for the back portion of the cross country course.
- Improved active park amenities through the installation of scoreboards for fields #3 and #4 at Apalachee Regional Park and began renovations to the existing concession stand Woodville Park.
- Completed the construction of Okeehoopkee Prairie Park.

## Contact Us

(850) 606-1470  
[www.LeonCountyFL.gov/Parks](http://www.LeonCountyFL.gov/Parks)

## MAINTAINING LEON COUNTY'S PRISTINE PARKS & GREENWAYS

- Leon County continued to operate, maintain, develop, and promote the many unique recreational amenities the community desires.
- Completed the construction of Fred George Greenway and Park, featuring a 160-acre greenway and 10 acres of recreational amenities. A newly installed sidewalk connects park goers to nearby neighborhoods, businesses and the Leon County Lake Jackson Library and Community Center. Fred George Park hosts a regulation-sized baseball diamond, a concession stand with a restroom and a multi-purpose field, as well as roughly two miles of natural-surfaced trails.
- Completed the construction of Okeehoopkee Prairie Park, which includes two elevated boardwalks to provide bird-watching and overlook opportunities, as well as ADA access to the trail around the pond; 1/2 mile of stabilized walking trail around the perimeter of the pond with a crushed oyster shell surface; sidewalk along

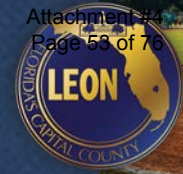


Volunteers help out at Miccosukee Greenway  
Page 319 of 500

the entire frontage of Fuller Road, tying to the boat ramp parking area; an informational kiosk; and landscaping.

- Worked with Facilities and Library staff to accommodate additional programming space for the Leon County Senior Outreach program. The senior programs now have access to space at the Northeast Library when the library is closed.
- Partnered with Little League and Babe Ruth to provide programming opportunities at the new Fred George baseball field.
- Enhanced the Reservation System to include Leon County Campgrounds and the pavilions at J. Lee Vause Park. The enhanced system makes it more convenient for booking an overnight stay or an upcoming event.

Posted at 9:00 a.m. on October 19, 2016



# TALLAHASSEE DEMOCRAT

## Scenic Okeehoopkee Prairie Park opens



Okeehoopkee Prairie Park features boardwalks with scenic overlooks and bird-watching spots. Leon County officials held a grand opening for the park on Thursday.

26-acre park offers water views, bird-watching spots, covered picnic tables, half-mile walking trail, more

SEAN ROSSMAN  
DEMOCRAT STAFF WRITER

Leon County nature-lovers have a new scenic overlook to enjoy with the opening of Okeehoopkee Prairie Park. The 26-acre park sits on the southern edge of Lake Jackson, just north of the Interstate 10 North Monroe Street interchange. Leon County Commissioner John Dailey and county government officials hosted a grand opening ceremony Thursday at the park. "This is a great day for the citizens of North-west Leon County," Dailey said. "I couldn't be more excited about this park and what it will do to bring people together in this part of the community."

With a name meaning "disappearing waters," the Okeehoopkee (O-key-heap-key) park offers expansive water views and acres of tree canopy. Boardwalks lead visitors to bird-watching spots and panoramic vistas. It also features a sidewalk along Fuller Road, a covered picnic table area, an information kiosk, improved landscaping and a half-mile walking trail along a pond that is accessible for those with disabilities.

The land was purchased in 1999 through a partnership between the Northwest Florida Water Management District and Florida Communities Trust, a Florida Department of Environmental Protection grant program.

"The grand opening of Okeehoopkee Prairie Park represents the purpose of Florida Communities Trust, to assist communities in protecting



Leon County celebrated the grand opening of the 26-acre Okeehoopkee Prairie Park, on the southern edge of Lake Jackson, on Thursday.

**If you go**  
Okeehoopkee Prairie Park, 1294 Fuller Road

important natural resources and providing recreational activities," said Gary Clark, DEP deputy secretary and chairman of the FCI. "We are proud to partner with Leon County to provide this new park that residents and visitors alike will enjoy for years to come."

Contact Sean Rossman at [rossman6@tallahassee.com](mailto:rossman6@tallahassee.com) or follow @SeanRossman on Twitter.

Tallahassee Democrat



Grand opening of Okeehoopkee Prairie Park



Williams Landing



Cross Country event at the Apalachee Regional Park



Fred George Park and Greenway

- Began construction of the Jackson View Boat Landing Improvements, which are anticipated to be completed in early 2017.
- Conducted six prescribed burns, encompassing nearly 500 acres, between January and June for the purpose of vegetative habit restoration and improvement, with a secondary benefit of public safety for wildfire prevention.
- Embarked upon and engaged the community in a master planning process for expansion of the Apalachee Regional Park amenities as a result of closure to portions of Leon County's Solid Waste Facility.

## COMMUNITY CENTERS

**General Information**  
(850) 606-1470

**Dorothy Cooper Spence Community Center**  
4768 Chaires Cross Road

**Bradfordville Community Center**  
6808 Beech Ridge Trail

**Fort Braden Community Center**  
16387 Blountstown Highway

**Lake Jackson Community Center**  
3840 N. Monroe Street, Suite 301

**Micosukee Community Center**  
13887 Moccasin Gap Road

**Woodville Community Center**  
8000 Old Woodville Road





# DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT (DSEM)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission & Goal Statements

**DSEM:** To support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens and building positive relationships through exceptional customer service.

**Development Services:** Guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County.

**Building Plans Review and Inspection:** Ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies, and continuing staff development.

**Environmental Services:** Provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

**Permit and Code Services:** Administer, centralize, coordinate, and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by DSEM in order to achieve compliance with adopted ordinances and policies.

## Contact Us

(850) 606-1300  
www.LeonPermits.org

## PERMITTING, INSPECTION, DEVELOPMENT & SUPPORT

### Development Services Division

- Continued to provide exceptional customer service to the community and ensured that all approved development met or exceeded the minimum development standards. During FY 15-16, Development Services reviewed and approved 28 site and development plan applications, issued 21 concurrency certificates, reviewed and approved 39 exempt subdivision applications, issued 103 Permitted Use Verifications, and reviewed 764 applications for land use compliance.
- At the request of the Board, staff drafted an Ordinance to allow outdoor dog-friendly dining for local restaurants as an exception to Chapter 509, Florida Statutes. The Board approved the Ordinance which became effective on July 1, 2016.
- Worked extensively with the Buck Lake Alliance and Fallschase developer to review and approve a proposed movie theater and apartment development in compliance with the applicable site and development plan regulations as well as the Board-approved Fallschase Village Center Building and Site Design Guidelines and Standards Manual.
- Developed an Ordinance amending the Land Development Code to establish location standards and mitigation requirements for new private and charter schools.

### Building Plans Review and Inspection Division

- Continued to ensure building safety within unincorporated Leon County: performed 12,555 building, electrical, plumbing and mechanical inspections; completed the associated plan reviews and issued approximately 3,607 building permits.
- Initiated the final phase of the digital document management program, Project Dox. This phase expands the current use of Project Dox to allow the electronic submittal and review all building permit applications.

### Environmental Services Division

- Staff revised the Driveway and Street Connection Guidelines and Procedures Manual and the Driveway Connection Permit Applications and the associated implementing Ordinance which were approved by the Board. Driveway and street connection review and permitting functions were transferred from Public Works to Environmental Services on May 16, 2016.
- Continued to protect the community's natural features by reviewing and approving 48 Natural Features Inventories, 116 site plans, 28 stormwater management facility (SWMF) operating permits, 747 single-family permits, 217 SWMF operating permit renewals, and 87 environmental management permits. Staff also assisted 1,400 walk-in and telephone clients, and performed more than 7,500 environmental inspections.
- The Orchard Pond Parkway and Natural Bridge Road bridge projects were completed, inspected and finalized. The Capital Circle S.W. widening project is nearing completion. Staff is working with the Science Advisory Committee to develop recommendations for improving the water quality of Lake Munson.
- The Leon County Petroleum Storage Tank Regulation Program performed over 450 petroleum tank inspections in Leon, Gadsden, and Wakulla Counties during the Florida Department of Environmental Protection's 2015/2016 fiscal year.



### Did You Know

Development Services offers pre-submittal meetings free of charge for applicants who are interested in potential development requirements prior to formal submittal of development applications.



**ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES**

**PEOPLE FOCUSED. PERFORMANCE DRIVEN.**

**Strategic Initiatives/Support Highlights**

**Economy**

- Developed examples of acceptable standard solutions to expedite environmental permitting for additions to existing single-family homes.
- Revised the Land Development Code to provide a more streamlined application process for accessory dwelling units.
- Revised the Land Development Code to allow outdoor dog-friendly dining as an option for local restaurants.

**Quality of Life**

- Implemented a property registration program for abandoned real property to ensure vacant properties are adequately maintained.
- Revised the Rural zoning district to allow outdoor shooting ranges as a restricted use.
- Integrated low impact development (LID) standards into the Land Development Code.

**Environment**

- Continued to update 100-year floodplain data in GIS with site-specific analysis received during the development review process to ensure future development is permitted outside of flood prone areas, and to provide a database to assist property owners and consultants with the design of proposed developments.

**Governance**

- Continued to offer after-hours and weekend building inspections for construction projects. This change assists roofing, HVAC, and other specialty contractors, and will also provide homeowners the opportunity to be present during the County's final inspection of their project.
- Developed and implemented the multiphase electronic building permit application submittal and plans review process.



*Home Inspection*

**Permit & Code Services Division**

- Development support through customer service is critical. During the year, more than 10,475 walk-in customers were assisted, over 26,550 phone calls were answered, and over 335 online Citizens Connect Service Requests were addressed. Additionally, 808 contractor licensing customers were assisted by staff.
- Staff responded to 3,616 code compliance calls from citizens, reporting issues such as public nuisances, junk, illegal dumping, or illegally removing trees or filling wetlands, resulting in 1,217 site inspections, and the presentation of 76 cases before the Code Enforcement Board for resolution.
- Continued to implement the Abandoned Property Registration (APR) Ordinance approved

by the Board on March 12, 2013. This ordinance established a registration program to protect neighborhoods from becoming blighted through distressed and abandoned properties with mortgages in default. To date, 1,158 properties have been registered.

- Implemented the Compliance Certification Letter (CCL) process approved by the Board on July 7, 2015. The CCL process provides for the recovery of associated costs of research and processing of open code violations, lien research requests and the issuance of a CCL by the Code Compliance Program. To date, 313 CCL's have been issued.
- Implemented the amended Sign Code Ordinance approved by the Board to address illegal signs in the right-of-way in the unincorporated County. To date, 521 signs have been removed.



*Planting of Live Oak tree at Kinhega Drive Roundabout*

Posted at 9:00 a.m. on October 19, 2016



# OFFICE OF HUMAN SERVICES & COMMUNITY PARTNERSHIPS (HSCP): HUMAN SERVICES/PRIMARY HEALTHCARE/CHSP

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission and Goal Statements

**HSCP:** To build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need, in partnership with our community.

**Human Services:** To serve as a safety net to enhance the quality of life for residents by providing resources, access to social services, and short-term financial assistance.

**Primary Healthcare:** To improve the health of citizens by providing quality and cost-effective health services through collaborative community partnerships.

## Strategic Initiatives/Support Highlights

### Quality of Life

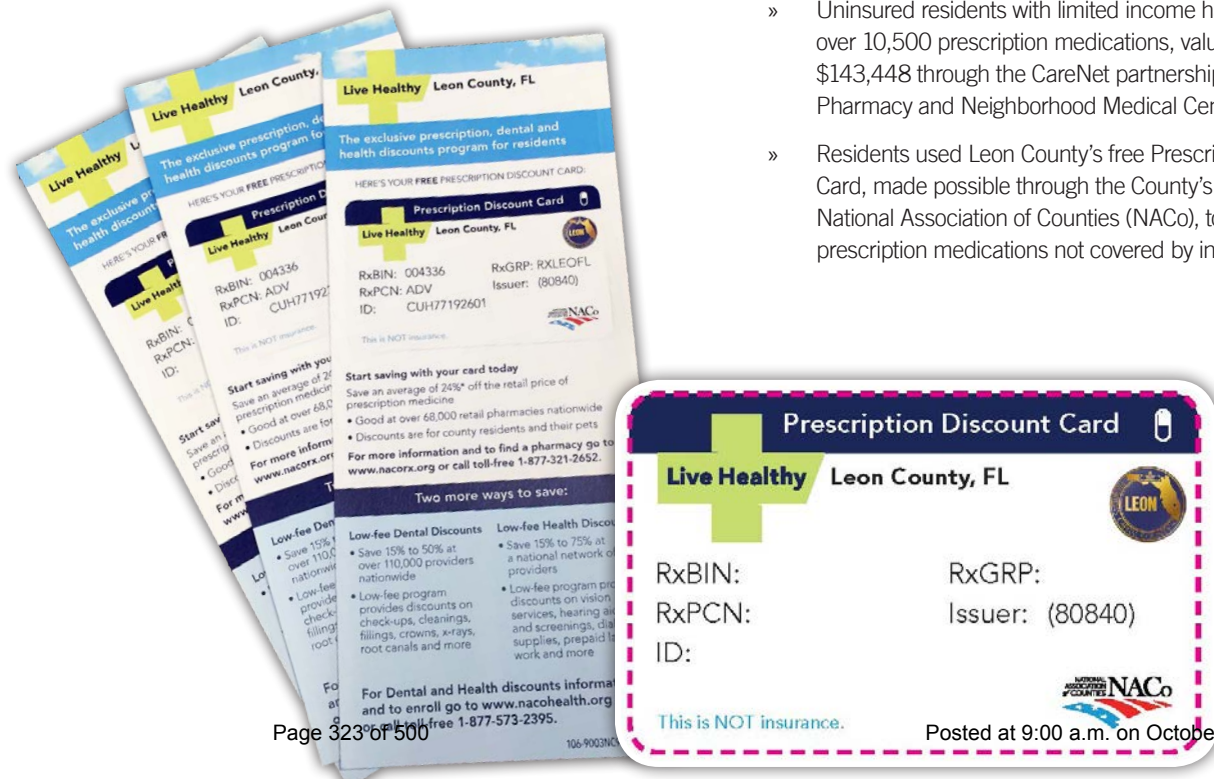
- As mandated by State law, Leon County paid more than \$2.5 million as a Medicaid match for Medicaid patients' hospital stays and for nursing home residents.
- Continued to support, fund and administer the Community Human Service Partnership (CHSP), in partnership with the City and United Way, by allocating \$1.2 million for human services programs.
- Expanded Primary Healthcare services to include allocated funds for Dental Care services in an effort to reduce the health disparities surrounding oral health and increasing health services care coordination.

## Contact Us

(850) 606-1900  
www.LeonCountyFL.gov/HSCP

## PRESERVING & IMPROVING THE HEALTH AND WELFARE OF CITIZENS

- Provided funding to community healthcare partners (collectively "CareNet") as part of a Countywide effort to offer critical health services to uninsured and low-income residents. Leon County's investment in health services has helped realize a return of \$3.01 for every \$1 of County tax revenue contributed to CareNet.
  - Leon County contributed \$1.3 million to help fund the more than 7,500 visits for primary care and mental health services for uninsured and low-income residents at Neighborhood Medical Center, Bond Community Health Center, and Apalachee Center.
  - Leon County provided \$168,826 to the Capital Medical Society Foundation's We Care Network to coordinate donated specialty medical care and dental care for uninsured and low-income residents valued at more than \$2.9 million.
- Leon County committed \$500,000 to support the construction of the Comprehensive Emergency Services Center. With help from numerous community partners, the building centralizes services to address homelessness in the community by relocating the Shelter and the Renaissance Community Center. This move helps foster new investment and commercial development potential in the Frenchtown community.
- Leon County builds local and national partnerships to provide eligible residents critical and life-saving prescription drugs at reduced costs:
  - Uninsured residents with limited income have received over 10,500 prescription medications, valued at more than \$143,448 through the CareNet partnership with FAMU Pharmacy and Neighborhood Medical Center.
  - Residents used Leon County's free Prescription Discount Card, made possible through the County's partnership with the National Association of Counties (NACo), to fill more than 800 prescription medications not covered by insurance.





**Goal Statement**

To promote safe, sanitary and affordable housing through homeowner education & counseling, home rehabilitation & replacement, and foreclosure prevention, in the unincorporated areas of Leon County.

**Strategic Initiatives/Support Highlights**

**Economy**

- Provide administration and marketing for the Leon County Housing Finance Authority First Mortgage and Down Payment Assistance Program. Nearly 60 first-time home buyers purchased their own home in Leon County as the program supplied over \$6.5 million dollars in first mortgage financing and close to \$700,000 in down payment assistance was provided.
- As an approved Advisor Agency for the federally-funded Florida Hardest Hit Foreclosure Prevention Program, Leon County secured a Principal Reduction Loan for six eligible homeowners statewide; and financial relief for seven Leon County eligible residents, which gives them time to find new or sufficient employment, avoid foreclosure and stay in their homes.
- Ten Leon County residents were assisted with severe housing repair needs through a new Emergency Housing Repair Program, funded through the Leon County Housing Finance Authority. \$13,199.97 in total funding was expended on roof, HVAC, septic, and well repairs.
- Leon County rehabilitated three low-income residents' homes and replaced one resident's home of which a tree had fallen upon during a storm, making the home uninhabitable.

**Contact Us**

(850) 606-1900  
www.LeonCountyFL.gov/Housing

HOUSING ASSISTANCE, COUNSELING & SOLUTIONS

- Housing Services ensures that extremely low, very low, low and moderate income level residents of Leon County are provided with safe and sanitary housing, and works to preserve the supply of affordable housing in the County. The division accomplishes these goals through programs that include down payment assistance to first-time homebuyers, foreclosure prevention assistance, principal reduction, home rehabilitation, and home replacement.
- Leon County continues its work as an Advisor Agency for the federally-funded, Florida Hardest Hit Foreclosure Prevention Program. Leon County homeowners who are unemployed, underemployed, or have reduced income may be eligible for assistance through the Unemployment Mortgage Assistance Program or the Mortgage Loan Reinstatement Program.
- Leon County continuously identifies opportunities to participate in federal and state programs beneficial to the community with respect to housing.
  - » More than 275 Leon County homeowners and prospective home buyers were educated on how to maintain a home and how to prevent foreclosure during the County's fall and spring



Fall Home Expo

Home Expos. During the home expo events, attendees also participated in hands-on demonstrations, learning how to paint, pressure wash and perform minor roof repairs.

- » Leon County received approval from the Department of Economic Opportunity to expend \$750,000 of federal funds provided by the Community Development Block Grant Funds toward housing rehabilitation in Leon County.
- » 62 first-time homebuyers purchased a home in Leon County through the Leon County Housing Finance Authority's Down Payment Assistance Program, funded in conjunction with Escambia Housing Finance Authority.



**Did You Know**

Leon County residents can receive up to \$42,000, providing homeowners the time to find new or sufficient employment, so they may avoid foreclosure, and separately receive up to \$50,000 to lower their overall mortgage debt.

# OFFICE OF HUMAN SERVICES & COMMUNITY PARTNERSHIPS: VETERAN SERVICES



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To assist Veterans and their dependents in accessing federal, state and local benefits earned for their honorable military service. Divisional staff manages all Veterans' activities within Leon County and acts as a single point of contact for outside government and private agencies concerning Veteran's issues. The staff also provides outreach service and support to Veteran service organizations, non-profit entities, community partners, residents in assisted living facilities and nursing homes.

## Strategic Initiatives/Support Highlights

### Economy

- Continued to focus resources on assisting Veterans.
- Helped Veterans and their dependents with processing benefit claims and obtaining other benefits entitled to them through the U.S. Department of Veterans Affairs and other federal agencies.
- Continued to fund and administer Leon County's Active Duty Grant Program, to help offset financial obligations for active duty service members and their families.
- Continued to fund Leon County's Veterans Emergency Assistance Program, which provides Veterans in need with emergency financial support for expenses such as rent, utilities, temporary shelter and transportation for medical treatment.
- Continued to host the annual Operation Thank You events by hosting fourth annual Operation Thank You on Armed Forces Day to honor and recognize the service of Korean War Veterans.
- Continued to partner with Career Source Capital Region by referring Veterans

## Contact Us

(850) 606-1940  
www.LeonCountyFL.gov/Vets

## VETERANS HELPING VETERANS

- Leon County understands that behind every veteran's benefits claim is a veteran in need. In FY16, the Leon County Veteran Services Division:
  - » Assisted more than 3,500 veterans and dependents in person.
  - » Administered the free Bus Pass Program for veterans. The City of Tallahassee/StarMetro implemented a Bus Pass Program to provide free transportation to low income and disabled veterans good for one year. Veteran Services Division processed over 400 applications totaling 6,500 trips on StarMetro fixed route system.
  - » Facilitated claim actions that resulted in Leon County Veterans receiving more than \$8.8 million in new award funding.
  - » Managed the Veterans Resource Center where veterans have access to resources to assist them with employment needs.
  - » Sent "welcome" letters to all separating veterans who designated Tallahassee as their home of record or as the place they will be relocating to after separation. These letters provide a wealth of information regarding services provided by Leon

County's Veteran Services and other community resources dedicated for veterans.

- » Provided veteran benefits presentations for "Senior Days" at all senior center events throughout Leon County.
- » Maintained strong relationships with community partners by attending United Vets monthly coordinating meetings.
- To honor and recognize the service of Leon County Veterans, Leon County partnered with the American Legion Sauls-Bridges Post 13 to host the 2015 Operation Thank You breakfast. Over 500 citizens and veterans attended the event.
- Processed claims on an average of 85% success rate for pension, which assists war time disabled and elderly veterans and their survivors.



Operation Thank You Page 325 of 500



Posted at 9:00 a.m. on October 19, 2016



- Developed and approved funding for the Veterans Emergency Assistance Program, which provides emergency financial assistance to help qualifying Veterans meet critical, basic needs such as, rent, mortgage, and utilities. The County distributed more than \$50,000 to Veterans through this program in FY16.
- Partnered with Honor Flight Tallahassee, which transported 80 World War II Veterans and support personnel to Washington, D.C. to visit memorials dedicated to honor their service and sacrifice. An Honor Flight trip is provided at no cost to the Veterans, and entirely funded by local fundraisers and community support. Leon County contributed staff support and \$15,000 to help offset the costs of this event.
- Continue to support the North Florida Veteran Stand Down. Processed claims and provided benefits classes to Homeless Veterans during the three-day event.



*Veterans Day Parade*

Leon County Government is dedicated to serving veterans. In 2015, Leon County served more than 3,500 veterans and dependents with face-to-face consultations. For his or her service, a veteran has earned many benefits. But sometimes, the application process can be complicated. Leon County staff works to help veterans and their spouses process medical claims, retirement benefits, and even to receive assistance for certain approved emergency needs like heating and cooling.

But being a one-stop shop for local veterans is not the whole story of what Leon County does. In 2016, Leon County engaged the community on veteran events such as Honor Flight, Operation Thank You, and the Veterans Day Parade. Leon County supported Honor Flight Tallahassee, a program that flies World War II veterans – at no cost – to Washington D.C. to visit memorials dedicated to their service. Leon County Emergency Medical Services staff and others served as chaperones on the day-long trip. For some of the attendees, that day was their first chance to see the memorials honoring their service. Leon County also honored veterans at home. In its continuous and long tradition of supporting local veterans, Leon County has partnered with American Legion Sauls-Bridges Post 13 to host Operation Thank You Veterans Day Breakfast. Each veteran in attendance received an Operation Thank You Commemorative Challenge Coin and Leon County Proclamation.



*Veteran recognizes himself on the Korean War Veterans Memorial during Honor Flight trip*



### Did You Know

Disabled and elderly veterans and survivors who served during a wartime era may potentially be eligible for a monetary pension. In most cases they become eligible when their medical condition requires aid and attendance with their assisted daily living activities.



*Honor Flight Tallahassee*



# VOLUNTEER SERVICES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To empower citizens to answer local needs through volunteerism and community engagement.

## Strategic Initiatives/Support Highlights

### Governance

- As a part of Leon County's Summer Youth Training Program, nearly 70 students were introduced to the world of volunteerism and civic engagement. Each student participated in meaningful service projects and opportunities to learn more about how decisions are made in local government. Students reported they now have a better understanding of how policies and programs are developed, and more importantly, how necessary it is for young citizens to use their voices, skill and talents to contribute to the community.
- In its role as the County's Emergency Support Function, VolunteerLEON coordinated volunteers and donations, and successfully responded to three partial activation and one full activation. Employees and volunteers were trained to provide the needed support to Leon County's Emergency Operation Center during critical activations.

## Contact Us

(850) 606-1970  
www.VolunteerLEON.org

## RESPONSIVE VOLUNTEERISM & COMMUNITY ENGAGEMENT

- Leon County continued to leverage the vast talents and resources of residents for the benefit of a diverse group of organizations and individuals.
- Through internships and volunteer service, more than 5,200 citizens volunteered with Leon County programs and special events and contributed over 130,000 hours of service.
- VolunteerLEON's Internship Program connects students to meaningful resume-building internships. The success of this hands-on learning program has generated more interest than available positions. Evaluations of the internship program by participating students and County department supervisors indicated satisfaction rates greater than 95 percent.
- VolunteerLEON continues to play a leadership role in the activities of Community Organizations Active in Disaster (COAD), an association of non-profits and government agencies that participate in all phases of disaster response and recovery.
- VolunteerLEON staff, volunteers, and interns participated in 35 community events. Also, staff conducted presentations and outreach on program services by speaking at workshops, serving on panels, attending volunteer fairs, and assisting with community events.



*Volunteers at Operation Thank You*



*Summer Youth Program*

## Demonstrating Highest Standards of Public Service

VolunteerLeon received the American Red Cross Community Partnership Award for outstanding cooperation, communication and commitment in preparing for and responding to disasters.



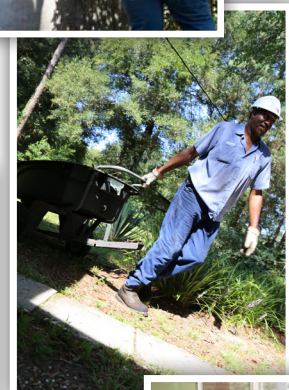
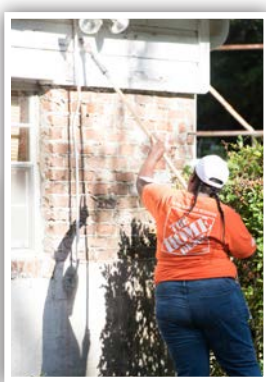
**American Red Cross**



# SERVING OUR COMMUNITY



## 9/11 Day of Remembrance and Service







# HUMAN RESOURCES

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

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

### Strategic Initiatives/Support Highlights

#### Governance

- Expanded electronic Human Resources business processes including applicant tracking, electronic timesheets and employee self-service.
- Automated the Open Enrollment Process, which increased the efficiency of the process by allowing employees to manage their respective benefits through an electronic process.
- Negotiated a reduction in cost for the Dental Insurance Program provider while maintaining the integrity of the level of service.
- Continues to operate the Value-Based Design Program that offers incentives in the form of reduced health insurance costs for employees participating in County Wellness Programs.
- Conducts the wellness program, Live Well LEON, which promotes healthy employee lifestyles. Through these efforts, more than 1,110 participants attended the Lunch-n-Learn events.
- Continues to train all county employees through the Customer Experience Training program, providing them with the necessary tools to perform to their top ability and contribute the WOW! in customer service.

### Contact Us

(850) 606-2400  
www.LeonCountyFL.gov/HR

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## ATTRACTING, TRAINING AND RETAINING A QUALITY WORKFORCE

- Encouraged employees to engage in healthy behaviors, which promotes a healthier workplace and reduces employer costs. The Well-Being Team along with Human Resources held the first combined 2015 Well-Being and Benefits Fair in partnership with over 68 participating community and business vendors. Over 600 Leon County Government employees attended.
  - » Live Well LEON hosted 80 seminars for employees with professional guest speakers from the health and wellness industry.
  - » Live Well LEON partnered with Tallahassee Memorial HealthCare's Diabetes Center and Weight Watchers for onsite programs.
  - » Live Well LEON partnered with My 4 Rules to offer six one-on-one diabetes/pre-diabetes and nutrition sessions.
  - » County employees lost over 2,000 pounds through healthy living activities provided through Live Well LEON.
  - » Introduced Loans at Work program to provide a payroll-deducted, direct-to-consumer loan, designed for employees who do not have access to traditional credit options. Employees must take a Financial Literacy Course before they can apply for the loan.
- Reflecting Leon County's concern for workplace safety, Leon County developed its Domestic Violence, Sexual Violence, and Stalking in the Workplace policy and employee handbook.
- Provided Human Trafficking Awareness training to front line staff to recognize and report signs of human trafficking within our community.
- Implemented the Banner financial system's Self-Service Module to efficiently provide employees with online access to their personnel information.



*Employee Recognition Ceremony*

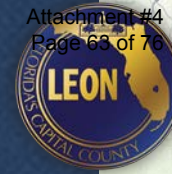
- » Continued to expand electronic business processes, including the electronic timesheet system which automates the time entry for staff, thereby increasing efficiencies and accuracy.
- Continued to conduct the Summer Youth Training program, which offers youth ages 14-21 an opportunity to help form their career outlook by working in various departments throughout Leon County and providing an educational and productive alternative for the summer months.
- Continued its Employee Recognition Program, to better reinforce its commitment to innovation, efficiencies, and its core practices. Celebrated nearly \$1 million in recurring savings from employee recommendations at the inaugural Employee Awards and Recognition Breakfast.
- Expanded recruitment efforts to include social media platforms to attract more qualified applicants.

### Demonstrating Highest Standards of Public Service

Leon County received the 2016 Florida Public Relations Association Image Award for the Innovator/Inspirator award.



Posted at 9:00 a.m. on October 19, 2016



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

**Mission Statement**

To provide reliable and effective technology and telecommunications solutions and services to County agencies to enable them to fulfill their missions in serving the citizens of Leon County.

**Strategic Initiatives/Support Highlights**

**Quality of Life**

- Continued technology infrastructure support of the Public Safety Complex and the Library System for telephone, audio/visual needs, and data connectivity.
- Continued support for, and with, the Courts, Sheriff and law enforcement, Justice Information, Jail Management, Warrants, and the North Florida Pawn Network and continued the deployment of e-filings and paperless courts.

**Governance**

- Supported approximately 422 servers, 2,473 desktop and 380 laptop computers, 259 tablets, 204 printers, 460 smart phones, 420 network devices, and an on-site computer training facility.

**Environment**

- Created the Great Tree Challenge App for citizen sourcing of trees, which preserves the charm of the County.

**Economy**

- Supported the new Office of Economic Vitality with mapping and website design.

**Contact Us**

(850) 606-5500  
www.LeonCountyFL.gov/MIS

MAINTAINING EFFICIENT & COST-EFFECTIVE INFORMATION TECHNOLOGY

- Provided essential public safety infrastructure and services which ensure the safety of the entire community including:
  - » Providing telecommunications, audio/visual, and network infrastructure, and a shared data center for the Public Safety Complex.
  - » Upgrading Emergency Medical Services field devices.
  - » Participating in a justice community team to design and implement the Court's e-filing solution and paperless courts.
  - » Upgrading technology in court rooms to provide enhanced audio/visual tools.
- Improved internal processes to maximize resources and to enhance services:
  - » Deployed a point of sale (POS) system for the Office of Intervention and Detention Alternatives (IDA) to support their office consolidation and process improvement to collect fees at the Appleyard Drive office. Integrated into IDA's case management system, timely and accurate information about offender fees is now provided for better case management.
  - » Migrated IDA's case managers to an electronic document management system for their case files to enable them to eliminate paper storage and enhance access.
  - » Deployed automation within Human Resources for online benefits, expansion of electronic timesheets to Emergency Medical Services (EMS), and e-recruitment.
  - » Provided remote access for Facilities field workers to allow them access and update work orders in the field as well as have access to emails and documents.
  - » Deployed Purchasing with online purchase requisitions and purchase orders which eliminate a large amount of paper processing.



*Managing the County's television broadcast*

- » Deployed a committee tracking system for Administration to better manage citizen applications and committee activities.
- Provided online services to maintain peak efficiency and accessibility.
  - » Continued support for Leon County's website and Intranet, with online services such as Citizens Connect and Your Checkbook, the Citizens Connect Mobile App, and Tallahassee-Leon County's GIS website with mobile responsiveness for smart devices.

**Demonstrating Highest Standards of Public Service**

Received the **2016 Digital Counties Survey Award** for technology use within the government highlighting operational efficiencies, transparency, and citizen engagement.



Posted at 9:00 a.m. on October 19, 2016



# STRATEGIC INITIATIVES: COMMUNITY & MEDIA RELATIONS

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

To proactively facilitate the accurate, effective, timely, and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with its media partners.

### Strategic Initiatives/Support Highlights

#### Governance

- Expanded opportunities for increased media and citizen outreach via social media, and through additional distribution partners.
- Continued to operate and update the website [www.LeonPhotos.org](http://www.LeonPhotos.org) to easily and efficiently provide public access to high-resolution photos from County events.
- Improved equipment infrastructure to expand coverage of Board meetings and County events, on CenturyLink Channel 16 and Comcast Channel 16 and through the County's website. Such improvements keep citizens better informed and enhance transparency and public access.
- Continued public education and community outreach for Citizen Engagement Series.
- Developed Leon County's Crisis Management Communication Plan.

### Contact Us

(850) 606-5300  
[www.LeonCountyFL.gov/CMR](http://www.LeonCountyFL.gov/CMR)

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## EDUCATION, INFORMATION & COMMUNITY OUTREACH

- Community and Media Relations (CMR) continued to enhance the community's access to Leon County Government, and to promote transparency and accountability.
  - » Exceeded benchmarks for the marketing campaign of the Citizen Engagement Series, which fosters an informed and engaged citizen-driven debate.
  - » Continued to work with County staff to accurately respond to public records requests in a timely manner.
  - » Issued approximately 200 news advisories, releases, and notices detailing County activities; facilitated approximately 58 press conferences, community meetings, and events.
  - » Actively worked with media partners, including print, television, radio and online sources to provide accurate and timely information.
  - » In partnership with Leon County EMS, CMR facilitated the community-wide Press the Chest event, instructing a record-setting crowd of 600 attendees on proper CPR techniques.
- In Partnership with the Council of Neighborhood Associations (CONA), Leon County helped promote the 2016 Annual Neighborhood Awards Reception. The awards recognized



*Build Your Bucket disaster preparedness campaign*

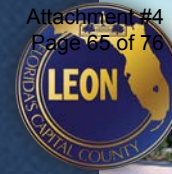
neighborhood and neighbors of the year through seven respective categories.

- CMR delivered more than 100,000 bulletins via the County's digital media subscription service, GovDelivery, which provides subscribers with free, up-to-the-minute news at their fingertips.
- CMR prepared and distributed printed and digital materials on behalf of the County and its departments and divisions.
- In addition to Leon County's Facebook, Twitter and Instagram accounts, CMR launched a Leon County LinkedIn account.
- With the goal of disseminating timely information, CMR continued to maintain informational updates for the County's award-winning Emergency Information Portal (EIP) website. The Portal provides links to resources for preparation, response and recovery information, such as the status of available shelters, sandbag locations and road closures. Visit [www.leoncountyfl.gov/EIP](http://www.leoncountyfl.gov/EIP) to access the Leon County Emergency Information Portal.

### Demonstrating Highest Standards of Public Service

Received SAVVY award and Silver Circle award for Leon Works and an Award of Excellence for Kinhega Drive OPEN Program.





ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

**Mission Statement**

To provide information to the Courts, which support judicial custody release decisions, and provide alternatives to incarceration to persons accused of crimes and offenders, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice, and support community safety and well-being.

**Strategic Initiatives/Support Highlights**

**Economy**

- Continued to refer defendants to community partners for services including but not limited to employment, transportation, and education to assist them in successfully completing their court ordered sentence.
- Continued to enhance offender referrals to community service partners, the Office of IDA is participating in the SPIRIT Project with the Leon County Sheriff's Office. SPIRIT is a web based portal which allows for electronic communication between agencies to provide immediate referrals and updates to the Probation/Pretrial Officer on the offender's progress.

**Quality of Life**

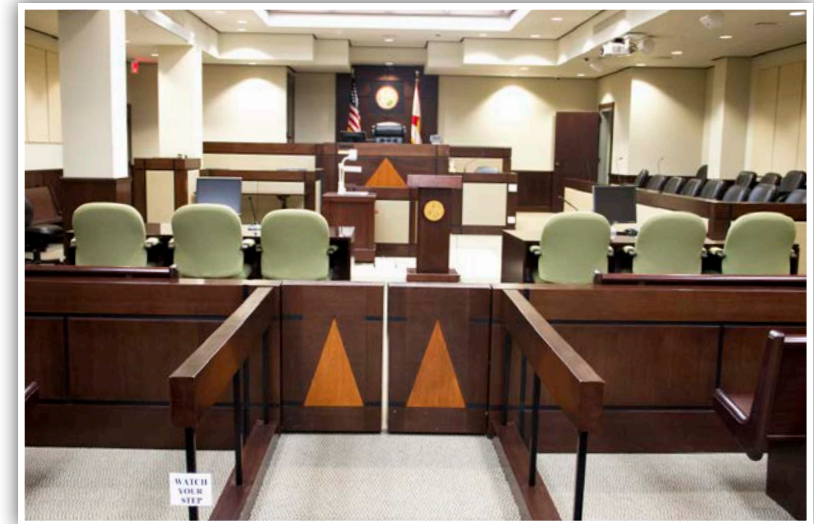
- Administered more than 14,200 alcohol tests and in excess of 8,400 drug tests for court-ordered County probationers and defendants released while awaiting trial.
- Supervised more than 2,400 offenders sentenced to the Community Service and Work Programs, who provided in-kind labor for roadway, greenway, park and facilities maintenance, as well as general public services, valued at \$500,000.

**Contact Us**

(850) 606-5600  
www.LeonCountyFL.gov/Probation

COURT SERVICES, CASE MANAGEMENT & COMMUNITY SERVICE

- Leon County, through the office of IDA, supports the safety of the entire community, and assists IDA's clients to become productive and responsible citizens.
  - » Maintained an average monthly caseload of 1,570 County probationers and Supervised Pretrial Release defendants.
  - » Recovered more than \$62,800 from probationers for crime victims through court-ordered restitution.
  - » Performed more than 7,500 criminal history reviews and demographic assessments on new arrestees to assist the court in making release decisions.
  - » Administered more than 22,600 court-ordered drug and alcohol tests, and collected more than \$205,000 for testing services.
- Public safety is a critical responsibility of County government. In cooperation with the Leon County Public Safety Coordinating Council, comprised of the State Attorney, Public Defender, Courts, Leon County Sheriff, Tallahassee Police, and Leon County's Office of Intervention and Detention Alternatives, Leon County continues to implement initiatives that serve to manage the jail population and reduce recidivism.



Leon County Courtroom

- » Office of Intervention and Detention Alternatives participated in the inaugural Employment and Community Resource Fair hosted by the Florida Department of Corrections and US Probation Office. IDA staff conducted mock interviews at the event.
- » As a result of legislative funding for Veteran's Treatment Court, the Office of IDA has a full time Veterans Pretrial Intervention Officer to ensure veterans receive necessary services to successfully complete court-ordered conditions.
- » Office of Intervention and Detention Alternatives participated in court hearings held during the fourth annual Veterans Stand Down event by providing pretrial and probation services for homeless veterans.

**Did You Know**  
The Office of IDA staff is currently supervising 27 veterans enrolled in the newly implemented Veteran's Treatment Court. The goal of the program is to connect this unique population with services that address their specific needs.



# OFFICE OF FINANCIAL STEWARDSHIP: OFFICE OF MANAGEMENT & BUDGET (OMB)

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Mission Statement

**Office of Financial Stewardship:** The mission of the Leon County Office of Financial Stewardship is to provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator, and Board departments, offices and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

**Office of Management & Budget:** The goal of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

### Strategic Initiatives/Support Highlights

#### Governance

- Leon County demonstrated its commitment to responsible stewardship with the development of the FY2016/2017 budget. The budget is balanced without increasing the current 8.3144 millage rate. The total estimated tax collections for FY2017 will be \$3.5 million more than FY2016, representing a 3.12% increase.
- Business plans were revised as part of the Leon LEADS Strategic Planning process, transitioning to a five-year planning cycle that spans from FY2012 through FY2016. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities, and serves as a gauge to assist the department in measuring outcomes of the plan.

#### Contact Us

(850) 606-5100  
www.LeonCountyFL.gov/OFS

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

# RESPONSIBLE PLANNING & MANAGEMENT OF THE COMMUNITY'S FINANCIAL RESOURCES

- Moody's Investor Service report issued in August 2016, the bond credit rating business called Leon County's financial position "very strong." The report focuses on Leon County's key credit factors including "a robust financial position" and "a healthy socioeconomic profile." Specifically, the Moody's report highlights the County's management and governance, stating that "balanced financial operations are a component of sound financial management."
- OMB requires semi-annual capital project reporting from capital project managers. The reports allow for more effective planning and allocation of funding for the Capital Improvement Program.
- Leon County has the lowest net budget (\$773) per countywide resident among like-sized counties and has one of the lowest net budgets per county resident in Florida, with only eight other

and engaging tool featured at the 2016 National Association of Counties Conference where nearly 100 county leaders were exposed to nationwide best practices. The Let's Balance! Budget game is also used at events like the Summer Youth Program and Youth Leadership Tallahassee program.



Let's Balance!™ Budget Simulation Game

County Budget for Fiscal Year	2015/2016	2016/2017
Budget	\$238,553,913	\$246,129,886
Countywide Millage Rate	8.3144	8.3144
Emergency Medical Services	0.5000	0.5000
Total Millage Rate	8.8144	8.8144
Budgeted Property Taxes	\$113,884,423	\$117,437,048

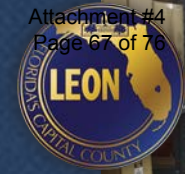
counties having lower budgets. Additionally, Leon County has six employees per 1,000 residents and ranks sixth lowest in employees per capita among all 67 counties.

- As an ongoing commitment to remain fiscal stewards of public dollars, the Office of Management and Budget routinely conducts comprehensive management reviews of County operations and organizations it funds to ensure the upmost effective and efficient operations of these entities.
- The Let's Balance! Budget simulation game, developed by the Leon County Office of Management and Budget, is an innovative

### Demonstrating Highest Standards of Public Service

The Leon County Office of Management received the **Distinguished Budget Presentation Award** from the Government Finance Officers Association for the 26<sup>th</sup> consecutive year.





# OFFICE OF FINANCIAL STEWARDSHIP: PURCHASING AND RISK MANAGEMENT

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

**Purchasing:** To provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost through open and fair competition.

**Risk Management:** To establish, to the fullest extent possible, a safe work and service environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily pursuits.

## Strategic Initiatives/Support Highlights

### Governance

- Continued to expand the use of electronic documents, including the implementation of electronic purchase orders. This allows vendors, staff, and other interested parties to obtain copies of purchasing and solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper.
- Risk Management employs the team approach to ensure that the County continues to maintain a safe working environment for its employees through the coordination of monthly Safety Committee meetings, with representation from a broad array of work areas. During these meetings, the Risk Manager and the representatives discuss potential safety improvements.

## Contact Us

(850) 606-1600 (Purchasing)  
(850) 606-5120 (Risk Management)  
[www.LeonCountyFL.gov/OFS](http://www.LeonCountyFL.gov/OFS)

## PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- Purchasing implemented electronic purchase orders that are emailed to the vendors and the requesters. This reduces postage and paper costs while promoting sustainability by reducing the use of paper.
- Purchasing continues to serve citizens faster and easier with an online procurement system called Procurement Connect. This system provides vendors instant access to many different services and processes such as, instant access to bids, requests for proposal, invitations to negotiate, and various other solicitation documents.
- Purchasing continues to provide value-added service to County staff through ongoing procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation and other assistance. Purchasing also provides sales and customer support to County staff through ordering, stocking and issuance of operational consumable products valued at over \$60 million during the fiscal year through more than 2,200 requisitions.
- An essential function of the Purchasing Division is maintaining the proper control records of all tangible personal property. In order to account for all property, Purchasing conducts an annual inventory. This past year, the inventory consisted of assets valued over \$55 million.
- Leon County utilizes online auction services and on-site surplus sales to dispose of obsolete equipment that is no longer used by departments, in order to maximize the County's investment. This past year, Purchasing conducted both on-site and online surplus sales/auctions resulting in a return of almost \$250,000.



*BearWise Training*

- As responsible stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, supplier and subcontractor payment, and requires appropriate vendor insurance coverage.
- In order to ensure that Leon County continues to maintain a safe working environment for its employees, Risk Management Coordinated eleven safety sessions and conducted monthly site visits.
  - Conducted annual driver license checks on all authorized drivers and coordinated random drug and alcohol testing.
  - Reviewed in excess of 500 criminal background checks on individuals wishing to volunteer.
  - Engaged citizens and employees alike by being hands-on and having a personal presence. Risk Management maintains high visibility in the workforce, which assists in keeping risk management/safety forefront in employees' minds and actions.



### Did You Know

Leon County's solicitation documents are now available online. Just click "Procurement Connect" on the Purchasing Web page at: [www.LeonCountyFL.gov/Purchasing](http://www.LeonCountyFL.gov/Purchasing).

Page 334 of 500

Posted at 9:00 a.m. on October 19, 2016



# LIVING OUR "PEOPLE FOCUSED, PERFORMANCE DRIVEN" CULTURE



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Department of P.L.A.C.E. Blueprint 2000  
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# A CORE PRACTICE OF LEON COUNTY GOVERNMENT



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Environmental Services  
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Volunteer Services  
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*Risk Manager*  
(850) 606-5100  
MeltonK@LeonCountyFL.gov





# CITIZEN COMMITTEES

## **AFFORDABLE HOUSING ADVISORY COMMITTEE**

Reviews 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.

## **ANIMAL SHELTER ADVISORY BOARD**

The Board is a citizen's board in support of Tallahassee-Leon Community Animal Services Center.

## **ARCHITECTURAL REVIEW BOARD**

Reviews and makes recommendations on listing of properties of the Local Register of Historic Places and reviews changes to the exterior of properties zoned Historic Preservation, and issues Certificates of Appropriateness.

## **AUDIT ADVISORY COMMITTEE**

Promotes, maintains, and enhances the independence and objectivity of the internal audit function by ensuring broad audit coverage, adequate consideration of audit reports, and appropriate action on recommendations.

## **BIG BEND HEALTH COUNCIL, INC.**

Provides for local representation in planning and evaluating health needs of a 14-county regional service district.

## **BOARD OF ADJUSTMENT AND APPEALS**

Responsible for determining appeals of code-related (Land Development Regulations) interpretations and granting variances to the provisions of the LDRs based on documented hardship.

## **CANOPY ROADS CITIZENS COMMITTEE**

Presents or discusses policies and programs affecting the preservation and maintenance of canopy roads; provides input on the values and goals of programs affecting canopy roads, and contributes continuous feedback and makes recommendations regarding the preservation of canopy roads to the City and County Commissions.

## **CAPITAL REGION TRANSPORTATION PLANNING AGENCY CITIZENS MULTI-MODAL ADVISORY COMMITTEE**

Makes recommendations regarding the development of an efficient, safe, and cost-effective transportation system that considers the needs of users of all modes of transportation, including bicycle/ pedestrian and transit.

## **CAREERSOURCE CAPITAL REGION**

Provides youth and adults with opportunities to develop and continuously upgrade their knowledge and skills in order to advance economically and socially.

## **CODE ENFORCEMENT BOARD**

Conducts hearings on cases involving violations of environmental, zoning, building, and junk ordinances and enters orders to enforce County laws.

## **COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN'S TASK FORCE**

Assists with CDBG program planning, implementation, assessment and oversight, as well as counsel and advise the Leon County Housing Program.

## **COMMUNITY HEALTH COORDINATING COMMITTEE**

Provides a forum for citizen participation in healthcare planning and dialogue to address community concerns and problems regarding healthcare.

## **CONTRACTORS LICENSING AND EXAMINATION BOARD**

Accepts and approves applications, including administers examinations for contractors licenses and issues contractors licenses.

## **COUNCIL ON CULTURE & ARTS**

Coordinates and disseminates information regarding cultural events and opportunities.

## **DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT CITIZENS USER GROUP**

Provides Board recommendations regarding proposed ordinances that impact growth management and other issues pertaining to current planning, development review, and environmental compliance.

## **EDUCATIONAL FACILITIES AUTHORITY**

Assists institutions for higher education in construction, financing, and refinancing of projects.

## **HOUSING FINANCE AUTHORITY**

Encourages investment by private enterprise and stimulates construction and rehabilitation of housing through use of public financing.

## **HUMAN SERVICES GRANTS REVIEW COMMITTEE**

Evaluates human service funding requests during regular budget cycle and makes recommendations to the Board.

## **JOINT CITY/COUNTY BICYCLE WORKING GROUP**

Provide recommendations regarding proposed cycling-related projects, improvements, events, and ordinances that are considered to be of community interest and for the betterment of the Tallahassee-Leon County community.

## **LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY**

Promote scientific research and development activities, and foster economic development and broaden the economic base of Leon County, including planning and financing capital projects in the form of research and development parks.

## **LIBRARY ADVISORY BOARD**

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

## **MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE CITIZENS ADVISORY COMMITTEE**

Monitors the progress of the MWSBE Program toward achieving program performance goals established by the Board. The Committee may be requested to provide MWSBE policy alternatives and/or review, and make recommendations seeking resolution of disputes regarding Certification.

## **PLANNING COMMISSION**

Acts as advisory committee to City and County commissions seeking its advice and assistance in comprehensive planning and development in the Tallahassee area.

## **SCIENCE ADVISORY COMMITTEE**

Evaluates scientific evidence and reports findings and recommendations pertaining to environmental issues.

## **TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS**

Considers input and promotes awareness in the matter of the status of women and girls in the community regarding discrimination, employment, education, social services, health, etc.

## **TALLAHASSEE SPORTS COUNCIL**

Provide a fact-finding source of community input and technical resources in developing recommendations regarding a sports tourism-related matter to be considered by the Tourist Development Council

## **TOURIST DEVELOPMENT COUNCIL**

Develops plans for tourist development; makes recommendations for operation of special projects or for uses of tax revenue; reviews expenditures of revenue from development trust fund.

## **VALUE ADJUSTMENT BOARD**

Settles disputes between taxpayers and the Property Appraiser.


## **WATER RESOURCES COMMITTEE**

Addresses community-wide concerns such as flooding, recreational and community economic value, watershed management, and funding priorities.

## **FOR MORE INFORMATION**

Citizen participation is important in developing Leon County's programs/policies and in providing quality services to the community. For more detailed information or to join one of the committees, visit our website: [www.LeonCountyFL.gov/Committees](http://www.LeonCountyFL.gov/Committees) or call the Agenda Coordinator at: (850) 606-5300.

# QUICK REFERENCE

TEAR HERE 

## BOARD OF COUNTY COMMISSIONERS

(850) 606-5300

[www.LeonCountyFL.gov/BCC](http://www.LeonCountyFL.gov/BCC)

### Bill Proctor, District 1 Commissioner

(850) 606-5361

[ProctorB@LeonCountyFL.gov](mailto:ProctorB@LeonCountyFL.gov)

### Jane Sauls, District 2 Commissioner

(850) 606-5362

[Sauls.J@LeonCountyFL.gov](mailto:Sauls.J@LeonCountyFL.gov)

### John Dailey, District 3 Commissioner

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### Bryan Desloge, District 4 Commissioner

(850) 606-5364

[DeslogeB@LeonCountyFL.gov](mailto:DeslogeB@LeonCountyFL.gov)

### Kristin Dozier, District 5 Commissioner

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[DozierK@LeonCountyFL.gov](mailto:DozierK@LeonCountyFL.gov)

### Nick Maddox, At-Large Commissioner

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[MaddoxN@LeonCountyFL.gov](mailto:MaddoxN@LeonCountyFL.gov)

### Mary Ann Lindley, At-Large Commissioner

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[LindleyM@LeonCountyFL.gov](mailto:LindleyM@LeonCountyFL.gov)

## COUNTY ADMINISTRATOR

(850) 606-5300

[www.LeonCountyFL.gov](http://www.LeonCountyFL.gov)

## COUNTY ATTORNEY

(850) 606-2500

[www.LeonCountyFL.gov/LCAO](http://www.LeonCountyFL.gov/LCAO)

## ANIMAL CONTROL

(850) 606-5400

[www.LeonCountyFL.gov/Animal](http://www.LeonCountyFL.gov/Animal)

## COMMUNITY & MEDIA RELATIONS

(850) 606-5300

[www.LeonCountyFL.gov/CMR](http://www.LeonCountyFL.gov/CMR)

## COOPERATIVE EXTENSION SERVICE

(850) 606-5200

[Leon.IFAS.UFL.edu](http://Leon.IFAS.UFL.edu)

## Agriculture

(850) 606-5200

## Family/Consumer Sciences

(850) 606-5203

## 4-H

(850) 606-5204

## Horticulture/Forestry

(850) 606-5202

## DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT

(850) 606-1300

[www.LeonPermits.org](http://www.LeonPermits.org)

### Building Inspection

(850) 606-1300

### Inspection Hot Line (IVRS)

(850) 891-1800

### Code Enforcement

(850) 606-1300

### Concurrency Management

(850) 606-1300

### Environmental Permitting

(850) 606-1300

## EMERGENCY MANAGEMENT

(850) 606-3700

[www.leoncountysoc.com/EM](http://www.leoncountysoc.com/EM)

## EMERGENCY MEDICAL SERVICES

(850) 606-3700

[www.LeonCountyFL.gov/LCEMS](http://www.LeonCountyFL.gov/LCEMS)

### Headquarters/Administration

(850) 606-2100

### Dispatch

(850) 606-5808

## FACILITIES MANAGEMENT

(850) 606-5000

[www.LeonCountyFL.gov/Facilities](http://www.LeonCountyFL.gov/Facilities)

## FLEET MANAGEMENT

(850) 606-2000

[www.LeonCountyFL.gov/Fleet](http://www.LeonCountyFL.gov/Fleet)

## HEALTH DEPARTMENT

(850) 606-8150

[www.LeonCountyFL.gov/LCHD](http://www.LeonCountyFL.gov/LCHD)

## HOUSING SERVICES

(850) 606-1900

[www.LeonCountyFL.gov/Housing](http://www.LeonCountyFL.gov/Housing)

## HUMAN SERVICES & COMMUNITY PARTNERSHIPS

(850) 606-1900

[www.LeonCountyFL.gov/HSCP](http://www.LeonCountyFL.gov/HSCP)

## HUMAN RESOURCES

(850) 606-2400

[www.LeonCountyFL.gov/HR](http://www.LeonCountyFL.gov/HR)

### Job Line

(850) 606-2403

## LEGAL AID

(850) 222-3292

## LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM

(850) 606-2665

[www.LeonCountyFL.gov/Library](http://www.LeonCountyFL.gov/Library)

### Literacy Volunteers

(850) 606-2644

## MANAGEMENT INFORMATION SERVICES

(850) 606-5500

[www.LeonCountyFL.gov/MIS](http://www.LeonCountyFL.gov/MIS)

### Geographic Information Services

(850) 606-5504

## MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE

(850) 219-1060

[www.OEVforBusiness.com](http://www.OEVforBusiness.com)

## MOSQUITO CONTROL

(850) 606-1400

[www.LeonCountyFL.gov/Mosquito](http://www.LeonCountyFL.gov/Mosquito)

## OFFICE OF FINANCIAL STEWARDSHIP

(850) 606-5100

[www.LeonCountyFL.gov/OFS](http://www.LeonCountyFL.gov/OFS)

## PARKS & RECREATION

(850) 606-1470

[www.LeonCountyFL.gov/Parks](http://www.LeonCountyFL.gov/Parks)

## PLANNING DEPARTMENT

(850) 891-6400

[www.talgov.com/Planning](http://www.talgov.com/Planning)

## PROBATION

(850) 606-5600

[www.LeonCountyFL.gov/Probation](http://www.LeonCountyFL.gov/Probation)

## PUBLIC WORKS

(850) 606-1500

[www.LeonCountyFL.gov/PubWorks](http://www.LeonCountyFL.gov/PubWorks)

### Operations (24-hour response)

(850) 606-1400

## PURCHASING

(850) 606-1600

[www.LeonCountyFL.gov/Purchasing](http://www.LeonCountyFL.gov/Purchasing)

## SOLID WASTE MANAGEMENT

(850) 606-1800

[www.LeonCountyFL.gov/Solidwaste](http://www.LeonCountyFL.gov/Solidwaste)

### Hazardous Waste

(850) 606-1803

### Recycling Information

(850) 606-1802

### Rural Waste Collection Center

(850) 606-1800

### Transfer Station

(850) 606-1840

## SUPERVISED PRETRIAL RELEASE

(850) 606-5700

[www.LeonCountyFL.gov/Probation](http://www.LeonCountyFL.gov/Probation)

## SUSTAINABILITY

(850) 606-5000

[www.GrowingGreen.org](http://www.GrowingGreen.org)

## TALLAHASSEE-LEON COUNTY OFFICE OF ECONOMIC VITALITY

(850) 219-1060

[www.OEVforBusiness.com](http://www.OEVforBusiness.com)

## TOURISM DEVELOPMENT

(850) 606-2300

[www.VisitTallahassee.com](http://www.VisitTallahassee.com)

## VETERAN SERVICES

(850) 606-1940

[www.LeonCountyFL.gov/Vets](http://www.LeonCountyFL.gov/Vets)

## VOLUNTEER SERVICES

(850) 606-1970

[www.VolunteerLEON.org](http://www.VolunteerLEON.org)

## CONSTITUTIONAL OFFICES

### CLERK OF COURTS

(850) 577-4000

[www.Clerk.Leon.FL.us](http://www.Clerk.Leon.FL.us)

### SUPERVISOR OF ELECTIONS

(850) 606-8683

[www.LeonVotes.org](http://www.LeonVotes.org)

### PROPERTY APPRAISER

(850) 606-6200

[www.LeonPA.org](http://www.LeonPA.org)

### TAX COLLECTOR

(850) 606-4700

[www.LeonTaxCollector.net](http://www.LeonTaxCollector.net)

### SHERIFF

(850) 922-3300

[www.LeonCountySO.com](http://www.LeonCountySO.com)

## OTHER COUNTY/STATE AGENCIES

### PUBLIC DEFENDER

(850) 606-1000

[www.LeonCountyFL.gov/PD](http://www.LeonCountyFL.gov/PD)

### STATE ATTORNEY, 2ND JUDICIAL CIRCUIT

(850) 606-6000

[www.SAO2FL.org](http://www.SAO2FL.org)

### CIRCUIT COURT 2ND JUDICIAL

(850) 577-4300

[www.LeonCountyFL.gov/2ndcircuit](http://www.LeonCountyFL.gov/2ndcircuit)

Posted at 9:00 a.m. on October 19, 2016



# QUICK REFERENCE

## BOAT LANDINGS

- Ben Stoutamire Landing**  
Ben Stoutamire Road off of SR 20 on Lake Talquin
- Blount Landing**  
24370 Lanier Street
- Bull Headley Landing**  
Bull Headley Road on South Lake Iamonia
- Cedar Hill Landing**  
Cedar Hill Road on East Carr Lake
- Coe Landing**  
Coe's Landing Road off of SR 20 on SE Lake Talquin
- Crowder Landing**  
Crowder Road and US 27 North on Lake Jackson
- Cypress Landing**  
Cypress Landing Road on East Lake Miccosukee
- Elkhorn Landing**  
Elkhorn Road off of SR 20 on South Lake Talquin
- Faulk Drive Landing**  
Faulk Drive on West Lake Jackson
- Fuller Road Landing**  
Fuller Road on West Lake Jackson
- Gardner Landing**  
Gardner Landing Road off Meridian on Carr Lake
- Gil Waters Preserve Landing**  
5800 Crawfordville Hwy
- Hall Landing**  
Hall's Landing Road off of SR 20 on South Lake Talquin
- Lake Munson Landing**  
Munson Landing Road on East Lake Munson
- Meginnis Arm Landing**  
Off Lakeshore Drive on Lake Jackson
- Miller Landing**  
Miller Landing Road on East Lake Jackson
- Tower Landing**  
Tower Road, at the End of Road
- Reeves Landing**  
Reeves Landing Road on NW Lake Miccosukee
- Rhoden Cove Landing**  
Rhoden Cove Road on East Lake Jackson
- Sunset Landing**  
Old Bainbridge Road on West Lake Jackson
- US 27 North Landing**  
Lake Jackson

- Kate Dreland Landing**  
Lake Iamonia Road on NE Lake Iamonia
- Vause Landing**  
Jack Vause Landing Rd off of SR 20 on SE Lake Talquin
- Wainwright Landing**  
Wainwright Road off of SR 20 on South Lake Talquin
- Williams Landing**  
William's Landing Road off of SR 20 on SE Lake Talquin

## CAMPGROUNDS

- Phone Numbers for Camping Information:**  
Local: (850) 350-9560  
Toll Free: (866) 350-9560
- Coe Landing Campground**  
1208 Coe Landing Rd  
20 RV Sites with 30 Amp hookups, Wifi, Showers, Dump Station
- Luther Hall Landing Campground**  
2997 Luther Hall Landing Rd  
10 Tent Camping Sites, Showers
- Williams Landing Campground**  
951 Williams Landing Rd  
10 Tent or RV mixed use sites, Showers

Reservations can be made at:

[www.LeonCountyFL.gov/Reservations](http://www.LeonCountyFL.gov/Reservations)

## COMMUNITY CENTERS

- General Information**  
(850) 606-1470
- Dorothy Cooper Spence Community Center**  
4768 Chaires Cross Road
- Bradfordville Community Center**  
6808 Beech Ridge Trail
- Fort Braden Community Center**  
16387 Blountstown Highway
- Lake Jackson Community Center**  
3840 N. Monroe Street, Suite 301
- Miccosukee Community Center**  
13887 Moccasin Gap Road
- Woodville Community Center**  
8000 Old Woodville Road
- LeRoy Collins Main Library**  
200 West Park Avenue  
(850) 606-2665
- Dr. B. L. Perry, Jr. Branch Library**  
2817 South Adams Street  
(850) 606-2950
- Eastside Branch Library**  
1583 Pedrick Road  
(850) 606-2750
- Fort Braden Branch Library**  
16327 Blountstown Highway  
(850) 606-2900
- Lake Jackson Branch Library**  
3840 North Monroe Street  
(850) 606-2850
- Northeast Branch Library**  
5513 Thomasville Road  
(850) 606-2800
- Woodville Branch Library**  
8000 Old Woodville Road  
(850) 606-2925
- Apalachee Regional Park**  
7550 Apalachee Pkwy.; 4 Multipurpose fields (lighted), Soccer, Football, Restrooms/Concession Building, nationally recognized cross country running facility, radio controlled air field
- Canopy Oaks Community Park**  
3250 Point View Dr.; 2 Little League Fields (lighted), 2 Tennis Courts (lighted), Multipurpose Field (lighted), Concession/Restroom, Playground
- Daniel B. Chaires Community Park**  
4768 Chaires Cross Rd.; 4 Tennis Courts (lighted), 2 Basketball Courts, Restrooms/Concession Building, 2 Little League Baseball Fields (lighted), 1 T-Ball Field (not lighted)
- Fort Braden Community Park**  
15100 Blountstown Hwy.; 2 Little League Baseball Fields (lighted), Multipurpose Field (lighted), Restrooms/Concession Building

- Fred George Greenway and Park**  
3043 Capital Circle NW.,  
Regulation size Baseball Field (lighted), Multipurpose Field (lighted),
- J. Lee Vause Park**  
6024 Old Bainbridge Rd.; 6 Picnic Pavilions (available for rental), 26 Acres Open, Wooded Spaces, 1 Mile of Hard Surface Paths for Bikes and Pedestrians, Extensive Boardwalk, Restrooms, Playground, Volleyball Net
- J. Lewis Hall Sr., Woodville Park and Recreation Complex**  
1492 J Lewis Hall Sr. Ln.; 4 Little League Baseball Fields (lighted), Junior League Field (lighted), Softball Field (lighted), 2 Basketball Courts (lighted), Multipurpose Field (lighted), Youth & Tot Playground, Restrooms/Concession Building

**J.R. Alford Greenway**  
2500 Pedrick Rd.; Over 800 Acres of Trails and Open Space for Hikers, Mountain Bicyclists, Equestrians (Horse Trailer Parking)

**Jackson View Park**  
2585 Clara Kee Blvd.; Walking Trails, Picnic Area, Open Space, Observation Deck

**Kate Ireland Park**  
12271 Iamonia Landing Rd.; Picnic Shelter, Playground, Nature Trails, Restrooms

**Lake Henrietta Park**  
3305 Springhill Rd.; Walking Trail (Paved, 1.2 Miles Long)

**Lake Munson**  
5800 Crawfordville Hwy.; Picnic Shelter, Restrooms, Nature Trails, Landing

**Martha Wellman Park**  
5317 W. Tennessee St.; Walking Trail (8/10 Mile Long)

**Miccosukee Canopy Rd. Greenway**  
5600 Miccosukee Rd.; 14 Miles of Trails and 500 Acres of Open Space for Hikers, Mountain Bicyclists, Equestrians, Picnic Tables and Benches

**Miccosukee Community Park**  
15011 Cromartie Rd.; Youth Playground, 2 Basketball Courts (lighted), 2 Picnic Shelters, 1 Little League Baseball Field (lighted), 1 Little League Softball Field (lighted), 1 T-Ball Field (not lighted), Concession/Restroom

**Okeehoopkee Prairie Park**  
1294 Fuller Rd.; Walking Trail, Picnic Shelter

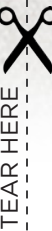
**Pedrick Pond**  
5701 Mahan Dr.; Walking Trail (7/10 Mile Long)

**Stoneler Rd. Park**  
5225 Stoneler Rd.; Little League Field (lighted), Picnic Shelter, Playground, Concession/Restroom

**Tower Rd. Park**  
5971 Tower Rd.; Multipurpose Field (lighted), Baseball, Football, Soccer, Playground, Picnic Shelter, Concession/Restroom

## COMMUNITY RESOURCES

- Cooperative Extension**  
615 Paul Russell Road  
(850) 606-5200
- Development Support & Environmental Management**  
435 N. Macomb Street, Renaissance Center, 2nd Floor  
(850) 606-1300
- Solid Waste Management Facility**  
7550 Apalachee Parkway  
(850) 606-1800
- Visitor Center**  
106 East Jefferson St.  
(850) 606-2300
- Volunteer Services**  
918 Railroad Avenue  
(850) 606-1970



TEAR HERE

# EMPLOYING TEAM APPROACH

## Employing Team Approach

*A Core Practice of Leon County Government*

Employees work together to produce bigger and better ideas to seize the opportunities and to address the problems which face our community.



*Heartwalk Team*



*Leon Works Partners*



*12 Employee Recognition Ceremony*



*Springtime Tallahassee*



*Working Well CEO Breakfast*



*The LeRoy Collins 25<sup>th</sup> Anniversary Celebration*



*Press the Chest 2016*  
Page 340 of 500



*Public Works at APWA Annual Road-E-O*  
Posted at 9:00 a.m. on October 19, 2016



# BOARD OF COUNTY COMMISSIONERS



**Bill Proctor**  
DISTRICT 1  
Chairman of the Board



**Mary Ann Lindley**  
AT-LARGE  
Leon Works



**Bryan Desloge**  
DISTRICT 4  
Ascends to NACo President



**Kristin Dozier**  
DISTRICT 5  
Village Square Town Hall Meeting



**Nick Maddox**  
AT-LARGE  
Second Vice President of  
Florida Association of Counties



**Jane G. Sauls**  
DISTRICT 2  
Board Retreat



**John E. Dailey**  
DISTRICT 3, Vice Chairman  
Fred George Park & Greenway Grand Opening

# SHAPING OUR COMMUNITY FOR FUTURE GENERATIONS

## OUR VALUE PROPOSITION

### What You Get as a Taxpayer and a Stakeholder in our Community

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

## 2016 LEON COUNTY ANNUAL REPORT



Designed, developed and produced by  
**Leon County Community & Media Relations**

Leon County Courthouse, Suite 502  
301 South Monroe Street | Tallahassee, FL 32301  
**(850) 606-5300 | [CMR@LeonCountyFL.gov](mailto:CMR@LeonCountyFL.gov)**

Page 343 of 500

This publication can be viewed online,  
in PDF or HTML format, at the Leon County website:

**[www.LeonCountyFL.gov/AnnualReport](http://www.LeonCountyFL.gov/AnnualReport)**

Posted at 9:00 a.m. on October 19, 2016

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #17**




# Leon County Board of County Commissioners

## Cover Sheet for Agenda #17

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Approval to Renew the FY 2017 Primary Healthcare Program Contracts and Approval to Realign FY 2016 Pool Allocations for Primary Healthcare to Reconcile Fourth Quarter Reimbursement Requests

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnerships Felisa Barnes, Financial Compliance Manager Tiffany Y. Harris, Healthcare Services Coordinator

**Fiscal Impact:**

This item has a fiscal impact. The FY 2017 Budget allocates \$1,737,094 for the Primary Healthcare Program.

**Staff Recommendation:**

- Option #1: Approve the FY 2017 Primary Healthcare Program Contracts, and authorize the County Administrator to execute (Attachments #1-5).
- Option #2: Approve the realignment of \$24,860 of the FY 2016 Pool Allocation for Primary Healthcare from mental health services to primary health to reconcile fourth quarter reimbursement requests.
- Option #3: Authorize the County Administrator to realign the pooled funds within the three health services categories as needed, provided the requests do not reduce the original allocation in any service area by more than 50%.

## Report and Discussion

### **Background:**

This agenda seeks Board approval of the FY2017 annual primary healthcare contracts, realignment of \$24,860 in FY2016 funds from mental health to primary health care and if the Board desires, to authorize the County Administrator to realign the pooled funds within the three health services categories as needed during the current fiscal year, provided the requests do not reduce the original allocation in any service area by more than 50%.

To facilitate increased access to healthcare services for uninsured and indigent citizens, Leon County contracts annually with the following providers: Bond Community Health Center (Bond), Neighborhood Medical Center (NMC), Apalachee Center (Apalachee), Capital Medical Society Foundation/We Care Network (We Care), and Florida A&M University Pharmacy (FAMU).

Leon County funds Bond, NMC, and Apalachee through a Primary Healthcare Competitive Provider Reimbursement Pool which was established in FY 2016. This model pools the allocated funding available for primary healthcare, dental services and mental healthcare and distributes the funds to the providers through a reimbursement process. We Care and FAMU are funded at specified amounts set by the Board during its annual Budget Workshop. Table #1 illustrates the FY 2017 funding levels established for the Healthcare Programs.

<b>Table #1: FY 2017 Leon County Healthcare Programs and Funding Levels</b>		
<b>Program</b>		<b>FY 2017</b>
Competitive Provider Pool Reimbursements (Bond, NMC, and Apalachee Center)	Primary Care Patient Visits	\$759,015
	Dental Care Patient Visits	\$300,000
	Mental Health Patient Visits	\$264,753
	<b>Competitive Reimbursement Total</b>	<b>\$1,323,768</b>
Capital Medical Society Foundation/We Care Network		\$168,826
FAMU Pharmacy Pharmaceutical Services		\$177,500
FAMU Pharmacy Diabetes Partnership		\$67,000
<b>Primary Healthcare Funding Total</b>		<b>\$1,737,094</b>

### **Analysis:**

#### FY 2017 Primary Healthcare Program Funding

##### *Capital Medical Society Foundation/We Care Network (We Care)*

The proposed FY 2017 contract between Leon County and We Care allots \$168,826 to support specialty care services for the uninsured and underinsured children. This is the same amount allocated in FY 2016. We Care utilizes a network of volunteer specialty physicians to address

Title: Approval to Renew the FY 2017 Primary Healthcare Program Contracts and Approval to Realign FY 2016 Pool Allocations for Primary Healthcare to Reconcile Fourth Quarter Reimbursement Requests

October 25, 2016

Page 3

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client needs that cannot be addressed by the primary care physician such as Cardiology, Neurology, Internal Medicine and Orthopedic care. County funding is utilized to reimburse staff costs for a Program Coordinator and Case Managers. We Care proposes to invoice the County \$14,069 monthly. This represents 1/12 of its total allocation.

*Florida A&M University College of Pharmacy (FAMU)*

The proposed contract between Leon County and FAMU allocates \$244,500 and requires coordinated and unified pharmacy services for indigent clients at NMC and the two local hospitals. This includes \$67,000 to fund a staff position for the diabetes partnership coordinated between FAMU, Bond, and NMC. This partnership proposes to address morbidity and mortality of African Americans with Type 2 diabetes. These efforts support targeting patient outcomes to improve their overall health. FAMU operates the Diabetes Program through its College of Pharmacy and Center for Health Equity. Bond and NMC refer patients for assessment and assistance in creating a plan to improve their diabetes related clinical outcomes, with support for improved compliance with tailored treatment plans.

FAMU Pharmacy will continue educating patients on the proper use of medications and assist them in applying for prescription assistance programs for costly medicines that they cannot afford. A portion of the Board's total allocation, \$2,929 is used for pharmacy software at NMC's Orange Avenue site. The balance of the funds, \$174,571, support pharmacy services at NMC's Brevard Street site. This funding is utilized to support a Pharmacy Manager position, which includes fringe and benefits at a cost of \$103,200; a Pharmacy Technician at \$32,000; MedData Services and Software at \$6,229; and Equipment and Supplies at a cost of \$6,142. FAMU agrees to invoice the County 1/12 of its total funding allocation each month which equates to \$20,375 monthly.

*Competitive Provider Reimbursement Pool*

The competitive provider reimbursement model creates a single pool of funds available for reimbursement to Bond, NMC, and Apalachee, on a per patient visit rate, for primary care, dental, and mental health services rendered. Of the \$1,323,768 the Board set aside for the competitive reimbursement pool, \$759,015 (57%) is aligned for primary care services, \$264,753 (20%) is set aside for mental health services and \$300,000 (23%) is set aside for dental services. Each of the three providers must submit a monthly invoice to receive reimbursement for the cost of services rendered during each patient visit. The reimbursement rates are \$125 per primary care or dental visit and \$80 per mental health visit.

At the September 20, 2016 meeting, the Board approved Apalachee's request to leverage a portion (\$150,000) of the mental health services funds as a grant match for the creation of a Central Receiving Facility pending award by the Department of Children and Families. If necessary, a contract modification will be submitted to the Board for approval.

The Competitive Provider Reimbursement Pool model gives each agency the opportunity to receive no less funding than they received in past years, while encouraging a level playing field for the agencies providing these services. This model fulfills the Board's desire to responsibly fund the healthcare needs of the uninsured and underinsured residents and makes certain that

Title: Approval to Renew the FY 2017 Primary Healthcare Program Contracts and Approval to Realign FY 2016 Pool Allocations for Primary Healthcare to Reconcile Fourth Quarter Reimbursement Requests

October 25, 2016

Page 4

funds are available to the agency providing the service. This model also bridges the gap of the providers' requests for additional funding outside of the Board's annual allocation process by ensuring that each provider has the opportunity to access all of the funds dedicated to primary health, dental and mental health services. High performing agencies benefit under this model because it encourages them to follow through on helping patients establish a medical home. Under the Competitive Provider Reimbursement Pool, the funding follows the patient and provides the County with the flexibility to realign the funds as needed to address the specific healthcare needs of Leon County's uninsured and underinsured residents.

When the Pool model was initially established, funds for dental services were capped at \$100,000 and \$959,015 was set aside for primary healthcare. However, an unanticipated sharp increase in the number of patients needing dental services resulted in the exhaustion of funds designated for dental care prior to the conclusion of the second quarter of FY 2016. During the June 14, 2016, Budget Workshop, staff recommended and the Board approved immediate realignment of \$200,000 from the current primary care allocation to dental health services, thereby increasing the dental health services cap to \$300,000. With this change, the new annual cap for primary healthcare was set at \$759,015. Staff also advised the Board, that although no changes to the mental health allocation were proposed at that time, we would continue to monitor the spending trends and, if funds are available for reallocation, an updated analysis would be provided to the Board.

Table #2 summarizes the FY 2016 Healthcare Competitive Pool. The table shows fewer mental health and dental health patient visits than anticipated. However, the number of primary health patient visits slightly exceeded the number anticipated by fewer than 200, creating a deficit of \$24,860 in funds available to meet reimbursement requests in this area. A total surplus of \$76, 863 (\$76,113 mental health + \$750 dental) remains in the pool and is available to address the shortfall in the primary healthcare services areas. To fully utilize the available pool funds and to meet the demand for primary healthcare services, staff recommends realignment of \$24,860 from the FY 2016 mental health category to primary healthcare. This one-time realignment will ensure that adequate funds are available to support the end of year requests for reimbursements in the primary healthcare category. After this adjustment, a total of \$52,003 remains unencumbered.

Table #2

FY 2016	Leon County Healthcare Competitive Pool Summary			
	Primary Health	Mental Health	Dental	Total
Maximum Allowable Funding	\$ 759,015	\$264,753	\$300,000	\$ 1,323,768
Program Expenditures	\$ 783,875	\$188,640	\$299,250	\$ 1,271,765
<b>Surplus/Deficit</b>	<b>\$ (24,860)</b>	<b>\$ 76,113</b>	<b>\$ 750</b>	<b>\$ 52,003</b>

Title: Approval to Renew the FY 2017 Primary Healthcare Program Contracts and Approval to Realign FY 2016 Pool Allocations for Primary Healthcare to Reconcile Fourth Quarter Reimbursement Requests

October 25, 2016

Page 5

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The competitive pool model has proven to meet the Board's objective of addressing the need for healthcare and allowing greater access to services. As staff continues to monitor the usage trends, it may be necessary to periodically realign funds within the service areas to meet the demand. Should the Board wish to continue with this model, it may be necessary to periodically realign funds within the service areas. The Board may choose to authorize the County Administrator to conduct a quarterly review of these trends and realign the funding when appropriate and to only bring this issue back to the Board for consideration if the adjustment(s) result in the reduction of more than 50% of the original allocation in any service area.

As noted during the June 14, 2016 Budget Workshop, staff will be performing an analysis of the providers overall use of this funding model and patients served. Staff will provide the Board options and recommendations on funding based on the latest data indicating service needs as part of the FY18 budget process. Staff will provide recommendations early in the FY18 budget cycle.

**Options:**

1. Approve the FY 2017 Primary Healthcare Program Contracts, and authorize the County Administrator to execute (Attachments #1-5).
2. Approve the realignment of \$24,860 of the FY 2016 Pool Allocation for Primary Healthcare from mental health services to primary health to reconcile fourth quarter reimbursement requests.
3. Authorize the County Administrator to realign the pooled funds within the three health services categories as needed, provided the requests do not reduce the original allocation in any service area by more than 50%.
4. Board direction.

**Recommendation:**

Options #1 #2, and #3

**Attachments:**

1. Capital Medical Society Foundation/We Care Network FY 2017 Contract for Care Coordination Services
2. Florida A & M University College of Pharmacy FY 2017 Contract for Pharmaceutical Services
3. Bond Community Health Center, Inc. FY 2017 Contract for Primary Care and Mental Health Services
4. Neighborhood Medical Center FY 2017 Contract for Primary Care and Mental Health Services
5. Apalachee Center, Inc. FY 2017 Contract for Mental Health Services

**Leon County Case Management Contract  
Office of Human Services and Community Partnerships  
Primary Healthcare Program**

This Agreement dated this \_\_\_\_ day of October 2016, by and between LEON COUNTY, a charter county and political subdivision of the State of Florida, hereinafter referred to as the “County” and Capital Medical Society Foundation, hereinafter referred to as the “Contractor”.

WHEREAS, the Board has identified the need to further the provision of primary healthcare services to the uninsured citizens of our community; Services to include basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient, along with ambulatory care, preventive health services and continuing case management of the healthcare needs of registered clients; and

WHEREAS, the CareNet group of providers, including Neighborhood Medical Center, Bond Community Health Center, Capital Medical Society Foundation, FAMU College of Pharmacy, Tallahassee Memorial HealthCare, Capital Regional Medical Center, and Leon County Health Department have provided primary and specialty healthcare services to the uninsured citizens of Leon County in a coordinated fashion for a number of years; and

WHEREAS, the Board has determined that a greater need for healthcare for the uninsured in our community exists above the current level of services offered by the CareNet partners at their current levels of funding and participation; and

WHEREAS, the Board has found it in the best interest of Leon County to dedicate funding for the expansion of the existing CareNet program to service the community’s additional need for healthcare services for the uninsured; and

WHEREAS, the CareNet group of providers have agreed to work cooperatively with the Board to meet that additional community need for healthcare services for the uninsured;

NOW, THEREFORE, the parties hereto agree as follows:

**Section 1: Clients To Be Served**

The Contractor hereby agrees to serve the following residents of the County with the following restrictions:

1. Eligibility for services under this contract shall be limited to those residents of Leon County with net incomes less than 150% of the most current federal poverty levels established by the U.S. Office of Management and Budget, who require specialty medical care and/or dental care, have no health insurance, and are not currently covered under any other state or federal assistance program. Clients referred from primary care are screened for eligibility to receive donated specialty medical care and/or dental care. Clients found ineligible receive short term case management to find alternate appropriate services.
2. No fees of any kind shall be charged for registered comprehensive primary care clients

who are below 150% of the most current federal poverty levels.

3. Clients who are not currently receiving Medicaid or Healthy Kids, or any other state or federal program, and who appear to meet the income and categorical eligibility requirements of Medicaid or Healthy Kids, should be strongly encouraged to pursue obtaining eligibility for those programs.
4. Clients who are enrolled in Medicaid, Medicare, Healthy Kids, or any other insurance program will not be eligible for services under this contract.
5. The Contractor will determine eligibility for enrollment in the We Care Network. Eligibility will be determined at least annually. A client shall be allowed, however, to request determination of eligibility after submitting verified confirmation of changes to his\her income.
6. The Contractor will abide by HIPAA policies and procedures established for the Primary Health Care Program as related to the processing of clients medical information.

**Section 2: Services to be offered per this contract by Contractor**

1. The Contractor shall provide specialty healthcare services to qualifying Leon County adult recipients. The contractual amount is based upon the following line items:

Specialty Medical Services:

RN Program Coordinator	\$39,292
Case Manager 1	\$27,608
Case Manager 2	\$31,804
Case Manager 3	\$20,000
Case Management Aide	\$8,000
Operating Expenses (recurring)	\$11,232
Patient Assistance	\$8,000
<b>Total:</b>	<b>\$145,936</b>

Dental Services:

Case Manager 4	\$13,890
Operating Expenses (recurring)	\$ 6,000
Patient Assistance	\$ 3,000
<b>Total</b>	<b>\$22,890</b>

**Combined Total: \$168,826**

**Section 3: Staffing Requirements**

1. Staffing  
The Contractor must maintain sufficient staff to deliver the agreed upon services. The RN Program Coordinator must provide intensive case management to those clients deemed in need of such services. Outreach services shall be coordinated with CareNet

agencies. Case managers are responsible for providing care coordination services to eligible clients receiving specialty medical care and dental care through the program.

2. Professional Qualifications

The Contractor will maintain a personnel file for all staff provided under this contract. All physicians, nurse practitioners, physician assistants, nurses and other licensed health professionals that provide any service to primary care or mental health clients referenced in this contract must have a current license to practice in the State of Florida, and proof of said license. Commissioned Public Health Service Corps Officers are exempt from having a Florida license.

The health care professionals must practice according to the constraints of their individual practice acts and protocols. The physician and other health care professionals assisting with providing care must have demonstrated knowledge and skills in the area of the procedure they will be assisting with or performing.

Professional personnel records should document training as appropriate to their individual practice. Each personnel record must also outline the current job description with minimum qualifications for that position.

3. Staffing Changes

The Healthcare Services Coordinator must be notified in writing of termination of employment of the Executive Director or any funded position within 10 days of termination. This notification must describe the interim arrangements, if any, to fill the position. The name of the person assuming the position must be provided to the Contract Manager in writing within 10 days of hiring.

**Section 4: Reports to be performed by Contractor**

1. The Contractor must submit a monthly invoice to the County on or before the 30<sup>th</sup> day of the month. The invoice should be sent to the following address to:

Tiffany Harris, Healthcare Services Coordinator  
Leon County  
Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

2. The Contractor must submit the following information. For the purposes of this contract “New” Patients means those receiving first-time medical and/or dental services. “Existing” Patients means those receiving medical and/or dental care continued beyond the first encounter and reported beyond the new patient status.
3. The Contractor will provide a Client Satisfaction Survey to randomly sample a minimum of 20 medical and dental clients seen during each quarter of the contract period. Completed forms will be forwarded to the county contract manager.



4. Annually, the County will submit an annual report that provides a detailed summary of all expenditures utilizing the funds from this contract. The annual report will also comprehensively detail the amount of new patients as compared to overall patients served by the Contractor and the types of service performed in the reporting year. The report will also compare the current period against measures from previous years.

#### **Section 5: Audits, Records, and Records Retentions**

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. 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 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 Contractor 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 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.
5. **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 850-606-1900, [HarrisTi@leoncountyfl.gov](mailto:HarrisTi@leoncountyfl.gov), Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.**

## **Section 6: Monitoring**

The Contractor agrees:

1. To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.
2. Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive direction of the County; result in any one or any combination of the following: (a) the provider being deemed in breach or default of this contract; (b) the withholding of payments to the Contractor by the County; and (c) the termination of this

contract for cause.

**Section 7: Payment**

1. Payment shall be made by the County upon receipt of valid invoice by Contractor at a monthly rate equal to no more than one twelfth (1/12) of the following total contractual amount: \$168,826. The contractual amount is based upon the following line items (for twelve months):

Specialty Medical Services:

RN Program Coordinator	\$40,292
Case Manager 1	\$28,608
Case Manager 2	\$27,804
Case Manager 3	\$21,000
Case Management Aide	\$9,000
Operating Expenses (recurring)	\$11,232
Patient Assistance	\$8,000
<b>Total:</b>	<b>\$145,936</b>

Dental Services:

Case Manager 4	\$13,890
Operating Expenses (recurring)	\$ 6,000
Patient Assistance	\$ 3,000
<b>Total</b>	<b>\$22,890</b>

**Combined Total: \$168,826**

2. The payment shall be made by the County within 30 days of receipt and approval by the County of a monthly invoice.
3. The monthly invoice is to be completed and submitted by the Contractor to the County. The Contractor agrees prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in aforementioned Section 1. No payment will be made for any month unless all required client data and documentation has been entered into the web based reporting system.

**Section 8: Term**

The length of this contract shall be for a term of twelve months beginning on October 1, 2016 and ending on September 30, 2017.

**Section 9: Indemnity**

The Contractor shall to indemnify and hold harmless the County from and against any and all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the services being performed under this agreement by Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, its delegates, agents or

employees, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

### **Section 10: Termination**

1. The County may terminate this contract without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this contract for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give the Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the Contractor.
2. Termination with cause shall include but not be limited to the discovery of improper or inappropriate accounting, expenditures, reporting or service delivery by the contractor or due to the discovery of noncompliance with any item detailed within the sections of this contract.

### **Section 11: 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 the Capital Medical Society Foundation: Pam Wilson, Executive Director  
Capital Medical Society Foundation  
1204 Miccosukee Road  
Tallahassee, FL 32308

Notice to the COUNTY: Shington Lamy, Director  
Leon County  
Office of Human Services and  
Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

### **Section 12: Revisions**

In any case where, in fulfilling the requirements of this contract or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the contract, Contractor shall obtain the prior written consent of the County. The parties agree to renegotiate this contract if revision of any applicable laws or regulations makes changes in this contract necessary.

### **Section 13: Construction**

The validity, construction, and effect of this Contract shall be governed by the laws of the State of Florida.

### **Section 14: Budget**

The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this agreement for the current and any future periods provided for within the budget allocations for the current fiscal year.

### **Section 15: Status**

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

### **Section 16: Assignments**

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

### **Section 17: Public Entity Crimes Statement**

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his/her knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his/her affiliates shall provide the County with a completed public entity crime statement form no later than January 15<sup>th</sup> of each year this agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this agreement by Leon County.

### **Section 18: Contractors Responsibility**

It shall be the sole responsibility of the Contractor to comply with all applicable Federal, State, County and City, statutes, ordinances, rules and regulations in the performance of the Contractor's obligations under this agreement.

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

CAPITAL MEDICAL SOCIETY FOUNDATION

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Pam Wilson  
Executive Director

BY: \_\_\_\_\_  
Vincent S. Long  
County Administrator

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Attest:  
Bob Inzer, Clerk of the Circuit Court  
and Comptroller  
Leon County, Florida

Witness: \_\_\_\_\_

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

Leon County Office of Human Services and Community Partnerships  
Primary Healthcare Program  
Pharmaceutical Care Contract with Florida A&M University College of Pharmacy and  
Pharmaceutical Sciences

This Agreement dated this \_\_\_\_\_ day of October 2016, by and between LEON COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Florida Agricultural and Mechanical University acting for and on behalf of the FAMU Board of Trustees a public corporation of the State of Florida, hereinafter referred to as the "College" or "Contractor."

WHEREAS, the College and County share a common mission to provide the highest quality of pharmaceutical services and care to its patients, and;

WHEREAS, College and County agree that it would be in their mutual interest to expand its current level of pharmaceutical services and unify all pharmaceutical operations for all uninsured Leon County residents at the 872 W. Orange Ave site and the 438 W. Brevard Street site; and

WHEREAS, the Board has determined that a greater need for unified pharmaceutical care for the uninsured in our community exists above the current level of services offered at the individual sites at their current levels of funding and participation; and

WHEREAS, the Board has found it in the best interest of Leon County to dedicate funding for the expansion of unified pharmaceutical care and operations for pharmaceutical services for the uninsured; and

WHEREAS, the College has agreed to work cooperatively with the Board to meet that additional community need for unified pharmaceutical services for the uninsured;

NOW, THEREFORE, the parties hereto agree as follows:

**Section 1: Plan of Operations**

The objective of the Unified Pharmaceutical Plan is to operate several community pharmacies to provide pharmaceutical services for Leon County's uninsured. Under the administration of the FAMU College of Pharmacy, the Unified Pharmaceutical Plan will include:

1. The FAMU Health Department Pharmacy located at the 872 W. Orange Avenue. The patients of the Richardson-Lewis Health Center will continue to receive the same level of pharmaceutical services that they are currently receiving but services will be expanded to serve all patients of the health center. Hours of operation will be Monday through Friday 8:00am – 1:00pm and 2pm – 5pm. Any hours of operation requested outside of these hours will be provided at the health center's expense.
2. The FAMU Health Department Pharmacy located at the Neighborhood Medical Center (NMC) at 438 W. Brevard Street. Patients of Neighborhood Medical Center will continue to receive the same level of pharmaceutical services that they are currently receiving. The College of Pharmacy will assume the administrative and operational duties of the pharmacy. Administrative services will include staffing, formulary management, etc. Hours of operation will be Monday through

Friday 8am – 1:00pm and 2pm – 5pm. Any hours of operation requested outside of these hours will be provided at the health center's expense.

All pharmacy locations will be electronically linked with secure technology to access the pharmacy software program, a pharmacy database located on a central server, currently housed at 438 W. Brevard 872 West Orange Avenue. This existing equipment is used by the FAMU Health Department Pharmacy located at the 872 West Orange Avenue and the FAMU Pharmacy located at 438 W. Brevard Street. The network will be compliant with all HIPAA regulations.

The College of Pharmacy will manage the day-to-day operations of each pharmacy location and relieve each clinic site of pharmacy management responsibilities and provide professional consultation in the development of overall pharmacy management, clinical services, and program evaluation. The College of Pharmacy will provide the expertise to ensure proper Florida licensing for pharmacy practice, adherence to all Florida Statutes governing the profession of pharmacy and development of clinical pharmacy programs.

### **Section 2: Scope of Services**

The purpose of the expansion of services will be to provide unified pharmaceutical services to all uninsured patients of Leon County. Services provided by the College of Pharmacy will include:

1. Coordinate and unify pharmacy services for indigent patients at the Richardson-Lewis Health Center, Neighborhood Medical Center, and the two local hospitals.
2. Development of policies and procedures for pharmaceutical services from each primary care site.
3. Development of a community wide generic formulary for distribution to health care providers of the uninsured.
4. Coordinated Patient Assistance Programs (PAP) for uninsured residents of Leon County at Neighborhood Medical Center and Richardson-Lewis Health Center.
5. Filling/dispensing prescription and OTC medications.
6. Counseling services including Drug Utilization Review interventions and patient drug monitoring.
7. Provide patient education seminars for specific disease state management to better control patient medical conditions.
8. Track medications dispensed for Leon County patients.
9. Generating reports requested by Leon County for facilitation and accountability of pharmaceutical services in the county.
10. Conduct outcomes research and utilization studies to assess therapeutic outcomes.
11. Implement the Diabetes Education and Empowerment Program (DEEP) to reduce hospitalizations and delay development of serious morbidity and mortality of uninsured patients with diabetes.

All revenues generated by the unified pharmaceutical program through the provision of services listed above will be placed back into the unified program for the purchase of medications, equipment, supplies, or any other expenditures deemed necessary by the College of Pharmacy and approved in writing by Leon County.

### **Section 3: Reports to be performed by Contractor**

1. The Contractor must submit a monthly invoice (Exhibit A) to the County on or before the 30<sup>th</sup> day of the month to the following:



Tiffany Harris, Healthcare Services Coordinator  
Leon County Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, Florida 32310

2. The Contractor must submit required data for each site as designated in the monthly and quarterly invoice. This data shall at a minimum contain the following information:
  - a) Total number of prescriptions filled per month
  - b) Number of prescriptions filled for Leon County residents
  - c) Retail value of prescriptions filled per month for Leon County residents
  - d) Monthly number of Patient Assistance Program medications received by Leon County Residents
  - e) Retail Value of Patient Assistance Program medications received by Leon County Residents
3. The Contractor must submit a Quarterly Progress Report that is to include the total number of prescriptions filled, the number of patient assistance medications received and the retail value of the medications, performance/clinical outcomes, and a summary of expenditures for medications and salary expenses, respectively, as documented during the respective quarter.
4. The Contractor must submit a Quarterly Progress Report which includes a narrative component detailing partnerships, concerns, successes, and progress toward program goals. The Quarterly Progress Report is to be submitted with the monthly invoice for the months of March, June and September. The quarterly report must be attached to the respective monthly invoice in order for the County to proceed with invoice processing and payment, unless otherwise specified by the Board.
5. Annually, the County will submit a final report that provides a detailed summary of all expenditures made utilizing the funds from this contract. This annual report will also comprehensively detail the amount of new patients as compared to overall patients served by the provider and the types of service performed during the reporting year. The report will also compare the current period against measures from previous years.

#### **Section 4: Audits, Records, and Records Retentions**

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until

resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. 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 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 Contractor 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 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.

5. **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 850-606-1900, [HarrisTi@leoncountyfl.gov](mailto:HarrisTi@leoncountyfl.gov), Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.**

### **Section 5: Monitoring**

The Contractor agrees:

1. To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.
2. Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, after consultation with the College, result in any one or any combination of the following: (a) the College being deemed in breach or default of this contract; (b) the withholding of payments to the Contractor by the County; and (c) the termination of this contract for cause.

### **Section 6: Payment**

1. Payment shall be made by the County upon receipt of valid invoice by Contractor at a monthly rate equal to no more than one twelfth (1/12) of the total contractual amount of \$244,500. The contractual amount is based upon the following line items (for twelve months):

Pharmaceutical Care Services:

<u>Richardson-Lewis Health Center Site 872 W. Orange Avenue</u>	
Pharmacy Software	\$2,929
<b>Site Total</b>	<b>\$2,929</b>

<u>Neighborhood Medical Center (NMC) Site 438 W. Brevard Street</u>	
1.0 FTE RX Manager	\$ 80,000
Rx Fringe Benefits	\$23,200
1.0 FTE Pharmacy Technician	\$ 27,000
1.0 FTE Pharmacy Technician	\$ 32,000
MedData Services	\$3,300
Pharmacy Software	\$2,929
Equipment and Supplies (Both Sites)	\$6,142
<b>Site Total</b>	<b>\$174,571</b>

**Diabetes Education and Empowerment Program: \$67,000**

**CONTRACT TOTAL: \$244,500**

2. The payment shall be made by the County within 30 days of receipt and approval by the County of a monthly invoice. The monthly invoice is to be completed and submitted by the Contractor to the County.
3. No line item (as identified in paragraph 1 above) payment shall be made until such time as the staff members identified in Section 6 of this contract are hired by the Contractor or County authorized Subcontractor. Similarly, no payment shall be made if the required monthly reports, as delineated in Section 3 of this contract, are not attached to the monthly invoice appropriately.

**Section 7: Time**

The length of this contract shall be for a term of twelve months beginning on October 1, 2016 and ending on September 30, 2017.

**Section 8: Hold Harmless**

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee, in a manner consistent with section 768.28, Florida Statutes..

**Section 10: Termination**

1. Either party may terminate this contract with or without cause, by giving the other party sixty (60) days written notice of termination. The County shall not be required to give the Contractor such sixty (60) day written notice if, after meeting with the Contractor, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the Contractor.
2. Termination with cause shall include but not be limited to the discovery of improper or

inappropriate accounting, expenditures, reporting or service delivery by the provider or due to the discovery of noncompliance with any item detailed within the sections of this contract.

3. In the event of termination for any reason, County shall compensate College for services provided up to the effective date of the termination.

### **Section 11: Revisions**

In any case where, in fulfilling the requirements of this contract or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the contract, Contractor shall obtain the prior written consent of the County. The parties agree to renegotiate this contract if revision of any applicable laws or regulations makes changes in this contract necessary.

### **Section 12: Construction**

The validity, construction, and effect of this Contract shall be governed by the laws of the State of Florida.

### **Section 13: Budget**

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the renewal of the contract.

### **Section 14: Status**

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

### **Section 15: Assignments**

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

### **Section 16: Public Entity Crimes Statement**

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this agreement by Leon County.

### **Section 17: Contractor's Responsibility**

It shall be the sole responsibility of the Contractor to comply with all applicable Federal, State, County and City, statutes, ordinances, rules and regulations in the performance of the Contractor's obligations under this agreement.

### **Section 18: Waiver**

Waiver by either party of any breach is not to be deemed a waiver of subsequent breach of the same or any other covenant

### **Section 19: Severability**

In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, or by an Administrative Law Judge in accordance with Chapter 120, Florida Statutes,

such holding shall not invalidate or render unenforceable any other provision hereof. However, where a breach of the contract goes to the whole of the contract, the contract is unenforceable.

**Section 20: 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 the COLLEGE:

Michael Thompson, Pharm.D.  
Dean and Professor  
Florida A&M University  
College of Pharmacy and Pharmaceutical Sciences  
Tallahassee, Florida 32307

Notice to the COUNTY:

Shington Lamy, Director  
Leon County  
Office of Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]

[SIGNATURE PAGE FOLLOWS THIS PAGE]

**WHERETO, the parties have set their hands and seals effective the date whereon the last party executives 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

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY**

\_\_\_\_\_  
**Marcella David, JD**  
Provost, Florida A&M University

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Michael D. Thompson, PharmD**  
Dean, College of Pharmacy  
and Pharmaceutical Sciences

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Jim Jacoby**  
Risk Management and Insurance

\_\_\_\_\_  
Date

APPROVED AS TO FORM, BUT LEGALITY  
SUBJECT TO EXECUTION BY ALL PARTIES.  
OFFICE OF THE GENERAL COUNSEL.

BY: \_\_\_\_\_

**Shira R. Thomas**  
Deputy General Counsel

\_\_\_\_\_  
Date

LEON COUNTY  
OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

LEON COUNTY PRIMARY HEALTHCARE PROGRAM  
STANDARD CONTRACT

THIS CONTRACT is entered into between Leon County hereinafter referred to as the *County* and **Bond Community Health Center, Inc.**, hereinafter referred to as the *Provider*.

THE PARTIES AGREE:

I. The County Agrees:

A. Contract Amount

To pay for contracted services according to the conditions of Attachment I in an amount of up to \$125.00 per patient visit for Primary Care and Dental Services and \$80.00 per patient visit for Mental Health Services. Funds shall be reimbursed on a first-come, first-served basis from a funding pool of \$1,323,768, of which up to \$759,015 may be used for primary care visits, up to \$300,000 may be used for dental visits, and up to \$264,753 for mental health visits. Leon County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The County Administrator has the authority to realign funding in the Competitive Provider Reimbursement Pool categories, if necessary.

B. Contract Payment

Invoice payment requirements do not start until a properly completed invoice is provided. The Provider agrees prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.

II. THE PROVIDER AGREES:

A. To provide services in accordance with the conditions specified in Attachment I.

B. Requirements of §287.058, Florida Statutes (FS)

To provide units of deliverables, including reports, findings, and drafts as specified in **Attachment I**, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

C. To the Following Governing Law

1. State of Florida Law

This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

2. Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
- b. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the County.
- c. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment **NA**. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.



- d. Not to employ unauthorized aliens. The County shall consider employment of unauthorized aliens a violation of §§274A (e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract by the County.
- e. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- f. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

#### **D. Audits, Records, and Records Retentions**

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. 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 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 Contractor 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 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.

- 5. 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 850-606-1900, [HarrisTi@leoncountyfl.gov](mailto:HarrisTi@leoncountyfl.gov), Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.**

#### **E. Monitoring by the County**

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract. Following such evaluation the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

#### **F. Indemnification**

- The Provider 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 Provider, its delegates, employees and agents, arising out of or under this Agreement or any subsequent modifications thereof, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Provider to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Provider is sufficient consideration of the Provider's indemnification of the County.
- The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the County is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the County. The County's failure to notify the provider of a claim shall not release the provider of the above duty to defend.

#### **G. Insurance**

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. Upon the execution of this contract, the provider shall furnish the County written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The County reserves the right to require additional insurance as specified in Attachment I where appropriate.

#### **H. Safeguarding Information**

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

#### **I. Assignments and Subcontracts**

- To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the County, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.
- The provider shall be responsible for all work performed and all expenses incurred with the project. If the County

permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the County shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the County against such claims.

3. Leon County shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another governmental agency in Leon County Government, upon giving prior written notice to the provider. In the event Leon County approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of Leon County, Florida.
4. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the County in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

#### **J. Incident Reporting**

##### **Abuse, Neglect, and Exploitation Reporting**

In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

#### **K. Civil Rights Requirements**

Civil Rights Certification: The provider will comply with applicable provisions of the State of Florida County of Health publication, "Methods of Administration, Equal Opportunity in Service Delivery."

#### **L. Independent Capacity of the Contractor**

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the County.
2. The provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the Leon County, Florida nor shall the provider represent to others that it has the authority to bind the County unless specifically authorized to do so.
3. Neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to county retirement or county leave benefits, or to any other compensation of county employment as a result of performing the duties and obligations of this contract.
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of Leon County, Florida.
5. Unless justified by the provider and agreed to by the County in Attachment I, the County is not responsible for services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

#### **M. Sponsorship**

If the provider is a non-governmental organization which sponsors a program financed wholly or in part by county funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: *Sponsored by (provider's name) and Board of County Commissioners with County Logo*. If the sponsorship reference is in written material, the words, Board of County Commissioners, Leon County and county logo shall appear in the

same size letters or type as the name of the organization.

#### **N. Final Invoice**

To submit the final invoice for payment to the County no more than 30 days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the County will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the County. Final invoice payment is subject to the availability of funds.

#### **O. Use of Funds for Lobbying Prohibited**

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

#### **P. Patents, Copyrights, and Royalties**

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in any way connected herewith, the Provider shall refer the discovery or invention to the County to be referred to the County of State to determine whether patent protection will be sought in the name of Leon County, Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to Leon County, Florida.
2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the County. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to Leon County, Florida.
3. The provider, without exception, shall indemnify and save harmless Leon County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. Leon County will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for Leon County, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### **Q. Construction or Renovation of Facilities Using County Funds**

Any county funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the county a security interest in the property at least to the amount of the county funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of county funding for this purpose, the provider agrees that, if it disposes of the property before the County's interest is vacated, the provider will refund the proportionate share of the county's initial investment, as adjusted by depreciation.

#### **R. Information Security**

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with Leon County Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the County's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

### **III. The Provider and the County Mutually Agree:**

#### **A. Effective and Ending Dates**

This contract shall begin on October 1, 2016, and shall end on September 30, 2017.

#### **B. Termination**

##### **1. Termination at Will**

This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

##### **2. Termination Because of Lack of Funds**

In the event funds to finance this contract become unavailable, the County may terminate the contract upon no less than *twenty-four (24) hours* notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The County shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination. County is not required to reimburse for visits if funding is not available. Notification of such shall be in writing and delivered by certified mail, return receipt requested, or in person with proof of delivery.

### 3. Termination for Breach

This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the County may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the County's right to remedies at law or in equity.

### 4. Termination for Failure to Satisfactorily Perform Prior Agreement

Failure to have performed any contractual obligations with the County in a manner satisfactory to the County will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the county, been notified by the county of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the county; or (2) had a contract terminated by the county for cause.

## C. Renegotiation or Modification

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the county budgeting process and subsequently identified in the County's operating budget. The County reserves the right to modify this contract based on utilization of funds.

## D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)

- |  |  |
|--|--|
| <p>1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:<br/><u>Bond Community Health Center, Inc.</u><br/><u>1720 S. Gadsden Street</u><br/><u>Tallahassee, FL 32301</u></p>  | <p>2. The name of the contact person and street address where financial and administrative records are maintained is:<br/><u>Temple Robinson, MD, CEO</u><br/><u>Bond Community Health Center, Inc.</u><br/><u>1720 S. Gadsden St., Tallahassee, FL 32301</u></p>                  |
| <p>3. The name, address, and telephone number of the contract manager for the County for this contract is:<br/><br/><u>Tiffany Harris, Healthcare Services Coordinator</u><br/><u>Office of Human Services and Community Partnerships</u><br/><u>918 Railroad Avenue</u><br/><u>Tallahassee, Florida 32310</u></p> | <p>4. The name, address, and telephone number of the Provider's representative responsible for administration of the program under the contract is:<br/><br/><u>Temple Robinson, MD, CEO</u><br/><u>1720 S. Gadsden Street</u><br/><u>Tallahassee, FL 32301 (850) 576-4073</u></p> |
5. Upon change of representatives (names, addresses, and telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

## E. All Terms and Conditions Included

This contract and its attachments as referenced, Attachment I and Exhibits A & B contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

**I have read the above contract and understand each section and paragraph.**

Provider: Bond Community Health Center, Inc.  
1720 S. Gadsden Street  
Tallahassee, FL 32301

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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

## ATTACHMENT I

### A. Services to be Provided

#### 1. Definition of Terms

##### Program Terms

- a. **Primary Care Services.** Basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient. This also includes ambulatory care, preventive health services and continuing management of the health care needs of registered clients.
- b. **Primary Care Client.** A person who has been determined to be eligible for primary care services and receives any client service funded by this contract.
- c. **Dental Services.** Basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the dentist in the course of treating the patient. This also includes ambulatory care, preventive dental health services and continuing management of the dental health care needs of registered clients.
- d. **Dental Client.** A person who has been determined to be eligible for dental services and receives any client service funded by this contract.
- e. **Mental Health Services.** Basic diagnostic procedures and drug or other therapeutic modalities (i.e.treatment plans) ordered or provided by the mental health practitioner in the course of treating the patient.
- f. **Mental Health Client.** A person who has been determined to be eligible for mental health services and receives any client service funded by this contract.
- g. **Service Unit (Patient Visit).** Primary Care, Dental, and/or Mental Health visit (throughout the contract period) per eligible enrolled client.
- h. **Adult,** is any eligible client who is 18 years of age or older.
- i. **Child,** is any eligible client who is 17 years of age or younger.

#### 2. General Description

##### a. General Statement

- (1) Primary Care Services must be provided which include basic diagnostic

procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient, along with ambulatory care, preventive health services and continuing management of the health care needs of registered clients.

- (2) Dental Services must be provided which include basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the dentist in the course of treating the patient, along with ambulatory care, preventive dental health services and continuing management of the dental health care needs of registered clients.
- (3) The Provider will employ psychiatrists and/or ARNPs and case managers to provide appropriate mental health services that include basic diagnostic procedures and drug or other therapeutic modalities (e.g.- treatment plans) ordered or provided by the practitioner in the course of treating the patient.
- (4) Case managers will assist eligible patients in accessing any third party payer for which they may be eligible, such as Medicaid and Florida Healthy Kids.
- (5) Case managers will assist eligible patients in accessing other social services needs such as food, housing and transportation.
- (6) The Provider will provide all billable services at Bond Community Health Center, Inc. that meet the needs and requirements of the eligible patient, or Provider must arrange for the delivery of some or all of such services through one or more subcontractors.
- (8) Applicable federal, state and local laws, regulations, administrative rules, policies, and procedures must be adhered to.

b. Authority.

Legal authority for contract and services – Sections 154.01, and 154.011, F.S.

c. Scope of Service.

The Provider must provide the services as specified in section B. of this contract.

d. Major Program Goals.

The goal of the Primary Healthcare Program is to improve the health and well-being of eligible clients in the community through the delivery of primary healthcare and dental services access to third party payers such as Medicaid or services which they may be eligible.



The goal of the Mental Health Project is to improve the health and well-being of eligible clients in the community through the delivery of integrated mental health services in the primary care setting and access to third party payers such as Medicaid or services which they may be eligible.

3. Clients Served.

a. General Description.

A Primary Care, Dental, and/or Mental Health Client includes any person who is eligible to be a patient of Bond Community Health Center, Inc., a Leon County resident, meets the federal poverty guidelines, needs medical, dental, and/or mental health care, and has no health insurance.

b. Client Eligibility.

- (1) Eligibility for services under this contract is limited to those clients with net incomes less than 100% of the most current non-farm poverty levels established by the U.S. Office of Management and Budget. Only individuals meeting eligibility criteria shall be registered as comprehensive primary care, dental, or mental health clients.
- (2) Clients eligible under this contract are limited to those who have been verified to be Leon County residents employing the Provider's usual eligibility screening practices and procedures.
- (3) No fees of any kind shall be charged for registered comprehensive primary care clients, dental clients, or mental health clients who are below 100% of the most current non-farm poverty levels.
- (4) Clients who are not currently receiving Medicaid and who appear to meet the income and categorical eligibility requirements of Medicaid should be strongly encouraged to pursue obtaining Medicaid.
- (5) It is permissible to purge from the pool of eligible clients, during the eligibility re-determination period, those who have not sought services in one year. This action may be taken only after the client is notified, in writing, of the need to re-determine eligibility and no response occurs within one month. Documentation of this notification must be maintained in the client's file. If this policy is followed by the Provider, then a statement of the policy must be added to the Client Participation Agreement (Exhibit A).

c. Client Determination.

The Provider must determine eligibility for enrollment into the Primary Healthcare Program. Eligibility, as defined in A.3., must be re-determined at least annually. A person determined ineligible has the right, however, to request re-determination of eligibility at any time if his or her income status changes.

## B. Manner of Service Provision

### 1. Service Tasks

#### a. Task List

Provider must offer the following primary care services:

- (1) Ambulatory care services for children and adults consistent with acceptable medical practice and the standards and recommendations of the American Academy of Pediatrics, the American College of Physicians, or the American Academy of Family Physicians.
- (2) Preventive health services and continuing management of the healthcare needs of registered clients; including referral, when needed, for secondary or tertiary care;
- (3) Primary care services including, but not limited to, basic diagnostic procedures and drug or other therapeutic services ordered or provided by the primary care practitioner in the course of treating the patient.
- (4) Early Periodic Screening Diagnostic and Treatment Services (EPSDT), child health supervision and coordination with improved pregnancy outcome programs. Child health supervision services shall follow the periodic schedule and include the services as established by the American Academy of Pediatrics Standards of Child Health Care.
- (5) The primary care Provider must establish referral protocols with other programs to include, but not limited to, eligible clients served through Developmental Services, Department of Children and Families, Children's Medical Services and its Regional Perinatal Intensive Care Center Programs and other County Health Department programs.
- (6) Clinic services must be offered during early morning and evening hours to provide access for clients who may be unable to come to the clinic during normal hours of operation.
- (7) Twenty-four hour telephone access must be provided for all registered clients for the handling of after-hours inquiries, medical emergencies and referral services. Access

includes:

- (a) speaking directly to a health professional who can make a medical judgment as to whether a referral to the emergency room should be made;
- (b) speaking to an answering service that will contact a health professional. The on-call health Provider must be a physician, physician assistant or an advance registered nurse practitioner.
- (c) calling an answering machine that gives the caller the telephone number of the nearest emergency room.

(8) Provider must offer the following mental health services:

ARNPs/Psychiatrists will

- a) provide mental health assessments
- b) assist with Patient Assistance Program (PAP) application for medications
- c) provide crisis intervention
- d) evaluate mental status
- e) evaluate medication needs
- f) maintain medication and physical history
- g) complete and maintain treatment plan
- h) perform other related duties as needed

Social Workers/Case Managers will

- i) assist clients to obtain Medicaid and/or Medicaid disability benefits
- j) evaluate services needed
- k) complete psychosocial history
- l) provide referrals to community resources
- m) assist with SSI application as needed
- n) provide crisis intervention
- o) complete a treatment plan
- p) perform other related duties as needed

(9) Dental services must be consistent with the acceptable practice and follow the standards of care set by the American Dental Association. Services must include prevention, treatment, follow up, and referral as needed.

(10) Client registration

Each client must sign a client participation agreement which acknowledges that the client understands the services that will be provided, the limits of the Provider's service capability and the responsibilities of the client. A sample participation agreement is provided as Exhibit A. Each client must also receive a copy of the Florida Patient's Bill of Rights and Responsibilities, Exhibit B, and a listing of the services that can be obtained through the Provider.

(11) The Provider must deliver all of the primary care, dental, and mental health services, or it must arrange for the delivery of some or all of such services through one or more subcontractors. In addition to the primary care services which the Provider must offer to registered clients, the Provider is responsible for assisting such clients in accessing other medical and related services which are necessary for the client and the client's family's health and well-being.

b. Task Limits

Primary care funds provided through the Health Care Access Act or the Indigent Health Care Act cannot be paid to a hospital for in-patient care.

Services are limited to eligible registered clients and are limited by the number of contract dollars available.

2. Staffing Requirements

a. Staffing Levels

The Provider must maintain sufficient staff to deliver the agreed upon services. The Provider or its subcontractor will provide ARNPs and/or psychiatrists and case managers with mental health experience to provide the agreed upon services. Psychiatrists will be used as a patient's needs indicate.

b. Professional Qualifications

The Provider will maintain a personnel file for all staff provided under this contract. All physicians, dentists, nurse practitioners, physician assistants, nurses, dental hygienists, dental assistants, and other licensed health professionals that provide any service to primary care or mental health clients referenced in this contract must have a current license to practice in the State of Florida, and proof of said license. Commissioned Public Health Service Corps Officers are exempt from having a Florida license.

The health care professionals must practice according to the constraints of their individual practice acts and protocols. The physician, dentist, and other health care professionals assisting with providing care must have demonstrated knowledge and skills in the area of the procedure they will be assisting with or performing.

Professional personnel records should document training as appropriate to their individual practice. Each personnel record must also outline the current job description with minimum qualifications for that position.

c. Staffing Changes

The Healthcare Services Coordinator must be notified in writing of termination of employment of the Executive Director, Chief Executive Officer, or equivalent position within 10 days of termination. This notification must describe the interim arrangements, if any, to fill the position. The name of the person assuming the position must be provided to the Contract Manager in writing within 10 days of hiring.

Other staffing changes may be made as long as the staff members continue to meet the staffing levels in 2.a. above and the professional qualifications in 2.b.

d. Subcontractors

The Provider must deliver all of the primary care, dental, and mental health services itself, or it must arrange for the delivery of some or all of such services through one or more subcontractors. All subcontractors are subject to the same conditions of this attachment. Subcontracts must be approved by the Department and will not include administrative or indirect costs as separate line items.

3. Service Location and Equipment

a. Service Delivery Location

The services listed above must be provided at the following facility:

Bond Community Health Center, Inc.  
1720 S. Gadsden Street  
Tallahassee, FL 32301

Facilities in which the services are provided must be maintained so that, at all times, the facilities are in conformance to the standards required by local fire and health authorities or federal requirements, whichever are more stringent.

b. Service Times

Clinic:

Monday and Thursday 8:00 a.m. to 7:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. to 5:00 p.m.

1<sup>st</sup> and 3<sup>rd</sup> Saturday 9:00 a.m. to 1:00 p.m.

Any hours of operation requested outside of these hours will be provided at the health center's expense.

Temporary changes in the clinic schedules (not to exceed two weeks) require a verbal or written notification to the Healthcare Services Coordinator. Permanent changes (exceeding two weeks) require a contract amendment.

Provider must notify the Healthcare Services Coordinator in writing (letter or email) when

scheduling for new patient appointments exceed one hundred twenty (120) days and scheduling for an established patient appointment exceeds ninety (90) days.

c. Changes in Location

The Healthcare Services Coordinator must be notified in writing of changes in the Provider's location at least one month prior to moving. In the event of an emergency, temporary changes in location must be made to assure the continuity of the program and the safety and welfare of the clients.

d. Equipment

The Provider must use the appropriate type and quality equipment recommended by current medical standards for performance of primary care.

4. Deliverables

a. Service Units

Service units are defined as primary care, dental, or mental health visits, provided during the contract period. Multiple units may not be billed for any patient for the same date of service. Services are limited by the financial terms of this contract as stated in the Financial & Compliance Audit Attachment, part II.A of the Standard Contract, and part C.1, Attachment I.

b. Reports

(1) Service Reporting

Provider must submit aggregate number of clients and services provided on the Monthly Report and Patient Service List monthly. These reports must be submitted with the monthly invoices on or before the 30<sup>th</sup> day of the following month after services have been provided.

(2) Monthly Reimbursement Request

Provider must submit a Monthly Invoice to the Healthcare Services Coordinator on or before the 30<sup>th</sup> day of the following month. The Provider is required prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.

(3) Quarterly Clinical and Performance Data

Provider must submit, no less than quarterly, clinical and performance outcomes including, but not limited to, patient access, resource and referral coordination, disease management, patient compliance, and mental health services.

(4) Client Satisfaction Surveys

All clients must receive quality medical care and be treated with dignity and respect. The Provider must distribute a client satisfaction survey no less than quarterly. The completed forms, including a summary document, will be reviewed and recorded during the scheduled monitoring visit.

(5) Quality Assurance Review

The Provider must hold at least one QA Committee meeting during the term of this contract. Copies of the QA Committee minutes must be sent to the contract manager within 30 days of the date of the meeting. Provider may elect to conduct more frequent QA Committee meeting, in which case, copies of the minutes must be provided to the contract manager as above.

(6) Quarterly Progress Reports

The provider must submit a Quarterly Progress Report which includes a narrative component detailing partnerships, concerns, successes, and progress toward program goals.

c. Records and Documentation

All information contained in health records is confidential, with access governed by state and federal laws. Included in the definition of confidential information is the name, address, medical, social and financial data as well as the number and type of services received by clients of the department.

5. Performance Specifications

a. Standards Definitions

The Provider must provide the personnel sufficient to provide for patient services as described in the contract.

The Provider must achieve a satisfactory or better rating on 85 % of client satisfaction surveys.

b. Outcomes and Outputs

The benefits that will result from this contract are that the clients/patients will have ambulatory care, preventative health services, and continuing management of their health needs. As a result there will be an improved health status and better quality of life for those registered clients and the community.

The benefits of integrated mental health services are that the clients/patients will have mental health care and case management of their mental health needs. As a result there will be an improved health status and better quality of life for the clients/ patients and the community.

c. Monitoring and Evaluation Methodology

In addition to Section I.E of the Standard Contract:

- (1) The Provider will be monitored a minimum of once per year. However, the County reserves the right to perform additional monitoring reviews as deemed necessary. Monitoring will be accomplished through a review of the case files, quality assurance reviews and patient satisfaction surveys, to verify that the information in reports is accurate and that the terms of the contract are being met. Financial records, equipment and the facility will be monitored for compliance with the contract.
- (2) Provider will receive a written report of the monitoring visit within 45 business days of the visit.
- (3) If a corrective action plan is indicated, the Provider must submit to the department, in writing, plans to correct the deficiencies within 30 calendar days of receiving the department's written monitoring report. The Department may provide technical assistance as requested by the Provider in writing or identified in the corrective action plan.

d. Performance Definitions

Definitions are listed in section A.1. of this attachment.

6. Provider Responsibilities

a. Provider Unique Activities

- (1) The Provider must maintain sufficient staff, facilities and equipment to deliver the agreed upon services, and agrees to notify the department whenever the Provider is unable, or is going to be unable to provide the required quality or quantity of services.

b. Coordination with other Providers and Entities

The Provider must coordinate services with other Providers and entities for the benefit of the client and within the terms of this contract with the written consent of the client. Written consent forms shall be valid for a period of one year, unless revoked by the client. The failure of other Providers to render services to the eligible client does not alleviate the



contract Provider from the obligation to provide tasks or services as outlined in this contract.

7. Department Responsibilities

a. Department Obligations

The Leon County Office of Human Services and Community Partnerships has the sole responsibility to determine that the contract terms are being fulfilled according to the contract specifications.

b. Department Determinations

The Leon County Office of Human Services and Community Partnerships shall have the final authority as to the amount of funds available for this contract.

C. Method of Payment

1. The County shall reimburse the Provider as stipulated in Section II.A, of the Standard Contract, subject to the availability of funds. Payment shall be made on a rate of up to \$125 per primary care service visit or dental service visit and \$80 per mental health visit and limited as specified in Section I A. of Attachment I.
2. Payment shall be made on a monthly billing cycle upon receipt by the contract manager of an invoice that states the number of eligible clients who were provided a primary care service visit or dental service visit and the number of eligible clients who were provided a mental health service visit during the month. Clients must be distinguished as either children or adults.
3. Invoices for payment must be submitted to the contract manager by the 30th of the month following the month for which payment is requested. Invoices will be paid as received and processed within five (5) business days of receipt by the County. Invoices not received within five (5) business days of the due date will be considered forfeited. No payment will be made for any month unless all client data including but not limited to required fields in the County's web based reporting system and all client eligibility documentation as specified in Attachment I, Section 3b., has been entered into the web based reporting system and the department has received the required Monthly Report.
4. Since services for Medicaid clients are reimbursed by Medicaid, the Provider will not be paid for any service provided to a Medicaid eligible client. Similarly, Medicaid reimbursements should not be included on monthly invoices as a third-party reimbursement.

D. Special Provisions

1. Grievance and Fair Hearing Procedure

The Provider must have a system through which clients may present grievances about patient care

services. The Provider must advise clients of: (1) their right to appeal denial or exclusion from the program or the failure to take account of recipient's choice of service, or a complaint about the quality of service and (2) their right to a fair hearing in these respects. Notice of the Provider's action or decision and the right to appeal must be given verbally and in writing in language the client understands, at the time of the decision or action, but no later than ten days after same. Whenever an applicant or recipient requests a fair hearing the Provider must make arrangements to provide such a hearing.

The Provider must notify the Healthcare Services Coordinator each time a grievance is filed. All written complaints must be considered grievances.

2. In accordance with Florida Statute 381.026, the Florida Patient Bill of Rights and Responsibilities, Exhibit B, must be made available to all patients, in writing.

3. Contract Renewal

This contract may be renewed annually for a term not to exceed three years or for the term of the original contract, whichever is longer. Renewals shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the department and shall be subject to the availability of funds. Any renewals shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract.

**END OF TEXT**

## CLIENT PARTICIPATION AGREEMENT

Exhibit A

This is to certify that \_\_\_\_\_

(Name of Applicant)

SSN \_\_\_\_\_ and the following member(s) of his or her family may

receive primary care medical services from **Bond Community Health Center, Inc.** for the period

\_\_\_\_\_ through \_\_\_\_\_.

### Eligible Family Members

1. \_\_\_\_\_ SSN \_\_\_\_\_
2. \_\_\_\_\_ SSN \_\_\_\_\_
3. \_\_\_\_\_ SSN \_\_\_\_\_
4. \_\_\_\_\_ SSN \_\_\_\_\_

These services have been explained to me. I certify that all information I have given regarding income and family size is true and correct to the best of my knowledge. I understand that although I, or a member of my family, may be referred for specialty care, hospitalization or other higher level care, there is no obligation for the Provider to pay for these services. I understand that I am responsible for following the treatment prescribed by medical personnel for my family and me. I will notify **Bond Community Health Center, Inc.** when one of my family members cannot keep an appointment. If I do not use these services for one year, a letter may be sent advising me of the need to re-determine my eligibility, and if I do not respond within two weeks, my name may be removed from the client list. This does not prevent me from re-enrolling as an active client in the future.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

## SUMMARY OF THE FLORIDA PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES

### Exhibit B

**Florida law requires that your health care provider or health care facility recognize your rights while you are receiving medical care and that you respect the health care provider's or health care facility's right to expect certain behavior on the part of patients. You may request a copy of the full text of this law from your health care provider or health care facility. A summary of your rights and responsibilities follows:**

- A patient has the right to be treated with courtesy and respect, with appreciation of his or her individual dignity, and with protection of his or her need for privacy.
- A patient has the right to a prompt and reasonable response to questions and requests.
- A patient has the right to know who is providing medical services and who is responsible for his or her care.
- A patient has the right to know what patient support services are available, including whether an interpreter is available if he or she does not speak English.
- A patient has the right to know what rules and regulations apply to his or her conduct.
- A patient has the right to be given by the health care provider information concerning diagnosis, planned course of treatment, alternatives, risks, and prognosis.
- A patient has the right to refuse any treatment, except as otherwise provided by law.
- A patient has the right to be given, upon request, full information and necessary counseling on the availability of known financial resources for his or her care.
- A patient who is eligible for Medicare has the right to know, upon request and in advance of treatment, whether the health care provider or health care facility accepts the Medicare assignment rate.
- A patient has the right to receive, upon request, prior to treatment, a reasonable estimate of charges for medical care.
- A patient has the right to receive a copy of a reasonably clear and understandable, itemized bill and, upon request, to have the charges explained.
- A patient has the right to impartial access to medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
- A patient has the right to treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
- A patient has the right to know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such experimental research.
- A patient has the right to express grievances regarding any violation of his or her rights, as stated in Florida law, through the grievance procedure of the health care provider or health care facility which served him or her and to the appropriate state licensing agency.
- A patient is responsible for providing to the health care provider, to the best of his or her knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters relating to his or her health.
- A patient is responsible for reporting unexpected changes in his or her condition to the health care provider.
- A patient is responsible for reporting to the health care provider whether he or she comprehends a contemplated course of action and what is expected of him or her.
- A patient is responsible for following the treatment plan recommended by the health care provider.
- A patient is responsible for keeping appointments and, when he or she is unable to do so for any reason, for notifying the health care provider or health care facility.
- A patient is responsible for his or her actions if he or she refuses treatment or does not follow the health care provider's instructions.
- A patient is responsible for assuring that the financial obligations of his or her health care are fulfilled as promptly as possible.
- A patient is responsible for following health care facility rules and regulations affecting patient care and conduct.

LEON COUNTY  
OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

LEON COUNTY PRIMARY HEALTHCARE PROGRAM  
STANDARD CONTRACT

**THIS CONTRACT** is entered into between Leon County hereinafter referred to as the *County* and **Neighborhood Medical Center, Inc.**, hereinafter referred to as the *Provider*.

**THE PARTIES AGREE:**

**I. The County Agrees:**

**A. Contract Amount**

To pay for contracted services according to the conditions of Attachment I in an amount of up to \$125.00 per patient visit for Primary Care and Dental Services and \$80.00 per patient visit for Mental Health Services. Funds shall be reimbursed on a first-come, first-served basis from a funding pool of \$1,323,768, of which up to \$759,015 may be used for primary care visits, up to \$300,000 may be used for dental visits, and up to \$264,753 for mental health visits. Leon County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The County Administrator has the authority to realign funding in the Competitive Provider Reimbursement Pool categories, if necessary.

**B. Contract Payment**

Invoice payment requirements do not start until a properly completed invoice is provided. The Provider agrees prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.

**II. THE PROVIDER AGREES:**

**A. To provide services in accordance with the conditions specified in Attachment I.**

**B. Requirements of §287.058, Florida Statutes (FS)**

To provide units of deliverables, including reports, findings, and drafts as specified in **Attachment I**, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

**C. To the Following Governing Law**

1. State of Florida Law

This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

2. Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
- b. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the County.
- c. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment **NA**. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.

- d. Not to employ unauthorized aliens. The County shall consider employment of unauthorized aliens a violation of §§274A (e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract by the County.
- e. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- f. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

#### D.

#### **Audits, Records, and Records Retentions**

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. 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 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 Contractor 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 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.

5. **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 850-606-1900, [HarrisTi@leoncountyfl.gov](mailto:HarrisTi@leoncountyfl.gov), Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.**

#### **E. Monitoring by the County**

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract. Following such evaluation the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

#### **F. Indemnification**

1. The Provider 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 Provider, its delegates, employees and agents, arising out of or under this Agreement or any subsequent modifications thereof, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Provider to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Provider is sufficient consideration of the Provider's indemnification of the County.
2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the County is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the County. The County's failure to notify the provider of a claim shall not release the provider of the above duty to defend.

#### **G. Insurance**

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. Upon the execution of this contract, the provider shall furnish the County written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The County reserves the right to require additional insurance as specified in Attachment I where appropriate.

#### **H. Safeguarding Information**

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

#### **I. Assignments and Subcontracts**

1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the County, which shall not be unreasonably withheld. Any sub-

license, assignment, or transfer otherwise occurring shall be null and void.

2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the County permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the County shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the County against such claims.
3. Leon County shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another governmental agency in Leon County Government, upon giving prior written notice to the provider. In the event Leon County approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of Leon County, Florida.
4. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the County in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

#### **J. Incident Reporting**

Abuse, Neglect, and Exploitation Reporting

In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

#### **K. Civil Rights Requirements**

Civil Rights Certification: The provider will comply with applicable provisions of the State of Florida County of Health publication, "Methods of Administration, Equal Opportunity in Service Delivery."

#### **L. Independent Capacity of the Contractor**

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the County.
2. The provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the Leon County, Florida nor shall the provider represent to others that it has the authority to bind the County unless specifically authorized to do so.
3. Neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to county retirement or county leave benefits, or to any other compensation of county employment as a result of performing the duties and obligations of this contract.
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of Leon County, Florida.
5. Unless justified by the provider and agreed to by the County in Attachment I, the County is not responsible for services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

#### **M. Sponsorship**

If the provider is a non-governmental organization which sponsors a program financed wholly or in part by county funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: *Sponsored by (provider's name) and Board of County Commissioners with County Logo.* If the sponsorship



reference is in written material, the words, Board of County Commissioners, Leon County and county logo shall appear in the same size letters or type as the name of the organization.

#### **N. Final Invoice**

To submit the final invoice for payment to the County no more than 30 \_\_\_\_\_ days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the County will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the County. Final invoice payment is subject to the availability of funds.

#### **O. Use of Funds for Lobbying Prohibited**

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

#### **P. Patents, Copyrights, and Royalties**

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in any way connected herewith, the Provider shall refer the discovery or invention to the County to be referred to the County of State to determine whether patent protection will be sought in the name of Leon County, Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to Leon County, Florida.
2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the County. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to Leon County, Florida.
3. The provider, without exception, shall indemnify and save harmless Leon County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. Leon County will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for Leon County, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### **Q. Construction or Renovation of Facilities Using County Funds**

Any county funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the county a security interest in the property at least to the amount of the county funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of county funding for this purpose, the provider agrees that, if it disposes of the property before the County's interest is vacated, the provider will refund the proportionate share of the county's initial investment, as adjusted by depreciation.

#### **R. Information Security**

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with Leon County Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the County's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

### **III. The Provider and the County Mutually Agree:**

#### **A. Effective and Ending Dates**

This contract shall begin on October 1, 2016, and shall end on September 30, 2017.

#### **B. Termination**

##### **1. Termination at Will**

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds

In the event funds to finance this contract become unavailable, the County may terminate the contract upon no less than *twenty-four (24) hours* notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The County shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination. County is not required to reimburse for visits if funding is not available. Notification of such shall be in writing and delivered by certified mail, return receipt requested, or in person with proof of delivery.

3. Termination for Breach

This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the County may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the County's right to remedies at law or in equity.

4. Termination for Failure to Satisfactorily Perform Prior Agreement

Failure to have performed any contractual obligations with the County in a manner satisfactory to the County will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the county, been notified by the county of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the county; or (2) had a contract terminated by the county for cause.

**C. Renegotiation or Modification**

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the county budgeting process and subsequently identified in the County's operating budget. The County reserves the right to modify this contract based on utilization of funds.

**D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)**

- |  |  |
|--|--|
| <p>1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:<br/><u>Neighborhood Medical Center, Inc.</u><br/><u>438 W. Brevard St.</u><br/><u>Tallahassee, FL 32301</u></p> <p>3. The name, address, and telephone number of the contract manager for the County for this contract is:<br/><br/><u>Tiffany Harris, Healthcare Services Coordinator</u><br/><u>Office of Human Services and Community Partnerships</u><br/><u>918 Railroad Avenue</u><br/><u>Tallahassee, Florida 32310</u></p> <p>5. Upon change of representatives (names, addresses, and telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.</p> | <p>2. The name of the contact person and street address where financial and administrative records are maintained is:<br/><u>Oretha Jones, CEO</u><br/><u>Neighborhood Medical Center, Inc.</u><br/><u>438 W. Brevard St., Tallahassee, FL 32301</u></p> <p>4. The name, address, and telephone number of the Provider's representative responsible for administration of the program under the contract is:<br/><br/><u>Oretha Jones, CEO</u><br/><u>438 W. Brevard St.</u><br/><u>Tallahassee, FL 32301 (850) 224-2469</u></p> |
|--|--|

**E. All Terms and Conditions Included**

This contract and its attachments as referenced, Attachment I and Exhibits A & B contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

---

**I have read the above contract and understand each section and paragraph.**

Provider: Neighborhood Medical Center, Inc.  
438 W. Brevard St.  
Tallahassee, FL 32301

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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

## ATTACHMENT I

### A. Services to be Provided

#### 1. Definition of Terms

##### Program Terms

- a. **Primary Care Services.** Basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient. This also includes ambulatory care, preventive health services and continuing management of the health care needs of registered clients.
- b. **Primary Care Client.** A person who has been determined to be eligible for primary care services and receives any client service funded by this contract.
- c. **Dental Services.** Basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the dentist in the course of treating the patient. This also includes ambulatory care, preventive dental health services and continuing management of the dental health care needs of registered clients.
- d. **Dental Client.** A person who has been determined to be eligible for dental services and receives any client service funded by this contract.
- e.
- f. **Mental Health Services.** Basic diagnostic procedures and drug or other therapeutic modalities (i.e. treatment plans) ordered or provided by the mental health practitioner in the course of treating the patient.
- g. **Mental Health Client.** A person who has been determined to be eligible for mental health services and receives any client service funded by this contract.
- h. **Service Unit (Patient Visit).** Primary Care, Dental, and/or Mental Health visit (throughout the contract period) per eligible enrolled client.
- i. **Adult,** is any eligible client who is 18 years of age or older.
- j. **Child,** is any eligible client who is 17 years of age or younger.

#### 2. General Description

##### a. General Statement

- (1) Primary Care Services must be provided which include basic diagnostic

procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient, along with ambulatory care, preventive health services and continuing management of the health care needs of registered clients.

- (2) Dental Services must be provided which include basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the dentist in the course of treating the patient, along with ambulatory care, preventive dental health services and continuing management of the dental health care needs of registered clients.
- (3) The Provider will employ psychiatrists and/or ARNPs and case managers to provide appropriate mental health services that include basic diagnostic procedures and drug or other therapeutic modalities (e.g.- treatment plans) ordered or provided by the practitioner in the course of treating the patient.
- (4) Case managers will assist eligible patients in accessing any third party payer for which they may be eligible, such as Medicaid and Florida Healthy Kids.
- (5) Case managers will assist eligible patients in accessing other social services needs such as food, housing and transportation.
- (6) The Provider will provide all billable services at Neighborhood Medical Center, Inc. that meet the needs and requirements of the eligible patient, or Provider must arrange for the delivery of some or all of such services through one or more subcontractors.
- (7) Applicable federal, state and local laws, regulations, administrative rules, policies, and procedures must be adhered to.

b. Authority.

Legal authority for contract and services – Sections 154.01, and 154.011, F.S.

c. Scope of Service.

The Provider must provide the services as specified in section B. of this contract.

d. Major Program Goals.

The goal of the Primary Healthcare Program is to improve the health and well-being of eligible clients in the community through the delivery of primary healthcare and dental services access to third party payers such as Medicaid or services which they may be eligible.

The goal of the Mental Health Project is to improve the health and well-being of eligible clients in the community through the delivery of integrated mental health services in the primary care setting and access to third party payers such as Medicaid or services which they may be eligible.

3. Clients Served.

a. General Description.

A Primary Care, Dental, and/or Mental Health Client includes any person who is eligible to be a patient of Neighborhood Medical Center, Inc., a Leon County resident, meets the federal poverty guidelines, needs medical, dental and/or mental health care, and has no health insurance.

b. Client Eligibility.

- (1) Eligibility for services under this contract is limited to those clients with net incomes less than 100% of the most current non-farm poverty levels established by the U.S. Office of Management and Budget. Only individuals meeting eligibility criteria shall be registered as comprehensive primary care, dental, or mental health clients.
- (2) Clients eligible under this contract are limited to those who have been verified to be Leon County residents employing the Provider's usual eligibility screening practices and procedures.
- (3) No fees of any kind shall be charged for registered comprehensive primary care clients, dental clients, or mental health clients who are below 100% of the most current non-farm poverty levels.
- (4) Clients who are not currently receiving Medicaid and who appear to meet the income and categorical eligibility requirements of Medicaid should be strongly encouraged to pursue obtaining Medicaid.
- (5) It is permissible to purge from the pool of eligible clients, during the eligibility re-determination period, those who have not sought services in one year. This action may be taken only after the client is notified, in writing, of the need to re-determine eligibility and no response occurs within one month. Documentation of this notification must be maintained in the client's file. If this policy is followed by the Provider, then a statement of the policy must be added to the Client Participation Agreement (Exhibit A).

c. Client Determination.

The Provider must determine eligibility for enrollment into the Primary Healthcare Program. Eligibility, as defined in A.3., must be re-determined at least annually. A person determined ineligible has the right, however, to request re-determination of eligibility at any time if his or her income status changes.

## B. Manner of Service Provision

### 1. Service Tasks

#### a. Task List

Provider must offer the following primary care services:

- (1) Ambulatory care services for children and adults consistent with acceptable medical practice and the standards and recommendations of the American Academy of Pediatrics, the American College of Physicians, or the American Academy of Family Physicians.
- (2) Preventive health services and continuing management of the healthcare needs of registered clients; including referral, when needed, for secondary or tertiary care.
- (3) Primary care services including, but not limited to, basic diagnostic procedures and drug or other therapeutic services ordered or provided by the primary care practitioner in the course of treating the patient.
- (4) Early Periodic Screening Diagnostic and Treatment Services (EPSDT), child health supervision and coordination with improved pregnancy outcome programs. Child health supervision services shall follow the periodic schedule and include the services as established by the American Academy of Pediatrics Standards of Child Health Care.
- (5) The primary care Provider must establish referral protocols with other programs to include, but not limited to, eligible clients served through Developmental Services, Department of Children and Families, Children's Medical Services and its Regional Perinatal Intensive Care Center Programs and other County Health Department programs.
- (6) Clinic services must be offered during early morning and evening hours to provide access for clients who may be unable to come to the clinic during normal hours of operation.
- (7) Twenty-four hour telephone access must be provided for all registered clients for the handling of after-hours inquiries, medical emergencies and referral services. Access

includes:

- (a) speaking directly to a health professional who can make a medical judgment as to whether a referral to the emergency room should be made;
- (b) speaking to an answering service that will contact a health professional. The on-call health Provider must be a physician, physician assistant or an advance registered nurse practitioner.
- (c) calling an answering machine that gives the caller the telephone number of the nearest emergency room.

(8) Provider must offer the following mental health services:

ARNPs/Psychiatrists will

- a) provide mental health assessments
- b) assist with Patient Assistance Program (PAP) application for medications
- c) provide crisis intervention
- d) evaluate mental status
- e) evaluate medication needs
- f) maintain medication and physical history
- g) complete and maintain treatment plan
- h) perform other related duties as needed

Social Workers/Case Managers will

- i) assist clients to obtain Medicaid and/or Medicaid disability benefits
- j) evaluate services needed
- k) complete psychosocial history
- l) provide referrals to community resources
- m) assist with SSI application as needed
- n) provide crisis intervention
- o) complete a treatment plan
- p) perform other related duties as needed

(9) Dental services must be consistent with the acceptable practice and follow the standards of care set by the American Dental Association. Services must include prevention, treatment, follow up, and referral as needed.

(10) Client registration

Each client must sign a client participation agreement which acknowledges that the client understands the services that will be provided, the limits of the Provider's service capability and the responsibilities of the client. A sample participation agreement is provided as Exhibit A. Each client must also receive a copy of the Florida Patient's Bill of Rights and Responsibilities, Exhibit B, and a listing of the services that can be obtained through the Provider.



(11) The Provider must deliver all of the primary care, dental, and mental health services, or it must arrange for the delivery of some or all of such services through one or more subcontractors. In addition to the primary care services which the Provider must offer to registered clients, the Provider is responsible for assisting such clients in accessing other medical and related services which are necessary for the client and the client's family's health and well-being.

b. Task Limits

Primary care funds provided through the Health Care Access Act or the Indigent Health Care Act cannot be paid to a hospital for in-patient care.

Services are limited to eligible registered clients and are limited by the number of contract dollars available.

2. Staffing Requirements

a. Staffing Levels

The Provider must maintain sufficient staff to deliver the agreed upon services. The Provider or its subcontractor will provide ARNPs and/or psychiatrists and case managers with mental health experience to provide the agreed upon services. Psychiatrists will be used as a patient's needs indicate.

b. Professional Qualifications

The Provider will maintain a personnel file for all staff provided under this contract. All physicians, dentists, nurse practitioners, physician assistants, nurses, dental hygienists, dental assistants, and other licensed health professionals that provide any service to primary care or mental health clients referenced in this contract must have a current license to practice in the State of Florida, and proof of said license. Commissioned Public Health Service Corps Officers are exempt from having a Florida license.

The health care professionals must practice according to the constraints of their individual practice acts and protocols. The physician, dentist, and other health care professionals assisting with providing care must have demonstrated knowledge and skills in the area of the procedure they will be assisting with or performing.

Professional personnel records should document training as appropriate to their individual practice. Each personnel record must also outline the current job description with minimum qualifications for that position.

c. Staffing Changes

The Healthcare Services Coordinator must be notified in writing of termination of employment of the Executive Director, Chief Executive Officer, or equivalent position within 10 days of termination. This notification must describe the interim arrangements, if any, to fill the position. The name of the person assuming the position must be provided to the Contract Manager in writing within 10 days of hiring.

Other staffing changes may be made as long as the staff members continue to meet the staffing levels in 2.a. above and the professional qualifications in 2.b.

d. Subcontractors

The Provider must deliver all of the primary care, dental, and mental health services itself, or it must arrange for the delivery of some or all of such services through one or more subcontractors. All subcontractors are subject to the same conditions of this attachment. Subcontracts must be approved by the Department and will not include administrative or indirect costs as separate line items.

3. Service Location and Equipment

a. Service Delivery Location

The services listed above must be provided at the following facilities:

Neighborhood Medical Center  
438 W. Brevard Street  
Tallahassee, FL 32301

Richardson-Lewis Health Center  
872 W. Orange Ave.  
Tallahassee, FL 32310

Smith-Williams Center  
2295 Pasco St.  
Tallahassee, FL 32310

Cecil V. Butler Dental  
604 E. 5<sup>th</sup> Avenue  
Havana, FL 32333

Facilities in which the services are provided must be maintained so that, at all times, the facilities are in conformance to the standards required by local fire and health authorities or federal requirements, whichever are more stringent.

b. Service Times for Main Location at 438 W. Brevard St., Tallahassee, FL 32301

Clinic:

Monday – Wednesday	8:00 a.m. to 6:00 p.m.
Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 6:00 p.m.

Any hours of operation requested outside of these hours will be provided at the health center's expense.

Temporary changes in the clinic schedules (not to exceed two weeks) require a verbal or written notification to the Healthcare Services Coordinator. Permanent changes (exceeding

two weeks) require a contract amendment.

Provider must notify the Healthcare Services Coordinator in writing (letter or email) when scheduling for new patient appointments exceed one hundred twenty (120) days and scheduling for an established patient appointment exceeds ninety (90) days.

c. Changes in Location

The Healthcare Services Coordinator must be notified in writing of changes in the Provider's location at least one month prior to moving. In the event of an emergency, temporary changes in location must be made to assure the continuity of the program and the safety and welfare of the clients.

d. Equipment

The Provider must use the appropriate type and quality equipment recommended by current medical standards for performance of primary care.

4. Deliverables

a. Service Units

Service units are defined as primary care, dental, or mental health visits, provided during the contract period. Multiple units may not be billed for any patient for the same date of service. Services are limited by the financial terms of this contract as stated in the Financial & Compliance Audit Attachment, part II.A of the Standard Contract, and part C.1, Attachment I.

b. Reports

(1) Service Reporting

Provider must submit aggregate number of clients and services provided on the Monthly Report and Patient Service List monthly. These reports must be submitted with the monthly invoices on or before the 30<sup>th</sup> day of the following month after services have been provided.

(2) Monthly Reimbursement Request

Provider must submit a Monthly Invoice to the Healthcare Services Coordinator on or before the 30<sup>th</sup> day of the following month. The Provider is required prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.

(3) Quarterly Clinical and Performance Data

Provider must submit, no less than quarterly, clinical and performance outcomes including, but not limited to, patient access, resource and referral coordination, disease management, patient compliance, and mental health services.

(4) Client Satisfaction Surveys

All clients must receive quality medical care and be treated with dignity and respect. The Provider must distribute a client satisfaction survey no less than quarterly. The completed forms, including a summary document, will be reviewed and recorded during the scheduled monitoring visit.

(5) Quality Assurance Review

The Provider must hold at least one QA Committee meeting during the term of this contract. Copies of the QA Committee minutes must be sent to the contract manager within 30 days of the date of the meeting. Provider may elect to conduct more frequent QA Committee meeting, in which case, copies of the minutes must be provided to the contract manager as above.

(6) Quarterly Progress Reports

The provider must submit a Quarterly Progress Report which includes a narrative component detailing partnerships, concerns, successes, and progress toward program goals.

c. Records and Documentation

All information contained in health records is confidential, with access governed by state and federal laws. Included in the definition of confidential information is the name, address, medical, social and financial data as well as the number and type of services received by clients of the department.

5. Performance Specifications

a. Standards Definitions

The Provider must provide the personnel sufficient to provide for patient services as described in the contract.

The Provider must achieve a satisfactory or better rating on 85 % of client satisfaction surveys.

b. Outcomes and Outputs

The benefits that will result from this contract are that the clients/patients will have ambulatory care, preventative health services, and continuing management of their health

needs. As a result there will be an improved health status and better quality of life for those registered clients and the community.

The benefits of integrated mental health services are that the clients/patients will have mental health care and case management of their mental health needs. As a result there will be an improved health status and better quality of life for the clients/ patients and the community.

c. Monitoring and Evaluation Methodology

In addition to Section I.E of the Standard Contract:

- (1) The Provider will be monitored a minimum of once per year. However, the County reserves the right to perform additional monitoring reviews as deemed necessary. Monitoring will be accomplished through a review of the case files, quality assurance reviews and patient satisfaction surveys, to verify that the information in reports is accurate and that the terms of the contract are being met. Financial records, equipment and the facility will be monitored for compliance with the contract.
- (2) Provider will receive a written report of the monitoring visit within 45 business days of the visit.
- (3) If a corrective action plan is indicated, the Provider must submit to the department, in writing, plans to correct the deficiencies within 30 calendar days of receiving the department's written monitoring report. The Department may provide technical assistance as requested by the Provider in writing or identified in the corrective action plan.

d. Performance Definitions

Definitions are listed in section A.1. of this attachment.

6. Provider Responsibilities

a. Provider Unique Activities

- (1) The Provider must maintain sufficient staff, facilities and equipment to deliver the agreed upon services, and agrees to notify the department whenever the Provider is unable, or is going to be unable to provide the required quality or quantity of services.

b. Coordination with other Providers and Entities

The Provider must coordinate services with other Providers and entities for the benefit of the client and within the terms of this contract with the written consent of the client.

Written consent forms shall be valid for a period of one year, unless revoked by the client. The failure of other Providers to render services to the eligible client does not alleviate the contract Provider from the obligation to provide tasks or services as outlined in this contract.

7. Department Responsibilities

a. Department Obligations

The Leon County Office of Human Services and Community Partnerships has the sole responsibility to determine that the contract terms are being fulfilled according to the contract specifications.

b. Department Determinations

The Leon County Office of Human Services and Community Partnerships shall have the final authority as to the amount of funds available for this contract.

C. Method of Payment

1. The County shall reimburse the Provider as stipulated in Section II.A, of the Standard Contract, subject to the availability of funds. Payment shall be made on a rate of up to \$125 per primary care service visit or dental service visit and \$80 per mental health visit and limited as specified in Section I A. of Attachment I.
2. Payment shall be made on a monthly billing cycle upon receipt by the contract manager of an invoice that states the number of eligible clients who were provided a primary care service visit or dental service visit and the number of eligible clients who were provided a mental health service visit during the month. Clients must be distinguished as either children or adults.
3. Invoices for payment must be submitted to the contract manager by the 30th of the month following the month for which payment is requested. Invoices will be paid as received and processed within five (5) business days of receipt by the County. Invoices not received within five (5) business days of the due date will be considered forfeited. No payment will be made for any month unless all client data including but not limited to required fields in the County's web based reporting system and all client eligibility documentation as specified in Attachment I, Section 3b., has been entered into the web based reporting system and the department has received the required Monthly Report.
4. Since services for Medicaid clients are reimbursed by Medicaid, the Provider will not be paid for any service provided to a Medicaid eligible client. Similarly, Medicaid reimbursements should not be included on monthly invoices as a third-party reimbursement.

D. Special Provisions

1. Grievance and Fair Hearing Procedure

The Provider must have a system through which clients may present grievances about patient care services. The Provider must advise clients of: (1) their right to appeal denial or exclusion from the program or the failure to take account of recipient's choice of service, or a complaint about the quality of service and (2) their right to a fair hearing in these respects. Notice of the Provider's action or decision and the right to appeal must be given verbally and in writing in language the client understands, at the time of the decision or action, but no later than ten days after same. Whenever an applicant or recipient requests a fair hearing the Provider must make arrangements to provide such a hearing.

The Provider must notify the Healthcare Services Coordinator each time a grievance is filed. All written complaints must be considered grievances.

2. In accordance with Florida Statute 381.026, the Florida Patient Bill of Rights and Responsibilities, Exhibit B, must be made available to all patients, in writing.

3. Contract Renewal

This contract may be renewed annually for a term not to exceed three years or for the term of the original contract, whichever is longer. Renewals shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the department and shall be subject to the availability of funds. Any renewals shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract.

**END OF TEXT**

## CLIENT PARTICIPATION AGREEMENT

Exhibit A

This is to certify that \_\_\_\_\_

(Name of Applicant)

SSN \_\_\_\_\_ and the following member(s) of his or her family may

receive primary care medical services from **Neighborhood Medical Center, Inc.** for the period

\_\_\_\_\_ through \_\_\_\_\_.

### Eligible Family Members

1. \_\_\_\_\_ SSN \_\_\_\_\_
2. \_\_\_\_\_ SSN \_\_\_\_\_
3. \_\_\_\_\_ SSN \_\_\_\_\_
4. \_\_\_\_\_ SSN \_\_\_\_\_

These services have been explained to me. I certify that all information I have given regarding income and family size is true and correct to the best of my knowledge. I understand that although I, or a member of my family, may be referred for specialty care, hospitalization or other higher level care, there is no obligation for the Provider to pay for these services. I understand that I am responsible for following the treatment prescribed by medical personnel for my family and me. I will notify **Neighborhood Medical Center, Inc.** when one of my family members cannot keep an appointment. If I do not use these services for one year, a letter may be sent advising me of the need to re-determine my eligibility, and if I do not respond within two weeks, my name may be removed from the client list. This does not prevent me from re-enrolling as an active client in the future.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date



## SUMMARY OF THE FLORIDA PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES

### Exhibit B

**Florida law requires that your health care provider or health care facility recognize your rights while you are receiving medical care and that you respect the health care provider's or health care facility's right to expect certain behavior on the part of patients. You may request a copy of the full text of this law from your health care provider or health care facility. A summary of your rights and responsibilities follows:**

- A patient has the right to be treated with courtesy and respect, with appreciation of his or her individual dignity, and with protection of his or her need for privacy.
- A patient has the right to a prompt and reasonable response to questions and requests.
- A patient has the right to know who is providing medical services and who is responsible for his or her care.
- A patient has the right to know what patient support services are available, including whether an interpreter is available if he or she does not speak English.
- A patient has the right to know what rules and regulations apply to his or her conduct.
- A patient has the right to be given by the health care provider information concerning diagnosis, planned course of treatment, alternatives, risks, and prognosis.
- A patient has the right to refuse any treatment, except as otherwise provided by law.
- A patient has the right to be given, upon request, full information and necessary counseling on the availability of known financial resources for his or her care.
- A patient who is eligible for Medicare has the right to know, upon request and in advance of treatment, whether the health care provider or health care facility accepts the Medicare assignment rate.
- A patient has the right to receive, upon request, prior to treatment, a reasonable estimate of charges for medical care.
- A patient has the right to receive a copy of a reasonably clear and understandable, itemized bill and, upon request, to have the charges explained.
- A patient has the right to impartial access to medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
- A patient has the right to treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
- A patient has the right to know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such experimental research.
- A patient has the right to express grievances regarding any violation of his or her rights, as stated in Florida law, through the grievance procedure of the health care provider or health care facility which served him or her and to the appropriate state licensing agency.
- A patient is responsible for providing to the health care provider, to the best of his or her knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters relating to his or her health.
- A patient is responsible for reporting unexpected changes in his or her condition to the health care provider.
- A patient is responsible for reporting to the health care provider whether he or she comprehends a contemplated course of action and what is expected of him or her.
- A patient is responsible for following the treatment plan recommended by the health care provider.
- A patient is responsible for keeping appointments and, when he or she is unable to do so for any reason, for notifying the health care provider or health care facility.
- A patient is responsible for his or her actions if he or she refuses treatment or does not follow the health care provider's instructions.
- A patient is responsible for assuring that the financial obligations of his or her health care are fulfilled as promptly as possible.
- A patient is responsible for following health care facility rules and regulations affecting patient care and conduct.

LEON COUNTY  
OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

LEON COUNTY PRIMARY HEALTHCARE PROGRAM  
STANDARD CONTRACT

**THIS CONTRACT** is entered into between Leon County hereinafter referred to as the *County* and **Apalachee Center, Inc.**, hereinafter referred to as the *Provider*.

**THE PARTIES AGREE:**

**I. The County Agrees:**

**A. Contract Amount**

To pay for contracted services according to the conditions of Attachment I in an amount of up to \$125.00 per patient visit for Primary Care and Dental Services and \$80.00 per patient visit for Mental Health Services. Funds shall be reimbursed on a first-come, first-served basis from a funding pool of \$1,323,768, of which up to \$759,015 may be used for primary care visits and up to \$264,753 for mental health visits. Leon County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The County Administrator has the authority to realign funding in the Competitive Provider Reimbursement Pool categories, if necessary.

**B. Contract Payment**

Invoice payment requirements do not start until a properly completed invoice is provided. The Provider agrees prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.

**II. THE PROVIDER AGREES:**

**A. To provide services in accordance with the conditions specified in Attachment I.**

**B. Requirements of §287.058, Florida Statutes (FS)**

To provide units of deliverables, including reports, findings, and drafts as specified in **Attachment I**, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

**C. To the Following Governing Law**

1. State of Florida Law

This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

2. Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
- b. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the County.
- c. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment **NA**. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.

- d. Not to employ unauthorized aliens. The County shall consider employment of unauthorized aliens a violation of §§274A (e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract by the County.
- e. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- f. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

#### **D. Audits, Records, and Records Retentions**

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above. The County may reproduce any written materials generated as a result of the Contractor's work.
- d. To assure that all records required to be maintained by the Contractor hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
- e. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), to have full access to and the right to examine any of the Contractor's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- g. 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 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 Contractor 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 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.

- 5. 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 850-606-1900, [HarrisTi@leoncountyfl.gov](mailto:HarrisTi@leoncountyfl.gov), Human Services and Community Partnerships, 918 Railroad Avenue, Tallahassee, FL 32310.**

#### **E. Monitoring by the County**

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract. Following such evaluation the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

#### **F. Indemnification**

1. The Provider 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 Provider, its delegates, employees and agents, arising out of or under this Agreement or any subsequent modifications thereof, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require the Provider to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Provider is sufficient consideration of the Provider's indemnification of the County.
2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the County is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the County. The County's failure to notify the provider of a claim shall not release the provider of the above duty to defend.

#### **G. Insurance**

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. Upon the execution of this contract, the provider shall furnish the County written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The County reserves the right to require additional insurance as specified in Attachment I where appropriate.

#### **H. Safeguarding Information**

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

#### **I. Assignments and Subcontracts**

1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the County, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.
2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the County

permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the County shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the County against such claims.

3. Leon County shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another governmental agency in Leon County Government, upon giving prior written notice to the provider. In the event Leon County approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of Leon County, Florida.
4. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the County in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

#### **J. Incident Reporting**

##### Abuse, Neglect, and Exploitation Reporting

In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

#### **K. Civil Rights Requirements**

Civil Rights Certification: The provider will comply with applicable provisions of the State of Florida County of Health publication, "Methods of Administration, Equal Opportunity in Service Delivery."

#### **L. Independent Capacity of the Contractor**

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the County.
2. The provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the Leon County, Florida nor shall the provider represent to others that it has the authority to bind the County unless specifically authorized to do so.
3. Neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to county retirement or county leave benefits, or to any other compensation of county employment as a result of performing the duties and obligations of this contract.
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of Leon County, Florida.
5. Unless justified by the provider and agreed to by the County in Attachment I, the County is not responsible for services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

#### **M. Sponsorship**

If the provider is a non-governmental organization which sponsors a program financed wholly or in part by county funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: *Sponsored by (provider's name) and Board of County Commissioners with County Logo*. If the sponsorship reference is in written material, the words, Board of County Commissioners, Leon County and county logo shall appear in the

same size letters or type as the name of the organization.

#### **N. Final Invoice**

To submit the final invoice for payment to the County no more than 30 days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the County will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the County. Final invoice payment is subject to the availability of funds.

#### **O. Use of Funds for Lobbying Prohibited**

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

#### **P. Patents, Copyrights, and Royalties**

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in any way connected herewith, the Provider shall refer the discovery or invention to the County to be referred to the County of State to determine whether patent protection will be sought in the name of Leon County, Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to Leon County, Florida.
2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the County. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to Leon County, Florida.
3. The provider, without exception, shall indemnify and save harmless Leon County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. Leon County will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for Leon County, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### **Q. Construction or Renovation of Facilities Using County Funds**

Any county funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the county a security interest in the property at least to the amount of the county funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of county funding for this purpose, the provider agrees that, if it disposes of the property before the County's interest is vacated, the provider will refund the proportionate share of the county's initial investment, as adjusted by depreciation.

#### **R. Information Security**

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with Leon County Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the County's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

### **III. The Provider and the County Mutually Agree:**

#### **A. Effective and Ending Dates**

This contract shall begin on October 1, 2016, and shall end on September 30, 2017.

#### **B. Termination**

##### **1. Termination at Will**

This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

##### **2. Termination Because of Lack of Funds**

In the event funds to finance this contract become unavailable, the County may terminate the contract upon no less than *twenty-four (24) hours* notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The County shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination. County is not required to reimburse for visits if funding is not available. Notification of such shall be in writing and delivered by certified mail, return receipt requested, or in person with proof of delivery.

### 3. Termination for Breach

This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the County may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the County's right to remedies at law or in equity.

### 4. Termination for Failure to Satisfactorily Perform Prior Agreement

Failure to have performed any contractual obligations with the County in a manner satisfactory to the County will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the county, been notified by the county of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the county; or (2) had a contract terminated by the county for cause.

## C. Renegotiation or Modification

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the county budgeting process and subsequently identified in the County's operating budget. The County reserves the right to modify this contract based on utilization of funds.

## D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)

- |  |   |
|--|---|
| <p>1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:<br/><u>Apalachee Center, Inc.</u><br/><u>2634 Capital Circle, N.E.</u><br/><u>Tallahassee, FL 32308</u></p>   | <p>2. The name of the contact person and street address where financial and administrative records are maintained is:<br/><u>Jay Reeve, PhD, CEO</u><br/><u>Apalachee Center, Inc.</u><br/><u>2634 Capital Circle N.E., Tallahassee, FL 32308</u></p>                           |
| <p>3. The name, address, and telephone number of the contract manager for the County for this contract is:<br/><br/><u>Tiffany Harris, Healthcare Services Coordinator</u><br/><u>Office of Human Services and Community Partnerships</u><br/><u>918 Railroad Avenue</u><br/><u>Tallahassee, Florida 32310</u></p> | <p>4. The name, address, and telephone number of the Provider's representative responsible for administration of the program under the contract is:<br/><br/><u>Jay Reeve, PhD, CEO</u><br/><u>2634 Capital Circle N.E.</u><br/><u>Tallahassee, FL 32308 (850) 523-3333</u></p> |
5. Upon change of representatives (names, addresses, and telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

## E. All Terms and Conditions Included

This contract and its attachments as referenced, Attachment I and Exhibits A & B contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

**I have read the above contract and understand each section and paragraph.**

Provider: Apalachee Center, Inc.  
2634 Capital Circle, N.E.  
Tallahassee, FL 32308

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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



## ATTACHMENT I

### A. Services to be Provided

#### 1. Definition of Terms

##### Program Terms

- a. **Primary Care Services.** Basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient. This also includes ambulatory care, preventive health services and continuing management of the health care needs of registered clients.
- b. **Primary Care Client.** A person who has been determined to be eligible for primary care services and receives any client service funded by this contract.
- c. **Mental Health Services.** Basic diagnostic procedures and drug or other therapeutic modalities (i.e.treatment plans) ordered or provided by the mental health practitioner in the course of treating the patient.
- d. **Mental Health Client.** A person who has been determined to be eligible for mental health services and receives any client service funded by this contract.
- e. **Service Unit (Patient Visit).** Primary Care and/or Mental Health visit (throughout the contract period) per eligible enrolled client.
- f. **Adult,** is any eligible client who is 18 years of age or older.
- g. **Child,** is any eligible client who is 17 years of age or younger.

#### 2. General Description

##### a. General Statement

- (1) Primary Care Services must be provided which include basic diagnostic procedures and drug or other therapeutic modalities ordered or provided by the primary care practitioner in the course of treating the patient, along with ambulatory care, preventive health services and continuing management of the health care needs of registered clients.
- (2) The Provider will employ psychiatrists and/or ARNPs and case managers to provide appropriate mental health services that include basic diagnostic procedures and drug or other therapeutic modalities (e.g.- treatment plans) ordered or provided by the practitioner in the course of treating the patient.

- (3) Case managers will assist eligible patients in accessing any third party payer for which they may be eligible, such as Medicaid and Florida Healthy Kids.
- (4) Case managers will assist eligible patients in accessing other social services needs such as food, housing and transportation.
- (5) The Provider will provide all billable services at Apalachee Center, Inc. that meet the needs and requirements of the eligible patient, or Provider must arrange for the delivery of some or all of such services through one or more subcontractors.
- (8) Applicable federal, state and local laws, regulations, administrative rules, policies, and procedures must be adhered to.

b. Authority.

Legal authority for contract and services – Sections 154.01, and 154.011, F.S.

c. Scope of Service.

The Provider must provide the services as specified in section B. of this contract.

d. Major Program Goals.

The goal of the Primary Healthcare Program is to improve the health and well-being of eligible clients in the community through the delivery of primary healthcare services access to third party payers such as Medicaid or services which they may be eligible.

The goal of the Mental Health Project is to improve the health and well-being of eligible clients in the community through the delivery of integrated mental health services in the primary care setting and access to third party payers such as Medicaid or services which they may be eligible.

3. Clients Served.

a. General Description.

A Primary Care and/or Mental Health Client includes any person who is eligible to be a patient of Apalachee Center, Inc., a Leon County resident, meets the federal poverty guidelines, needs medical and/or mental health care, and has no health insurance.

b. Client Eligibility.

- (1) Eligibility for services under this contract is limited to those clients with net incomes less than 100% of the most current non-farm poverty levels established by the U.S. Office of Management and Budget. Only

individuals meeting eligibility criteria shall be registered as comprehensive primary care or mental health clients.

- (2) Clients eligible under this contract are limited to those who have been verified to be Leon County residents employing the Provider's usual eligibility screening practices and procedures.
- (3) No fees of any kind shall be charged for registered comprehensive primary care clients or mental health clients who are below 100% of the most current non-farm poverty levels.
- (4) Clients who are not currently receiving Medicaid and who appear to meet the income and categorical eligibility requirements of Medicaid should be strongly encouraged to pursue obtaining Medicaid.
- (5) It is permissible to purge from the pool of eligible clients, during the eligibility re-determination period, those who have not sought services in one year. This action may be taken only after the client is notified, in writing, of the need to re-determine eligibility and no response occurs within one month. Documentation of this notification must be maintained in the client's file. If this policy is followed by the Provider, then a statement of the policy must be added to the Client Participation Agreement (Exhibit A).

c. Client Determination.

The Provider must determine eligibility for enrollment into the Primary Healthcare Program. Eligibility, as defined in A.3., must be re-determined at least annually. A person determined ineligible has the right, however, to request re-determination of eligibility at any time if his or her income status changes.

B. Manner of Service Provision

1. Service Tasks

a. Task List

Provider must offer the following primary care services:

- (1) Ambulatory care services for children and adults consistent with acceptable medical practice and the standards and recommendations of the American Academy of Pediatrics, the American College of Physicians, or the American Academy of Family Physicians.
- (2) Preventive health services and continuing management of the healthcare needs of

registered clients; including referral, when needed, for secondary or tertiary care;

- (3) Primary care services including, but not limited to, basic diagnostic procedures and drug or other therapeutic services ordered or provided by the primary care practitioner in the course of treating the patient.
- (4) Early Periodic Screening Diagnostic and Treatment Services (EPSDT), child health supervision and coordination with improved pregnancy outcome programs. Child health supervision services shall follow the periodic schedule and include the services as established by the American Academy of Pediatrics Standards of Child Health Care.
- (5) The primary care Provider must establish referral protocols with other programs to include, but not limited to, eligible clients served through Developmental Services, Department of Children and Families, Children's Medical Services and its Regional Perinatal Intensive Care Center Programs and other County Health Department programs.
- (6) Clinic services must be offered during early morning and evening hours to provide access for clients who may be unable to come to the clinic during normal hours of operation.
- (7) Twenty-four hour telephone access must be provided for all registered clients for the handling of after-hours inquiries, medical emergencies and referral services. Access includes:
  - (a) speaking directly to a health professional who can make a medical judgment as to whether a referral to the emergency room should be made;
  - (b) speaking to an answering service that will contact a health professional. The on-call health Provider must be a physician, physician assistant or an advance registered nurse practitioner.
  - (c) calling an answering machine that gives the caller the telephone number of the nearest emergency room.
- (8) Provider must offer the following mental health services:

ARNPs/Psychiatrists will

  - a) provide mental health assessments
  - b) assist with Patient Assistance Program (PAP) application for medications
  - c) provide crisis intervention
  - d) evaluate mental status
  - e) evaluate medication needs
  - f) maintain medication and physical history
  - g) complete and maintain treatment plan
  - h) perform other related duties as needed

Social Workers/Case Managers will

- i) assist clients to obtain Medicaid and/or Medicaid disability benefits
- j) evaluate services needed
- k) complete psychosocial history
- l) provide referrals to community resources
- m) assist with SSI application as needed
- n) provide crisis intervention
- o) complete a treatment plan
- p) perform other related duties as needed

(9) Client registration

Each client must sign a client participation agreement which acknowledges that the client understands the services that will be provided, the limits of the Provider's service capability and the responsibilities of the client. A sample participation agreement is provided as Exhibit A. Each client must also receive a copy of the Florida Patient's Bill of Rights and Responsibilities, Exhibit B, and a listing of the services that can be obtained through the Provider.

- (10) The Provider must deliver all of the primary care and mental health services, or it must arrange for the delivery of some or all of such services through one or more subcontractors. In addition to the primary care services which the Provider must offer to registered clients, the Provider is responsible for assisting such clients in accessing other medical and related services which are necessary for the client and the client's family's health and well-being.

b. Task Limits

Primary care funds provided through the Health Care Access Act or the Indigent Health Care Act cannot be paid to a hospital for in-patient care.

Services are limited to eligible registered clients and are limited by the number of contract dollars available.

2. Staffing Requirements

a. Staffing Levels

The Provider must maintain sufficient staff to deliver the agreed upon services. The Provider or its subcontractor will provide ARNPs and/or psychiatrists and case managers with mental health experience to provide the agreed upon services. Psychiatrists will be used as a patient's needs indicate.

b. Professional Qualifications

The Provider will maintain a personnel file for all staff provided under this contract. All physicians, nurse practitioners, physician assistants, nurses and other licensed health professionals that provide any service to primary care or mental health clients referenced in this contract must have a current license to practice in the State of Florida, and proof of said license. Commissioned Public Health Service Corps Officers are exempt from having a Florida license.

The health care professionals must practice according to the constraints of their individual practice acts and protocols. The physician and other health care professionals assisting with providing care must have demonstrated knowledge and skills in the area of the procedure they will be assisting with or performing.

Professional personnel records should document training as appropriate to their individual practice. Each personnel record must also outline the current job description with minimum qualifications for that position.

c. Staffing Changes

The Healthcare Services Coordinator must be notified in writing of termination of employment of the Executive Director, Chief Executive Officer, or equivalent position within 10 days of termination. This notification must describe the interim arrangements, if any, to fill the position. The name of the person assuming the position must be provided to the Contract Manager in writing within 10 days of hiring.

Other staffing changes may be made as long as the staff members continue to meet the staffing levels in 2.a. above and the professional qualifications in 2.b.

d. Subcontractors

The Provider must deliver all of the primary care and mental health services itself, or it must arrange for the delivery of some or all of such services through one or more subcontractors. All subcontractors are subject to the same conditions of this attachment. Subcontracts must be approved by the Department and will not include administrative or indirect costs as separate line items.

3. Service Location and Equipment

a. Service Delivery Location

The services listed above must be provided at the following facilities:

Apalachee Center, Inc.  
2634 Capital Circle, N.E.  
Tallahassee, FL 32308

Facilities in which the services are provided must be maintained so that, at all times, the

facilities are in conformance to the standards required by local fire and health authorities or federal requirements, whichever are more stringent.

b. Service Times

The provider staff will work up to a 40 hour week (M-F, 8 am – 5pm). After-regular-hours services may be scheduled based upon a specific need.

Provider must notify the Healthcare Services Coordinator in writing (letter or email) when scheduling for new patient appointments exceed one hundred twenty (120) days and scheduling for an established patient appointment exceeds ninety (90) days.

Any hours of operation requested outside of these hours will be provided at the health center's expense.

Temporary changes in the clinic schedules (not to exceed two weeks) require a verbal or written notification to the Healthcare Services Coordinator. Permanent changes (exceeding two weeks) require a contract amendment.

Provider must notify the Healthcare Services Coordinator in writing (letter or email) when scheduling for new patient appointments exceed one hundred twenty (120) days and scheduling for an established patient appointment exceeds ninety (90) days.

c. Changes in Location

The Healthcare Services Coordinator must be notified in writing of changes in the Provider's location at least one month prior to moving. In the event of an emergency, temporary changes in location must be made to assure the continuity of the program and the safety and welfare of the clients.

d. Equipment

The Provider must use the appropriate type and quality equipment recommended by current medical standards for performance of primary care.

4. Deliverables

a. Service Units

Service units are defined as primary care or mental health visits, provided during the contract period. Multiple units may not be billed for any patient for the same date of service. Services are limited by the financial terms of this contract as stated in the Financial & Compliance Audit Attachment, part II.A of the Standard Contract, and part C.1, Attachment I.

b. Reports

- (1) **Service Reporting**  
Provider must submit aggregate number of clients and services provided on the Monthly Report and Patient Service List monthly. These reports must be submitted with the monthly invoices on or before the 30<sup>th</sup> day of the following month after services have been provided.
- (2) **Monthly Reimbursement Request**  
Provider must submit a Monthly Invoice to the Healthcare Services Coordinator on or before the 30<sup>th</sup> day of the following month. The Provider is required prior to submission of each monthly invoice to input into the County's web based reporting system all client data, including but not limited to the required fields and all client eligibility documentation as specified in Attachment I, Section 3b. All invoices shall be generated through the County's web based reporting system.
- (3) **Quarterly Clinical and Performance Data**  
Provider must submit, no less than quarterly, clinical and performance outcomes including, but not limited to, patient access, resource and referral coordination, disease management, patient compliance, and mental health services.
- (4) **Client Satisfaction Surveys**  
All clients must receive quality medical care and be treated with dignity and respect. The Provider must distribute a client satisfaction survey no less than quarterly. The completed forms, including a summary document, will be reviewed and recorded during the scheduled monitoring visit.
- (5) **Quality Assurance Review**  
The Provider must hold at least one QA Committee meeting during the term of this contract. Copies of the QA Committee minutes must be sent to the contract manager within 30 days of the date of the meeting. Provider may elect to conduct more frequent QA Committee meeting, in which case, copies of the minutes must be provided to the contract manager as above.
- (6) **Quarterly Progress Reports**  
The provider must submit a Quarterly Progress Report which includes a narrative component detailing partnerships, concerns, successes, and progress toward program goals.

c. Records and Documentation

All information contained in health records is confidential, with access governed by state and federal laws. Included in the definition of confidential information is the name, address, medical, social and financial data as well as the number and type of services received by clients of the department.



5. Performance Specifications

a. Standards Definitions

The Provider must provide the personnel sufficient to provide for patient services as described in the contract.

The Provider must achieve a satisfactory or better rating on 85 % of client satisfaction surveys.

b. Outcomes and Outputs

The benefits that will result from this contract are that the clients/patients will have ambulatory care, preventative health services, and continuing management of their health needs. As a result there will be an improved health status and better quality of life for those registered clients and the community.

The benefits of integrated mental health services are that the clients/patients will have mental health care and case management of their mental health needs. As a result there will be an improved health status and better quality of life for the clients/ patients and the community.

c. Monitoring and Evaluation Methodology

In addition to Section I.E of the Standard Contract:

- (1) The Provider will be monitored a minimum of once per year. However, the County reserves the right to perform additional monitoring reviews as deemed necessary. Monitoring will be accomplished through a review of the case files, quality assurance reviews and patient satisfaction surveys, to verify that the information in reports is accurate and that the terms of the contract are being met. Financial records, equipment and the facility will be monitored for compliance with the contract.
- (2) Provider will receive a written report of the monitoring visit within 45 business days of the visit.
- (3) If a corrective action plan is indicated, the Provider must submit to the department, in writing, plans to correct the deficiencies within 30 calendar days of receiving the department's written monitoring report. The Department may provide technical assistance as requested by the Provider in writing or identified in the corrective action plan.

d. Performance Definitions

Definitions are listed in section A.1. of this attachment.

6. Provider Responsibilities

a. Provider Unique Activities

The Provider must maintain sufficient staff, facilities and equipment to deliver the agreed upon services, and agrees to notify the department whenever the Provider is unable, or is going to be unable to provide the required quality or quantity of services.

b. Coordination with other Providers and Entities

The Provider must coordinate services with other Providers and entities for the benefit of the client and within the terms of this contract with the written consent of the client. Written consent forms shall be valid for a period of one year, unless revoked by the client. The failure of other Providers to render services to the eligible client does not alleviate the contract Provider from the obligation to provide tasks or services as outlined in this contract.

7. Department Responsibilities

a. Department Obligations

The Leon County Office of Human Services and Community Partnerships has the sole responsibility to determine that the contract terms are being fulfilled according to the contract specifications.

b. Department Determinations

The Leon County Office of Human Services and Community Partnerships shall have the final authority as to the amount of funds available for this contract.

C. Method of Payment

1. The County shall reimburse the Provider as stipulated in Section II.A, of the Standard Contract, subject to the availability of funds. Payment shall be made on a rate of up to \$125 per primary care service visit and \$80 per mental health visit and limited as specified in Section I A. of Attachment I.
2. Payment shall be made on a monthly billing cycle upon receipt by the contract manager of an invoice that states the number of eligible clients who were provided a primary care service visit and the number of eligible clients who were provided a mental health service visit during the month. Clients must be distinguished as either children or adults.

3. Invoices for payment must be submitted to the contract manager by the 30th of the month following the month for which payment is requested. Invoices will be paid as received and processed within five (5) business days of receipt by the County. Invoices not received within five (5) business days of the due date will be considered forfeited. No payment will be made for any month unless all client data including but not limited to required fields in the County's web based reporting system and all client eligibility documentation as specified in Attachment I, Section 3b., has been entered into the web based reporting system and the department has received the required Monthly Report.
4. Since services for Medicaid clients are reimbursed by Medicaid, the Provider will not be paid for any service provided to a Medicaid eligible client. Similarly, Medicaid reimbursements should not be included on monthly invoices as a third-party reimbursement.

#### D. Special Provisions

1. **Grievance and Fair Hearing Procedure**  
The Provider must have a system through which clients may present grievances about patient care services. The Provider must advise clients of: (1) their right to appeal denial or exclusion from the program or the failure to take account of recipient's choice of service, or a complaint about the quality of service and (2) their right to a fair hearing in these respects. Notice of the Provider's action or decision and the right to appeal must be given verbally and in writing in language the client understands, at the time of the decision or action, but no later than ten days after same. Whenever an applicant or recipient requests a fair hearing the Provider must make arrangements to provide such a hearing.  
The Provider must notify the Healthcare Services Coordinator each time a grievance is filed. All written complaints must be considered grievances.
2. In accordance with Florida Statute 381.026, the Florida Patient Bill of Rights and Responsibilities, Exhibit B, must be made available to all patients, in writing.
3. **Contract Renewal**  
This contract may be renewed annually for a term not to exceed three years or for the term of the original contract, whichever is longer. Renewals shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the department and shall be subject to the availability of funds. Any renewals shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract.

**END OF TEXT**

## CLIENT PARTICIPATION AGREEMENT

Exhibit A

This is to certify that \_\_\_\_\_  
(Name of Applicant)  
SSN \_\_\_\_\_ and the following member(s) of his or her family may  
receive primary care medical services from **Apalachee Center, Inc.** for the period  
\_\_\_\_\_ through \_\_\_\_\_.

### Eligible Family Members

1. \_\_\_\_\_ SSN \_\_\_\_\_
2. \_\_\_\_\_ SSN \_\_\_\_\_
3. \_\_\_\_\_ SSN \_\_\_\_\_
4. \_\_\_\_\_ SSN \_\_\_\_\_

These services have been explained to me. I certify that all information I have given regarding income and family size is true and correct to the best of my knowledge. I understand that although I, or a member of my family, may be referred for specialty care, hospitalization or other higher level care, there is no obligation for the Provider to pay for these services. I understand that I am responsible for following the treatment prescribed by medical personnel for my family and me. I will notify **Apalachee Center, Inc.** when one of my family members cannot keep an appointment. If I do not use these services for one year, a letter may be sent advising me of the need to re-determine my eligibility, and if I do not respond within two weeks, my name may be removed from the client list. This does not prevent me from re-enrolling as an active client in the future.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

## **SUMMARY OF THE FLORIDA PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES**      **Exhibit B**

**Florida law requires that your health care provider or health care facility recognize your rights while you are receiving medical care and that you respect the health care provider's or health care facility's right to expect certain behavior on the part of patients. You may request a copy of the full text of this law from your health care provider or health care facility. A summary of your rights and responsibilities follows:**

- A patient has the right to be treated with courtesy and respect, with appreciation of his or her individual dignity, and with protection of his or her need for privacy.
- A patient has the right to a prompt and reasonable response to questions and requests.
- A patient has the right to know who is providing medical services and who is responsible for his or her care.
- A patient has the right to know what patient support services are available, including whether an interpreter is available if he or she does not speak English.
- A patient has the right to know what rules and regulations apply to his or her conduct.
- A patient has the right to be given by the health care provider information concerning diagnosis, planned course of treatment, alternatives, risks, and prognosis.
- A patient has the right to refuse any treatment, except as otherwise provided by law.
- A patient has the right to be given, upon request, full information and necessary counseling on the availability of known financial resources for his or her care.
- A patient who is eligible for Medicare has the right to know, upon request and in advance of treatment, whether the health care provider or health care facility accepts the Medicare assignment rate.
- A patient has the right to receive, upon request, prior to treatment, a reasonable estimate of charges for medical care.
- A patient has the right to receive a copy of a reasonably clear and understandable, itemized bill and, upon request, to have the charges explained.
- A patient has the right to impartial access to medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
- A patient has the right to treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
- A patient has the right to know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such experimental research.
- A patient has the right to express grievances regarding any violation of his or her rights, as stated in Florida law, through the grievance procedure of the health care provider or health care facility which served him or her and to the appropriate state licensing agency.
- A patient is responsible for providing to the health care provider, to the best of his or her knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters relating to his or her health.
- A patient is responsible for reporting unexpected changes in his or her condition to the health care provider.
- A patient is responsible for reporting to the health care provider whether he or she comprehends a contemplated course of action and what is expected of him or her.
- A patient is responsible for following the treatment plan recommended by the health care provider.
- A patient is responsible for keeping appointments and, when he or she is unable to do so for any reason, for notifying the health care provider or health care facility.
- A patient is responsible for his or her actions if he or she refuses treatment or does not follow the health care provider's instructions.
- A patient is responsible for assuring that the financial obligations of his or her health care are fulfilled as promptly as possible.
- A patient is responsible for following health care facility rules and regulations affecting patient care and conduct.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #18**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #18

October 25, 2016

**To:** Honorable Chairman and Members of the Board

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

**Title:** Approval of Sale of 2.47 Acres of County-owned Property at Miccosukee and Blair Stone Roads



<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>County Attorney Review and Approval:</b>	Herbert W.A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Scott Ross, Director, Office of Financial Stewardship Dan Rigo, Assistant Count Attorney Mike Battle, Real Estate Specialist

**Fiscal Impact:**

This item has a fiscal impact to the County. All proceeds from the sale of this property will directly off-set the costs of construction of the new Medical Examiners Facility.

**Staff Recommendation:**

- Option #1: Approve the sale of the County-owned property at Miccosukee and Blair Stone Roads to PT I, LLC for development of a medical facility for Tallahassee Orthopedic Clinic in the amount of \$1,425,000.
- Option #2: Authorize the Chairman and/or County Administrator to execute the Purchase and Sale Agreement (Attachment #1), the County Deed, and all other documents necessary for completion of the sale of the County-owned property at Miccosukee and Blair Stone Roads, in a final form approved by the County Attorney.

## **Report and Discussion**

### **Background:**

This item seeks Board approval for the sale of 2.47 acres of County-owned property at the northeast corner of Miccosukee and Blair Stone roads. This property was placed on the market in order to directly off-set the cost of constructing a Medical Examiners Facility at the former Mosquito Control/Animal Control building off of Municipal Way.

Pursuant to Florida Statutes, Florida Counties are responsible for the funding of medical examiners (ME). Medical Examiners are an appointed position by the Governor. Leon County currently has a contractual relationship with the District 2 Medical Examiner for the provision of these services. Since 1977, the District 2 Medical Examiner has utilized cooler space and autopsy facility space provided by Tallahassee Memorial Hospital (TMH); TMH charges a nominal fee for this service.

Early 2013, TMH staff met with County Administration to express a desire to have the morgue and autopsy facility removed from the hospital. TMH staff reiterated that the hospital was not providing a specific deadline, but that they would like to work cooperatively with the County and the ME to move towards a long-term solution that accomplished this goal. Several years ago, TMH had approached the County to seek grant funding to address the ME space issue and to advise the County that this was a long-term issue that would need to be addressed; at that time grant funding was not identified for facility expansion.

At the July 8, 2013 Budget Workshop, the Board allocated \$50,000 in the FY 2014 budget for the preliminary programming and design of a Medical Examiner facility. The Board also accepted staff's report on the possible utilization of the County-owned property at the corner of Miccosukee and Blair Stone Roads for a new ME facility through a future public/private partnership and directed staff to continue to pursue this approach.

At the December 9, 2013 Board Retreat, in its revision of the Strategic Plan, the Board voted to include "engage with private sector to develop property at the corner of Miccosukee and Blair Stone, to include construction of a Medical Examiner facility" to its strategic initiatives.

In August 2014, staff issued an Invitation to Negotiate, seeking proposals to provide the County with a built-out turnkey office and laboratory facility and related structure for the Medical Examiner. Rather than utilize County funds to pay for the ME facility, staff sought to use the equity in the County's property at Miccosukee and Blair Stone as a source of payment. The County received interest from a number of developers on pursuing this concept. However, no formal bids were received in response to the procurement solicitation.



At the June 23, 2015 Budget Workshop, staff recommended and the Board approved the use of the former Mosquito Control/Animal Control Building for use as a Medical Examiner Facility and also directed the County Administrator to proceed with the sale of the Miccosukee/Blair Stone Road Property. Proceeds from the sale are to be used to off-set the construction costs of the Medical Examiner Facility. Staff's initial estimate for the sale of this parcel was \$1.5 million.

**Analysis:**

In order to ready the property for sale, the County processed a Comprehensive Plan amendment to sever the Miccosukee/Blair Stone parcel from the Planned Unit Development associated with the Public Works complex. This process was completed and became effective in July 2016. In addition, Leon County bid for commercial realtor services, and awarded a contract to NAI Talcor for non-residential real estate services on March 8, 2016.

During the listing process, two offers were received. The first offer for \$850,000 was rejected. The second offer, by letter of intent, was from Tallahassee Orthopedic Clinic (TOC) for \$1.4 million. Based on this offer, and in accordance with the Board's Real Estate Policy No. 16-5, staff advertised a notice in the Tallahassee Democrat once a week for two consecutive weeks calling for bids for the sale of the property, with a minimum bid amount of \$1.4 million. One bid was received from PT I, LLC on behalf of TOC, in the amount of \$1.4 million. After negotiation, a revised bid of \$1.425 million was provided by TOC. Staff is recommending that the Board authorize the sale of the property for \$1.425 million.

Pursuant to the Real Estate Policy, as part of the sales process, two independent appraisals are required. Staff requested appraisals from Diskin Property Research, and Ketcham Appraisal Goup. The appraisals provided for this location were \$1.184 million and \$1.4 million, respectively. The Real Estate Policy further requires that any sale of County-owned property in an amount greater than \$50,000 must be approved by the Board.

Since the bid is slightly above the highest appraised value provided by Ketcham Appraisal Group, staff is recommending that the offer of \$1.425 million be accepted for the subject lot. As part of the sale, an earnest money deposit in the amount of \$25,000 will be provided by the purchaser and held in escrow. The purchaser will then have 180 days to perform due diligence investigations on the property. If the due diligence investigations are satisfactory, the County and the purchaser would proceed to closing within 30 days of the end of the due diligence period. A draft Purchase and Sales Agreement is included as Attachment #1. All proceeds from the sale will be deposited into the capital project fund to off-set the costs of the construction of the Medical Examiner Facility.

**Options:**

1. Approve the sale of the County-owned property at Miccosukee and Blair Stone Roads to PT I, LLC for development of a medical facility for Tallahassee Orthopedic Clinic in the amount of \$1,425,000.
2. Authorize the Chairman and/or County Administrator to execute the Purchase and Sale Agreement (Attachment #1), the County Deed, and all other documents necessary for completion of the sale of the County-owned property at Miccosukee and Blair Stone Roads, in a final form approved by the County Attorney.
3. Do not approve the sale of the County-owned property at Miccosukee and Blair Stone Roads to PT I, LLC in the amount of \$1,425,000, and do not authorize the Chairman and/or County Administrator to execute any documents associated with the sale.
4. Board direction.

**Recommendations:**

Options #1 and #2.

**Attachment:**

1. Draft Purchase and Sales Agreement

This Instrument prepared by:  
Herbert W.A. Thiele, Esq., County Attorney  
Leon County Attorney's Office  
301 South Monroe Street, Suite 202  
Tallahassee, Florida 32301

Parcel ID: 1128202990000

**PURCHASE AND SALE AGREEMENT**  
**(NE Corner Blair Stone & Miccosukee Roads)**

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is made as of the "Effective Date" (as defined in Section 1.2 below), by and between **LEON COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida ("Seller"), and **PT I, LLC**, a Florida limited liability company ("Purchaser"), who, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

**Article 1.**

**Effective Date; Agreement to Purchase and Sell.**

1.1. **RECITALS.** The Recitals set forth above are true and correct and are hereby incorporated herein as if again set forth in their entirety.

1.2. **EFFECTIVE DATE.** The effective date of this Agreement shall be the date upon which the last of the parties executes the Agreement (the "Effective Date").

1.3. **AGREEMENT.** Seller hereby agrees to sell to Purchaser, and Purchaser hereby agrees to purchase from Seller, upon the terms and conditions set forth in this Agreement, that certain real property located at the northeast corner of Blair Stone Road and Miccosukee Road, Tallahassee, Leon County, Florida (Parcel ID 1128202990000), as more specifically described and depicted on Exhibit "A", and all improvements thereon, together with all easements, rights and uses now or hereafter belonging thereto (collectively the "Subject Property").

**Article 2.**

**Purchase Price; Deposit; Financing; Appraisal.**

2.1. **PURCHASE PRICE.** The purchase price for the Subject Property shall be ONE MILLION FOUR HUNDRED TWENTY-FIVE and 00/100 DOLLARS (\$1,425,000.00) (the "Purchase Price"). The Purchase Price shall be paid on the Closing Date, subject to the adjustments and proration as set forth herein and reduced by the amount of the Deposit.

2.1.1. **PERSONAL PROPERTY INCLUDED.** The purchase price does not include any items of personal property, and includes only the real property comprising the Subject Property.

2.2. **DEPOSIT.** No later than three (3) business days after the Effective Date this Agreement, Purchaser shall deliver to the Escrow Agent, as defined below, a deposit in an amount equal to TWENTY-FIVE THOUSAND and 00/100 DOLLARS (\$25,000.00) (the "Deposit") to be held and disbursed in accordance with this Agreement.

**Article 3.**

**Title.**

3.1. **COUNTY DEED.** Seller shall convey marketable title to the Subject Property by County Deed pursuant to Section 125.411, Florida Statutes, subject only to property taxes for the year of Closing and any covenants, restrictions and easements of record.

3.2. **TITLE COMMITMENT.** During the Investigation Period, as defined below, Purchaser, at Purchaser's expense, may obtain a title insurance commitment for the Subject Property (the "Commitment"), with a copy to Seller, issued by a title insurance company acceptable to Purchaser (the "Title Company"),

and upon Closing, an ALTA owner's policy in the amount of the Purchase Price, for fee simple title subject to exceptions as stated above.

3.3. **TITLE DEFECTS.** Purchaser shall, prior to the expiration of the Investigation Period as defined below, deliver written notice to Seller of any matters of title that Purchaser deems unacceptable (“Title Defects”). Title shall be deemed acceptable to Purchaser if: (a) Purchaser fails to deliver notice of Title Defects within the time specified, or (b) Purchaser delivers notice and Seller cures the Title Defects no later than ten (10) business days after receipt of notice (the “Curative Period”). Seller shall use best efforts to cure the Title Defects within the Curative Period and if the Title Defects are not cured within the Curative Period, Purchaser shall have five (5) business days after the end of the Curative Period to elect, by written notice to Seller, to: (i) terminate this Agreement, whereupon the Deposit shall be returned to Purchaser and this Agreement shall be of no further force and effect, or (ii) extend the Curative Period for up to twenty (20) business days, or (iii) accept title subject to existing Title Defects, provided that any monetary liens on the Subject Property, except real estate taxes and assessments not yet due and payable, will be paid in full by Seller at the Closing.

**Article 4.**  
**Survey**

4.1. **SURVEY.** During the Investigation Period as defined below, Purchaser, at Purchaser’s expense, may obtain a survey of the Subject Property (the “Survey”), which Survey shall: (a) have been prepared by a licensed surveyor; (b) be certified to Purchaser, the Title Company and any lender designated by Purchaser; (c) be sufficient for removal of the standard survey exception from the policy of title insurance to be issued pursuant to the Commitment; and (d) be in form and content acceptable to Purchaser and show all matters disclosed in the Commitment. If the Survey reveals encroachments on to the Subject Property from property of another, or that any remaining improvements upon the Subject Property encroach on to the property of another, such encroachments shall constitute a Title Defect as defined in Section 3.3 above.

**Article 5.**  
**Representations and Warranties.**

5.1. **SELLER.** In addition to any other covenants, indemnities, warranties and representations made by Seller herein, Seller makes and agrees with Purchaser to the following representations and warranties, all of which are made to the Actual Knowledge (defined in Section 5.4 below) of Seller, are true and correct as to the matters set forth therein as of the date hereof and unless otherwise disclosed to Purchaser in writing shall be true and correct on the Closing Date, and all of which shall survive the Closing:

5.1.1. **AUTHORITY.** Upon approval of this Agreement by the Leon County Board of County Commissioners, Seller will have the capacity, and all requisite actions will have been taken and approvals obtained by Seller to fully authorize and empower Seller, to consummate the transactions contemplated hereby. Seller shall furnish to Purchaser and Escrow Agent any documents reasonably requested by Purchaser or the Escrow Agent which evidence the capacity and authority of Seller (and the signatories acting on behalf of Seller) to consummate the transactions contemplated hereby.

5.1.2. **NO CONFLICT.** The authorization, execution and delivery of this Agreement and the consummation of the transactions contemplated hereby, will not, with or without the giving of notice or passage of time or both: (a) violate, conflict with or result in the breach of any terms or provisions of or require any notice, filing, registration or further consent, approval or authorization under: (i) the Operative Documents (defined in Section 5.4 below) by which the Seller is governed; or (ii) any statutes, laws, rules or regulations of any governmental body applicable to Seller, or its properties or assets; or (iii) any judgment, decree, writ, injunction, order or award of any arbitrator, court or governmental authority binding upon Seller or any of its respective properties or assets; or (iv) any instrument or agreement to which Seller or its properties may be bound or relating to or affecting all or any portion of the Property; or (b) result in any lien, claim, encumbrance or restriction on the proceeds

of the sale of all or any portion of the Subject Property or on any of the respective properties or assets of Seller.

5.1.3. PENDING ACTIONS OR INVESTIGATIONS. There are no actions, suits, proceedings, claims, orders, decrees or judgments affecting Seller, its business, prospects or conditions (financial or otherwise), or the Subject Property, or any portion thereof, or relating to or arising out of the ownership, management, operation, use or occupancy of the Subject Property or any portion thereof which are pending or have been prosecuted for a period of thirty (30) days or more or, to the Actual Knowledge of Seller are pending or have been prosecuted for less than thirty (30) days, in any court or by or before any federal, state, county or municipal department, commission, board, bureau or agency or other governmental instrumentality; and, to the Actual Knowledge of Seller, no such actions, suits, proceedings, claims, orders, decrees or judgments have been threatened or asserted. Seller is not a party to or subject to any judgment, writ, decree, injunction or order enjoining or restraining it from conducting any business in respect of the Subject Property, and, to the Actual Knowledge of Seller, no such judgment, writ, decree, injunction or order has been threatened or asserted. There are no outstanding unpaid judgments against Seller or the Subject Property.

5.2. PURCHASER. In addition to any other covenants, indemnities, warranties and representations made by Purchaser herein, Purchaser makes and agrees with Seller to the following representations and warranties, all of which are true and correct as to the matters set forth therein as of the date hereof and unless otherwise disclosed in writing to Seller shall be true and correct on the Closing Date, and all of which shall survive the Closing:

5.2.1. AUTHORITY. Purchaser has the capacity, and all requisite actions have been taken and approvals obtained by Purchaser to fully authorize and empower Purchaser, to execute this Agreement and consummate the transactions contemplated hereby. Purchaser shall furnish to Seller any documents reasonably requested by Seller which evidence the capacity and authority of Purchaser (and the signatories acting on behalf of Purchaser) to consummate the transactions contemplated hereby.

5.2.2. NO CONFLICTS. The authorization, execution and delivery of this Agreement will not, with or without the giving of notice or passage of time or both: (a) violate, conflict with or result in the breach of any terms or provisions of or require any notice, filing, registration or further consent, approval or authorization under: (i) the Operative Documents by which Purchaser is governed; (ii) any statutes, laws, rules or regulations of any governmental body applicable to Purchaser, or its properties or assets; or (iii) any judgment, decree, writ, injunction, order or award of any arbitrator, court or governmental authority binding upon Purchaser or any of its respective properties or assets; or (iv) any instrument or agreement to which Purchaser or its properties may be bound; or (b) result in any lien, claim, encumbrance or restriction on the Property or on any of the respective properties or assets of Purchaser.

5.3. EFFECT OF CHANGE IN REPRESENTATIONS. For the period from and including the Effective Date, as defined herein, and through the Closing Date, each of Seller and Purchaser shall be obligated to advise the other party, as applicable, of any change which renders any representation made by such party in this Agreement untrue or materially misleading. In the event that such notice is delivered from one party to the other, and if such circumstances as are set forth in such notice materially and adversely affect the rights and obligations of the party receiving such notice, the party receiving such notice shall have the option, at its election, to terminate this Agreement, and if so terminated by Purchaser, the Deposit shall be returned to Purchaser in accordance with the terms herein. If the circumstances that render a representation untrue or materially misleading have resulted from the willful acts or gross negligence of the party which gave the representation, then in addition to the termination rights set forth in the previous sentence, the party that receives notice of such change of circumstances shall have all rights available to it at law or in equity for a breach of this Agreement by the party that gave notice of such circumstances.

5.4. ACTUAL KNOWLEDGE; OPERATIVE DOCUMENTS. As used in this Article 5, the term "Actual Knowledge" shall mean: (a) with respect to the Purchaser, the current actual knowledge, without independent investigation of the person or persons directly charged with the task of completing the acquisition of the Subject Property by and on behalf of the Purchaser and (b), with respect to the Seller, the current actual knowledge of the person or persons directly charged by the Leon County Administrator with the management of the Subject Property by and on behalf of Seller; and (c) the term "Operative Documents" shall mean such documents as have been created, and are used in the governance of, the party to whom the term refers, and such documents shall include, as applicable, articles or certificate of incorporation, by-laws, resolutions, partnership agreements, operating agreements, declaration of trust and such other documents as may have been utilized to form or govern such party.

**Article 6.**  
**Investigation Period.**

6.1. TERM. The term of the "Investigation Period" shall commence on the Effective Date of this Agreement and shall continue for one hundred eighty (180) days, expiring at 5:00 p.m. EST on the last day of such term. The expiration of the Investigative Period may be at an earlier date if mutually agreed upon in writing by Seller and Purchaser.

6.2. DOCUMENTS REQUEST. No later than three (3) business days after Seller's receipt of Purchaser's written request, Seller shall deliver to Purchaser any requested surveys, environmental studies, audits, notices of violation, and other such information in Seller's possession. For each business day beyond such time period in which the Seller does not provide such documents, the Investigation Period shall be extended for one (1) business day.

6.3. AS-IS PURCHASE. Purchaser acknowledges and agrees to accept the Subject Property and any personal property in its as-is condition as of the Effective Date of this Agreement.

6.4. RIGHT TO ENTER. During the term of the Investigation Period, Purchaser shall have the right to enter the Subject Property to conduct tests including soil borings and inspect and investigate all aspects of the Subject Property to determine whether the Subject Property is satisfactory for Purchaser's intended use and development of the Subject Property. Purchaser agrees to indemnify Seller from any liability, costs or expense as a result of any damage caused by Purchaser in connection with the activities listed in this Section 6.4.

6.5. RIGHT TO TERMINATE. At any time prior to the expiration of the Investigation Period if Purchaser determines through its inspection that the Subject Property is not satisfactory for Purchaser's intended use, Purchaser may terminate this Agreement upon delivery of written notice to Seller, in which case the Purchaser shall be entitled to a refund of its Deposit and any and all interest earned thereon. In the event that Purchaser fails to affirmatively notify Seller of its satisfaction with the Subject Property prior to the expiration of the Investigation Period, Purchaser shall be deemed to be satisfied with its investigation of the Subject Property and the transaction shall proceed to Closing in accordance with this Agreement. If, however, Purchaser notifies Seller of its satisfaction with its investigation of the Property in accordance with this Section 6.5, such notice shall not be deemed to constitute an approval of any title and/or survey issues to which Purchaser has objected but which have not yet been cured by Seller within the time period allowed under Section 3.3 above.

**Article 7.**  
**Default.**

7.1. SELLER'S REMEDIES. In the event of a default by Purchaser, Seller may waive Purchaser's default and proceed to consummate the transaction with Purchaser as contemplated herein. If Seller does not choose to waive Purchaser's default, Seller shall be entitled, as its sole remedy hereunder, to terminate this Agreement and retain any Deposit as liquidated damages or, if no Deposit has been delivered by Purchaser,

to seek damages against Purchaser, and neither Seller nor any other person or party shall have any claim for specific performance, damages or otherwise against Purchaser.

7.2. PURCHASER'S REMEDIES. In the event of a default by Seller, Purchaser may waive Seller's default and proceed to consummate the transaction with Seller as contemplated herein. If Purchaser does not choose to waive Seller's default, Purchaser shall be entitled to either obtain specific performance of the terms and conditions hereof or may terminate this Agreement by written notice delivered to Seller at or prior to the Closing Date in which case Purchaser shall be entitled to a refund of any Deposit, together with any and all interested earned thereon, and neither Purchaser nor any other person or party shall have any claim for specific performance, damages or otherwise against Seller.

**Article 8.**  
**Closing.**

8.1. CLOSING DATE. The closing of the transaction contemplated herein (the "Closing") shall take place no later than thirty (30) calendar days after the expiration of the Investigation Period set forth in section 6.1 above, unless modified by written agreement of the parties. (the "Closing Date").

8.2. CLOSING REQUIREMENTS. At the time of Closing:

8.2.1. Seller shall execute in recordable form and deliver to Purchaser a County Deed pursuant to Fla. Stat. 125.411, conveying marketable title to the Subject Property, free and clear of all liens and encumbrances to the extent set forth in Article 3 above.

8.2.2. Purchaser and Seller shall direct the Escrow Agent to pay any Deposit and all interest earned thereon to Seller, Purchaser shall deliver to Seller the Purchase Price, less the Deposit and the interest thereon, adjusted as provided in this Agreement, in the form of a cashier's check or by way of wire transfer.

8.2.3. Seller shall have removed all improvements, all personal property, and all equipment from the Subject Property, and Seller shall deliver undisputed possession of the Subject Property to Purchaser, except as otherwise provided herein, and otherwise in the same or better condition as of the date hereof.

8.2.4. If Seller is obligated to discharge any encumbrances at or prior to Closing and fails to do so, Purchaser may use the Purchase Price funds to satisfy the encumbrances.

8.2.5. Seller shall, upon request, deliver to the Purchaser an affidavit, in form acceptable to the Purchaser, certifying that the Seller is not a non-resident alien or foreign entity, such that the Seller and such interest holders are not subject to tax under the Foreign Investment and Real Property Tax Act of 1980.

8.2.6. Seller shall assign all contracts and leases which Purchaser has agreed in writing shall survive the Closing.

8.2.7. Seller and the Purchaser shall each deliver to the other such other documents or instruments as may reasonably be required to close this transaction, including but not limited to an assignment of the Approvals, authority documentation and a Closing statement.

**Article 9.**  
**Prorations and Adjustment; Closing Costs.**

9.1. CLOSING COSTS. Any special assessments which are a lien upon the Subject Property on or prior to the Closing Date shall be paid by Seller. There shall be no proration of real estate taxes levied against the Subject Property, as the parties acknowledge and agree that Seller is immune from taxes and, as such, no real estate taxes are currently due. All documentary stamp taxes and transfer taxes payable in connection with the conveyance of the Subject Property to Purchaser shall be paid by Purchaser. Any rents

and other revenues, operating expenses, utility charges and other sums due to Seller shall be paid or retained, as the case may be, by Seller to the extent attributable to the period on or before the Closing Date and shall be paid or retained by Purchaser to the extent attributable to the period on or after the Closing Date. The costs to record any Title Defects shall be paid by Seller. The costs to record the County Deed and the costs of any Survey and title charges shall be paid by Purchaser.

**Article 10.**  
**Miscellaneous.**

10.1. CONTROLLING LAW. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.

10.2. COOPERATION. Seller, if requested, and only in its capacity as owner of the Subject Property, shall join in the execution of all permits, applications, and other written requests or reports, including, but not limited to, zoning or site plan approval applications, plats, easements, tax or parcel splits and any other documents necessary for the Approvals, at no cost to Seller.

10.3. CASUALTY AND CONDEMNATION. If, prior to the Closing Date, Seller receives notice that any casualty occurred on the Subject Property or any governmental authority intends to commence or has commenced proceedings for the taking of any portion of the Subject Property by the exercise of any power of condemnation or eminent domain, Seller shall send notice thereof to Purchaser, which shall include all pertinent information relating thereto. Purchaser shall have the right to terminate this Agreement and receive a refund of the Deposit by notifying Seller in writing within thirty (30) calendar days following the date Purchaser receives notice of such occurrence. If Purchaser elects not to terminate, Seller shall, at Closing, assign to Purchaser the proceeds of the condemnation or insurance proceeds, as the case may be.

10.4. BROKERS. Purchaser and Seller each represent and warrant to the other that they have not had any direct or indirect dealings with any real estate brokers, salesman or agents in connection with the Subject Property and this transaction other than TALCOR Commercial Real Estate Services, Inc., ("TALCOR"), for which Seller shall pay to TALCOR at closing a commission pursuant to a separate written agreement between Purchaser and TALCOR. Purchaser will pay and will defend and hold the Seller harmless from and against any and all finder's and/or broker's commissions, other than that of TALCOR, due or claimed to be due on account of this transaction and arising out of contracts made by or the acts of Purchaser. Seller will, to the extent allowable by law and without waiving its sovereign immunity, pay and defend and hold Purchaser harmless from and against any and all finder's and/or broker's commissions due or claimed to be due on account of this transaction and arising out of contracts made by or the acts of Seller.

10.5. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to this transaction and supersedes all prior agreements, written or oral, between Seller and Purchaser relating to the subject matter hereof. Any modification or amendment to this Agreement shall be effective only if in writing and executed by each of the parties.

10.6. ASSIGNMENT. Neither Purchaser nor Seller may assign its rights and obligations under this Agreement without the prior written consent of the other party.

10.7. Notices. Any notice shall be deemed duly delivered if personally delivered or if mailed by certified mail, return receipt requested, or if sent via "overnight" courier service, or via facsimile transmission, as follows:



If to Seller: Division of Real Estate Management  
310 S. Monroe St, Suite 202  
Tallahassee, FL, 32301

With copy delivered to:  
Leon County Attorney's Office  
301 S. Monroe St., Suite 202  
Tallahassee, FL 32301

If to Purchaser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With copy delivered to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Either party may change the information above by giving written notice as provided in this Paragraph.

10.8. BINDING. The terms hereof shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns.

10.9. PARAGRAPH HEADINGS. The captions in this Agreement are inserted for convenience of reference and in no way define, describe or limit the scope or intent of the provisions of this Agreement.

10.10. SURVIVAL AND BENEFIT. Except as otherwise expressly provided herein, each agreement, representation, or warranty made in this Agreement by or on behalf of either party, or in any instruments delivered pursuant hereto or in connection herewith, shall survive the Closing and the consummation of the transaction provided for herein. The covenants, agreements and undertakings of each of the parties hereto are made solely for the benefit of, and may be relied on only by the other party hereto, its successors and assigns, and are not made for the benefit of, nor may they be relied upon, by any other person whatsoever.

10.11. CONSTRUCTION. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both Purchaser and Seller have contributed substantially and materially to the preparation and review of this Agreement.

10.12. ESCROW. Purchaser and Seller authorize \_\_\_\_\_, to act as escrow agent (the "Escrow Agent") to receive funds and other items and, subject to clearance, disburse them in accordance with the terms of this Agreement. Escrow Agent will deposit all funds received in an interest-bearing account with interest accruing to Purchaser. If Escrow Agent receives conflicting demands or has a good faith doubt as to Escrow Agent's duties or liabilities under this Agreement, Escrow Agent may (a) hold the subject matter of the escrow until the parties mutually agree to its disbursement or until issuance of a court order or decision of arbitrator determining the parties' rights regarding the escrow or (b) deposit the subject matter of the escrow with the Clerk of the Court having jurisdiction over the dispute. Upon notifying the parties of such action, Escrow Agent shall be released from all liability except for the duty to account for items previously delivered out of escrow. In any

suit or arbitration in which Escrow Agent is made a party because of acting as agent hereunder or interpleads the subject matter of the escrow, Escrow Agent shall recover reasonable attorney's fees and costs, which fees and costs shall be paid from the escrowed funds or equivalent and charged and awarded as court or other costs in favor of the prevailing party. The parties agree that Escrow Agent shall not be liable to any person for mis-delivery to Purchaser or Seller of escrowed items, unless the misdelivery is due to Escrow Agent's willful breach of this Agreement or gross negligence.

10.13. NO WAIVER. Neither the failure of either party to exercise any power given such party hereunder or to insist upon strict compliance by the other party with its obligations hereunder, or by custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

10.14. RADON GAS DISCLOSURE. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below.

LEON COUNTY, FLORIDA

PT I, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Vincent S. Long

Print Name: \_\_\_\_\_

County Administrator

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

\_\_\_\_\_



**Leon County  
Board of County Commissioners**


**Notes for Agenda Item #19**

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #19

October 25, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Consideration of Full Board Appointments to the Audit Advisory Committee, Canopy Roads Citizens Committee, Educational Facilities Authority and the Tourist Development Council

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/Project Team:</b>	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 appointment of **one** member to the Audit Advisory Committee for a two-year term ending December 31, 2018. The eligible applicants are: Ransom McClung and Cecil Bragg.
- Option #2: The full Board to consider the appointment of **one** member to the Canopy Roads Citizens Committee for a three-year term ending October 31, 2019. The eligible applicants are: Sarah Barrett and Ryan Wetherell.
- Option #3: The full Board to consider the appointment of **two** members to the Educational Facilities Authority; one for a term ending July 31, 2018 and one for a tem ending July 31, 2020. The eligible applicants are: Louis Dilbert, Grace Fletcher and Anthony Miller.
- Option #4: The full Board to consider the reappointment of Michelle Personette to the Tourist Development Council for a four-year term ending October 31, 2020.

## 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:**

#### **Audit Advisory Committee**

Purpose: The Audit Advisory Committee (AAC) adopts an annual plan of work for the Auditor and oversees the work of the Auditor. The purpose of the AAC is to promote, maintain, and enhance the independence and objectivity of the internal audit function by ensuring broad audit coverage; adequate consideration of audit reports; and appropriate action on recommendations.

Composition: The Audit Advisory Committee consists of five members: two appointed by the Board, three appointed by the Clerk's Office. Members serve two-year terms expiring December 31. No member will serve more than three consecutive terms. Members must have experience as a public accountant, internal auditor, or as a financial manager for public, private or a not-for-profit institution.

Vacancies: The term of Board appointed AAC member, Mr. Jep Larkin expires November 1, 2016. Mr. Larkin is not eligible for reappointment due to term limits. Applications have been received from Cecil Bragg and Ransom McClung and both applicants are qualified to serve. See Table #1

*Table #1: Audit Advisory Committee*

<b>Vacancies</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Applicant</b>	<b>Recommended Action</b>
Jep Larkin	11/1/2016	1. 2.	Cecil Bragg Ransom McClung	Full Board to make <b>one</b> appointment for a two-year term expiring December 31, 2018

#### **Canopy Roads Citizens Committee (CRCC)**

Purpose: The Committee makes recommendations to the County and City Commissions on matters related to Canopy Road preservation and assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, and enhance the Canopy roads.

Composition: The Committee has eight members; four appointed by the County and four appointed by the City. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a Canopy Road or who have demonstrated a willingness to serve for the enhancement

of the community. Additionally, the full Board appoints a County Commissioner to serve as an ex-officio, non-voting member and currently Commissioner Lindley serves in that capacity.

Vacancies: The term of CRCC Board appointed member Mary Anne Koos expires on October 31, 2016 and due to term limits, Ms. Koos is not eligible for reappointment. Applications have been received and Table #2 lists the eligible applicants.

*Table #2: Canopy Roads Citizens Committee*

<b>Vacancies</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Mary Ann Koos	10/31/2016	3. 4.	Sarah Barrett Ryan Wetherell	Full Board to make <b>one</b> appointment for a three-year term expiring on October 31, 2019

**Educational Facilities Authority (EFA)**

Purpose: The purpose of the Authority shall be to assist institutions for higher education in the construction, financing, and refinancing of projects.

Composition: There are 7 members appointed by the full Board, with each member serving a term of 5 years. All members must be residents of Leon County. At least one must be a trustee, director, officer, or employee of an institution for higher education. Currently, Commissioner Lindley serves as the Board liaison on the EFA.

Vacancies: There are two vacancies on the EFA due to resignations. Both Lori Billberry and Patrick Dallet have resigned (Attachments #5 & #6). Applications have been received from the following eligible applicants: Louis Dilbert, Grace Fletcher and Anthony Miller.

*Table #3: Educational Facilities Authority*

<b>Vacancies</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Lori Billberry Patrick Dallet	7/31/2018 7/31/2020	7. 8. 9.	Louis Dilbert Grace Fletcher Anthony Miller	Full Board to make <b>two</b> appointments to fill the remainder of the unexpired terms: 1. Term expires 7/31/2018 2. Term expires 7/31/2020

**Tourist Development Council (TDC)**

Purpose: The TDC assists in the development of plans for tourist development in Leon County/Tallahassee and makes recommendations for uses of the tourist development tax revenue.

Composition: The TDC is composed of nine members appointed to staggered four-year terms by the Board of County Commissioners. One member of the council shall be the Chairman of the Board or any other member of the Board as designated by the Chairman, and who shall serve as vice chairman of the council. Two members of the council shall be elected municipal officials. Three members of the council shall be owners or operators of motels, hotels, or other tourist accommodations in the county and subject to the tax. Three members of the council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the county and subject to the tax.

Vacancy: The term of TDC member Michelle Personette expires on October 31, 2016. Ms. Personette was appointed on May 10, 2016 for the remainder of the unexpired term as a result of the resignation of Marion McGee, and is seeking reappointment to a four-year term (Attachment #10). See Table #4.

*Table #4. Tourist Development Council (TDC)- Reappointment*

<b>Vacancy</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Michelle Personette (Person involved in tourist industry, but not a hotelier)	10/31/2016	11.	Michelle Personette	Full Board to make one reappointment for a four-year term expiring on October 31, 2020



**Options:**

1. The full Board to consider the appointment of **one** member to the Audit Advisory Committee for a two-year term ending December 31, 2018. The eligible applicants are: Ransom McClung and Cecil Bragg.
2. The full Board to consider the appointment of **one** member to the Canopy Roads Citizens Committee for a three-year term ending October 31, 2019. The eligible applicants are: Sarah Barrett and Ryan Wetherell.
3. The full Board to consider the appointment of **two** members to the Educational Facilities Authority; one for a term ending July 31, 2018 and one for a term ending July 31, 2020. The eligible applicants are: Louis Dilbert, Grace Fletcher and Anthony Miller.
4. The full Board to consider the reappointment of Michelle Personette to the Tourist Development Council for a four-year term ending October 31, 2020.

**Recommendation:**


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

**Attachments:**

1. Bragg Application
2. McClung Application
3. Barrett Application
4. Wetherell Application
5. Billberry Resignation
6. Dallet Resignation
7. Dilbert Application
8. Fletcher Application
9. Miller Application
10. Personette Email
11. Personette Application

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## AUDIT ADVISORY COMMITTEE

<p><b>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.</b></p>		
Name: Cecil Bragg		Date: 8/18/2016 7:01:48PM
Home Phone: (850) 509-0497	Work Phone: (850)509-X	Email: cecilandsharon@comcast.net
Occupation: CONSULTANT	Employer: JDS ASSOCIATES	
Preferred mailing location: Work Address		
Work Address: 1136 SPINNEY COURT		
City/State/Zip: TALLAHASSEE, FL 32312		
Home Address 1136 SPINNEY 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?		42 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?		
<b><i>If you are appointed to a Committee, you are expected to attend regular meetings.</i></b>		
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><b>(OPTIONAL)</b> 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: 65.00
Disabled?	District:	
<p><b>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.</b></p> <p>SEE RESUME - PLUS FOR LAST 3 YEARS HAVE WORKED WITH JDS ASSOCIATES DOING HEALTH CARE RELATED AUDITS OF MEDICAID PROVIDERS.</p>		

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

Name: ROBERT CLIT Telephone: 850-294-9483  
Address: 3039 LAKESHORE DRIVE

Name: JOSEPH MALESZEWSKI Telephone: 850-228-1987  
Address: 2903 S. SHAMROCK 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](http://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: Cecil T. Bragg, Jr.

This application was electronically sent: 8/18/2016 7:01:48PM

Resume -- Cecil T. Bragg, Jr.

HHS/OIG/OAS Employment: Auditor from May 1974 to January 1988 before leaving to establish an internal audit office in a State of Florida agency. Retired from the State with 22 years service and returned to the OAS in November 2008. Retired from OAS in March 2013 as Senior Auditor with 18 years total service.

Past Employment as Inspector General/Chief Internal Auditor:

\*Florida Dept. of Business Regulation, January 1988 to May 1990

\*Florida Dept. of Community Affairs May 1990 to October 1993

\*Florida Dept. of Transportation, October 1993 to June 2008

Past Employment as Auditor/Auditor in Charge:

\*Florida Dept. of Revenue, June 1973 to May 1974

\*HHS/ OIG/ OAS, May 1974 to January 1988

\*Florida Dept. of Health, June 2008 to November 2008

Education:

\*B.S., Business Administration, Florida State University

\*M.S., Public Administration, Florida State University

Certifications:

\*Certified Public Accountant, State of Florida

\*Certified Government Audit Professional, Institute of Internal Auditors

\*Certified Inspector General, Association of Inspectors General

Professional:

\*Association of Inspectors General, Founding Member of National Organization and Past President of Florida Chapter and long term member of Board of Directors.

\*Florida Audit Forum, Founding Member and Past President.

\*Institute of Internal Auditors, past local chapter officer and board member. Past member of the IIA's international Professional Issues Committee and Government Relations Committee.

\*Association of Government Accountants, currently on the Board of Directors of the Tallahassee Chapter and chair of chapter's Conference Committee/Agenda Subcommittee.

Awards:

\*Advancing Government Accountability Award, Association of Government Accountants

\*Lifetime Achievement Award, Institute of Internal Auditors


\*Outstanding Leadership Award, Florida Audit Forum

\*Excellence in Service and Quality Award, Audit Committee of the American Association of State Highway Transportation Officials

\* Special Achievement Award, HHS/OIG/OAS

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## AUDIT ADVISORY COMMITTEE

<p><b>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</b></p> <p><b>Applications will be discarded if no appointment is made after two years.</b></p>		
Name: Ransom McClung		Date: 9/22/2016 12:21:42PM
Home Phone: (850) 510-5881	Work Phone: (850)644-1861X	Email: rmclung@business.fsu.edu
Occupation: FACULTY	Employer: FLORIDA STATE UNIVERSITY	
Preferred mailing location: Home Address		
Work Address: 821 ACADEMIC WAY, RBB 146 P.O. BOX 3061110		
City/State/Zip: TALLAHASSEE, FL 32304		
Home Address 2328 TOUR EIFFEL DRIVE		
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? No
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?		
<b><i>If you are appointed to a Committee, you are expected to attend regular meetings.</i></b>		
How many days per month 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><b>(OPTIONAL)</b> 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: 68.00</p> <p>Disabled? No                      District: District 4</p>		
<p><b>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.</b></p>		

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

Name: NELSON MADERIA Telephone: 850-562-2242  
Address: 4273 CAMDEN RD TALL FL 32303

Name: ELLIOT ROSENBERG Telephone: 850-385-2300  
Address: 1876 ELDER COURT RD TALL 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](http://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: ransom mclung

This application was electronically sent: 9/22/2016 12:21:42PM



## **Ransom McClung, CPA, CFE, Cr.FA, CFF**

2328 Tour Eiffel Drive, Tallahassee, Florida 32308

[rmcclung@business.fsu.edu](mailto:rmcclung@business.fsu.edu)

(C) (850) 510-5881

(O) (850)-644-1861

### **Professional Experiences**

#### **Instructor/Faculty (2010 – Present)**

Florida State University, College of Business, Accounting Department

- Develop and administer undergraduate Forensic Accounting & Criminology Minor
- Develop and teach undergraduate courses focusing on fraud examination and forensic accounting topics
- Teach undergraduate accounting courses: audit II, financial accounting, cost accounting, and financial statement analysis
- Develop undergraduate accounting courses for on-line instruction

#### **Adjunct Instructor**

Florida State University Accounting Department

- Financial Accounting---Undergraduate course
- Fraud Examination---Undergraduate course
- Investigative Accounting---Undergraduate course
- Managerial Accounting – Undergraduate course
- Forensic Accounting – (graduate course – co-instructor)
- Internal Auditing – Undergraduate course
- Florida State University International Programs – London, England – Summer Semester 2006 (six weeks) Financial Accounting and Managerial Accounting.  
Valencia, Spain – Summer Semester 2010 (5 weeks) Financial Accounting

#### **Director of Investigations and Training**

Florida State University, 2000-2010 (April 30, 2010 retired)

- Conduct investigations of fraudulent activities or misuse of state resources at the university
- Conduct investigations of suspected sexual harassment at the university
- Prepare written reports that adequately identify allegations, appropriately describe investigative techniques, and objectively present findings and conclusions
- Instruct morals and ethics component for the New Employee Orientation training at the university
- Provide training to University personnel on fraud, ethics, internal controls, and technical financial topics

#### **Associate Inspector General**

Board of Regents, State University System of Florida, 1990-2000

- Conducted Investigations at the Board of Regents Central Office and universities in the State University System of Florida
- Researched and interpreted Florida laws, SUS rules and regulations, and university policies and procedures
- Applied working knowledge of SUS investigative procedures to complete investigations
- Supervised university and board staff during investigations, and reviewed work performed



- Reviewed for completeness and appropriateness investigative work performed at several Offices of Inspectors General in the State University System
- Performed audits and management reviews in addition to assisting the Chief Inspector General with the responsibilities of the Inspector General function

### **Public Accounts Auditor**

Office of the Auditor General, State of Florida, 1987-1990

- Planned and conducted complex financial, compliance, and performance audits of state universities, community colleges, and state agencies
- Supervised staff auditors and reviewed audit work
- Instructed and trained staff auditors
- Reviewed and evaluated work of staff auditors

### **Staff Auditor**

Williams, Cox, Weidner, and Cox, Tallahassee, FL, 1985-1987

- Planned and completed complex financial and compliance audits of small for-profit business, and not-for-profit enterprises
- Supervised staff auditors who performed audits of local businesses
- Presented oral and written reports to management

### **Staff Auditor**

Robert Traylor & Associates, St. Augustine, FL, 1984-1985

- Performed general accounting and auditing duties
- Prepared accurate corporate and individual federal and state tax returns

## **Previous Professional Experience**

### **District Intake Counselor**

Department of Health and Rehabilitative Services, 1972-1978; 1980-1983

- Investigated allegations of child and sexual abuse, criminal neglect, and inappropriate behavior towards children
- Reviewed criminal complaints filed by local police department pertaining to crimes committed by juvenile delinquents
- Interviewed complainants, victims, police officers, attorneys, and other interested parties in abuse and criminal cases
- Supervised undergraduate college interns that performed investigations of child abuse complaints
- Prepared and orally defended investigative reports in the juvenile court system
- Worked with police and lawyers to successfully investigate and prosecute offenders

## **Military Commitment**

### **Specialist E-5**

United States Army

- Supervised enlisted personnel in their daily duties
- Served in Vietnam and Germany—obtained Honorable Discharge

### **Educational Accomplishments**

- **Master of Science**  
Criminology, Florida State University
- **Bachelor of Business Administration in Accounting**  
University of North Florida
- **Bachelor of Arts**  
Sociology, University of West Florida

### **Professional Certificates**

- **Certified Public Accountant**  
September, 1986
- **Certified Fraud Examiner**  
January, 2002
- **Certified Forensic Accountant**  
September, 2002
- **Certified in Financial Forensics**  
October, 2008

### **Membership in Professional Organizations**

- **American Institute of Certified Public Accountants**
- **Association of College and University Auditors**  
Track Coordinator Annual Conference, 2001-2002, 2003-2005, Board Member-at-Large 2006-2008. ACUA Faculty member - current
- **Institute of Internal Auditors**  
Tallahassee Chapter; President—2002-2003, Vice President---2001-2002, Secretary---2000-2001, Member-of-the-Year 2001 and again 2007
- **Association of Certified Fraud Examiners (2008 – Present)**

### **Volunteer Activities**

- **Grace Mission**, Meal server Wednesday, 2015- current
- **Samaritan's Purse**, Disaster relief, West Virginia, August 7-13, 2016
- **Good News Ministry, Inc.**  
Board member, 2002-2010; Treasurer 2005 to 2010
- **Cold Night Shelter**  
Serve lunch meals every Wednesday; 2001-2014
- **Guardian Ad Litem**  
Court appointed guardian for abused or neglected children, 2000-2007
- **Good Shepherd Catholic Church**  
Sunday school teacher, 1998-2005
- **Tallahassee Serinas (synchronized swim team)**  
Treasurer, 1997-2000
- **Buck Lake Elementary School PTO**  
Treasurer, 1989-1996

### **Professional Presentations**

- **“The New Auditor in Charge”**  
April 22, 1999, 12<sup>th</sup> Annual Training Seminar—State University System of Florida, Fort Myers, Florida
- **“The Auditors Dilemma: How to Handle Sexual Harassment”**  
October 25, 2001, Tallahassee Chapter of the Institute of Internal Auditor’s luncheon meeting
- **“Sexual Harassment: A Professional Work Environment versus the Love Boat—What’s an Auditor to Do?”**  
September 23, 2002, at the 46<sup>th</sup> Annual Conference of the Association of College and University Auditors
- **“Being Your Department’s Guardian: Proactive Measures for Detecting & Preventing Fraud”**  
August 27, 2002—Tallahassee Chapter of the Association of Government Accountants luncheon
- **“Being Your Department’s Guardian: Proactive Measures for Detecting & Preventing Fraud”**  
This presentation is now part of FSU’s Basic Supervisory Practical Program. This presentation is given twice a year, since September 2002
- **“Ethics and Fraud Prevention”**  
This presentation is part of FSU’s Finance and Administration Comprehensive Training Program. This presentation is given twice a year, since September 2002
- **“Ethics: Character Counts”**  
2002 FSU Showcase co-presenter (poster board presentation and handouts)
- **“Ethics: Character Counts”**  
Presentation—Beta Alpha Psi Southeast Regional Meeting, Savannah, Georgia, March 1, 2003
- **“Identity Theft”**  
2003 FSU showcase co-presenter (poster board presentation and handouts)
- **“Administrative Investigations—Everyday Issues”**  
Presented at Association of College and University Auditors 47<sup>th</sup> Annual Conference, Nashville, Tennessee, September 18<sup>th</sup>, 2003
- **“Proactive Measures for Detecting and Preventing Fraud at a University”**  
Presented at the Southeastern Association of College and University Business Officers Fall Workshop; Orlando, Florida, November 11, 2003
- **“Hunt for Fraud”**  
Facilitation 8 hours IIA training, IIA Tallahassee Chapter, April 21, 2004
- **“Conducting Effective Fraud Investigations”**  
Presented at the Association of College and University Auditors 48<sup>th</sup> Annual Conference, Arlington, Virginia, September 19<sup>th</sup> 2004
- **“Corporate Identity Theft”**  
Presented at the 15<sup>th</sup> Annual Association of Certified Fraud Examiners Fraud Conference, Las Vegas, Nevada, July 11, 2004
- **“Ethics and Fraud Awareness Training: The Role of Internal Audit”**  
Presented at the Association of College and University Auditors 49<sup>th</sup> Annual Conference, Portland, Oregon, September 19, 2005
- **“Have Travel – Will Fraud : A Case Study of a Travel Reimbursement Fraud”**  
Presented at the Beta Alpha Psi The Thomas J. Burns Undergraduate and Graduate Case Seminar, Bloomington, Minnesota, October 15, 2005
- **“Fraud – The World of the ‘Dirty’ Debits”** Presented at the Florida State University Fall Accounting Conference, Tallahassee, Florida, October 28, 2005

- **“Creating an Ethical Environment”** Presented at the Florida State University Seminar for Financial Managers and Business Officers, November 8, 2005.
- **“The Internal Auditor’s Perspective, The “F” Word – Fraud”**, Presented at the SACUBO Drive-In Workshop 2006, Tallahassee, Florida, January 19, 2006.
- **“Proactively Detecting Fraud”**, Presented at the North Central Florida Chapter of the Institute of Internal Auditors, Gainesville, Florida, March 7, 2006.
- **“ Ethics in the Workplace’ “Should I call in sick when I’m not?”**, Presented at the Florida Association of Bursars and Student Accounting Administrators Fourth Annual Conference, Kissimmee, Florida, March 20, 2006.
- **“A Forensic Accounting Approach to Solving a Fraud”**, 8 hour Training Seminar for the Tallahassee Chapter of the Institute of Internal Auditors, August 16, 2006.
- **“Proactive Fraud Auditing – Theory and Practice with Two Case Studies”** Presented at the 50<sup>th</sup> Annual Association of College and University Auditors Annual Conference, Louisville, Kentucky, September 14, 2006.
- **“Ethics in the Workplace”** Presented at the Florida State University Oglesby Union Cafe Conversation lunchtime series, November 7, 2006.
- **“Conducting Effective Fraud Investigations”** Presented at the University of California All Auditors Conference, Napa Valley, California, January 29, 2007.
- **“Fraud – The Auditor and those ‘Dirty’ Debits”** Presented at the University of California All Auditors Conference (General Session), Napa Valley, California, January 30, 2007.
- **“Forensic Accounting Approach to Solving a Fraud”** Presented at the State University Audit Council Spring 2007 Training Conference, Orlando, Florida April 2, 2007.
- **“Who Are You – Ethical Behavior”** Presented at the Tallahassee Chapter of the Association of Certified Fraud Examiners, Tallahassee, Florida, January 17, 2008.
- **“Proactive Measures for Detecting & Preventing Fraud”** Presented for the staff for New College of Florida and Ringling Museum, June 16, 2008 (4 – 1.5 hrs sessions).
- **“Ethical Behavior – Where Do You Stand?”** Presented at the 19th Annual Association of Certified Fraud Examiners Conference, Boston, MA, July 14, 2008.
- **“ Types of Fraud In a Nonprofit Organization”** Presented at the at the 51<sup>st</sup> Annual Association of College and University Auditors Annual Conference, Phoenix, Arizona, September 15, 2008
- **“Fraud”** Presented to the Panhandle Chapter of the Florida Government Finance Officers Association, December 5, 2008. (8 hours training)
- **“Proactively Detecting Fraud and Financial Investigations: A Forensic Accounting Approach to Fraud”**, NWFL IIA/ACFE Spring Seminar, Pensacola, Florida, May 8, 2009 (8 hours)
- **“Probing Bank Statements- The Dollars Are Found There”**, Presented at the Florida State University Spring Accounting Conference, FICPA, Tallahassee, Florida, May 14, 2009
- **“Probing Bank Statements- The Dollars Are Found There”**, Presented at the 20th Annual ACFE Conference, Las Vegas, NV, July 15, 2009.
- **“Ethical Behavior – Where Do You Stand?”** Presented at the 2009 Annual Association of the Association of College and University Auditors, Minneapolis, MN, September 15, 2009.
- **“Interview Like You Like It”** Presented at the 2009 Annual Association of the Association of College and University Auditors, Minneapolis, MN, September 15, 2009.

- **“Forensic Accounting Approach to Solving a Fraud and Ethical Behavior”**  
Presented at the IMA GulfSouth Council, Gulf Shores, Alabama, September 18, 2009 (8 hours)
- **“What To Do If You Suspect A Fraud In Your Office”** Presented at Governmental Accounting Conference by the Tallahassee Chapter of the Association of the Association of Government Accountants, Tallahassee, Florida, February 4, 2010,
- **“Forensic Accounting Approach to Solving a Fraud and Ethical Behavior”**  
Presented at the local IIA Chapter Orlando, Florida, February 22, 2010 (8 hour
- **“Forensic Accounting Approach to Solving a Fraud and Ethical Behavior”**  
Presented at the local IIA Chapter Gainesville, Florida, March 24, 2010 (8hours)
- **“Do You Run the Investigation or Does the Investigation Run You?”** Presented to the local IIA Tallahassee Chapter, Tallahassee, Florida, April 22, 2010.
- **“Fraud in My Organization? Never “(General session) and “Interview Like You Like It” (Concurrent session)** Presented to the Indiana CPA Society Fraud Conference, Indianapolis, Indiana, August 26, 2010.
- **“Fraud Detection & Prevention Training for New College and FSU Ringling Museum”**, Presented to New College and Ringling staff , Sarasota, Florida, September 13, 2010
- **“Assessing the Ethical Climate of Your Organization or How Do I Count Those Ethics”** Presented at the 2010 Annual ACUA Conference, September 22, 2010.
- **“Internal Investigations: Do You Run the Investigation or Does the Investigation Run You?”** Presented at the 2010 Annual Conference, September 23, 2010.
- **“Fraud Update 2010”** Presented at the FICPA dinner meeting, Tallahassee, Florida, October 12, 21010 (2 hours).
- **“Ethics-Integrity Counts” and “Governmental & Not-for-Profit Fraud Schemes”**  
Presented at the Tallahassee Chapter Fraud Seminar in Tallahassee, Florida, October 15, 2010 (5 hours).
- **“Forensic Accounting and Fraud Examination”** Presented to FSU Criminology students in the School of Criminology White-collar Crime undergraduate class, October 25, 2010.
- **“Fraud Update, Fraud Schemes – Small Businesses, Governmental and Not-for-Profit Entities.”** Presented to the Panhandle Chapter Florida Government Financial Officers Association, Niceville, Florida, December 3, 2010 (8 hours).
- **“A Forensic Accounting Approach to Solving a Fraud – The Indirect Method of Proof, Not- for -profit Fraud Schemes, and Ethics – Integrity Counts”**, (4 hours)  
Presented to the Florida West Coast Chapter of the Institute of Internal Auditors, December 14, 2010.
- **“The Fraud Audit Approach – Or where are those dirty debits?”** (4 hours) Presented to the local CPA firm (Lanigan & Associates), January 7, 2011.
- **“Ethics- Where do you stand?”** Jacksonville ACFE local chapter, Jacksonville Florida, August 17<sup>th</sup>, 2011.
- **“Essential Interviewing Skills for Fraud Investigators”** Presented at the ACUA 2011 Annual Conference, September 12, 2011 (2 sessions).
- **“Contract and Procurement Fraud”** Presented to auditor and investigative personnel from state Inspectors’ General offices, October 21 and November 18, 2011.
- **“Investigating Fraud in the College/University Environment”** Presented at the 2012 ACUA Mid-year Conference, April 1 – 4, 2012 (2.5 days)
- **“Oh, My, Fraud!! So Where Were the Auditors?”** Presented at the FSU Spring Accounting Conference, May 17, 2012.

- **“Investigating Fraud in a College/University Environment”**, Presented at the TSUS Annual Conference, College Station, Texas, June 20, 2012. (8 hours)
- **“Partnering with Police”**, Presented at the 2012 ACUA Annual Conference, September 10, 2012.
- **“Ethics for the Fraud Examiner”** Presented to the Tallahassee Chapter of the ACFE, November 15, 2012 (2 hours).
- **“Fraud Theories and Facts”** Presented to the Tallahassee AGA Governmental Accounting Conference, February 8, 2013, Tallahassee, Florida.
- **“Fraud Theories and Facts”** Presented to the Tallahassee Chapter of the FICPA, February 10, 2013, Tallahassee, Florida.
- **“Travel Reimbursement Fraud”** Presented to the Tallahassee Chapter of the ACFE, March 21, 2013, Tallahassee, Florida.
- **“Investigating Fraud in the College/University Environment”** Presented at the 2013 ACUA Mid-year Conference, April 7-10, 2013 (2.5 days), Seattle, Washington.
- **“Fraud in Your Office”** Presented at the Society of Corporate Compliance and Ethics Higher Education Conference, June 3, 2-13, Austin, Texas.
- **“Fraud Prevention Techniques for a Nonprofit Organization”**, Child Advocate II board meeting, August 27, 2011, Tallahassee, Florida.
- **Law Enforcement Audit and Inspection Training St. Thomas Police Department “**, October, 2013, St. Thomas Virgin Islands.
- **Law Enforcement Audit and Inspection Training St. Croix Police Department”**, October 2013, St. Croix Virgin Islands.
- **“Moral Reasoning as a Component of Professional Skepticism”**, Tallahassee Chapter of the ACFE, January 16, 2014.
- **“Interviewing Techniques”**, Tallahassee Chapter of the IIA Beginning Auditor Training January 24, 2014.
- **“Investigating Fraud in the College/University Environment”** Presented at the 2014 ACUA Mid-year Conference, March 24-26, 2014 (2.5 days), Kansas City, Missouri.
- **“Forensic Auditing”**, Florida Chapter of the Association of Inspectors General, August 19, 2014, Davie, Florida (4 hours)
- **“Forensic Auditing”**, Florida Chapter of the Association of Inspectors General, September 17, 2014, Tallahassee, Florida (4 hours)
- **“Interviewing Techniques”**, Tallahassee Chapter of the IIA Beginning Auditor Training October 10, 2014
- **“Ethics for the Fraud Examiner”** Presented to the Tallahassee Chapter of the ACFE, November 20, 2014 (2 hours).
- **“Analyzing Critical Thinking”**, AUDITWORLD2015/TI Training Institute, New Orleans, LA, May 19, 2015.
- **“Bias in an Investigation: How an Investigator’s Bias Can Over Shadow Ethics, Integrity and Due Professional Care During an Investigation , FICPA Florida State University Spring Accounting Conference, May 6, 2016**
- **Law Enforcement Audit and Inspection Training St. Thomas/St. Croix Police Departments “**, May, 2016, St. Thomas /St. Croix Virgin Islands.
- **“Fraud in Your Office”** Presented at the Association of Government Accountants, Tallahassee, Florida , September 21, 2016..

## Expert Witness

- The American Insurance Company, an Ohio Company vs, J. Kinson Cook, Incorporated, a Florida Corporation, J. Kinson Cook Inc., a Georgia Corporation, J. Kinson Cook, individually, J. Kinson Cook, Jr. individually, L. Finley Cook, individually, S. Lamont Cook, individually, and JKC Invest One, LLC, a Florida Limited Liability Company. October, 2012.

### **Student Committee Participation**

College of Communication and Information

Undergraduate Honors in the Major

“Minority Adolescent Perception of Perceived Risk of Hearing Loss and Hearing Conservation Measures”

Degree Awarded Spring 2013

### **Publications**

- **Article - “Corporate Identity Theft—Not To Be Taken Lightly”**  
White Collar Crime Fighter, Vol. 7, no 1, 2005
- **Article - “The Magic of Fraud- The Hand is Quicker Than the Eye”** College & University Auditor, Vol. 49, no.3 / Fall 2005
- **Book Review** – “Fraud and Abuse in Nonprofit Organizations – A Guide to Prevention and Detection” Fraud Magazine, Vol. 21., No.1, January/February 2007
- **Article – “Interview Like You Like IT”**, College and University Auditor, Vol. 52, no 3, Spring 2010.

### **Miscellaneous**


- Facilitated a presentation by Sam E. Antar, a former fraudster associated with the Crazy Eddie financial statement fraud for the Beta Alpha Psi Chapter at Florida State University, the local chapter of the IIA, and the local chapter of the ACFE. November, 2005.
- Featured in an article entitled “We’re on to you: Workplace scam artists should beware” in the STATE – The Faculty/staff Bulletin of Florida State University, July 3-30, 2006.
- Performed the Florida State University Office of Audit Services Internal Quality Assurance Self-Assessment, December 2006. Reviewed compliance with the International Standards for the Professional Practice of Internal Auditing
- Team lead for the peer quality assurance review of the University of West Florida Office of Internal Auditing and Management Consulting. Reviewed compliance with the International Standards for the Professional Practice of Internal Auditing. February 2007.
- Subject matter expert for the on-line forensic accounting course developed by McGraw-Hill On-Line Higher Education.
- Current instructor for the 2.5 day course – The Fundamentals of Auditing in Higher Education – for the Association of College and University Auditors Mid-Year conference.
- 2008 FSU’s President’s Employee Helping Hands Award for service to the community.

- Partner, each semester, with local ACFE and IIA chapters for each organization to host a dinner/luncheon meeting with fraud class students.
- Facilitated the 8 hour Adrian Project for accounting students at FSU on April 7, 2010 with IRS CI agents.
- Pilot tester for ACFE self-study materials starting August 2010 to present
- Member of the Steering Committee for the Fraud Prevention and Detection Committee at Florida State University
- Member of the search committee for the Director of Investigations in FSU's Office of Audit Services.
- Committee member preparer for the ACUA Start-Up Guide (a resource for a new audit director at a college or university audit office). Main contribution to the guide's section pertaining to fraud investigations.
- McGladrey team member for the University of Florida internal audit function's Quality Assurance Review performed from April 30 – May 2, 2012.
- Consultant for the Florida Department of Law Enforcement and Department of Financial Services procurement fraud case.
- Developed and implemented undergraduate on-line courses for ACG 4682 (Fraud Examination) and ACG 3171 (Financial Statement Analysis).
- Met with Criminology students at their Lambda Alpha Epsilon meeting to promote the Forensic Accounting & Criminology Minor. April 6, 2014.
- Participated in a one-hour teleconference with University of Central Florida students interested in forensic accounting, April 15, 2014.
- Faculty mentor for several teams participating in the 2014 PwC's tax case competition (One team 2<sup>nd</sup> place finish).
- Peer review of the Internal Audit function at Valdosta State University, May 8-10, 2015.
- Completed a transitional management review of selected University functions at the University of West Florida. November, 2014 - April 13, 2015.
- Team member for the peer review of the Internal Audit function at the University of North Florida, May 8-10, 2015.
- Faculty mentor for several teams participating in the 2015 PwC's tax case competition
- Subject matter expert (fraud detection, prevention, deterrence and investigation) and for Innovation Management Services, LLC.



- Participated in a one-hour teleconference with University of Central Florida students interested in forensic accounting, March 16, 2016.

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT CANOPY ROADS CITIZENS COMMITTEE

<p><b>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.</b></p>		
Name: Sarah Barrett		Date: 6/29/2016 6:26:04PM
Home Phone: (561) 385-5212	Work Phone: ()-X	Email: shmageggi20@hotmail.com
Occupation: BIOLOGICAL SCIENTIST	Employer: FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION	
Preferred mailing location: Home Address		
Work Address: 620 S. MERIDIAN STREET 6B		
City/State/Zip: TALLAHASSEE, FL 32399		
Home Address 8712 SALAMANCA CT		
City/State/Zip: TALLAHASSEE, FL 32311		
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?		7 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?		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
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
<p><b>(OPTIONAL)</b> 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: 40.00
Disabled? No	District: District 5	
<p><b>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.</b></p> <p>AS A WILDLIFE BIOLOGIST WITH FWC, I FREQUENTLY SERVE ON TEAMS IN NUMEROUS CAPACITIES - FACILITATOR, RECORDER AND CONTRIBUTOR.</p> <p>MY EDUCATIONAL BACKGROUND IS NOTED ON MY RESUME.</p> <p>PAST EMPLOYMENT AFFORDED ME THE OPPORTUNITY TO WORK WITH NATIVE AND NON-NATIVE VEGETATION. I LIVE ALONG OLD ST. AUGUSTINE ROAD AND ENJOY THE PRIVILEGE OF DRIVING EACH DAY.</p>		

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

Name: DAVE TELESKO Telephone: 850-228-5310  
Address: 2046 DOOMAR DRIVE

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](http://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: Sarah Barrett

This application was electronically sent: 6/29/2016 6:26:04PM

8712 Salamanca Court  
Tallahassee, FL 32311-3414

Mobile: 561-385-5212  
E-mail: sb.sarah@hotmail.com

# Sarah Barrett

## Work experience

July 2010 - Present Florida Fish and Wildlife Conservation Commission (FWC)  
– Tallahassee, Florida

### **Biological Scientist IV**

- Development, evaluation, and oversight of intern program involving up to 8 upperclassmen and graduate students
- Development and oversight of volunteer program
- Supervision of Database Technician
- Maintenance, oversight, and quality control of internal bear database of over 70,000 entries
- Reconciliation of Program budget and assistance with grant management
- Coordination and participation in outreach and inreach about bear biology and human-bear conflicts resolution/prevention, including schools, public workshops and commission meetings
- Coordination with staff from other FWC Sections and Offices on statewide response to human-bear conflicts using matrix management
- Completion of statewide customer service surveys to residents who have contacted FWC about human-bear interactions
- Address customer complaints/questions via email, phone, and U.S. mail
- Geocode yearly bear data and create maps using ArcGIS
- Response to press requests via phone, email or in person interviews
- Recorder/participant in three Bear Action Teams (Management Plan, Feeding Rule, Policy)
- Team Leader of Wildlife Incident Database Action Team and Wildlife Incident Management Team
- Development and maintenance of brochures and information on FWC's black bear web pages
- Regular editorial review of supervisor's documents
- Work with other FWC programs to aid in development of new internship programs
- Response to local bear issues via on site visits with residents, infrequent capture and hazing of bears, as well as retrieval of roadkill bears
- Received HSC's 2011-12 Above and Beyond Award
- Received HSC's 2011-12 Team of the Year Award, Bear Management Plan Team

April 2010 - Present Los Robles Animal Hospital – Tallahassee, Florida

### **Part-time Receptionist/Veterinary Technician**

- Assist clients with questions/concerns and general domestic animal care
- Answer multi-line phone system, check in clients, take payment for services rendered, schedule appointments, and general record keeping
- Train new staff and develop training materials
- Fill prescriptions, pull blood, take x-rays, and assist with exam room procedures

March 2010 – July 2010 Tallahassee Museum – Tallahassee, Florida

**Weekend Zookeeper**

- Daily husbandry of animal collection, including black bears, Florida panthers, North American river otters, skunks, foxes, bobcats, red wolves, white-tailed deer, opossum, coyotes, numerous livestock, bird, and reptile species
- Interacted daily with the public discussing Florida's natural history, conservation, and collection animals
- Trained new volunteers and FSU/FAMU interns on animal care standard operating procedures

December 2007 – August 2009 Regions Bank – Gainesville, Florida

**Fulltime Teller**

- Handled drive-thru and lobby transactions (cash/checks/credit, deposits, withdrawals, payments, purchase of traveler's checks, foreign monies exchange) for account holders and non-account holders
- Gainesville Community Event Coordinator
- Solely managed the branch's vault cash supply
- Conducted select account maintenance
- Ran daily reports in the absence of head teller
- Educated cliental about budget techniques

December 2005 – September 2007 Palm Beach County Environmental Resources Management  
– West Palm Beach, Florida

**Environmental Technician I-II**

- Assisted in public meetings to discuss County vegetation programs, south Florida ecology, and environmental impacts of human intrusion
- Educated private citizen and public agency landowners concerning management actions and protocol; coordinated inspections and treatments with landowners
- Supervised (on site, year-round) 6-12 member crew removing invasive, non-native vegetation using chainsaws, machetes, chemical sprayers, and heavy equipment, such as bucket trucks, wood chippers, and front end loaders
- Conducted site reviews with contractor, received quotes for proposed work and submitted these orders for supervisory and finance department approval
- Developed and maintained brochures and information on County web pages detailing County vegetation programs
- Inspected public and private properties for invasive vegetation using GPS and ArcPad; conducted vegetation treatments through manual removal and herbicide use
- Completed large-scale multi-purpose mailing projects containing time-sensitive information
- February 2007 through September 2007 worked on county-wide GIS project using ArcMap 9.0 (overtime averaged 20 hours/week); objective was to ensure all addresses throughout Palm Beach County 911 system were the same for all emergency agencies (35 municipalities and County: Police, Fire Rescue, EMT, and 911 dispatch centers)
- Maintained County plant nursery, approximately 30 species and over 2,500 individuals
- Alternate member on department-wide Safety Committee

September 2000 – July 2005 Tampa’s Lowry Park Zoo – Tampa, Florida

**Aviary Zoo Keeper I-IV**

- Daily husbandry of avian collection, consisting of over 325 individuals of 130 species, including select reptiles and mammals
- Interacted daily (formal and informal) with the public discussing zoos, conservation, and education
- Trained new keepers, wrote staff schedules, coordinated 25 volunteers within the department, and developed and maintained an enrichment program for the aviary department
- Scheduled and participated in aviary staff interviews
- Aided in the planning of aviary annual budget
- Interim Aviary Assistant Curator, overseeing staff of five keepers, attending Assistant Curator meetings, and dealing directly with General Curator and Veterinarian
- Pursued monetary and material donations and assisted with decisions on the use of donated funds
- Assisted in design and specimen choice for park additions (e.g., Wallaroo Station, Safari Africa)
- Planned and implemented hurricane protocols for aviary collection
- Zoo liaison for the Butterfly Conservation Initiative, and participated in the Better Workplace Committee. Member of the Eco-conservation Committee and managed psittacine donations
- Maintained vegetation within all avian exhibits; performed routine maintenance
- Experience with large mammals, such as black bears, manatees, large cats, Indian rhinoceros, bison, red wolves, tapirs, North American river otters, and striped skunks
- Involved in breeding recommendations, artificial incubation, medical treatments, hand rearing, and behavior modifications of animals - all requiring manual and computerized record keeping
- Performed regular pest control using both chemical and humane mechanical methods, including relocation

**Education**

August 1999 – May 2003

University of South Florida

Tampa, Florida

**B.S./Biology**

August 1996 – July 1998

Hillsborough Community College

Brandon, Florida

**A.A./Biology**


January 1995 - May 1996

Florida Community College

Jacksonville, Florida

- Achieved 22 credit hours prior to relocating to Brandon, Florida

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT CANOPY ROADS CITIZENS COMMITTEE

<p><b>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.</b></p>		
Name: Ryan Wetherell		Date: 9/14/2016 1:06:48PM
Home Phone: (850) 339-4325	Work Phone: (850)553-3509X	Email: ryan.wetherell@kimley-horn.com
Occupation: CONSULTING ENGINEER	Employer: KIMLEY-HORN AND ASSOCIATES, INC.	
Preferred mailing location: Work Address		
Work Address: 2615 CENTENNIAL BOULEVARD SUITE 102		
City/State/Zip: TALLAHASSEE, FL 32308		
Home Address 2337 KILKENNY DRIVE EAST		
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?		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?		Yes
If yes, on what Committee(s) are you a member?		TALLAHASSEE/LEON COUNTY BOARD OF ADJUSTMENTS AN
<b><i>If you are appointed to a Committee, you are expected to attend regular meetings.</i></b>		
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, Night
<p><b>(OPTIONAL)</b> 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: Male	Age: 35.00
Disabled? No	District: District 4	
<p><b>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.</b></p>		

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

Name: TREY GARDNER Telephone: 8505458619  
Address: 1303 PEACEFIELD PLACE 32308

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](http://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. CONSULTING WITH CITY AND BLUEPRINT AND CRTPA

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: Ryan S. Wetherell

This application was electronically sent: 9/14/2016 1:06:48PM





# Ryan Wetherell, P.E.

Engineer

## RELEVANT EXPERIENCE

### SPECIAL QUALIFICATIONS

- ◆ Has more than 14 years of experience in transportation planning and traffic engineering with significant experience in Northwest Florida and across Florida
- ◆ Has managed projects ranging from traffic analyses for comprehensive plan amendments and developments of regional impact (DRIs) to transportation planning for municipalities and project development and environment (PD&E) studies
- ◆ Knowledgeable in long-range planning, feasibility studies, corridor studies, transportation network development, and cost/benefit analysis
- ◆ Tallahassee-Leon County Board of Adjustments and Appeals - Past Member
- ◆ Graduate of the Florida Engineering Leadership Institute - Florida Engineering Society
- ◆ Florida Engineering Foundation - Board Member

### PROFESSIONAL CREDENTIALS

- ◆ Bachelor of Science, Civil and Environmental Engineering, Georgia Institute of Technology
- ◆ Professional Engineer in Florida

### PROFESSIONAL ORGANIZATIONS

- ◆ Institute of Transportation Engineers (ITE), Past President
- ◆ Sunset Rotary of Tallahassee, Past President

Ryan has 14 years of transportation planning and engineering experience. His experience includes involvement with NEPA studies, due diligence analyses, cost-benefit analyses, long-range planning, and feasibility studies. Ryan's project experience includes leading and assisting with environmental, community, and social impact studies for projects requiring NEPA documentation and for long-range planning activities that require preliminary reviews. A majority of the projects he has been involved with are in central and northern Florida.

#### ***Big Bend Scenic Byway, FDOT Scenic Highways, Leon, Wakulla, and Franklin Counties, FL —***

Transportation analyst involved with completing the application for designating several Florida highways and county roads as scenic byways. Aided local citizen advisory groups in the compilation effort of the application for byway designation. Collected traffic data and crash data for all roadways to be included as part of the proposed byway.

#### ***Capital Circle Southwest (CCSW) PD&E Study, Tallahassee, FL—***

Project manager coordinating tasks and subconsultants for the analyses and data collection for this PD&E study for Capital Circle Southwest from Blountstown Highway to Crawfordville Road. Our public involvement services involve working with a wide cross-section of community stakeholders and technical experts, and creation of multiple newsletters discussing project elements. Organized and participated in public involvement activities and assisted with the traffic analyses supporting the PD&E study. Additionally, coordinated and participated in meetings with local, state, and federal reviewers. Assisted with the development of design hour traffic volumes; noise analyses; development of alignment alternatives; calculations of construction, right-of-way and mitigation costs; and the review of environmental and social impacts. Additionally, we developed the Purpose and Need statement, the Advance Notification package, and assisted the Department with entering the project into ETDM for the Programming Screen.

#### ***Capital City to the Sea Trails (aka CC2ST) Master Plan and PD&E Study, Leon and Wakulla Counties, FL—***

As project engineer, is involved with environmental elements (sociocultural effects) and public involvement/agency coordination. Kimley-Horn is providing planning services for the Capital City to the Sea Loop Trails Master Plan project that will produce the documentation and analysis needed to develop a collection of shared-use paths that link various regions in Wakulla and Leon counties (and in the future Franklin, Gadsden, and Jefferson counties) to provide transportation options that will allow the movement of citizens by means other than motorized vehicles. The master plan document will identify where existing facilities are located and provide feasible recommendations for future facilities. After the master plan is completed, a PD&E study will begin to implement the results of the plan.

#### ***Woodville Highway Corridor Study and PD&E Study, Tallahassee, FL—***

Assistant project manager. Kimley-Horn developed a coordinated land use/transportation plan for the corridor in the City of Tallahassee and Leon County as part of the first phase of the project, the Corridor Master Plan phase. Following the completion of the Corridor Master Plan, Kimley-Horn led the completion of the PD&E study, which moves forward those transportation improvements specifically needed along the existing Woodville Highway alignment. From the beginning of the Corridor Master Plan phase through the PD&E study, an extensive public involvement effort was undertaken. The success of the public involvement efforts have been recognized by FHWA, FDOT, and the CRTPA.

***Springhill Road Corridor Improvement Plan, Tallahassee, FL —*** Project manager overseeing the review of the existing Springhill Road corridor and development of a preliminary corridor improvement plan for Springhill Road from Capital Circle to Orange Avenue. Intent of the study was to evaluate the potential of creating a four-lane gate-way corridor from the Airport to downtown Tallahassee, connecting north of Orange Avenue with the five-lane section of Lake Bradford road. Study evaluated typical sections for the corridor, potential challenges of widening, and preliminary costs associated with making the improvements along the corridor.

## Name

*Relevant Experience continued*

**Airport/Capital Circle Joint Use Drainage Planning, Tallahassee, FL** — Project manager leading the efforts of developing a unified, joint use stormwater management plan that addressing the drainage needs associated with the improvements planned for Capital Circle Southwest, development on Airport property, and the possible improvements being considered for Springhill Road. This effort involves coordination with nearly a dozen stakeholders, along with the critical evaluation of drainage needs and opportunities in the area, while balancing the constraints associated with the adjacent properties, such as the FAA guidance for drainage facilities in the vicinity of an airport, US Forest Services' agreements with the Tallahassee Museum and future plans for an administrative complex, and the City's limited use of the Gold Aster preserve.

**SR 12 PD&E Study, FDOT District Three** — Kimley-Horn project manager and major subconsultant on the team, which is completing the PD&E study for the 11-mile portion of SR 12 (Florida Arts Trail) corridor connecting the cities of Havana and Quincy in Gadsden County. This section of highway was designated by the Florida Legislature as a part of the Florida Arts Trail, which recognizes and honors those regional artists who practice their craft in this area. Serving as Kimley-Horn's project manager leading the completion of the PD&E study, which is evaluating the opportunity to construct a multi-use trail on the south side of the SR 12 corridor. This PD&E study builds on the Gadsden County Bicycle/Pedestrian Master Plan and Florida Arts Trail Feasibility Studies completed by Kimley-Horn in 2012. The project is being completed as a Type II/CE.

March 31, 2016

Bob Kellam  
Executive Director  
Leon County Educational Facilities Authority

Dear Bob,

It is with regret I must submit this letter of resignation from the Leon County Educational Facilities Authority Board effective April 1, 2016. Unfortunately, at this time my work is requiring a greater dedication of my time and I am not able to dedicate sufficient time to performing my duties as chairman or as a contributing member to the board. I apologize for any disruption this may cause but my work must take a priority at this time.

I have appreciated the opportunity to serve and I wish you and the Authority much success.

Sincerely,



Laura Billberry

Hand delivered  
3-1-16

Lori Bilberry, Chair

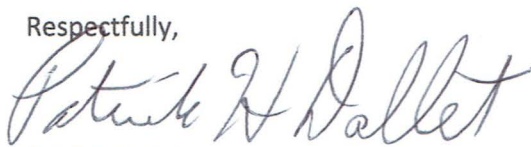
Leon County Educational Facilities Authority

March 1, 2016

Lori:

This note will serve as notice of my resignation from the Authority board effective immediately due to other commitments. I have appreciated the opportunity to participate in this important endeavor and greatly value your leadership and the knowledge and commitment of all involved with the Authority.


Respectfully,



Patrick H. Dallet

CC: Bob Kellam, Executive Director.

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT EDUCATIONAL FACILITIES AUTHORITY

<p style="text-align: center;"><b>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.</b></p>	
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Name: Louis Dilbert	Date: 8/18/2016 11:05:04AM
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Home Phone: (850) 443-7906	Work Phone: (850)599-3180X	Email: louis.dilbert@yahoo.com
----------------------------	----------------------------	--------------------------------

Occupation: UNIVERSITY ADMINISTRATOR AND	Employer: FAMU AND LEON COUNTY SCHOOLS
--	--

Preferred mailing location: Home Address  
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2637 MISSION RD

City/State/Zip: TALLAHASSEE, FL 32304

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? 18 years

Are you currently serving on a County Advisory Committee? Yes

If yes, on what Committee(s) are you a member? JOINT CITY/COUNTY SCHOOL BOARD COORDINATING COM

Have you served on any previous Leon County committees? Yes

If yes, on what Committee(s) are you a member? JOINT CITY/COUNTY SCHOOL BOARD COORDINATING COMM

**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? 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, Hispan      Sex: Male      Age: 36.00

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.**

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

Name: DARRELL CUNNINGHAM Telephone: 8502289497  
Address: 4434 GEARHEART RD, UNIT 2701, TALLAHASSEE, FL 32303

Name: Telephone:  
Address:

**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? Yes  
If yes, please explain. I AM EMPLOYED AT FAMU SO I MAY HAVE TO OBSTAIN FROM VOTES THAT WOULD SOLELY BENEFIT THE INSTITUTION  
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: LOUIS L. DILBERT

This application was electronically sent: 8/18/2016 11:05:04AM

NOTE: Mr. Dilbert is member of the Joint City/County/School Board Coordinating Committee and his term expires September 30, 2018. However, this committee only meets as needed, like an ad hoc committee, has no immediate plans for upcoming meetings and has not met recently. Mr. Dilbert has agreed to resign from this committee if appointed, if the Board deems it necessary. MS

## Louis Lawrence Dilbert, M.S.

2637 Mission Road  
Tallahassee, Florida 32304  
(850)443-7906  
[louis.dilbert@yahoo.com](mailto:louis.dilbert@yahoo.com)

### E D U C A T I O N

#### *Bachelor of Science in Health Education*

The Florida State University  
Graduation Date: May 2003

#### *Master of Science in Educational Leadership/Administration*

The Florida State University  
Graduation Date: December 2005

#### *Doctor of Philosophy in Educational Leadership*

Florida Agricultural and Mechanical University  
Anticipated Completion- Fall 2017

### W O R K E X P E R I E N C E

#### *Interim Associate Director*

*May 2015-Present*

Center for Disability Access and Resources  
Florida A&M University

- Supervise the daily operations of the office in the absence of the Director
- Certify new student accommodation requests
- Address student issues that require senior level intervention
- Assist the Director with Faculty/Staff Professional Development
- Assist the Director with annual employee evaluations

#### *Extended Day Program Manager*

*August 2015-Present*

21<sup>st</sup> Century Community Learning Centers  
Leon County Schools

- Serves as the Site Coordinator for Astoria Park Elementary Site
- Assists the Program Manager with gathering and review of data for program deliverables
- Conducts periodic site visits to ensure program is run with fidelity
- Assists with location of supplemental funding sources for enhanced programming
- Coordinator Family Literacy Activities (Financial Literacy, Health and Workforce Education)
- Served as Interim Site Director of school site (15% participation increase during tenure)

#### *Adjunct Instructor*

*Fall 2005, Fall 2007 and Fall 2015*

College Success  
Tallahassee Community College

- Instructed first year and college prep students on fundamental skills needed to successful college students
- Lectured on topics such as time management, study skills, money management, and goal setting
- Received an average of 90% or higher from student course evaluations

***Assistant State Project Manager***

*June 2013- July 2015*

Florida GEAR UP Project (Federal)  
Tallahassee Community College

- Experience leading an \$18M federally-funded grant project
- Supervised the design, implementation, administration, and evaluation all project activities
- Developed community and business partnerships to fulfill match requirements
- Oversaw evaluation and distribution of an annual budget of \$3M
- Coordinated trainings and professional development
- Oversaw the completion of annual reports to maintain compliance; organization remained in compliance each year by meeting 90% of program measures

***Coordinator of Student Affairs***

*June 2010- June 2013*

Center for Disability Access and Resources  
Florida A&M University

- Coordinator of Assistive Technology and supervisor for AT Lab
- Organized outreach and recruitment of students with disabilities through the state of Florida
- Assisted students with academic advisement and success plans
- Served as the primary liaison between faculty and students for academic accommodations
- Organized professional development for stakeholders
- Supervised Mobility Van Service
- Instructor for First Year Experience Course; student satisfaction above 95% for 3 semesters

***Program Specialist***

*January 2008-June 2010*

Educational Talent Search Program (Federal)  
Tallahassee Community College

- Created and executed lesson plans for afterschool component
- Coordinated college readiness activities for students at the middle and high school levels from rural communities
- Maintained Blumen Database for student records
- Assisted students with completing college applications and financial aid forms
- Conducted parent/family seminars
- Assisted with Annual Performance Report
- Recruited students for program participation

***Coordinator***

*October 2006-June 2010*

Black Male Achievers Program  
Tallahassee Community College

- Coordinated activities designed to improve the retention and graduation rates of Black males
- Provided professional development to the executive board on leadership
- Maintained budget and determined allowable and unallowable costs
- Submitted monthly reports into database
- Responsible for seeking supplemental funds for program needs
- Implemented, Administered, Supervised, and Evaluated all project activities and objectives
- At least 85% of program participants completed their education goals or saw an improvement in academic performance each year



**Academic Advisor**

*August 2005-December 2007*

Student Success Center  
Tallahassee Community College

- Assisted students with development of academic success plans, scheduling classes, and locating campus resources
- Served as the Peer Support Network Coordinator to assist academically challenged students

**PROFESSIONAL AFFILIATIONS**

**Leadership Tallahassee- Class 32**

*May 2014-Present*

**Strategic Planning Committee**

*Dec 2015- Present*

**Tallahassee Chamber of Commerce**

**SERVICE ACTIVITIES**

**Everhart Foundation for Excellence** *Board Member*

*August 2015-Present*

**Alpha Phi Alpha Fraternity, Inc.  
(Gamma Mu Lambda Chapter)**

*Immediate Past President*

*June 2013-May 2015*

*President*

*June 2011-May 2013*

*Vice President*

*June 2009- May 2011*

*Corresponding Secretary*

*June 2007-May 2009*

**Big Bend Cares  
Board of Directors**

*Immediate Past President*

*2014-Present*

*President*

*2012-2014*

*Vice President*

*2011-2012*

*General Board Member*

*2008-Present*

**Big Brothers/Big Sisters**

*Mentor*

*Jan. 2008-Present*

**Community Human Services  
Partnership**

*Citizens Review Team*

*2009-Present*

*Team Leader*

*2013*

**COMMITTEES**

**District Advisory Council**

*August 2016-Present*

**Leon County Schools**

**Health Care Facility Building Committee**

*Oct 2014-Present*

**Big Bend Cares**

African-American History  
Month Planning Committee  
Tallahassee Community College

*Co-Chair*

*2014, 2015*

*2008 and 2009*

Community Improvement  
Advisory Council  
City of Tallahassee

*Dec. 2012-Dec. 2015*

**AWARDS AND HONORS**

Golden Ace Award Finalist- Administration

*2014*

*Tallahassee Network of Young Professionals*

National PanHellenic Council Chapter Advisor of the Year  
*Florida State University Office of Fraternity and Sorority Life*

*2008, 2012, 2013, 2014*

African-American History Month  
Calendar Honoree  
*Tallahassee Community College*

2009


## **REFERENCES**

Barbara Boone  
Executive Director  
Leadership Tallahassee  
Tallahassee Chamber of Commerce  
(850) 521-3112  
[bboone@talchamber.com](mailto:bboone@talchamber.com)

Katrina Figgett  
Director of Instructional Materials  
Florida Department of Education  
Bureau of Standards and Instructional Support  
(850)245-0758  
[katrina.figgett@fldoe.org](mailto:katrina.figgett@fldoe.org)

Jovany Felix  
Director  
Center for Disability Access and Resources  
Florida A&M University  
(850)599-3180  
[Jovany.felix@famu.edu](mailto:Jovany.felix@famu.edu)

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT EDUCATIONAL FACILITIES AUTHORITY

<p style="text-align: center;"><b>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.</b></p>	
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Name: Grace Fletcher	Date: 7/28/2016 10:11:49AM
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Home Phone: (786) 553-4823	Work Phone: ()-X	Email: gaf11b@my.fsu.edu
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Occupation: FINANCIAL SPECIALIST	Employer: DEPARTMENT OF MANAGEMENT SERVICES
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Preferred mailing location: Home Address  
Work Address:

City/State/Zip: TALLAHASSEE, FL

Home Address 2929 ALEXIS LANE

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? 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? 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? 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

**(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, Asian      Sex: Female      Age: 25.00

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: REBECCA CASH  
Address: 2516 BEDFORD WAY

Telephone: 386-364-9730

Name: BETH EASTMAN  
Address: 2727 MAHAN DRIVE

Telephone: 950-556-1691

**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](http://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. I WORK FOR THE STATE, SO THIS IS VERY LIKELY. HOWEVER, I AM NOT AWARE OF THE PARTICULARS AND AM NOT DIRECTLY INVOLVED IN ANY PROSPECTIVE

**BUSINESS PARTNERSHIPS**

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: Grace Fletcher

This application was electronically sent: 7/28/2016 10:11:49AM



## Grace A. Fletcher

2929 Alexis Lane, Tallahassee, FL 32308

(786) 553 - 4823

Gfletcher91@gmail.com

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### Summary

- Demonstrated achiever with practical and foundational knowledge of GAAP, GASB best practices, public and non-profit financial management, capital budgeting, line-item budgeting, Quickbooks account balancing, business revenue and expense reports, Spanish, administrative law, business law, criminal law, and social security disability law.
- Exceptional knowledge of statistical and quantitative analysis, procurement and contract management, grant evaluation and scope of work writing, policy analysis and program evaluation, contemporary and comparative government systems, and legal research and writing, as it relates to product liability law, personal injury law, antitrust law, class action litigation.
- Strong administrative, customer service, and sales background.
- Experienced at implementing new concepts at an exceptionally quick pace, working well under pressure, multi-tasking workload, functioning as a team player, and communicating ideas clearly and effectually.
- Extensive computer training, including an above average proficiency in Microsoft Office Excel, Word and Powerpoint, Quickbooks and SPSS.
- Dual Citizenship in the United States and Singapore.
- Florida Commissioned Notary Public.
- Florida Certified Contract Manager (FCCM)
- FEMA IS-00100.b Introduction to the Incident Command System (ICS) and IS-00700.a National Incident Management System (NIMS) Certification.
- Exceptional writing and 2D/studio art design background (writing and design samples available upon request).

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### Education

<b>Master's in Public Administration</b> <i>Florida State University Askew School of Public Administration, Tallahassee FL</i> Concentration in Public Financial Management Askew Educational Endowment Fund Recipient 4.0 Graduate G.P.A.	2016
<b>Dual B.A. and B.S. degree in International Affairs &amp; Political Science</b> <i>Florida State University, Tallahassee, FL</i> Minor in Political Philosophy; Concentration in History; Graduated Magna Cum Laude with a 3.85 G.P.A. (Combined College GPA of 3.93)	2013
<b>A.A. in International Relations</b> <i>The Honors College of Miami Dade, Miami, FL</i> Graduated with Highest Honors with a 4.0 G.P.A	2011
<b>High School Diploma</b> <i>Felix Varela Senior High School, Miami, FL</i> Graduated Suma Cum Laude with a 5.256 G.P.A.	2009

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### Career History

<b>Regulatory Analyst IV,</b> <i>Agency for Health Care Administration, Florida Center for Health Information and Policy Analysis</i> <ul style="list-style-type: none"><li>• Performs data abstracting and analysis in conjunction with the Agency's health information transparency website, FloridaHealthFinder.gov, and existing data systems</li></ul>	2015-Present
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within the Agency and other agencies relating to comprehensive data sets on health care topics.

- Facilitates in contract agreement development for RFA 001-15/16, Community and Primary Care Services, grant recipients, as it relates to the scope of service and the budgetary cost analysis.
- Manages state contracts for RFA 001-15/16 grants—for a total of 14 cost-reimbursement agreements. Contract management duties include, but are not limited to, clarifying goals with all interested parties, evaluating the needs of customers and clients, managing invoices from generation to payment, monitoring contract budgets and forecasts, leading complex contractual negotiations, overseeing and signing off on departmental invoices, and regularly monitoring the performance of contracted services to ensure the effectiveness of services being performance.
- Performs research tasks, report analysis and preparation, bill analysis assistance, and technical assistance in conjunction with the advisory council, boards or other additional meetings.
- Communicates evaluation findings, outcome measures, and consumer information in an easily understandable format through Bureau publications and web content.
- Outlines and conducts health service research, quality assurance, compiles and analyzes statistical data, writes findings on health care issues and other additional projects.
- Maintains a working knowledge of various health databases and applicable data query and manipulation tools including inpatient, outpatient, emergency department, licensure, and hospital financial databases.
- Provides technical and professional advice and assistance in efforts to improve the efficiency of data dissemination activities through technological improvements and periodic review of data dissemination procedures.
- Retrieves, interprets and reports data and information as requested by individuals, public and private entities and agency staff.
- Assists in developing new approaches to community outreach which includes conducting webinars, attending benefit fairs and open enrollment, to educate the public on how to use FloridaHealthFinder.gov and how the website can assist in making health care decisions.
- Reviews feedback regarding the FloridaHealthFinder website from the public, website surveys, etc. to identify opportunities to improve, enhance, and promote the website.
- Works with the Advisory Council and any technical workgroups, as needed, particularly with communication issues.
- Maintains detailed knowledge of relevant health care statutes, rules and policies as it pertains to the Florida Center.

**Operations Analyst II**, *Florida Department of Health, Division of Medical Quality Assurance*

2014-2015

- This is independent work analyzing, developing and assisting in the Operational Support Services section, within the Division of Medical Quality Assurance (MQA), regarding the public record requests process.
- Serve as team leader in receiving and responding to public record requests for MQA. Retrieve and manage workflow, through the web-based public records management system, GovQA. Utilize the GovQA system to assign, escalate, manage and track requests, deadlines and fees.
- Perform quality assurance checks, using a standardized methodology, of the responses to public records requests and prepare reports for management documenting the quality assurance findings, analyses and provide recommendation.
- Collect, analyze and prepare reports documenting trend data regarding the public records requests for MQA and prepare reports for management on the findings, analyses and provide recommendations.
- Assist in responding to complex public records requests involving investigatory files and/or disciplinary files for MQA in the event the workload meets the threshold for the Regulatory Specialist II. Ensure public records requests are fulfilled in accordance with all laws and regulations set forth in chapter 119, Florida Statutes.
- Assists management in the data conversion effort of the microfiche/microfilm to ensure production schedules are met and target dates for completion are met. Answer and respond to incoming telephone calls, retrieve and respond to voicemail messages.

<b>Senior Paralegal/Staff Supervisor, <i>Howard &amp; Associates P.A.</i></b>	<b>2013-2014</b>
<ul style="list-style-type: none"> <li>• Litigation assistance on Deepwater Horizon Economic Claims/ British Petroleum Claims resulting from April 20, 2010 Oil Spill.</li> <li>• Financial analysis for Business Economic Loss Claims in terms of tax return to checkbook revenue and expense reconciliations, financial report preparation through the collection, analysis and summary of account information, trends and financial forecast in compliance with federal, state, and local financial requirements.</li> <li>• Drafting Memorandums, Motions, Complaints, Notices, Appeals and Press Releases for British Petroleum Claims, Engle Progeny Tobacco Cases, Goldman Sachs Antitrust Class Action Lawsuit, Cast Iron Soil Pipe &amp; Fitting Antitrust Class Action Lawsuit, OxyElite Product Liability Case, Maidenform Product Liability Case, Vouge International (dba Todd Christopher International) Product Liability Suit, Johnson &amp; Johnson Product Liability and FUDPTA Suits, Walgreens Glucosamine FDUPTA Suit, Walmart Stores Equate FDUPTA Suite, Coca-Cola Product Liability Suit, Target Data Breach Suit, and U.N. Haitian Cholera Endemic Class Action Lawsuit.</li> <li>• Practical experience in handling sensitive and confidential client documents in accordance to state and federal rules and regulations (HIPAA, attorney client confidentiality, etc.)</li> <li>• Proficiency in electronic court filing (CM/ECF &amp; PACER) for all Federal Courts and Florida state court.</li> <li>• Direct client communication regarding claims and litigation process, review, and guidance of financial documentation (i.e. Tax Returns, Lodging Tax Returns, Bank Statements, Profit and Loss Statements, etc.)</li> <li>• Case Researching via Lexis Nexus, Law360, and Google Alerts.</li> <li>• Knowledgeable in QuickBooks</li> </ul>	
<b>Legal Intern, <i>Law Office of Matthew Liebenhaut</i></b>	<b>2013</b>
<ul style="list-style-type: none"> <li>• Worked directly with Attorney Matthew Liebenhaut and clients in regard to Social Security Disability legal cases.</li> <li>• Researching and writing Social Security Administration Disability Cases, reports concerning case files and legal briefs.</li> <li>• Played key role in the preparation of legal documents (through research and writing of legal blog posts).</li> </ul>	
<b>Senior Sales/Customer Service Representative, <i>Event Photography Group</i></b>	<b>2012-2013</b>
<ul style="list-style-type: none"> <li>• Held key responsibility in customer relations and photography online product/sales.</li> <li>• Held direct accesses to millions of client accounts, and interacted with clients to fulfill their business needs.</li> <li>• Handled direct product quality control for customers</li> <li>• Facilitated in the training and support of newly hired sales/customer service representatives.</li> </ul>	
<b>Front Desk Associate, <i>The Cheesecake Factory</i></b>	<b>2011</b>
<b>Text Book Clerk/ Warehouse Associate, <i>Follett Book Store</i></b>	<b>2009-2010</b>
<b>Pool Technician, <i>Dadeland Pool</i></b>	<b>2007-2010</b>
<b>Server &amp; Bartender, <i>Jamaican Cuisine</i></b>	<b>2009-2010</b>

## Service Work & Accomplishments

<b>Mural Design Fundraiser for the American Cancer Society, <i>Burrito Boarder</i></b>	<b>2014</b>
<ul style="list-style-type: none"> <li>• Designed mural for local restaurant in Tallahassee</li> <li>• Donated 100% proceeds from design to the American Cancer Society</li> <li>• Planning and preparation for American Cancer Society fundraiser hosted by local restaurant</li> </ul>	
<b>Volunteer within the Geriatrics Community, <i>Westminster Oaks</i></b>	<b>2013-Present</b>

- Overseeing care to women with Dementia and Alzheimer's
- Assisted in the extracurricular functions and activities of geriatric women
- Assuring the fulfillment and happiness of women with memory loss through attentive communication and listening.

**Service Learning Math Tutor, Miami Dade Kendall Campus Math Lab** 2010-2011

- Assisted students in developing the concepts necessary to complete academic goal
- Encourages and built student esteem, by showing respect to all students regardless of level of knowledge or course level.
- Facilitated student learning, by assisting students if determining the correct answer, and not just providing the answers.

**Alumni Networking/Fundraising Chair, Phi Alpha Delta Florida State University** 2012

- Strategy development through the review and evaluation of current fund-raising strategies, and presenting ideas to the executive board for feedback and approval.
- Organizing meetings and networking opportunities with alumni and outside organizations for the purpose of acquiring monetary donations and support.
- Raised \$5,000 for Fall Semester through the collective efforts of: Alumni Outreach, Concession Sales, Sales of Goods, and PayPal Donation Account.

**4<sup>th</sup> Place in the American Statistics Association, National Statistics Competition** 2009

- Nominated to compete as a high school student in the ASA National Competition, taking 4<sup>th</sup> place Nationwide.

## Memberships & Affiliations

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- *Leadership Board Member, Alternative Student Representative, Public Administration Graduate Association* 2015-2016
  - *Member, The Southeastern Evaluation* 2015-2016
  - *Member, The American Society for Public Administration* 2015-2016
  - *Member, Phi Beta Kappa Honor Society* 2013
  - *Member, Phi Kappa Phi Honor Society* 2013
  - *Member, Circle K International Community Service Society* 2012-2013
  - *Member, Golden Key Honor Society* 2013
  - *Member, Pi Gamma Mu Social Science Honor Society* 2012-2013
  - *Leadership Board Member, Alumni Networking Chair, Phi Alpha Delta Pre-law Fraternity* 2012-2013
  - *Member, Phi Beta Lambda Business Honors Society* 2010-2011
  - *Member, Phi Theta Kappa Honor Society* 2009-2011
  - *Member, National Society of High School Scholars* 2007-2009
- 

## References

1. **Eitheria Sherrie Goosby** Relationship: **Professional Advisor**  
Coordinator to the Asst. VP of Financial Aid  
Florida State University  
(850)664-1993  
(850)345-6544
  2. **Matthew Liebenhaut** Relationship: **Attorney/Former Supervisor**  
Social Security Disability Attorney  
Law Office of Matt Liebenhaut  
(850) 270-1197  
Matt@Liebenhautlaw.com
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3. **Antraneise Jackson** Relationship: **Manager/Former Supervisor**  
Customer Service Manager  
Event Photography Group  
(800)628-4509 Ext. 3582  
ajackson@eventphotographygroup.com

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4. **Rebecca Cash** Relationship: **Former Supervisor**  
Senior Management Analyst II  
Florida Department of Health  
(850) 245 - 4192

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5. **Arthur Green** Relationship: **Personal**  
Dentist/Retired Naval Officer  
Meadville Dental Center  
(619)309-6627  
Arthur.green@yahoo.com

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# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## EDUCATIONAL FACILITIES AUTHORITY

**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.**



Name: Anthony Miller		Date: 10/12/2016 12:09:03PM
Home Phone: (850) 671-5039	Work Phone: (850)487-7724X	Email: abmilleresquire@hotmail.com
Occupation: ATTORNEY	Employer: STATE OF FLORIDA	
Preferred mailing location: Home Address		
Work Address: 250 MARRIOTT DRIVE		
City/State/Zip: TALLAHASSEE, FL 32301		
Home Address 2322 COBB DRIVE		
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?		24 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?		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
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
<b>(OPTIONAL)</b> 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: 46.00
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.**

LICENSED TO PRACTICE LAW FOR THE PAST 16 YEARS; FAMILIAR WITH DIVERSE AREAS OF THE LAW, INCLUDING REAL PROPERTY MANAGEMENT, INSURANCE REGULATION, CONSUMER PROTECTION, CONTRACTS, RULES, BYLAWS, BOARD GOVERNANCE, REGULATORY ENFORCEMENT AND POLICY; CURRENTLY SERVES AS A COMMISSIONER ON THE STATE RETIREMENT COMMISSION; OBTAINED ASSOCIATE IN GENERAL INSURANCE DESIGNATION IN 2013; TALLAHASSEE NORTHSIDE KIWANIS CLUB MEMBER; CAPITAL CITY CHURCH OF CHRIST MEMBER; HOPE WORLDWIDE VOLUNTEER; TALLAHASSEE BAR ASSOCIATION MEMBER; ARISE VOLUNTEER; LIFE CONNECTORS COLLEGE STUDENT MENTOR. SERVED AS ASSISTANT DIRECTOR FOR THE BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES (DEPARTMENT OF FINANCIAL SERVICES); I CHOSE THE EDUCATIONAL FACILITIES AUTHORITY AS MY FIRST CHOICE MY LEGAL EXPERIENCE CAN ASSIST THE AUTHORITY WITH THE CONDUCTION, FINANCING AND REFINANCING OF PROJECTS. I CHOSE MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE CITIZENS ADVISORY COMMITTEE AS MY SECOND CHOICES BECAUSE OF THE POSITIVE IMPACT SMALL BUSINESSES HAVE IN THE LOCAL COMMUNITY.

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

Name: JOHN HALE Telephone: 850-509-4812  
Address: 5531 PEDRICK PLANTATION CIRCLE, TALLAHASSEE, FL 32307

Name: LISA RALEIGH Telephone: 850-212-3334  
Address: 2799 ARMISTEAD ROAD, 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](http://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: Anthony Miller

This application was electronically sent: 10/12/2016 12:09:03PM

## ANTHONY B. MILLER

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2322 Cobb Drive, Tallahassee, Florida 32312 · (850) 671-5039 · abmilleresquire@hotmail.com

### EDUCATION

LAW SCHOOL Florida State University College of Law, Tallahassee, Florida  
Juris Doctor, May 2000

COLLEGE Florida Agricultural and Mechanical University, Tallahassee, Florida  
B.A. degree, Political Science May 1995; *Magna Cum Laude*

DESIGNATION Associate in General Insurance, The Institutes, 2013

### PROFESSIONAL EXPERIENCE

#### **Department of the Lottery, Office of General Counsel**

*Deputy General Counsel and Chief Ethics Officer:* August 2014 – present; *Acting General Counsel:* April – May 2015

Assists the General Counsel in planning, directing, and implementing goals and objectives for work unit; prepares drafts of major contracts and agreements; manages agency's public records; provides advice related to personnel issues, contracts, procurement, ethics, and other legal issues affecting the agency; and reviews and develops administrative policies, rules and procedures; provides investigation training to Division of Security staff; and provides agency wide training in public records and ethics

#### **Florida State Retirement Commission**

*Commissioner:* July 2015-present; appointed by Governor Rick Scott; Confirmed by the State Senate  
The Commission conducts hearing appeals regarding members of the Florida State System that file a written appeal of final decisions of the Department of Management Services' Division of Retirement; reviews appeals related to applications of disability retirement, reexamination of retired members receiving disability benefits, applications for special risk membership, and reexamination of special risk members.

#### **Department of Financial Services, Division of Funeral, Cemetery and Consumer Services**

*Assistant Director and In-House Counsel:* May 2008 – August 2014

Assisted the Director in the day to day operations of the Division; assisted the Director in the review of information presented to the Board of Funeral, Cemetery and Consumer Services for recommended licensure approval or denial; served as liaison for the administrative prosecution or settlement of cases; participated in the rulemaking process; and served as contract manager for Information Technology contracts and other agreements.

#### **Department of Financial Services, Division of Workers' Compensation**

*Assistant General Counsel:* October 2007-May 2008

Represented the agency in the administrative prosecutions against employers that failed to secure workers' compensation coverage requirements under Chapter 440, Florida Statutes.

#### **Department of Corrections, Office of General Counsel**

*Deputy General Counsel:* May 2006-September 2007; *Acting General Counsel:* January 2007

Represented agency before the Public Employers Relations Commission, the Division of Administrative Hearings, and circuit courts; obtained legal opinion from the Florida Commission on Ethics; responsible for the overview of the General Counsel's Contracts Section.

**Department of Management Services, Office of General Counsel**

*Assistant General Counsel:* September 2004 – April 2006

Lead counsel and advisor for the Division of Real Estate Development and Management, represented the agency in bid protests, contract disputes and other matters in administrative proceedings; defended breach of contract circuit civil case involving dispute between the agency and an outside vendor regarding allegations of mold contamination; drafted and reviewed contract and other agreements.

**Department of Financial Services, Office of Insurance Regulation,**

*Assistant General Counsel:* February 2000 – August 2004

Served as law clerk prior; represented the agency in multiple administrative, circuit and appellate court actions, informal, formal administrative hearings against insurance agents and insurance companies.

**PROFESSIONAL ASSOCIATIONS**

Member of the Florida Bar (in good standing), admitted October 2000; Member of the U.S. Northern District of Florida, admitted April 2005; Member of the U.S. Middle District of Florida, admitted January 2016; Executive Council Member, Florida Bar Government Lawyer Section; and Member, Florida Bar Administrative Law Section.



**From:** "Personette, Michelle" <mpersonette@challengertlh.fsu.edu>  
**To:** Chris Holley <HolleyC@leoncountyfl.gov>  
**CC:** Kerri Post <PostK@leoncountyfl.gov>, Mary Smach <SmachM@leoncountyfl.gov>  
**Date:** 9/27/2016 4:55 PM  
**Subject:** RE: TDC Appointment

Kerri & Chris,

It is my desire and intent to continue to serve on the TDC for the remainder of my current term as well as the following 4 year term, if my appointment is renewed. My desire is to continue to assist Leon County's tourism industry and the professional team at Visit Tallahassee. I hope that this email is sufficient for your needs. If you need additional documentation for the presentation of my appointment renewal, please let me know what I can provide.

Sincerely,

Michelle Personette, Executive Director  
Challenger Learning Center of Tallahassee  
FAMU-FSU College of Engineering  
200 South Duval Street  
Tallahassee, FL 32301  
850.645.7827 - main  
850.645.7770 - direct  
850.459.8406 - cell  
850.645.7784 - fax  
www.ChallengerTLH.com

From: Chris Holley [mailto:HolleyC@leoncountyfl.gov]  
Sent: Tuesday, September 27, 2016 4:46 PM  
To: Personette, Michelle  
Cc: Kerri Post; Mary Smach  
Subject: TDC Appointment

Michelle,

The vacancy term you were appointed to fill expires next month and we will need the confirmation of your intent to continue to serve on the TDC for as much of a 4 year term as you can. Please respond with a confirmation email or letter of your intent to continue to serve on the TDC.


Thank you for your dedication to our local tourism industry!

Chris Holley II  
Assistant to the Director  
Visit Tallahassee  
A Division of Leon County  
106 East Jefferson Street  
Tallahassee, FL 32301  
850-606-2312  
www.VisitTallahassee.com<http://www.visittallahassee.com/>  
"People Focused. Performance Driven"

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## HUMAN SERVICES GRANTS REVIEW COMMITTEE

<p style="text-align: center;"><b>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.</b></p>	
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Name: Michelle Personette	Date: 4/5/2016 3:37:31PM
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Home Phone: (850) 459-8406	Work Phone: (850)645-7770X	Email: mpersonette@challengertlh.com
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Occupation: EXECUTIVE DIRECTOR	Employer: CHALLENGER LEARNING CENTER / FAMU-FSU COLLEGE OF ENGINEERING
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Preferred mailing location: Work Address

Work Address: CHALLENGER LEARNING CENTER  
200 SOUTH DUVAL STREET  
City/State/Zip: TALLAHASSEE, FL 32301

Home Address 3346 MARIANA OAKS DRIVE

City/State/Zip: TALLAHASSEE, FL 32311

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? 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?

**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: 38.00

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.**



EDUCATION: B.A. ENGLISH AND M.A. MASS COMMUNICATIONS

TOURISM EXPERIENCE: IN 1998, I WORKED FOR GERMAIN AREA (ESTERO, FL) DURING ITS INAUGURAL YEAR OF OPERATION, PROMOTING THE PRIMARY TOURISM AND AUDIENCE VEHICLE FOR THE FACILITY, THE FLORIDA EVERBLADES ECHL HOCKEY TEAM. DURING MY TIME THERE, MY EFFORTS FOCUSED ON COMMUNITY INVOLVEMENT TO INCREASE VISITATION, AS WELL AS DEVELOP AND FOSTER SUPPORT FOR THE TEAM'S INAUGURAL YEAR. IN 1999, I MOVED TO ORLANDO AND BEGAN WORKING FOR CURLEY & PYNN PUBLIC RELATIONS MANAGEMENT. THE TOURISM BASED ACCOUNTS THAT I WORKED ON WHILE THERE WERE UNIVERSAL STUDIOS (INCLUDING HALLOWEEN HORROR NIGHTS) AND HOLIDAY INN FAMILY SUITES. IN 2001, I MOVED TO TALLAHASSEE AND BECAME THE MARKETING MANAGER FOR THE CHALLENGER LEARNING CENTER, A NEW ECONOMIC DEVELOPMENT AND TOURIST ATTRACTION FOR DOWNTOWN TALLAHASSEE. IN 2005, I BECAME THE EXECUTIVE DIRECTOR OF THE CHALLENGER LEARNING CENTER. IN 2006, I BEGAN SERVING ON THE TALLAHASSEE AREA CONVENTION & VISITORS BUREAU (TACVB) BOARD OF DIRECTORS. IN 2009, AS THE PRESIDENT OF THE TALLAHASSEE AREA CONVENTION & VISITORS BUREAU, I FORMED AN EXECUTIVE TEAM COMPRISED OF MYSELF, AN ACCOUNTANT AND AN ATTORNEY TO OFFICIALLY DISSOLVE THE ORGANIZATION AND TRANSFER ALL ASSETS TO VISIT TALLAHASSEE. THROUGH THIS PROCESS, WE WERE ABLE TO MAINTAIN THE MARKETING OPERATIONS OF THE ORGANIZATIONS WHILE FINALIZING ALL THE DISSOLUTION PROCEDURES FOR THE ORGANIZATION INCLUDING SEVERANCE PACKAGES, TIME/LEAVE PAYOUT, REQUIRED STATE FINANCIAL AND LEGAL DOCUMENTS.

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

Name: MARJORIE TURNBULL Telephone: 850-385-4184  
Address: 3935 MEANDERING LANE TALLAHASSEE, FL 32308

Name: KIM RIVERS Telephone: 850-508-0261  
Address: 3919 W MILLERS BRIDGE ROAD TALLAHASSEE, FL 32312

**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](http://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 EMPLOYERS ARE FAMU & FSU. MY HUSBAND IS EMPLOYED AT ATKINS ENGINEERING.

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: Michelle Personette

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## TOURIST DEVELOPMENT COUNCIL

<p><b>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.</b></p>		
Name: Michelle Personette		Date: 4/5/2016 3:37:31PM
Home Phone: (850) 459-8406	Work Phone: (850)645-7770X	Email: mpersonette@challengertlh.com
Occupation: EXECUTIVE DIRECTOR	Employer: CHALLENGER LEARNING CENTER / FAMU-FSU COLLEGE OF ENGINEERING	
Preferred mailing location: Work Address		
Work Address: CHALLENGER LEARNING CENTER 200 SOUTH DUVAL STREET		
City/State/Zip: TALLAHASSEE, FL 32301		
Home Address 3346 MARIANA OAKS DRIVE		
City/State/Zip: TALLAHASSEE, FL 32311		
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? 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?		
Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.		
<input type="checkbox"/> Owner or Operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County		
<input checked="" type="checkbox"/> Person involved in the tourist industry and who have demonstrated an interest in tourist development		
<b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b>		
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><b>(OPTIONAL)</b> 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: 38.00
Disabled? No	District: District 5	
<p><b>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.</b></p>		

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If yes, please explain.

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

Signature: Michelle Personette

