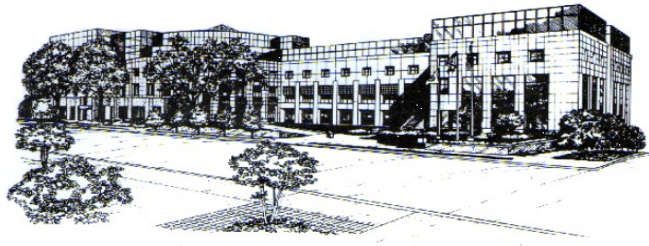


BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA REGULAR MEETING

**Tuesday, May 28, 2019
3:00 p.m.**

Leon County Courthouse
Fifth Floor, County Commission Chambers
301 South Monroe Street
Tallahassee, FL 32301



COUNTY COMMISSIONERS

Jimbo Jackson, Chairman
District 2

Bryan Desloge, Vice Chair
District 4

Kristin Dozier
District 5

Mary Ann Lindley
At-Large

Nick Maddox
At-Large

Rick Minor
District 3

Bill Proctor
District 1

Vincent S. Long
County Administrator

Herbert W.A. Thiele
County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. The meetings are televised on Comcast Channel 16. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the Leon County Home Page at: www.leoncountyfl.gov.

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

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the ADA Coordinator by written or oral request at least 48 hours prior to the proceeding, at 850-606-5011 or Facilities Management at 850-606-5000, or 7-1-1 (TTY and Voice) via Florida Relay Service. Accommodation Request Forms are available on the website www.leoncountyfl.gov/ADA.

Board of County Commissioners

Leon County, Florida

Agenda

Regular Public Meeting

Tuesday, May 28, 2019, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Pastor Darrick McGhee of Bible Based Church

Pledge of Allegiance by Commissioner Kristin Dozier

AWARDS AND PRESENTATIONS

- Proclamations Recognizing Rabbi Jack Romberg and Audrey Romberg from Temple Israel
(Commissioner Dozier)
- Proclamation Recognizing the Sheriff's All In Initiative
(Chairman Jackson)
- Proclamation Recognizing four Leon County Students Representing Talquin Electric Cooperative on the National Rural Electric Cooperative Youth Tour to Washington D.C.
(Chairman Jackson)

CONSENT

1. Minutes: March 12, 2019 Regular Meeting; April 23, 2019 FY 2020 Budget Workshop; April 23, 2019 Regular Meeting, and June 19, 2018 FY 2019 Budget Workshop
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. National Endowment of the Arts Big Read Grant for LeRoy Collins Leon County Public Library
(County Administrator/ Library)
4. Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid
(County Administrator/ Public Works)
5. Florida Department of Environmental Protection Grant for Wastewater Treatment Feasibility Analysis
(County Administrator/ Public Works)
6. Plat of the Villas at Killlearn Lakes
(County Administrator/ Public Works)
7. 9/11 Day of Remembrance and Service for FY 2019
(County Administrator/ Office of Human Services & Community Partnerships)
8. Extension of the Mowing and Landscape Services Contract for Parks and Recreation
(County Administrator/ Office of Resource Stewardship/ Parks & Recreation)

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

- None

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

9. Implementation of Hurricane Michael After-Action Report and Preparation for the 2019 Hurricane Season
(County Administrator/ County Administration/ Emergency Management)
10. Proposed Revised Policy Addressing Naming of County-Owned Structures, Buildings, Streets, Geographical Areas or Other Property
(County Administrator/ County Administration)
11. Resolution Authorizing the Housing Finance Authority of Leon County to Issue a Multifamily Housing Revenue Bond
(County Administrator/ Office of Human Services & Community Partnerships)
12. Bid Award to OliverSperry Renovation & Construction, Inc. for Renovations to Restrooms in the Leon County Courthouse
(County Administrator/ Office of Resource Stewardship/ Office of Financial Stewardship/ Purchasing)
13. Full Board Appointments to the Advisory Committee on Quality Growth
(County Administrator/ County Administration)
14. Consideration of Selection Process Options for New County Attorney
(County Attorney)

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

- Capital Region Community Development District Meeting Minutes of February 7, 2019

ADJOURN

*The next Regular Board of County Commissioner's meeting is scheduled for
Tuesday, June 18, 2019 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 contact the Board Secretary
or visit the County Clerk website at www.leoncountyfl.gov**

PUBLIC NOTICE

Leon County Board of County Commissioners 2019 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 22	Tuesday	3:00 p.m.	Regular Board Meeting
February 12	Tuesday	3:00 p.m.	Regular Board Meeting
February 26	Tuesday	1:00 p.m.	<i>Joint Workshop Comp Plan Amendments</i>
February 26	Tuesday	3:00 p.m.	Regular Board Meeting <i>Cancelled</i>
March 12	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	6:00 p.m.	<i>Transmittal Hearing on 2019 Cycle Comprehensive Plan Amendments</i>
April 9	Tuesday	3:00 p.m.	Regular Board Meeting <i>Cancelled</i>
April 23	Tuesday	9:00 a.m.	<i>Budget Policy Workshop</i>
April 23	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	6:00 p.m.	<i>Adoption Hearing on 2019 Cycle Comprehensive Plan Amendments</i>
May 28	Tuesday	3:00 p.m.	Regular Board Meeting
June 18	Tuesday	9:00 a.m.	<i>Budget Workshop</i>
June 18	Tuesday	3:00 p.m.	Regular Board Meeting
July 9	Tuesday	9:00 a.m.	<i>Budget Workshop (if necessary)</i>
July 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	6:00 p.m.	<i>First Public Hearing on Tentative Millage Rate and Budgets</i>
September 24	Tuesday	3:00 p.m.	Regular Board Meeting
September 24	Tuesday	6:00 p.m.	<i>Second Public Hearing on Final Millage Rate and Final Budgets</i>
October 15	Tuesday	3:00 p.m.	Regular Board Meeting
October 29	Tuesday	3:00 p.m.	Regular Board Meeting
November 12	Tuesday	3:00 p.m.	Regular Board Meeting
December 10	Tuesday	3:00 p.m.	Regular Board Meeting
January 27	Monday	9:00 a.m.	Board Retreat

PUBLIC NOTICE
Leon County Board of County Commissioners
2019 Tentative Meeting Schedule

Month	Day	Time	Meeting Type
January 2019	Tuesday 1	Offices Closed	NEW YEAR'S DAY
	<i>Monday 7 – Tuesday 8</i>		<i>FAC New Commissioner Workshop Alachua County; Gainesville, FL</i>
	Tuesday 8	No meeting	BOARD RECESS
	<i>Thursday 10 & Friday 11</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 15	1:30 p.m. <i>Cancelled</i>	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 21	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 22	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		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
February 2019	Friday 1	2:00 p.m.	Leon County Legislative Delegation Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 26	1:00 p.m.	Joint City/County Workshop on the 2019 Cycle Comprehensive Plan Amendments
		3:00 p.m. <i>Cancelled</i>	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Thursday 28	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
March 2019	<i>Saturday 2 – Wednesday 6</i>		<i>NACO Legislative Conference Washington, DC</i>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2019 Comprehensive Plan Amendments
		6:00 p.m.	First and Only Public Hearing to Consider the Second Amendment to Southwood Integrated Development Order
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Wednesday 27</i>	<i>7:30 a.m. – 7:00 p.m.</i>	<i>FAC Legislative Day Challenger Learning Center, Tallahassee, FL</i>
	Friday 29	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 th Floor Commission Chambers
April 2019	Tuesday 9	3:00 p.m. <i>Cancelled</i>	Regular Meeting County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
April 2019 (cont.)	<i>Thursday 11 & Friday 12</i>	<i>Seminar 3 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 16	9:00 a.m. — 1:00 p.m. 1:30 p.m.	Capital Region Transportation Planning Agency Workshop/Retreat City Commission Chambers
	Tuesday 23	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing on Proposed Ordinance Amending Official Zoning Map to Change Zoning Classification from Single- and Two-Family Residential District (R-3) District to Light Industrial (M-1) District (Tower Rd.)
May 2019	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2019 Comprehensive Plan Amendments
		6:00 p.m.	First & Only Public Hearing to Consider Third Amendment to Southwood Integrated Development Order
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	Offices Closed	MEMORIAL DAY
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
June 2019	<i>Tuesday 11 - Friday 14</i>		<i>FAC Annual Conference & Educational Exposition Orange County; Orlando, FL</i>
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 18	9:00 a.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to Consider Fourth Amendment to the Southwood Integrated Development Order
		6:00 p.m.	First & Only Public Hearing to Consider Adoption of an Ordinance Enacting the Recodified Leon County Code of Laws
		6:00 p.m.	First & Only Public Hearing to Consider Adoption of Ordinance Providing for a Code of Ethics
	Thursday 27	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
July 2019	Thursday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5 th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Thursday 11 - Monday 15</i>		<i>NACo Annual Conference Clark County; Las Vegas, Nevada</i>
	Tuesday 23	No Meeting	BOARD RECESS
	<i>Wednesday 24 – Saturday 27</i>		<i>National Urban League Annual Conference Indianapolis, Indiana</i>
August 2019	<i>Friday 16 - Sunday 18</i>		<i>Chamber of Commerce Annual Conference Amelia Island, FL</i>
September 2019	Monday 2	Offices Closed	LABOR DAY

Month	Day	Time	Meeting Type
September 2019 (cont.)	Thursday 5	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 5:30 p.m. Budget Public Hearing, City Commission Chambers
	<u>Wednesday 11 – Sunday 15</u>		<u>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</u>
	Tuesday 17 Monday 16	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 19/20*
	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 19/20*
	Wednesday 25 – Thursday 26		<i>FAC Innovation Policy Conference Bay County; Panama City Beach, FL</i>
October 2019	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 15	12:00 -1:30 p.m.	Joint County/City Workshop on the Fundamentals of the Comprehensive Plan
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Sunday 20 – Wednesday 23</i>		<i>ICMA Annual Conference Nashville, TN</i>
	Tuesday 29	1:00 – 3:00 p.m.	Workshop on Leon County Detention Facility Operations
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
November 2019	Monday 11	Offices Closed	VETERAN’S DAY OBSERVED
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Wednesday 20 – Friday 22</i>		<i>FAC Legislative Conference Broward County; Fort Lauderdale, FL</i>
	Thursday 28	Offices Closed	THANKSGIVING DAY
	Friday 29	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2019	Monday 9	9:00 a.m. – 4:00 p.m.	Board Retreat – TBD Rescheduled to January 27
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 12	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 25	Offices Closed	CHRISTMAS DAY
January 2020	Wednesday 1	Offices Closed	NEW YEAR’S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 27	9:00 a.m.- 4:00 p.m.	Board Retreat – Location TBD

Citizen Committees, Boards, and Authorities

Current and Upcoming Vacancies

leoncountyfl.gov/committees

CURRENT VACANCIES

Advisory Committee on Quality Growth

Board of County Commissioners (2 appointments)

Board of Adjustment & Appeals

Board of County Commissioners (1 appointment)
Tallahassee City Commission (2 appointments)

UPCOMING VACANCIES

MAY 31, 2019

Advisory Committee on Quality Growth

Board of County Commissioners (7 appointments)

JUNE 30, 2019

Architectural Review Board

Board of County Commissioners (1 appointment)

Board of Adjustment and Appeals

Board of County Commissioners (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2019

Investment Oversight Committee

Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Water Resources Committee

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

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

Commissioner - District III: Minor, Rick (1 appointment)

SEPTEMBER 30, 2019

Council on Culture & Arts

Board of County Commissioners (3 appointments)

Housing Finance Authority of Leon County

Commissioner - District II: Jackson, Jimbo (1 appointment)

Science Advisory 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)

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

Board of County Commissioners (3 appointments)

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

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

Commissioner - District II: Jackson, Jimbo (1 appointment)

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

OCTOBER 31, 2019

Canopy Roads Citizens Committee

Board of County Commissioners (2 appointments)

Tourist Development Council

Board of County Commissioners (2 appointments)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

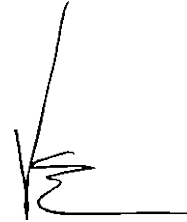
Leon County Board of County Commissioners

Agenda Item #1

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Minutes: March 12, 2019 Regular Meeting; April 23, 2019 FY 2020 Budget Workshop; April 23, 2019 Regular Meeting, and June 19, 2018 FY 2019 Budget Workshop

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Kenneth Kent, Interim Finance Director, Clerk of Court & Comptroller
Lead Staff/ Project Team:	Rebecca Vause, Clerk to the Board Rebecca Lynn, Clerk to the Board Beryl Wood, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: March 12, 2019 Regular Meeting; April 23, 2019 FY 2020 Budget Workshop; April 23, 2019 Regular Meeting, and June 19, 2018 FY 2019 Budget Workshop.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the March 12, 2019 Regular Meeting; April 23, 2019 FY 2020 Budget Workshop; April 23, 2019 Regular Meeting, and June 19, 2018 FY 2019 Budget Workshop

Attachments:

1. March 12, 2019 Regular Meeting
2. April 23, 2019 FY 2020 Budget Workshop
3. April 23, 2019 Regular Meeting
4. June 19, 2018 FY 2019 Budget Workshop

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
MARCH 12, 2019**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Jimbo Jackson presiding. Present were Vice Chairman Bryan Desloge and Commissioners Nick Maddox, Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Rick Minor. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Beryl Wood.

Chairman Jackson called the meeting to order at 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Elder Darrick McGhee, Sr., Bible Based Church. Commissioner Maddox then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- REMOVED FROM THE AGENDA - Proclamation Recognizing the FAMU Marching 100 Band for Participating in the Rose Bowl Parade.
- Proclamation Recognizing April 7- 13, 2019 as National Crime Victims' Rights Week
 - Commissioner Maddox recognized April 7-13, 2019 as National Crime Victims' Awareness Month.
 - Ms. Agnes Fury thanked the Commission on behalf of crime victims. She asserted that crime victim survivors are stakeholders in the criminal justice system and that many believe in healing through action which makes it better for others.
- Proclamation Recognizing March as Multiple Sclerosis Awareness Month
 - Commissioner Dozier recognized March as Multiple Sclerosis Awareness Month.
 - Kelley Williams, an advocate for those with Multiple Sclerosis, accepted the Proclamation. Ms. Williams shared that her orange attire was on behalf of the 2.3 million individuals with Multiple Sclerosis. Ms. Williams thanked the Commission for acknowledging Multiple Sclerosis Awareness Month and welcomed all to join them April 6, 2019 for the Multiple Sclerosis Walk at Lake Ella.
- Proclamation Recognizing March 3-9, 2019 as Women in Construction Week.
 - Commissioner Dozier recognized March 3-9, 2019 as Women in Construction Week.
 - Jackie Wilson accepted the Proclamation and thanked the Board for its continued support. Ms. Wilson proudly stated they have been recognized since 1955. Ms. Wilson echoed sentiments for more female participation in those roles.
- Presentation of the Consolidated Dispatch Agency Update (Steve Harrelson, Interim Consolidated Dispatch Agency (CDA) Director)
 - Mr. Harrelson gave an updated overview. Mr. Harrelson reported on the four different areas of importance: Staffing, 911 Call Taking, Training, and Technology. Mr. Harrelson mentioned the CDA was well on their way to being fully staffed by September 1. Mr. Harrelson highlighted the essential services of the CDA.

- Presentation by the Council of Culture and Arts (COCA) (Amanda Thompson, Interim Executive Director)
 - Ms. Thompson, joined by COCA Chair Lucia Fishburne, expressed how delighted they were to be before the Board to give an update on COCA. Ms. Thompson explained the search had begun for the new leadership of COCA. She confirmed they were seeking an experienced leader to take them into the next phase and the position had been advertised on the Regional, State and National Level. Ms. Thompson reported they anticipate a hire by early May and a start date in June. She presented information about the four different grant programs: Cultural Facilities Matching Grant Program, Cultural Tourist Market Grant Program, Arts Education Grant Program, and Cultural Grant Program. Mrs. Thompson commented on the almost 20 years contracted with Leon County to distribute grant dollars.
 - Commissioner Maddox applauded Ms. Thompson for her leadership through the process of hiring a new director and the work of COCA.
 - *Commissioner Maddox moved, duly seconded by Commissioner Desloge, for postponing the agenda item in order to come back within a year so that the new Executive Director can have the opportunity to provide a review.*
 - Commissioner Dozier acknowledged staff for the work they had done thus far, and the committee implemented to look at the grant review process/appeals process. Commissioner Dozier expressed how elated she was to have recommendations implemented by the COCA Board and one of the things was clarity on the appeals process. Commissioner Dozier acknowledged with the COCA transition she would be interested in having it come back in the fall (October/November), to get ahead of next year's grant cycle.
 - *Commissioner Dozier offered a substitute motion, to have agenda item come back in October, knowing that the Commission would get an update on the grant process. Commissioner Dozier expressed her stance was to have it before budget season. The motion died for lack of a second.*
 - Commissioner Desloge recognized both Commissioner Dozier and Commissioner Maddox's comments. Commissioner Desloge voiced he was trying to find a median and agreed with waiting until a new director was hired. Commissioner Maddox concurred. Commissioner Desloge offered an amendment to have the presentation at the end of the year and a revised agenda item in a full year.
 - Commissioner Proctor shared he was not in favor of consolidating the Cultural Board with the Community Redevelopment Agency (CRA) and further noted he was not supportive of the CRA's practices and would not support the consolidating of COCA with CRA. Commissioner Proctor urged the Board to move with caution and include the minority community in cultural programs.
 - Commissioner Minor commended COCA. He expressed how he saw firsthand their passion and dedication for promoting culture and arts in the community.
 - Commissioner Maddox amended his motion to include a presentation at the end of the year and revisiting the agenda item in a full year with the Executive Director.
 - *Commissioner Maddox moved, duly seconded by Commissioner Desloge to table the agenda item for a year with a presentation coming back by the end of this year by the Executive Director. The motion carried 6-1. (Commissioner Dozier in opposition).*

Consent:

Commissioner Desloge moved, duly seconded by Commissioner Lindley to approve the Consent Agenda, except for Item # 12 and # 14, which was pulled for further discussion. The motion carried 7-0.

1. Minutes: December 11, 2018 Regular Meeting, January 22, 2019 Regular Meeting and February 12, 2019 Regular Meeting

The Board approved Option 1: Approve the minutes of the December 11, 2018 Regular Meeting; January 22, 2019 Regular Meeting and February 12, 2019 Regular Meeting

2. Special Elections in Fiscal Year 2018-2019

The Board approved Option 1: Approve the Resolution and associated Budget Amendment Request realizing \$80,240 for the Special Elections Reimbursement allocation from the State of Florida Division of Elections as authorized by Section 100.102, Florida Statutes.

3. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for March 12, 2019, and Pre-Approval of Payment of Bills and Vouchers for the Period of March 13, 2019 through April 8, 2019.

4. Commissioner Appointments to the Contractors Licensing and Examination Board and the Water Resources

The Board approved Options 1 and 2: 1) Ratify Chairman Jackson's appointment of a citizen, H.R. Phillips, to the Contractors Licensing and Examination Board for a three-year term, ending March 31, 2022, and 2) Ratify Chairman Jackson's appointment of a citizen, Danielle Irwin, to the Water Resources Committee for the remainder of the unexpired term, ending July 31, 2022.

5. Centers for Disease Control and Prevention Hurricane Relief Crisis Mosquito Control Grant

The Board approved Options 1 and 2: 1) Accept the Centers for Disease Control and Prevention grant in the amount of \$60,000 and authorize the County Administrator to execute any grant documents in a form approved by the County Attorney, and 2) Approve the Resolution and associated Budget Amendment Request realizing the \$60,000 into the FY 2019 budget.

6. Florida Department of Environmental Protection Waste Tire Amnesty Event Grant

The Board approved Options 1 and 2: 1) Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of \$25,000 and authorize the County Administrator to execute any grant documents in a form approved by the County Attorney, and. 2) Approve the Resolution and associated Budget Amendment Request realizing the \$25,000 into the FY 2019 budget.

7. Plat of Burton – Mitchell Subdivision

The Board approved Option 1: Approve the plat of the Burton - Mitchell Subdivision for recording in the Public Record.

8. Interlocal Agreement with the City of Tallahassee for Street Sweeping Services - \$79,632

The Board approved Option 1: Approve the Agreement with the City of Tallahassee to provide street sweeping services and authorize the County Administrator to execute.

9. Resolution in Support of the Florida Department of Transportation's County Incentive Grant Program Application to Construct the Realignment of Old Bainbridge Road at Capital Circle Northwest

The Board approved Option 1: Adopt the Resolution in support of the Florida Department of Transportation's County incentive Grant Application to design and construct the realignment of Old Bainbridge Road at Capital Circle Northwest Intersection.

10. Proposed Revised Policy, "Leon County Volunteer Services Policy"

The Board approved Option 1: Adopt the proposed revised Policy No. 19 -X "Leon County Volunteer Services Policy" thereby repealing the current Policy No. 08-01.

11. Request to Schedule the First and Only Public Hearing to Consider a Third Amendment to the Southwood Integrated Development Order for May 14, 2019 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing to consider a third amendment to the Southwood Integrated Development Order for May 14, 2019 at 6:00 p.m.

Support the Strategic Initiative to be Designated a "SolSmart" Community by Developing an Ordinance that Provides Standards for Solar Energy Systems

County Administrator Long introduced the item.

This item was pulled by Commissioner Dozier.

Commissioner Dozier moved, duly seconded by Commissioner Maddox, for approval of Option 1: Authorize staff to proceed with the development of an Ordinance amending the Land Development Code to provide standards for solar energy systems.

Commissioner Dozier noted how pleased she was with the agenda item and looked forward to the ordinance coming back. Commissioner Dozier shared as the County moves forward she suggested more partnerships especially on the larger scale for solar. Commissioner Dozier asked for more information on the status of solar with the City of Tallahassee utilities, Talquin and other smaller franchises. Commissioner Dozier suggested having the same check list for both City and County permit applications for residents.

County Administrator Long agreed he would bring this back as part of the ordinance agenda.

Commissioner Proctor emphasized there was an opportunity for the county to explore solar gains and create solar farms. County Administrator Long conveyed if the Board wishes staff to pursue a feasibility study they would need more direction. Mr. Long explained for them to do as standalone entity there was the possibility it would not have a return on investment. He expressed he would be happy to explore but reiterated the need for specific direction.

Commissioner Dozier appreciated Commissioner Proctor's comments. Commissioner Dozier noted that there was a new opportunity to work with the City. Commissioner Dozier suggested they open dialogue with the City.

The motion carried 7-0.

12. Tallahassee Fire Department Certificate of Public Convenience and Necessity Amendment

The Board approved Option 1: Approve the amendment to the Certificate of Public Convenience and Necessity for the Tallahassee Fire Department to provide advanced life support, first – responder, non-transport services.

13. Supervised Pretrial Release Program 2018 Annual Report

County Administrator Long introduced the item. It was pulled by Commissioner Lindley.

Commissioner Lindley called attention to the fact that this would be discussed during the budget workshops on possibly assuming a larger percentage of the Pre- Trial Release Cost. Commissioner Lindley said she spoke with the Sheriff, Public Defender, and State Attorney. Commissioner Lindley reiterated this is a very serious issue. Commissioner Lindley expressed she was interested in seeing what could be done. Commissioner Lindley noted the issue of monetary bail is a nationwide concern due to the unjust approach for those who don't have the ability to make bond on relatively minor offenses.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Option 1: Accept the Supervised Pretrial Release Program 2018 Annual Report and authorize staff to submit to the Clerk of Circuit Court and Comptroller for Leon County.

Teresa Broxton, Director, Office of Intervention and Detention Alternatives appeared before the Board for questions.

Commissioner Dozier shared the importance of doing the initial intake forms indicating whether individuals were homeless. Commissioner Dozier noted indigent information is not being documented and that it would be helpful to connect individuals with local resources if it was known. Ms. Broxton replied they do inquire about residency and housing. Ms. Broxton shared they are currently transferring to a new assessment tool.

Commissioner Proctor noted serving on the Board's Public Safety Coordinating Council and one of the mandates, per the Florida Statute, is to focus on reducing inmate jail population. Commissioner Proctor pointed out it had been years since the Board received an update from the Sheriff and felt it was overdue. Commissioner Proctor further noted that a workshop on the largest ticketed item they fund, the jail, is needed.

County Administrator Long clarified that at the budget workshop they would focus on pretrial and bail issues. Mr. Long mentioned jail operations is not anticipated for the budget workshop. Mr. Long asked for Board direction as to whether they wanted it included with the budget workshop or as a standalone item.

The motion carried 7-0.

Commissioner Proctor asked for a comprehensive review of the Leon County Jail operations, pretrial release, reentry process, and expectations. Commissioner Proctor also commented on the dispensing of medication and partnership with the Apalachee Center on what is occurring with inmates at the Detention Facility.

Commissioner Dozier noted she had no problem looking into the Detention Facility, but they didn't have direct control over the operation of the facility. County Administrator Long concurred they didn't have direct control, but they did have a responsibility. Commissioner Dozier noted a workshop is fine, but she was more interested in broadening the scope, looking at pre-trial and reentry.

Commissioner Lindley noted the many players in the criminal justice process and preferred not to vote on this issue now.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, for approval of a workshop focusing on comprehensive review of the jail operations of the Leon County Detention Facility. The motion carried 6 -1. (Commissioner Lindley in opposition).

14. Concurrency Management 2018 Annual Report

The Board approved Option 1: Accept the Concurrency Management 2018 Annual Report.

15. Code Enforcement Board and Code Compliance Program 2017-2018 Annual Report

The Board approved Option 1: Accept the Code Enforcement Board and the Code Compliance Program 2017-2018 Annual Report.

16. Contractors' Licensing and Examination Board 2017-2018 Annual Report

The Board approved Option 1: Accept the Contractor's Licensing and Examination Board 2017-2018 Annual Report.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

- Dr. Edward Holifield, 4032 Longleaf Court, expressed his concern with the quality of healthcare at the jail for pregnant women and their babies after birth. Dr. Holifield also noted the ratings for patient safety at Tallahassee Memorial Hospital (TMH). Dr. Holifield declared the Leapfrog Group gave the hospital a rating of “D” on patient safety and he felt there was a need to discuss how TMH was being run. Dr. Holifield mentioned an article in the Tallahassee Democrat Newspaper where a 3.7% decrease in hunger was discussed.

GENERAL BUSINESS

17. Action Plan to Implement the Strategic Initiative of Increasing the Quantity and Quality of Citizen Input Opportunities

County Administrator Long introduced the item. Mr. Long conveyed the item seeks Board approval of Leon County’s planned actions to implement the strategic initiative for increasing the quantity and quality of citizen input. Mr. Long shared they would be seeing more items such as this to implement strategic initiatives.

Commissioner Desloge moved, duly seconded by Commissioner Minor, approval of Options 1 and 2: 1) Approve Leon County’s action plan to implement the strategic initiative of increasing the quantity and quality of citizen input opportunities, and 2) Approve the Budget Amendment Request transferring \$7,000 from the general fund contingency account to pay for video programming on streaming devices.

Commissioner Minor noted how pleased he was with this agenda item and that the County has been a leader in asking for citizen input. The motion carried 7-0.

18. FY 2020 Maximum Discretionary Funding Levels and Initial Budget Policy Guidance

County Administrator Long introduced the item. Mr. Long stated the item seeks Board approval of the FY 2020 maximum discretionary funding levels as required by County Ordinance. Mr. Long shared that the item establishes, based on the Discretionary Funding Guidelines, maximum funding levels for a series of categories and determine which agencies are eligible to receive funding for FY 2020. Mr. Long also noted there were two outside requests from the Kearney Center and the Community Quarterback Association with the Purpose-Built Model. He included a range of options and recognized Representative Lorraine Ausley, Brenda Williams - TLH Housing Authority, and Christic Henry, Community Advocate and Realtor, were present to answer questions posed.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, for approval of Options 1, 2 & 3.

Commissioner Minor commented that upon conferring with the County Attorney, he would recuse himself on Option 1 and any motion that would contain that option based on a potential conflict of interest. Commissioner Minor asked that the motion be made separately. He submitted the necessary Form 8B Memorandum of Voting.

Commissioner Maddox rescinded the above motion, duly seconded by Commissioner Desloge for Options 2 & 3, 2) Approve the non-departmental maximum discretionary funding level for FY 2020 at \$27,000 for special events funding, and 3) Maintain the Commissioner District Budgets at \$12,500. The motion carried 7-0.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, for approval of Option 1) Approve the Community Human Services Partnership (CHSP) funding level for FY 2020 at \$1,300,000. The motion carried 6-0. (Commissioner Minor abstained).

Speaker:

Dr. Edward Holifield, 4032 Longleaf Court, spoke regarding his concern with Purpose Built. Dr. Holifield shared the lack of knowledge and how it hadn't been presented to the community. Dr. Holifield suggested they look at Census Tracts not Zip Codes for poverty rates. Dr. Holifield supported community involvement on the Purpose-Built initiative.

Commissioner Lindley moved Option 5, duly seconded by Commissioner Desloge for approval of Option 5: Approve the funding request from the Kearney Center to extend capital funding for additional 5-year period in the amount of \$100,000 annually and include this amount in the FY 2020 Preliminary Budget contingent on the City providing an equivalent amount of funding.

Commissioner Dozier clarified that Option 5 was approved contingent on the City providing equivalent amount of funding and confirmed it would not come back at the budget workshop. County Administrator Long replied it would be approved in the budget approval process. Commissioner Dozier explained she could support Option 5 but thought the extension would give an opportunity to look at the long-term sustainability of the program and what other funding requests might come forward in the future.

Commissioner Lindley mentioned she would like to move forward with a standalone budget item. Commissioner Lindley stated this is different from Option 4, pointing out it was a chronic need.

Commissioner Dozier reiterated a discussion with Kearney Center Board regarding long term sustainability of the shelter. Commissioner Dozier voiced her apprehension with Option 4.

Commissioner Proctor expounded on the personal investment made by Mr. Kearney to build the shelter. He advocated for Option 4. Commissioner Proctor asked that the funding commitment not be contingent upon the City's actions. *Commissioner Proctor moved a substitute motion for approval of Option 4, with an updated report from the Kearney Center. The motion died for lack of a second.*

Commissioner Desloge applauded Mr. Kearney for his endeavors concerning the Kearney Center and the homeless population.

Commissioner Dozier offered a substitute motion to Option 5, duly seconded by Commissioner Proctor for approval along with the agenda item that looks at the various programs specific to the Kearney Center and what is needed from the County on long term fiscal projections.

County Administrator Long stated that the issue would be brought back before the Commission if the City does not provide funding.

The substitute motion carried 7-0.

Commissioner Maddox moved Option 8, contingent on the City's funding, duly seconded by Commissioner Minor.

David Edwards, Purpose Built, responded regarding depth of the engagement process. Mr. Edwards noted it had started around the Orange Avenue Redevelopment. Mr. Edwards shared to date they had four community meetings and stakeholders were aware of what was being done. He noted that they encouraged a formal outreach/engagement process so that it is owned by the community.

Commissioner Maddox noted how impressed he was with the Purpose-Built model process. He expressed some concern to the City's reaction to the funding request made by the Community Quarterback Organization. Commissioner Maddox reemphasized his stance on Option #8.

Commissioner Desloge expressed support for the program and opportunities to enhance the south-side. Commissioner Desloge commented that this program, however, should be led by the City.

Commissioner Desloge moved a substitute motion, duly seconded by Commissioner Lindley for approval of Option 9: Do not approve the funding request from the Community Quarterback Organization and see if the City would step up and fund or look for private funding. At that point they could re-visit.

Representative Loranne Ausley addressed the Board. Representative Ausley clarified the City's stance by stating that it was the City's intent to fund without CRA dollars. Representative Ausley highlighted Florida Blue's \$50,000.00 contribution. Representative Ausley introduced Wendy Walker, Development Director, who is committed to finding private sector dollars. Representative Ausley shared the designation is needed as a member of Purpose-Built Network and for that to happen they need to become a Community Quarterback and have funding support.

Commissioner Proctor referenced a letter from Representative Ausley and Representative Ramon Alexander dated March 1, 2019 where it detailed the South City Foundation was a newly created 501(c)(3) organization that would serve as the Community Quarterback. Additionally, Commissioner Proctor made known that there were no Southside Residents on the proposed Foundation Board.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, to call the question. The motion carried 6 -1. (Commissioner Maddox in opposition).

Commissioner Desloge moved, duly second by Commissioner Lindley, to approve the substitute motion of Option 9: Do not approve the funding request from the Community Quarterback Organization. The motion carried 5 – 2. (Commissioners Minor and Maddox in opposition).

Commissioner Maddox noted his opposition to the motion affirming the City did not do away with the funding request and did not want to send a message that the County was unsupportive. Commissioner Maddox said he was more in support of option 7.

Commissioner Minor recalled his work with Public Policy Development and that approach has the most chance for success. Commissioner Minor shared the greatest appeal to him with Purpose Built Communities was the transformation that could be achieved by embracing ideas that would eliminate poverty.

19. Revised Funding Strategy to Pay for Hurricane Michael Recovery Expenses

County Administrator Long introduced the item. Mr. Long conveyed that the item seeks Board approval of a revised funding strategy to pay for Hurricane Michael related expenses by budgeting \$7.4 million in expedited Hurricane Michael FEMA reimbursement funding. *Commissioner Maddox moved, duly seconded by Commissioner Desloge, the approval of Option 1: Approve the Resolution and Associated Budget Amendment to appropriate the \$7.4 million in Hurricane Michael FEMA reimbursement. The motion carried 6-0. (Commissioner Proctor was out of the Chambers).*

20. 2019 Canopy Roads Management Plan

County Administrator Long introduced the item. Mr. Long advised that the item seeks Board acceptance of the updated Canopy Roads Management Plan.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: Accept the 2019 Canopy Roads Management Plan. The motion carried 6 – 0. (Commissioner Proctor was out of the Chambers).

21. Full Board Appointment to the CareerSource Capital Region

County Administrator Long introduced the item. Mr. Long stated this agenda item seeks the Board's approval to appoint one citizen to the CareerSource Capital Region Board.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: The full Board to consider the appointment of one citizen. Steve Capenos, to the CareerSource Capital Region Board for the remainder of the term ending June 30, 2021. The motion carried 6 – 0. (Commissioner Proctor was out of the Chambers).

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

Chairman Jackson reconvened the Board at 6:00 p.m. and the following public hearings were conducted.

22. Joint County/City Adoption and Transmittal Public Hearings on the 2019 Comprehensive Plan Amendments

Present:

City: Commissioner Williams-Cox, Commissioner Richardson, Commissioner Bryant.
County: Chairman Jackson, Commissioner Maddox, Commissioner Desloge, Commissioner Dozier, Commissioner Minor, Commissioner Lindley and Commissioner Proctor.

County Administrator Long announced the public hearing. He stated that the item provides for the Joint County/City Public Hearings on the 2019 Cycle amendments to the Tallahassee- Leon County Comprehensive Plan. The Purpose of the Public Hearing is to:

- Adopt small-scale map amendments to the Comprehensive Plan; and
- Transmit a proposed large-scale map amendment and a text amendment to the State Land Planning Agency and other reviewing agencies.

Artie White, Administrator – Comprehensive Planning, specified that the small-scale map amendments to the Comprehensive Plan only require adoption through a public hearing; however, large-scale amendments and text amendments require two public hearings (transmittal public hearing and adoption public hearing). The adoption public hearing for the large-scale map amendments is scheduled for May 14, 2019. Mr. White noted the City would vote on their items and the County would vote on theirs.

City

Mr. White announced there were no speakers on this item.

Commissioner Bryant moved, duly seconded by Commissioner Williams - Cox, approval of Option 1: Conduct the first and only public hearing and adopt Ordinance No, 19-O-10, thereby adopting the small-scale map amendment in the City of Tallahassee, to the Tallahassee-Leon County 2030 Comprehensive Plan. (Murat Subdivision – City only vote). The motion carried 3 -0. (Commissioners Dailey and Matlow were absent).

County

Mr. White announced there were no speakers on these items.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 2: Conduct the first and only public hearing and adopt the proposed Ordinance, thereby adopting the small-scale map amendment in unincorporated Leon County to the Tallahassee-Leon County 2030 Comprehensive Plan. (Tower Road Light Industrial – County only vote). The motion carried 6-0. (Commissioner Proctor was out of the chambers).

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 3: Conduct the transmittal public hearings on the 2019 Cycle Large-Scale Comprehensive Plan Map Amendment and transmit the proposed amendment to the State Land Planning Agency and review agencies. (Bexar LLC Property - County only vote). The motion carried 6-0. (Commissioner Proctor was out of the Chambers).

County

Mr. White announced there were no speakers on these items.

Commissioner Dozier moved, duly seconded by Commissioner Minor, approval of Option 4: Conduct the transmittal public hearings on the 2019 Cycle Comprehensive Plan Text Amendment and transmit the proposed amendment to the State Land Planning Agency and review agencies. (Capital Improvement Element – County and City). The motion carried 6-0. (Commissioner Proctor was out of the Chambers).

City

Commissioner Williams - Cox moved, duly seconded by Commissioner Bryant, approval of Option 4: Conduct the transmittal public hearings on the 2019 Cycle Comprehensive Plan Text Amendment and transmit the proposed amendment to the State Land Planning Agency and review agencies. (Capital Improvement Element – County and City). The motion carried 3-0. (Commissioners Dailey and Matlow were absent).

Land Use Update

Mr. White announced they have added 3 additional meetings:

- Miccosukee Community Center on March 28, 2019
- Forest Meadows Recreation Center on April 4, 2019
- Rural Economics Development Workshop on April 18, 2019

County

Commissioner Desloge moved, duly seconded by Commissioner Maddox, approval of Option 5: Accept the Status Report on the Land Use Element Update. The motion carried 7 -0.

City

Commissioner Bryant moved, duly seconded by Commissioner Williams - Cox, approval of Option 5: Accept the Status Report on the Land Use Element Update. The motion carried 3-0. (Commissioner's Dailey and Matlow were absent).

This concluded the Joint Comprehensive Plan Meeting.

23. First and Only Public Hearing to Consider a Second Amendment to the Southwood Integrated Development Order

County Administrator Long announced the public hearing and affirmed there were no speakers.

Mr. Long shared the item sought approval of a proposed second amendment to the Southwood Integrated Development Order to allow an approximately 82,000 square feet expansion to the Florida State University School. Mr. Long mentioned the increased

square footage will create additional classroom space, an athletic field house, and harden the gymnasium/cafeteria to better serve as a hurricane evacuation shelter. Mr. Long noted that in order to mitigate the proposed expansion at the School, the applicant plans to reduce the amount industrial square footage in the Southwood Development of Regional Impact by approximately 98,000 square feet, which is equivalent to the increased traffic from the school addition. The proposed second amendment to the integrated Development Order would require the approval of both the City and County Commissions.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only public hearing and approve the second amendment to the Southwood Development of Regional Impact Integrated Development Order. The motion carried 6-0. (Commissioner Proctor was out of the Chambers).

ADD ON ITEM: (TO BE CONSIDERED UNDER GENERAL BUSINESS AGENDA)

24. Status Report on Leon County's Ongoing Tornado Recovery Efforts

County Administrator Long introduced the item. Mr. Long stated the item provided the Board with a Status Report on the recovery efforts in response to the tornado that impacted the Baum Road area on March 3, 2019 and recommended additional strategies to help ensure continued assistance to individuals and families impacted.

Commissioner Dozier thanked County staff. Commissioner Dozier shared that she had the opportunity to visit the Baum Road area and saw the devastation. Commissioner Dozier concurred the options offered were excellent. She commented every house and resident acknowledged is a testament of how quickly the County responded. She applauded them for a great team effort and emphasized how important the text alert was to the residents.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Options 1, 2, 3, & 4: 1) Accept the status report on Leon County's ongoing tornado recovery efforts; 2) Authorize staff to prioritize residents impacted by the tornado for eligible repairs using the County's SHIP funds; 3) Approve the recommended revisions to Leon County's SHIP Local Housing Assistance Plans, and 4) Approve a Proclamation declaring a Local State of Emergency for the March 3 tornado and authorize the Chairman to extend the Local State of Emergency in seven-day increments as needed until such time as the County's recovery efforts are complete. The motion carried 6 -0. (Commissioner Proctor was out of the Chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

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

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Congratulated Deputy County Attorney LaShawn Riggins who was recently listed in the 25 Women You Need to Know published by the Tallahassee Democrat and the Moore Agency.
- Discussed a Memorandum dealing with two and possibly three lawsuits, with three different plaintiffs. Attorney Thiele noted they surround the Rehabilitation Act and the American with Disabilities Act (ADA). Attorney Thiele pointed out the allegations concern the website not complying with the sight impaired; the PDF files are not readable for sight impaired and broadcasts are not sufficiently closed captioned. Attorney Thiele shared they have some backing from the 11th Circuit in Federal Court. Attorney Thiele stated as the County's Attorney they are fully prepared to litigate but recommended settling the cases instead. The settlement offer is a global \$30,000, total inclusive of everything. The time limit given would give the County one year to two years to finish work on ADA compliant issues. Attorney Thiele requested authorization to negotiate a settlement under those terms and conditions.
- County Attorney Thiele shared Leon is the eighteenth County that has been sued by this group.
- *Commissioner Dozier moved, duly seconded by Commissioner Maddox, approval to accept recommendation from the County Attorney.*
- Commissioner Desloge asked if we could contact the Florida Association of Counties (FAC) and their Legislative Team on this. County Attorney Thiele commented they are aware.
- Commissioner Minor inquired does this settlement protect the County from another suit. County Attorney Thiele replied it would not offer protection, however, if they implemented all things asked, they would not appear vulnerable.
- The motion carried 7-0.

County Administrator Long:

- NO ITEMS.

COMMISSIONER DISCUSSION ITEMS

Commissioner Minor:

- Applauded Coach Mike Martin, FSU Baseball Coach, on 2,000 wins and highlighted this was the first time this has been achieved. Commissioner Minor asked for a Proclamation.
- *Commissioner Minor moved, duly seconded by Commissioner Maddox, to present a Proclamation to FSU Baseball Coach Martin. The motion carried 7-0.*
- Congratulated Commissioner Dozier for appointment to Florida Association of Counties (FAC) Water Committee and Commissioner Desloge for appointment on the Federal Emergency Management Agency (FEMA) National Advisory Council.
- Recognized his mother who was visiting from Austin, Texas.

Commissioner Proctor:

- Acknowledged Kelli Walker, volunteer for the Leon County School District who manages the volunteers, mentor, and partner programs across the District. Commissioner Proctor requested a Proclamation to recognize the outstanding services Ms. Walker provides.
- *Commissioner Proctor moved, duly seconded by Commissioner Maddox, for approval of Proclamation for Kelli Walker, a volunteer for the Leon County Schools. The motion carried 7-0.*
- Discussed correspondence from County Administrator Long regarding a proposed transmission project. Commissioner Proctor stated it was coming from Midway to Chair Jackson's district over to Crawfordville to District 5. Commissioner Proctor asked for additional information on this project.
- County Administrator Long responded the utility provider had not applied for a permit yet. Mr. Long noted that through the existing right of way, the transmission project would enter into transactions with private land owners. Mr. Long shared there is limited regulatory authority and when the permit is submitted he would provide additional information to the Commissioners.
- County Administrator Long also noted the information the Commissioners have is what he has as of now. Mr. Long advised the utility providers would have to meet all environmental standards of Leon County.

Commissioner Dozier:

- Also provided comment regarding resident concerns about the transmission lines.
- Declared the National Association of Counties (NACo) Conference was an informative and successful event.
- Recognized Commissioner Maddox's upcoming appointment as President of FAC.

Commissioner Maddox:

- Announced the recent birth of his son on March 2, 2019.
- Requested that the Purpose-Built representatives please respond to the Board and Citizen concerns.
- Announced that the Tallahassee Sympathy Orchestra was bringing an amazing concert Saturday, "Ode to Understanding", which is a community event promoting compassion and empathy. Additionally, it would also feature a new musical composition, "Seven Last Words of the Unarmed".

Commissioner Lindley:

- Congratulated Commissioner Minor on the efforts of Second Harvest helping bring down the poverty rate by way of reducing hunger.
- Commended staff for phenomenal work on Leon Works. Commissioner Lindley expressed how pleasant it was to have students from Gadsden and Wakulla County included.
- Offered accolades and requested a Proclamation for Dr. Alex Brickler, who is retiring as an OBGYN Doctor, after delivering approximately 30,000 babies.
- *Commissioner Lindley moved, duly second by Commissioner Minor for approval of a Proclamation honoring Dr. Alex Brickler's Retirement. The motion carried 7 - 0.*

Vice-Chairman Desloge:

- Recognized May as National Bike Month.
- *Commissioner Desloge moved, duly seconded by Commissioner Dozier for approval of a Proclamation for May as National Bike Month. The motion carried 7-0.*
- Announced 2024 as the County's 200th Anniversary and asked what the formal process would be for recognition. County Administrator Long said he would bring the item back.
- Requested an agenda item on Social Impact Financing to help fund human services going forward.
- *Commissioner Desloge moved, duly second by Commissioner Maddox, for approval for an agenda item on Social Impact Financing. The motion carried 7-0.*

Chairman Jackson:

- Proclaimed March 30 as Big Event Day and requested a Proclamation prior to that date.
- *Chair Jackson moved, duly second by Commissioner Dozier for approval on a Proclamation for March 30 – Big Event Day. The motion carried 7-0.*
- Announced April 2 is National Service Recognition Day and requested a Proclamation for National Service Day.
- *Commissioner Desloge moved, duly second by Commissioner Maddox for approval for a Proclamation for approval of April 2, National Service Day. The motion carried 7-0.*
- Congratulated Commissioners' Maddox, Desloge and Dozier on recent appointments and Commissioner Maddox on the birth of his son.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:47 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

**LEON COUNTY
BOARD OF COUNTY COMMISSIONERS
FY 2019 BUDGET POLICY WORKSHOP
April 23, 2019**

The Leon County Board of County Commissioners met for a FY 2020 Budget Workshop on Tuesday, April 23, 2019.

Attending were Chairman Jimbo Jackson, Vice Chairman Bryan Desloge, and Commissioners Kristin Dozier, Mary Ann Lindley, Nick Maddox, Rick Minor, and Bill Proctor. Also attending were County Attorney Herb Thiele and Clerk to the Board Rebecca Vause.

Facilitators: Vincent Long, County Administrator
Alan Rosenzweig, Deputy County Administrator
Scott Ross, Director, Office of Financial Stewardship

Chairman Jackson called the FY 2020 Budget Workshop to order at 9:02 a.m. and provided welcoming remarks. County Administrator Long was introduced to facilitate the workshop.

County Administrator Long announced that the purpose of the workshop was to seek direction from the Board on development of the FY 2020 budget. He indicated that another budget workshop is scheduled for June 18, 2019, when the Board will be provided a more detailed budget. He noted that the official estimates of property values have not been received from the Property Appraiser's Office, nor have the Constitutional Officers or County departmental budgets been submitted. County Administrator Long stated that, while the tentative budget is balanced with no increase in the millage rate and no new or increased fees or taxes, it also contains no general revenue positions, continues to be very conservative, places due emphasis on restoring fund balances, investing in infrastructure, maintenance and capital outlay, retiring debt, and improving the County's long term fiscal position. He stated that the tentative budget is conservative, aligns closely with the Board's top priorities, and insures the continued delivery of high-quality essential services to the community. County Administrator Long highlighted Item #2, which provides funding for anticipated expenditures, to offset future tax and fee increases.

Workshop Item #1: Fiscal Year 2020 Preliminary Budget Overview

Deputy County Administrator Rosenzweig provided an overview of the preliminary budget reiterating that the budget is tentatively balanced with no increase in the millage rate, a modest growth in sales taxes and other revenues, a reduced use of fund balance of \$2.0 million, and a \$1.0 million increase to Capital Improvement projects. He commented that the development of the budget reflects a continued focus on annual budget constraint and the continuous year-round internal efforts that produce efficiencies and realize cost savings and cost avoidances. He noted that the budgeting process is an ongoing multi-year process that reflects the Board's longer-term fiscal policies and priorities for the community. Mr. Rosenzweig mentioned that previous Board actions have provided the necessary resources to continue maintaining the County as a financially viable organization, as has been recognized by financial rating agencies such as Moody's and Fitch. He submitted that this strong financial condition, along with the Board's foresight to establish a Catastrophe Reserve account, positioned the County to readily address the impacts of three consecutive hurricanes. Mr. Rosenzweig then summarized areas such as:

- Cost Avoidance and Savings;
- FY 2020 Preliminary Budget;
- Expected Revenues and Expenditures, and
- Preliminary Staffing

He noted that the County was in the very early stages of the budget development process, as the Constitutional officers have not formally submitted their budgets and preliminary property values will not be provided by the Property Appraiser until June 1. Additionally, budget staff is still reviewing the Departmental operating and capital budget submissions. Lastly, staff will bring back at the Board's June 18, 2019 Budget Workshop a final recommendation on a balanced budget.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Accept staff's report on the preliminary budget.

Commissioner Proctor voiced a concern that the Board does not have an opportunity to review the budgets submitted by the Constitutional Officers prior to the final Board Workshop. He suggested that the Board consider reengaging this process so as to have an opportunity to discuss with the Constitutional Officers any questions it may have. County Administrator Long responded that a special meeting could be arranged that would allow Commissioners to dialogue with Constitutional Officers on their proposed budgets, if directed.

Commissioner Dozier commented that historically the Board has had an opportunity to meet with a Constitutional Officer if there was anything out of the ordinary that would be presented in their budget. She stated that she was comfortable with the current process and was confident that the Board would be kept informed of any unique requests.

Commissioner Minor suggested that the Board leave it at the County Administrator's discretion if the Constitutional Officers should be invited to attend the June 18th Budget Workshop.

Commissioner Maddox proposed that if any Commissioner has a concern or questions about the budget that was submitted by the Constitutional Officer, staff should ensure that the appropriate Constitutional is available at the Budget Workshop to provide clarification.

The motion carried 7-0.

Workshop Item #2: Multi-Year (FY2019-FY2021) Fiscal Plan

County Administrator Long introduced the item. He stated that the item recommends approval of a multi-year fiscal plan to address anticipated expenditures and avoid anticipated tax and fee increases. He mentioned that the Board's approval of this plan would provide budget certainty in the short-term and continued fiscal viability in the long term. It also builds upon smart and timely fiscal decisions made over the past few years, which include the establishment of the catastrophe fund, aggressively paying down debt, maintaining appropriate reserves, anticipating (and properly budgeting for) expected expenditures, and managing existing resources to avoid tax or fee increases.

Deputy County Administrator Rosenzweig provided more detailed analysis of the multi-year fiscal plan. He explained that \$7.4 million has been identified for reallocation/allocation from the following three revenue resources for tax and fee avoidances: 1) homestead reserve (\$2.093 million), 2) gas tax (\$1 million), and 3) debt service reduction (\$4.301 million). He remarked on how the funds would be utilized to offset taxpayer cost avoidances in the areas of 1) EMS (avoid millage increase), 2) solid waste (avoid non-ad valorem increase), and 3) fire services (avoid possible fire services fee increase). Mr. Rosenzweig then discussed four capital projects that could be addressed through the multi-year plan: 1) Faulk Drive sink hole, 2) detention facility cell locks, 3) transportation flood relief projects, and 4) Supervisor of Elections (presidential Election Year).

Commissioner Lindley thanked staff for the creativeness of the multi-year plan. She brought up the rural roll off sites and articulated her interest in eliminating the fee charged for utilization of these sites. County Administrator Long indicated that staff could bring more analysis on this proposal at the Board's June 18 workshop.

Commissioner Dozier voiced her interest in the agenda item and submitted that the roll off sites are utilized more frequently by residents of Districts 2 & 5. She maintained that the sites would be in high demand for a long time and asked that the forthcoming analysis include projections on increased use. She suggested that the roll off sites help reduce illegal dumping. Commissioner Dozier questioned the fairness of removing the fee for the roll off sites while continuing to charge residents who choose curb side service.

Commissioner Maddox expressed his support for more information on the roll off sites and asked if staff anticipates an increase in the usage of the sites if the fees are removed. Mr. Rosenzweig responded that typically this is a convenience that residents want or don't want, and cost is not an issue.

Commissioner Desloge noted that revenues collected from use of the roll off sites do not cover the cost of operation and non county-wide general revenue taxes are used to subsidize this program. He asked the Board to be mindful of this when considering changes.

Regarding the transportation flood relief projects, Commissioner Proctor requested that roads that are chronically flooded on the southside not be forgotten.

Commissioner Minor expressed concerns about some leaking issues at the Leon Detention Center and ascertained from Mr. Rosenzweig that the County has funding available in the General Capital Improvements Program (CIP) designated to address this issue. Commissioner Minor also asked about the timing to cap the sinkhole on Faulk Drive, to which Mr. Rosenzweig responded that timing of the project would be advanced with the Board's approval of the multi-year fiscal plan.

Commissioner Dozier mentioned Tropical Storm Faye, which hit in 2009, and the project list that was then created to alleviate future flooding from major storm events. She asked if a similar assessment has been done following the storms of the past three years to identify new roads or areas of concern. Deputy County Administrator Rosenzweig responded that the County conducts regular assessments. County Administrator Long injected that the County is working its way through those projects that have exposed themselves during heavy rains and that projects referenced in the multi-year plan would have an impact on this year's budget. Commissioner Dozier requested a list of capital projects within District 5.

Commissioner Dozier, along with Commissioner Minor, commented on the need for the County to be more involved in the fire services fee, i.e., better understanding of costs, structure, etc.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option # 1: Approve the Multi- Year (FY 2019-FY2021) Fiscal Plan. The motion carried 7-0.

Commissioner Maddox clarified with staff that the \$4.3 million in debt service reduction is realized revenue that could be reallocated in any number of ways.

Workshop Item #3: Proposed Resolution Amending the Leon County Health Department Fee Schedule

County Administrator Long provided an overview of the item. He stated that the item seeks Board approval of increases to the Health Department Fee Schedule to fund additional Health Department employees in order to address the increase in STDs in the community. He noted that Florida Statutes and County Code requires Board approval of Health Department fees. County Administrator Long advised that Claudia Blackburn, Health Officer, Leon County Health Department, was available to answer any questions.

Commissioner Proctor expressed his angst for the high number of sexually transmitted diseases in Leon County and established with Ms. Blackburn that the problem is more prevalent among the 20-30 year old age group. He asked for clarification on the role and responsibilities of the newly created Disease Intervention Specialists. Ms. Blackburn responded that individuals in these positions would, among other duties, provide contact investigation and partner notification. Commissioner Proctor submitted that the County has a responsibility to ensure the health, safety, and welfare of its citizens and voiced his support for the request.

Commissioner Desloge and Ms. Blackburn dialogued about some of the underlying issues that may contribute to the high number of STD's in the County. She added that partnering with faith-based organizations and better educating health care providers is important and would be a point of emphasis for her organization.

Chairman Jackson mentioned that the Health Department partners with Leon County Schools to offer in-school clinics for immunizations.

Commissioner Proctor offered that a public information campaign might be helpful and suggested that the County's Public Information Office might could offer assistance. Ms. Blackburn responded that a social media campaign is contemplated; however, it would not be administered through the Health Department, but rather, their partners. She advised that social media, along with dating sites, would be the targeted audience. Commissioner Proctor established that dental services currently being provided at the Health Department's Railroad Avenue location would continue, but possibly may be relocated. County Administrator Long advised that any relocation would come before the Board. Commissioner Proctor also ascertained that the Health Department does not pursue repeat offenders of STD's, but rather, this is an issue dealt with by law enforcement.

Commissioner Dozier expressed her support for the request and commended Ms. Blackburn for the efforts to help reduce STDs in the community.

Ms. Blackburn articulated that while the two positions requested in the agenda item referenced Disease Intervention Specialists, it may be revealed that a nurse or another type position may be more appropriate and if the request was restricted to the noted positions. Deputy County Administrator Rosenzweig indicated that there was not a restriction on how the two positions could be used.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option # 1: Adopt the Resolution amending the Florida Department of Health in Leon County Fee Schedule. The motion carried 7-0.

Workshop Item #4: Integrated Sustainability Action Plan (ISAP)

County Administrator Long provided an overview of the item. He conveyed that the agenda item seeks Board approval of the Integrated Sustainability Action Plan (ISAP) and initial action steps to begin implementation. He remarked that the ISAP follows the successful implementation (in 2017) of the

County's initial Climate Action Plan. County Administrator Long advised that the ISAP will drive policies and operations, guide the County's sustainability actions through 2030 and includes 18 specific goals and 94 action items covering multiple topics from energy to waste to water to transportation. He noted that updates would be provided annually to the Board. County Administrator Long invited Maggie Theriot, Director, and Tessa Schreiner, Recycling and Sustainability Manager, Office of Resource Stewardship to help facilitate the Board's discussion.

Ms. Theriot summarized the ISAP. She mentioned that the Plan was developed after review of over 100 sustainability and climate action plans, community feedback (two input sessions and online survey), and input from a newly created forum to engage expert sustainability stakeholders. She provided that the premise of the newly created goals and actions are that they be actionable, measurable, and achievable. Highlights of the ISAP included: 1) increase renewables by 30%; 2) reduce water consumption by 30%; 3) increase commercial recycling accounts participation by 30%; 4) reduce fuel consumption in County fleet by 30%, and 5) reduce greenhouse gas emissions by 30%. She mentioned that the item also includes for the Board's consideration a resolution in endorsement of the City's 100% renewable energy goal by 2050.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Options 1, 2, & 3: 1) Approve the Integrated Sustainability Action Plan; 2) Authorize staff to proceed with the release of a Request for Qualifications for an Updated Energy Services Contract, and 3) Approve the resolution supporting the City's 100% Renewable Energy Goal.

Commissioner Maddox asked about the costs associated with the goal to replace by 30% the County's light-duty vehicles to electric by 2030. Ms. Theriot clarified that the technology does not currently exist for electric light-duty vehicles and part of this goal will be to actively monitor this technology. To Commissioner Maddox's comment about the attainability of the goals, Ms. Theriot responded that while the goals are somewhat "lofty", they are deemed attainable.

Commissioner Minor commended staff for the agenda item and for establishing goals that are achievable yet continue to push the County forward in this important endeavor. He urged the Board to continue its move toward installation of solar panels on all County facilities.

Commissioner Proctor discussed the Capital Area Sustainability Compact (CASC) and noted the County's leadership in sustainability issues. He mentioned that the City has set a city-wide renewable energy goal of 100% by 2050 and submitted that the creation of a Tallahassee-Leon County Sustainability Council would enhance these efforts.

Commissioner Proctor officer a substitute motion, which was duly seconded by Commissioner Minor, to approve Options 1, 2, 3, & 4: 1) Approve the Integrated Sustainability Action Plan; 2) Authorize staff to proceed with the release of a Request for Qualifications for an Updated Energy Services Contract, ~~and~~ 3) Approve the resolution supporting the City's 100% Renewable Energy Goal, and 4) Direct staff to bring back an agenda item which explores the creation of a Tallahassee-Leon County Sustainability Council to further renewable energy efforts.

Commissioner Dozier opined that the creation of the CASC, done in partnership with Sustainable Tallahassee, responds to the intent of Commissioner Proctor's substitute motion. She submitted that time should be given to allow the CASC to have its desired effect.

Commissioner Lindley stated that she could not support the substitute motion. She referenced the various activities and organizations engaged in this issue and suggested that the proposed Council could be a duplication of effort.

Commissioner Minor indicated that his second of the substitute motion was to further the discussion. He echoed Commissioner Lindley's comments about duplication of effort and stated that he was hesitant to create another Council when there are already a number of organizations and individuals who are doing a lot of the work Commissioner Proctor referenced.

Commissioner Maddox commented that the CASC consists of individuals and organizations who are knowledgeable and reputable on this subject and also deemed the creation of a Sustainability Council repetitive. He ascertained from Ms. Theriot that citizen involvement is essential to the success of the CASC and that subgroups have been formed to help build relationships that haven't existed before. Commissioner Maddox commended Ms. Theriot for the progress that has been made through the CASC in a short period of time.

The substitute motion failed 1-6 (Commissioners Jackson, Desloge, Lindley, Maddox, Dozier and Minor in opposition).

The original motion offered by Commissioner Maddox and duly seconded by Commissioner Dozier for approval of Options 1, 2 & 3 carried 7-0.

Workshop Item #5: Contract Amendment with Marpan to Maintain the County's Recycling Program

County Administrator Long provided an overview of the item. He shared that the County's long-standing partnership with Marpan has been, and will continue to be, a key element in the success of the County's recycling efforts. However, recently the market for recyclables has drastically declined causing Marpan to request an increase in the payment from the County for the processing of recyclable materials. He noted that the tentatively negotiated cost increase is well below the average of what other Florida counties are paying.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Option #1: Authorize the County Administrator to execute an amendment to the Agreement for Processing of Single-Stream Recycling Service with Marpan Recycling, in a form approved by the County Attorney.

Commissioner Maddox thanked staff for structuring and negotiating a great deal.

Commissioner Proctor mentioned that while the negotiated agreement is fiscally prudent, it also provides an environmentally vital need.

Commissioner Dozier discussed the change in the global market for recyclable material and how China's policy change has impacted the future of recycling programs. She also expressed appreciation for the focus on reuse and waste reduction, rather than simply recycling and recommended this as a topic for one of the workgroups within the Capital Area Sustainability Compact (CASC). Ms. Theriot agreed and shared that the waste reduction group has been established. Commissioner Dozier expressed her concerns regarding the disposal of pharmaceuticals and its impact on water ways. *Commissioner Dozier offered a friendly amendment to ask staff to bring back an agenda item that looks at pharmaceutical disposal, what is happening and options going forward to include the disposal of medical supplies. The friendly amendment was accepted by Commissioner Lindley.*

County Administrator Long advised that, based on the Board's approval of the Multi-Year Fiscal Plan (Item #2), a 70% increase in the solid waste fee had been avoided.

Commissioner Proctor purported that there was a lack of green recycling cans on the southside. Ms. Theriot responded that any Waste Pro subscriber receives both a waste and recycling can (at no additional charge) and offered that residents may be choosing not to participate in the recycling program.

The motion, as amended, carried 7-0.

Workshop Item #6: Consideration to Discontinue Construction of a Additional Ballfield at Daniel B. Chaires Park and Reallocate Funds for Other Park Improvements

County Administrator Long provided an overview of the item. He advised that revised cost estimates for the new Chaires ballfield have significantly exceeded the budgeted funds and evaluation has revealed that existing ballfield inventory meets the current demand. The agenda item contemplates the reallocation of existing budgeted funds to make significant improvements to Chaires' existing facilities with additional proposed improvements to other baseball fields in the County's inventory. County Administrator Long also stated that after the recommended community meeting, staff would provide the Board with final options and recommendations at the June 18, 2019 Budget Workshop.

Commissioner Dozier expressed her appreciation for the way this issue was handled by staff. She mentioned that while there is understanding from the Chaires community regarding the decline in usage of the ballfield, they expressed some trepidation about losing the funding and wanted some reassurance that there would be enhancements made to other areas of the park.

Commissioner Dozier moved, duly seconded by Commissioner Maddox, approval of Options 1, 2, & 3: 1) Accept the update on the Daniel B. Chaires Park ballfield construction project; 2) Direct staff to conduct a community feedback meeting regarding improvements to the Daniel B. Chaires Park prior to the June 18, 2019 Budget Workshop, and 3) Direct staff to provide options and recommendations for improvements to the Daniel B. Chaires Park and other possible park improvements for Board consideration at the June 18, 2019 Budget Workshop.

Commissioner Dozier added the caveat that much may be learned from the proposed community meeting and stated she looks forward to more refinement on the types of projects that could be considered in lieu of ballfields.

Commissioner Maddox pointed out that the vast majority of the \$1.2 million in funding are directed to enhancements at Chaires Park. He expressed his appreciation for staff's efforts in spreading out the funding to projects in other county parks; however, asked that consideration be given to the suggestions that may arise from the community meeting, even if it means the elimination of a proposed enhancement from another park.

Commissioner Proctor expressed his disappointment that the estimated cost of the project was underestimated, and the project as originally planned will not be realized.

Commissioner Dozier deemed the recommendations offered by staff reasonable and well thought out. She also articulated that should the residents of Chaires been insistent on the original project, she would have advocated on their behalf for the additional dollars to complete the project.

The motion carried 6-0 (Chairman Jackson out of Chambers).

Workshop Item #7: Pretrial Release Program Fees

County Administrator Long provided an overview of the item. He stated that the item provides an analysis on the impacts of eliminating pretrial release program fees.

Commissioner Lindley noted the numerous discussions between the Sheriff, Public Defender, State Attorney and County staff on this issue and was pleased that the court system has intervened to address a major concern of individuals being incarcerated simply because they cannot make bail.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Option #1: Accept the status report on the Supervised Pretrial Release Program and take no further action. The motion carried 6-0 (Commissioner Dozier out of Chambers).

Workshop Item #8: Archaeological Preservation

County Administrator Long provided an overview of the item. He mentioned that the item seeks Board acceptance of a status report on the archaeological preservation elements associated with the land development process including plans to incorporate regular archaeological training opportunities for County employees in related fields and engage local builder associations for training opportunities in the preservation of archaeological resources. County Administrator Long shared that the item also provides an analysis on the need to employ a professional archeologist and on the purchase of predictive software. He advised that in both cases staff feels that there are adequate resources in place to address the current need. He added that staff will continue to look for opportunities to partner with other entities and seek grant funding for the purchase of predictive software.

Commissioner Lindley moved, duly seconded by Commission Minor, approval of Option 1, as amended: Accept the status report on the archeological preservation elements associated with the land development process and add an archeologist to the Advisory Committee on Quality Growth.

Commissioner Lindley stated that the addition of an archeologist to this Committee would provide a voice for the professional archeologist community.

Commissioner Dozier expressed support for the amended motion and suggested that the appointee be a representative from the local archeological community. She agreed that the timing may not be right to purchase GIS mapping; however, mentioned a state historic preservation grant that could be utilized for the GIC predictive software model. *Commissioner Dozier recommended that staff work with the Tallahassee Trust for Historic Preservation on the application for the grant funds. Commissioner Lindley agreed to add the recommendation to the motion.* Commissioner Dozier commended staff for taking advantage of the free training offered by the State's Bureau of Archeological Resources and remarked on the value it will have as new developments are being contemplated.

Commissioner Minor also commented on the importance of staff training on methods of identifying archeological resources on development sites and ascertained from staff that this training will be incorporated into the staff's training programs for employees and included in job descriptions.

The motion, as amended, carried 7-0.

Workshop Item #9: Land Use Element Update Consulting Services

County Administrator Long provided an overview of the item. He stated the item seeks Board approval to jointly fund, with the City of Tallahassee, consulting services to enhance the scope of the Land Use Element Update process, as requested during a Joint County-City Workshop on February 26, 2019.

Commissioner Minor moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) Approve including \$150,000 in the tentative FY 2020 Budget to pay for the consulting services outlined in this item, contingent on the City funding a like amount, and 2) Schedule a Joint City/County Workshop to Review the Comprehensive Plan for October 15, 2019.

Commissioner Proctor stated that he could not support the motion. He expressed concerns regarding the City's annexation process and was frustrated by the City's unwillingness to annex areas along Woodville and Crawfordville Highways. He questioned the City's refusal to expand its boundaries on these highways at least to Capital Circle Southwest and deemed their decisions on expansion discriminatory.

Commissioner Desloge voiced support for an outside consultant and recommended that the scope of services include an analysis of areas where services are currently being provided outside of the Urban Services Area (USA) and if those areas may be appropriate for expansion of the USA.

Commissioner Dozier submitted that the hiring of an outside consultant could help the City and County make better informed decisions on expansion going forward. She affirmed with staff that the proposed study will assist in addressing other components of the Comprehensive Plan and clarified that the services would be procured through a competitive RFP process.

Commissioner Lindley echoed her support for the item and stated that it provides a good opportunity to evaluate areas such as school locations, affordable housing, and possible incorporation of conservation easements as passive public use areas.

Commissioner Minor submitted that the proposed study would address a number of issues such as infrastructure deficits, patterns of development, projected demographics of growth, and affordable housing and will provide him needed information to make good decisions on growth going forward.

Commissioner Proctor continued to express his angst over the lack of resources provided to the southside of the County.

Commissioner Maddox discussed the need for the historical data to drive any changes, noting that the County cannot make changes if the changes are not known, i.e. where are the gaps, how to continue to build a comprehensive community, and where to invest based on where growth has occurred. Regarding expansion of the USA, Commissioner Maddox asked how much growth is actually happening within the USA without moving the boundary and is the basis for moving because of a need for growth or because it makes sense as exterior areas are already being served.

Commissioner Proctor requested that the RFP be awarded to an entity that is representative of the minority population of the County.

County Administrator Long confirmed that the motion includes recommendations from Commissioners Desloge and Maddox that the scope of services for the RFP include an evaluation of areas for possible expansion of the USA and years of expected growth, respectively. The amendment was accepted by Commissioner Minor.

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

Workshop Item #10: Retiree Post – Employment Health Care Benefit

County Administrator Long provided an overview of the item. He stated this item recommends the Board consider the establishment of a post-employment health care insurance contribution for eligible

Leon County Government and Constitutional Officer retirees to help cover the costs of health insurance in the “gap” between retirement and Medicare eligibility.

Commissioner Lindley moved, duly seconded by Commissioner Maddox, approval of Option #1: Direct staff to include a post – retirement health insurance benefit in the FY 2020 budget at \$5 per month for each year of eligible service with a minimum of 10 years employment with the County.

Commissioner Desloge expressed some concerns about the escalating cost of health care, and confirmed with Deputy County Administrator Rosenzweig responded that the benefit is subject to budget annually.

The motion carried 7-0.

Workshop Item #11: Revisions to Leon County’s Pay Plan to Update Compensation Ranges and Employee Classifications

County Administrator Long provided an overview of the item. He stated that the recommended revisions will update the compensation ranges for each pay grade to ensure that compensation for each position best aligns with the associated duties and required knowledge, skills, and abilities. The item also recommends reclassifying several Career Service positions to Senior Management to ensure continued alignment with federal Fair Labor Standards Act guidelines.

Commissioner Lindley indicated her support for staff’s recommendation; however, recommended that staff establish a paygrade for Commissioner Aides. She commented that the move would provide them a much more professional standing and protect the integrity of the position. Commissioner Lindley also mentioned her desire to have an agenda item brought back at a future date to contemplate raising the minimum pay for Leon County government employees to \$13 an hour. County Attorney Thiele advised that this would need to be offered as a separate motion.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1, as amended: Approve the proposed revisions to Leon County’s pay plan by establishing a range spread of 65% for all pay grades within the organization and eliminating the Career Service Exempt category, and direct staff to establish a pay grade for Commissioner Aides.

Commissioner Proctor confirmed that the hiring process for Commission Aides would not change. He then opined that the salary of Commissioners is not reflective of the work that is required for the position. He compared the salaries of Commissioners and Constitutional Officers and submitted that Commissioner salaries should be increased to 85% of the median Constitutional Officer salary.

Commissioner Lindley conveyed that she could not agree with the comments offered by Commissioner Proctor and submitted that County Commission salaries are twice as much as the School Board and City Commissioners.

Commissioner Dozier also did not support a pay increase. She did express her support for the motion on the table as amended, not because there are problems, but because the Commission Aide position is a unique role and consistency is needed. Commissioner Dozier expressed her support for an increase in the minimum wage and asked staff to track any legislative action on this issue.

The motion, as amended, carried 7-0.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, to direct staff to review establishing a \$13 per hour living wage for County employees after the FY 2020 budget cycle ins concluded. The motion carried 6-1 (Commissioner Desloge in opposition).

Chairman Jackson adjourned the workshop at 12:51 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

DRAFT

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
April 23, 2019**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Jimbo Jackson presiding. Present were Vice Chairman Bryan Desloge and Commissioners Nick Maddox, Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Rick Minor. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Rebecca Lynn.

Vice Chairman Desloge called the meeting to order at 3:00 p.m., in the absence of Chairman Jackson. Chairman Jackson rejoined the commissioners at 3:15 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Rabbi Jack Romberg of Temple Israel. Commissioner Desloge then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- Vice-Chairman Desloge read into the record a Proclamation recognizing April as Guardian Ad Litem and National Child Abuse and Prevention Month
- Deborah Moore, Director of the Second Judicial Circuit Guardian Ad Litem Program, expressed her appreciation for the proclamation and its impact, namely promoting and providing awareness for the Guardian Ad Litem Program and the circumstances of the children in the program. She highlighted that the Program currently serves 635 children throughout six counties, 70% of whom are in Leon County. Ms. Moore explained that the children are being served by 365 volunteer child advocates in those six counties and praised the Program's ability to provide a child advocate to every child appointed to the Program by the Court. She concluded by expressing further appreciation for the Proclamation, as it keeps the situations of these children in the forethoughts of the community. She presented each Commissioner with a Guardian Ad Litem pin to wear in hopes that they will share with others the good work of the Program.
- Vice-Chairman Desloge read into the record a Proclamation recognizing May as National Bike Month
 - Alex Mosca, Joint City/County Bicycling Workgroup, thanked the commissioners for their continued support for cycling in Leon County, efforts which Mosca notes were recognized nationally by the League of American Cyclists designation as a Silver Level Bicycle Friendly Community. He urged the Board to build on that success by supporting the recommendations of the Capital Regional Transportation Planning Agency's 2019 Bicycle and Pedestrian master plan.
- Commissioner Proctor read into the record a Proclamation recognizing Kelli Walker, the District Volunteer Coordinator for Leon County Schools and the Partners in Excellence Program at Montford Middle School
 - Kelli Walker greeted the Board and voiced her humbled honor in receiving this Proclamation. She asserted that community members all have a common goal in building a "strong, caring, and compassionate community," which she believes begins with volunteerism and service to others. Ms. Walker explained that the school system cannot achieve the goal alone, but also relies on the input of other stakeholders. She further observed that the presentation of this Proclamation would not have been

possible without the support of those stakeholders, along with the faithful and diligent efforts of volunteers, mentors, and business partners.

- Commissioner Maddox commended Ms. Walker for her commitment and dedication and requested she speak to the recent accolades of one of her volunteers.
- Ms. Walker explained that each year, school districts nominate outstanding school volunteers and that Leon County schools received notification that Marie-Claire Leman has been awarded the 2018-2019 Outstanding School Volunteer Award by the Florida Department of Education (FDOE).
 - *Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval for a Proclamation recognizing Marie-Claire Leman for receiving FDOE's 2018-2019 Region I Outstanding Adult School Volunteer Award. The motion carried 7-0.*
- Chairman Jackson expressed his appreciation for Ms. Walker's efforts at Fort Braden School.

- Commissioner Lindley read into the record a Proclamation recognizing Dr. Alexander D. Brickler's Retirement after 60 years and Delivering 30,000 Babies
 - Dr. Brickler thanked the Board for their recognition.
 - Commissioner Minor reflected on the legacy left by Dr. Brickler through his work at Tallahassee Memorial Hospital and thanked him for his contribution to the community.
 - Commissioner Proctor noted that Dr. Brickler had delivered his children, recounted a humorous anecdote regarding Dr. Brickler's reticence, and hailed the doctor's tremendous service and contribution in the community.
 - Commissioner Dozier related her first memory, which was of her little sister being born, delivered by Dr. Brickler, and thanked him for his service to the community.
 - Commissioner Maddox echoed the sentiments of his colleagues and thanked Dr. Brickler for his service in Leon County.

- **REMOVED** – Proclamation Recognizing the FAMU Marching 100 Band for Participating in the Rose Bowl Parade

CONSENT:

Commissioner Desloge moved, duly seconded by Commissioner Maddox to approve the Consent Agenda, with the exception of Item #4, which was pulled for further discussion. The motion carried 7-0.

1. Minutes: December 10, 2018 FY 2018/2019 Board Retreat, February 26, 2019 Comprehensive Plan Amendments 2019 Cycle Joint Workshop and March 29, 2019 Community Legislative Dialogue Meeting Minutes

The Board approved Option 1: Approve the minutes of the December 10, 2018 FY 2018/2019 Board Retreat, February 26, 2019 Comprehensive Plan Amendments 2019 Cycle Joint Workshop and March 29, 2019 Community Legislative Dialogue Meeting Minutes.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for April 23, 2019 and pre-approve the payment of bills and vouchers for the period of April 24, 2019 through May 13, 2019.

REGULAR MEETING APRIL 23, 2019	2
-----------------------------------	---

3. Resolution of Intent to Lease Space at Leon County Government Annex to Blueprint Intergovernmental Agency and a Lease Agreement between Leon County and Blueprint

The Board approved Option 1: Adopt a Resolution of Intent to Lease Space at Leon County Government Annex to Blueprint Intergovernmental Agency and authorize County Administrator to execute Lease Agreement between Leon County and Blueprint.

4. Agreement for Medical Examiner Services and Use of New Medical Examiner Facility

Commissioner Proctor requested that the item be pulled for further discussion and that staff present a report and update regarding the item.

County Administrator Long introduced the item and further recalled an agenda item in 2015 whereby Tallahassee Memorial Hospital put the County on notice, acknowledging their inability to continue to house the Medical Examiner. The Board, at that time, directed staff to sell a Blairstone property so as to fund the remodeling of an existing space on Municipal Way to serve as the Medical Examiner facility, and this agenda item presents the new agreement regarding the operation of that facility.

Deputy Commissioner Alan Rosenzweig explained that the county is close to finishing the construction of the facility and has been working closely with the Medical Examiner as to the terms and conditions of the use of the facility, outlined in the agenda item.

Commissioner Proctor complimented staff on their outstanding administrative facilitation in brokering this agreement with the Medical Examiner and further noted for the record the great work of staff.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, to approve Option 1: Approve the Agreement for Medical Examiner Services and authorize the County Administrator to execute with any non-substantive minor revisions as approved by the County Attorney. The motion carried 7-0.

Commissioner Desloge expressed appreciation for Tallahassee Memorial Hospital for housing the Medical Examiner's office for the last 20-30 years.

5. Federal Election Activities Grant for Fiscal Year 2018-2019

The Board approved Option 1: Accept and authorize the Leon County Supervisor of Elections to recognize and spend its FY 2018-2019 Federal Election Activities Grant award in the amount of \$29,921 plus 15% matching funds within the requirements of the Memorandum of Agreement.

Option 2: Approve the Resolution and associated Budget Amendment Request.

6. Request to Schedule a Workshop on Leon County Detention Facility Operations

The Board approved Option 1: Schedule a Workshop on the Operations of the Leon County Detention Facility for Tuesday, October 29, 2019 from 1:00 p.m. to 3:00 p.m.

REGULAR MEETING APRIL 23, 2019	3
-----------------------------------	---

7. Knight Foundation Grant for the Multi-City/State Tour of Innovative Public Library Systems

The Board approved Option 1: Accept the Knight Foundation Grant administered through The Community Foundation of North Florida in the amount of \$15,000 and authorize the County Administrator to execute any required grant documents in a form approved by the County Attorney.

Option 2: Approve the Resolution and associated Budget Amendment Request.

8. Tallahassee Animal Services Shelter Operational Assessment

The Board approved Options 1: Accept the report on the Tallahassee Animal Services Shelter Operational Assessment.

9. Request to Schedule the First and Only Public Hearing to Consider a Fourth Amendment to the Southwood Integrated Development Order for June 18, 2019 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing to consider a fourth amendment to the Southwood Integrated Development Order for June 18, 2019 at 6:00 p.m.

10. Plat of the Brookside Village Subdivision

The Board approved Option 1: Approve the plat of Brookside Village Subdivision for recording in the Public Record contingent upon staff's final review and approval and authorize the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney.

11. Maintenance Agreement with the City of Tallahassee for the Landscaping of Portions of Capital Circle Northwest and Capital Circle

The Board approved Option 1: Approve the Maintenance Agreement with the City of Tallahassee to maintain the landscaping on portions of Capital Circle Northwest and Capital Circle Southeast and authorize the County Administrator to execute

12. Status Report on Leon County's Continuing Use and Enhancement of Mobile Applications

The Board approved Option 1: Accept the status report on Leon County's continued use and enhancement of mobile applications.

13. Enhancements to the Employee Years of Service Recognition Program and Updates to the Human Resources Personnel Policies and Procedures

The Board approved Option 1: Approve the updated employee Years of Service Recognition program, and adopt the proposed Section VII, 7.19 of the Leon County Personnel Policies and Procedures.

Option 2: Adopt the proposed revised Leon County Personnel Policies and Procedures: Section I, 1.03 Definitions and Section III, Recruitment, Selection, and Appointment.

14. FY 2019 Commissioner Discussion Items Semiannual Status Report

The Board approved Option 1: Accept the Semiannual FY 2019 Commissioner Discussion Items Status Report.

15. Annual Investment Report for Fiscal Year 2017-2018

The Board approved Option 1: Accept the Annual Investment Report for Fiscal Year 2017-2018.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; there will not be any discussion by the Commission)

- Stanley B. Sims, 1320 Avondale Way, expressed his belief that fair wages would bridge the economic gap in our community, especially in the 32304 area code. He submitted that he has been working with Dr. Tom Taylor and Commissioner Dozier and is currently attempting to vet a fair wage co-op. He further noted that he has a proposal, supported by a coalition of sustainable partners, for economic relief in high crime areas in the community. Mr. Sims concluded with a request to meet with staff regarding the proposal and for the Board to consider a budget item to support the proposal for the fair wage co-op.

GENERAL BUSINESS

16. First Quarter 2019 Economic Dashboard and Report on Economic Dashboard and Report on Economic Indicators, Comparative Data and Performances Measures

County Administrator Long introduced the item. He stated that the item seeks acceptance of the First Quarter 2019 Economic Dashboard Report, which quantifies the economic health and growth of Leon County each quarter to evaluate local economic vitality. In addition, as requested by the Board, this item provides a detailed report on the economic indicators, comparative data, performance measures, and benchmarks utilized by the Office of Economic Vitality (OEV) to improve economic and quality of life outcomes in the community.

Cristina Paredes, OEV Director, provided a brief overview of the First Quarter 2019 Economic Dashboard and Report on Economic Indicators, Comparative Data, and Performance Measures. She highlighted the County's ranking as 54th on livability.com's Top 100 Best Places to Live. Further, as produced by staff's competitiveness annual report, she reported Leon County is ranked #4 in talent index, #1 in entrepreneurial and business environment, and #9 in Civic Quality, which considers cost of living and crime rate. She also noted a low unemployment rate. Ms. Paredes explained that this is the first scorecard of its kind created by the OEV and that it will be updated annually. She informed the Board that the next Economic Indicator Report will be published in June 2019.

Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option 1: Accept the First Quarter 2019 Economic Dashboard and report on economic indicators, comparative data and performance measures.

Commissioner Desloge expressed his excitement for the Economic Dashboard and asked if the scorecard would be made available on the County's website. Ms. Paredes offered to work with CMR (Community & Media Relations) to get the information on the website. Additionally, Commissioner Desloge suggested that Tourism include the information on the Visit Tallahassee site. *He also suggested amending the motion to include an agenda*

REGULAR MEETING APRIL 23, 2019	5
-----------------------------------	---

item for a status report on current coordination efforts between the Division of Tourism (TDC) and OEV. Commissioner Maddox accepted the friendly amendment.

Commissioner Dozier thanked staff and, in response to Commissioner Desloge, suggested including in the status report outward facing efforts where TDC and OEV may align. She then addressed the Talent and Workforce areas of the Economic Dashboard. She explained that, though Leon County compares well, she hopes that at the upcoming Blueprint meeting, there can be a discussion on how OEV can pull together community partners working in areas where the Economic Dashboard shows we still have room for improvement and think about better coordination among those partners. Ms. Paredes confirmed that these partners are already working together to decide how best to build the talent pipeline in the County and offered to provide a more thorough update on these efforts at the next IA (Intergovernmental Agency) meeting.

Commissioner Maddox reflected on the number of disconnected youth in Leon County and the challenge to recruit businesses to participate in federally qualified apprenticeship programs. He noted that he has requested the County Administrator to coordinate a meeting between OEV and Career Source Capital Region to better engage and recruit businesses for the apprenticeship programs.

Commissioner Lindley added that the County has requested a legislative appropriation to fund apprenticeship efforts.

Commissioner Dozier reflected on hosting a community-wide job fair, similar to Leon Works. She posited one amalgamated job fair could entice more businesses to participate. She elaborated that the fair would provide opportunities for business training and signing up for the apprenticeship programs Commissioner Maddox mentioned, in addition to connecting people with jobs.

Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option 1 as amended: Accept the First Quarter 2019 Economic Dashboard and report on economic indicators, comparative data and performance measures and direct staff to prepare an agenda item for a status report on ongoing coordination between the Division of Tourism and the Office of Economic Vitality. The motion carried 7-0.

17. Contracting for Additional Building Plans Review Services

County Administrator Long introduced the item. He stated the item seeks to address a nearly 40% increase in permitting activity over the past six months, while facing industry-wide challenges filling vacant positions within the Building Plans Review and Inspection Division due to the strong and competitive construction market. The item seeks Board authorization for the County to contract with private sector firms to perform additional building plans review services on as-needed basis.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: Authorize the County Administrator to procure additional plans review services with up to two qualified vendors through either cooperative agreement contracts or competitive quotes. The motion carried 7-0.

REGULAR MEETING APRIL 23, 2019	6
-----------------------------------	---

18. Bid Award to OliverSperry Renovation and Construction, Inc. for Renovations to the State Attorney's Office

County Administrator Long introduced the item. He stated the item seeks Board approval to award the bid to OliverSperry Renovation and Construction, Inc., in the amount of \$479,059 for renovations to the State Attorney's Office.

Commissioner Proctor inquired as to Minority, Women, & Small Business Enterprise Program (MWSBE) participation for this project. County Administrator Long explained that the project included aspirational targets, which none of the bidders met, although the low bidder did receive a good faith certification. Darryl Jones, MWSBE Deputy Director, explained further that the bid winner showed a good faith effort by making attempts to identify MWBE contractors for the project. To verify, the OEV confirmed those MWBE contractors were unavailable for the project due to being previously engaged, mostly in projects arising from Hurricane Michael damages. Commissioner Proctor expressed his disappointment and recommended that the Board reject the bid.

Commissioner Desloge reflected on the impact of Hurricane Michael on construction prices for the region, noting that fairness among contractors, as well as judiciousness with funds, drives the bid selection.

Commissioner Minor asked Mr. Jones if it was his opinion that the lack of MWBE talent in this contract was a systemic problem of the Board in assessing bids or a situational problem from the Hurricane Michael influences on the labor pool. Mr. Jones referenced the 3% unemployment rate and a dearth of available specialized laborers in construction trades. He articulated the importance of the talent pipeline to provide skilled labor for our current economy. Commissioner Minor conceded that, given recent labor trends, the lack of MWBE contractors for this project seems understandable.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the bid award including bid alternate four to OliverSperry Renovation and Construction, Inc., in the amount of \$479,059 for the renovations of the State Attorney's Office and authorize the County Administrator to execute the agreement in a form approved by the County Attorney. The motion carried 6-1 (Commissioner Proctor opposed).

19. Voluntary Annexation Proposal from Cambridge Parc, LLC, to Annex Properties Located at 4680, 4732, and 4738 Thomasville Road

County Administrator Long induced the item. He stated the Cambridge Parc, LLC, is requesting voluntary annexation of properties located 4680, 4732, and 4738 Thomas Road. As required by the Tallahassee-Leon County 2030 Comprehensive Plan, this voluntary annexation item is being brought to the Board of County Commissioners for review and comment regarding the proposed annexation.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Do not object to the proposed voluntary annexation of properties located at 4680, 4732, and 4738 Thomasville Road. The motion carried 7-0.

20. Full Board Appointments to the Board of Adjustments and Appeals, Career Source Capital Region Board, Educational Facilities Authority, Tallahassee Sports Council, Tallahassee-Leon County Minority Women & Small Business Enterprise Citizen Advisory Committee and the Value Adjustment Board

County Administrator Long introduced this item. He stated it seeks the full Board's consideration of the appointments of citizens to the Board of Adjustments and Appeals, the CareerSource Capital Region, the Educational Facilities Authority, the Tallahassee Sports Council, the Tallahassee-Leon County Minority Women & Small Business Enterprise Citizen Advisory Committee and the Value Adjustment Board.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option #1: The full Board to consider the appointment of one citizen, Paul Patronis, to the Board of Adjustments and Appeals for the remainder of the unexpired term ending June 30, 2020. The motion carried 6-0 (Chairman Jackson out of chambers)

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option #2: The full Board to consider the appointment of one citizen, Thomas Eisel, to the CareerSource Capital Region Board for a three-year term ending June 30, 2022. The motion carried 6-0 (Chairman Jackson out of chambers).

Commissioner Proctor recommended Reginald Ellis for the Leon County Educational Facilities Authority.

Commissioner Desloge, as the Board appointee to the EFA, reflected on the complicated financial nature of the EFA and suggested the Board nominate a citizen with relevant experience. He recommended that Todd Sperry be appointed to the EFA.

Commissioner Lindley, noting her acquaintance with Dr. Ellis as well as her own experience serving on the EFA, reinforced Commissioner Desloge's position and posited that property management, real estate, bond financing, etc. possibly be required experience for citizen nominees.

Commissioner Proctor, in light of Commissioner Desloge's and Commissioner Lindley's comments, withdrew his motion.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, approval of Option #3: The full Board to consider the appointment of one citizen, Todd Sperry, to the Leon County Educational Facilities Authority for a five -year term ending July 31, 2024. The motion carried 7-0.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option #4: The full Board to consider the appointment of two citizens, James Card and Austin Moser, to the Tallahassee Sports Council for three -year terms ending April 30, 2022. The motion carried 7-0.

Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option #5 as amended: The full Board to consider the appointment of two citizens, Matt Thursam and Christi Hale, to the Tallahassee- Leon County Minority, Women & Small Business, Enterprise Citizen Advisory Committee for two-year terms ending April 30, 2021, and to waive the conflicting employment relationship disclosed on Form 4A for Christi Hale. The motion carried 7-0.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Option #6: The full Board to consider the appointment of one citizen, Gregory Cowan, to the Value Adjustment Board for a two- year term ending April 30, 2021. The motion carried 7-0.

Chairman Jackson recessed the Board for its dinner break at 5:37 p.m. and announced it would reconvene at 6:00 p.m. to conduct the scheduled public hearings.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

Vice-Chairman Desloge reconvened the Board at 6:02 p.m., as Chairman Jackson was out of chambers. The following public hearings were conducted.

21. First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single- and Two- Family Residential (R-3) District to the Light Industrial (M-1) District

County Administrator Long announced the item. He stated the item requests the Board conduct the first and only Public Hearing and adopt the proposed Ordinance to change the Official Zoning Map from the Single - and Two – Family Residential (R-3) District to the Light Industrial (M-1) District for a single vacant parcel, approximately seven acres, on the south side of Tower Road. This proposed rezoning implements Comprehensive Plan map amendment LMA201901as adopted on March 12, 2019.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to Change the Zoning Classification from the Single- and Two-Family Residential (R-3) District to the Light Industrial (M-1) District. The motion carried 5-0 (Chairman Jackson and Commissioner Maddox out of chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-minute limit per speaker; there will not be any discussion by the Commission)

- Bart Bibler, 3673 Mossy Creek Lane, expressed concerns regarding the Integrated Sustainability Action Plan, namely that “extremely substantive issues” were voted upon at the Budget Workshop without public comment. He submitted that the adoption of a ten-year integrated sustainability action plan and the endorsement of the City’s 100% renewable goal should be agenda items at a regular commission meeting. He commented that the goals of the County’s plan are not ambitious enough, especially compared to the City, and that there was no budget for a consultant to prepare the County’s portion of the Community Clean Energy Plan (CCEP). Mr. Bibler recommended that the Board bring back an agenda item on the Plan and budget \$100,000 for a CCEP consultant study.
 - Commissioner Dozier clarified that the CCEP study funded by the City is to assist City Utilities in meeting the proposed goals, not specifically address City operations. The contract that the Board approved during the Budget Workshop will address County operations. Commissioner Dozier added that the County is still early in the process of implementing the Integrated Sustainability Action Plan and that agenda items concerning the Plan will inevitably be prepared for regular Board meetings.
 - Commissioner Minor expressed interest in receiving more information on the City’s plan to convert their fleet of vehicles to 100% electric by 2035.
 - County Administrator Long explained that the City has not yet developed a detailed plan for conversion of their fleet as the technology does not yet exist.
 - Commissioner Proctor confirmed with the County Attorney that the County, City, and Leon County Schools can collaborate to jointly purchase electric vehicles, which may lower purchase prices.

REGULAR MEETING APRIL 23, 2019	9
-----------------------------------	---

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Presented the Board with a memo regarding local government preemption of regulation of electric transmission lines.

County Administrator Long:

- No Items

COMMISSIONER DISCUSSION ITEMS

Commissioner Maddox:

- Commended staff for their work on the Budget Workshop.
- Reiterated his interest in receiving more information about and having a workshop on federally certified apprenticeship programs.

Commissioner Lindley:

- Requested a Proclamation recognizing May 13-17 as Perinatal Mental Health Awareness Week to be presented at the May 14 Board meeting.
 - *Commissioner Lindley moved, duly seconded by Commissioner Maddox, to present a proclamation at the May 14, 2019, meeting recognizing May 13-17 as Perinatal Mental Health Awareness Week. The motion carried 7-0.*
- Thanked staff for their work in preparation of the Budget Workshop.

Commissioner Proctor:

- Requested that the issue of the annexation or expansion of the Urban Services Area south to Capital Circle be included on the agenda for the next Mayor-Chair meeting.
- Congratulated Commissioner Maddox on his upcoming inauguration as Florida Association of Counties President and encouraged Board members to attend the annual meeting in support.
- Inquired about revisiting County Ordinances regarding set-back requirements for trees and bushes which impede visibility for drivers at intersections.
 - County Attorney Thiele explained that the new code of laws would be on a May or June agenda for adoption and that he could send a memo outlining what is and what is not in the code pertaining to sight distance issues.
- Thanked staff and community partners for their support at the recent 32304 Prosperity for All Summit. He requested an agenda item to discuss additional Summit meetings and the needs of the 32304 area.
 - Commissioner Dozier asked for clarification regarding what the agenda item would include and expressed her support for a general agenda item that reflects on the Summit and discusses how the County can best collaborate with the community.
 - Commissioner Maddox asked if the agenda item would provide a report on the Summit or if it was a funding request for the Board's consideration.
 - Commissioner Proctor withdrew his motion and stated he would request the agenda item at a later date.
- Suggested that the County formally request that the Florida Fish and Wildlife Conservation (FWC) Freshwater Fish Commission restock Lake Jackson with fish, specifically bream and trout.
 - County Administrator Long explained that a letter had been sent previously based on similar requests and that FWC had notified the County of the time of year when restocking occurs.

REGULAR MEETING APRIL 23, 2019	10
-----------------------------------	----

Commissioner Minor:

- Informed the Board that Feeding Florida, the statewide association of foodbanks, would be publishing a report that analyzes poverty, food insecurity, etc. at the census-block level. The report would provide information specific to the 32304 area and analysis of that data. This information will be shared with the Board.
 - Commissioner Maddox added that he looks forward to a report coming back from the Summit, as well as the Feeding Florida report, that presents tangible ways to collaborate with the community to address the challenges in the 32304 area.
 - Commissioner Proctor said he would consider the feedback provided and would come back at a later meeting with a revised agenda item request.
- Requested a Proclamation recognizing Leon County Middle School student Charlotte Stuart-Tilley for work in organizing the School Strike for Climate.
 - *Commissioner Minor moved, duly seconded by Commissioner Desloge, to present a proclamation recognizing Charlotte Stuart-Tilley for organizing the School Strike for Climate and raising local awareness on climate change. The motion carried 7-0.*
- Reflected on the recent EMS Safety Fair and his visit to the car seat safety checkpoint. He expressed his shock at learning that one of his car seats had been recalled and encouraged parents to visit the Leon County EMS website to confirm their car seat(s) are not on a recall list.
- Announced his next mobile office hours and invited Commissioners to attend.
- Announced the upcoming Village Square and Leon County joint panel, “How We Grow From Here,” on May 6, 2019, at 6:00 p.m. at St. John's Episcopal Church.
- Congratulated Commissioner Dozier on her engagement.

Commissioner Dozier:

- Requested a Proclamation recognizing Tallahassee Pridefest 2019.
 - *Commissioner Dozier moved, duly seconded by Commissioner Lindley, to present a proclamation at an offsite meeting recognizing Tallahassee Pridefest 2019. The motion carried 7-0.*
- Requested a Proclamation recognizing the retirement of Rabbi Jack Romberg.
 - *Commissioner Dozier moved, duly seconded by Commissioner Desloge, to present a proclamation at the May 28, 2019, meeting in honor of Rabbi Jack Romberg. The motion carried 7-0.*
- Commended staff and community partners for their work coordinating the Ode to Understanding event.
 - Commissioner Maddox reflected on the diversity of the audience and expressed his appreciation for the funding of the event and his hopes to continue to bring in talent and entertainment to spark community conversations on racial issues.
- Reflected on the County Attorney’s memo regarding local government preemption of regulation of electric transmission lines and her efforts to gather information about the project. She highlighted that, due to Florida state law, there is no forum for public engagement at any stage of this project, despite impact to the community and the environment; no one with authority is representing the interests of the constituents of Leon County in this project. She suggested the Board send a letter to NextEra Energy formally requesting information on why the route for the project was selected. She also entertained sending the letter to FDEP, the Army Corps of Engineers, and the City.
 - Commissioner Lindley inquired as to whether the letter should not also include an objection to the route, suggesting the letter be a “clearer and firmer expression of serious concern from the numerous citizens we’ve heard from.”
 - Commissioner Desloge postulated that the lack of information and the dissatisfaction were connected and could be articulated concurrently.
 - Commissioner Maddox asked what options the County has regarding the project.

REGULAR MEETING APRIL 23, 2019	11
-----------------------------------	----

- County Attorney Thiel reiterated that the County has limited authority and reasoned that a letter to NextEra Energy demanding details on the project would be an appropriate first action toward mitigating the impacts of the project.
- Commissioner Minor suggested that, in addition to stating the Board's displeasure, the letter also asks the corporation to work with the Commission and the community on the route.
- *Commissioner Dozier moved, duly seconded by Commissioner Maddox, to authorize the Chairman to send a letter to NextEra Energy, the Florida Department of Environmental Protection, and the Army Corps of Engineers on behalf of the Board objecting to how the project has been handled to date, providing specific concerns and questions from citizens, demanding information on why the current route was selected, and suggesting that alternative routes be considered. The motion carried 7-0.*

Vice-chair Desloge:

- Congratulated EMS Chief Abrams on the recent three-year accreditation on ambulance services.
- Reflected on the recent Tall Timber's report that found the quail hunting lands of the Red Hills have \$194 million economic impact in the region.
 - *Commissioner Desloge moved, duly seconded by Commissioner Dozier, to present a Proclamation recognizing Tall Timbers for their report, "The Economic Impact of the Red Hills Region's Quail Hunting Lands of north Florida & Southwest Georgia." The motion carried 7-0.*
- Reflected on recent request to rename the Northeast Branch Library in honor of former Leon County Commissioner Host. He requested an agenda item on the County's policy on renaming buildings.
 - *Commissioner Dozier moved, duly seconded by Commissioner Proctor, to direct staff to prepare an agenda item on the County's Policy No. 97-3, Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-Owned part and Recreation Facility. The motion carried 7-0.*

Chairman Jackson:

- Requested a Proclamation recognizing the recipients of Talquin Electric's 2019 Youth Tour & Scholarship.
 - *Commissioner Maddox moved, duly seconded by Commissioner Desloge, to present a Proclamation at the Board's May 28, 2019, meeting recognizing the four Leon County students representing Talquin Electric Cooperative on the National Rural Electric Cooperative Youth Tour to Washington, D.C. The motion carried 7-0.*
- Requested a Proclamation recognizing the week of May 19-25 as Public Works Week.
 - *Commissioner Desloge moved, duly seconded by Commissioner Maddox, to present a Proclamation at the Board's May 14, 2019, meeting recognizing May 19-25 as Public Works Week. The motion carried 7-0.*
- Announced the birth of his second granddaughter.

RECEIPT AND FILE:

- Capital Region Community Development District Meeting Minutes for November 8, 2018 and January 10, 2019.
- Leon County Research & Development Authority Financial Statement for Fiscal Year ending September 30, 2018.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:13p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

DRAFT

**LEON COUNTY
BOARD OF COUNTY COMMISSIONERS
FY 2019 BUDGET WORKSHOP
June 19, 2018**

The Leon County Board of County Commissioners met for a FY 2019 Budget Workshop on Tuesday, June 19, 2018.

Attending were Chairman Nick Maddox, Vice Chairman Jimbo Jackson and Commissioners Kristin Dozier, Mary Ann Lindley, John Dailey, Bill Proctor, and Bryan Desloge. Also attending were County Attorney Herb Thiele and Board Clerk Rebecca Vause.

Facilitators: Vincent Long, County Administrator
Alan Rosenzweig, Deputy County Administrator
Scott Ross, Director, Office of Financial Stewardship

Chairman Maddox called the FY 2019 Budget Workshop to order at 9:06 a.m.

Opening remarks were provided by Chairman Maddox who then welcomed County Administrator Long to facilitate the workshop.

County Administrator Long expressed appreciation to the Board for its guidance in the development of the FY 2019 budget. He announced that this was the Board's second workshop to discuss the tentative FY 2019 budget, and if needed, another is scheduled for July 10th. County Administrator Long stated that the preliminary budget is tentatively balanced at \$262.5 million, which represents a slightly less than 3.5% increase over the FY 2018 budget. He mentioned that the tentative budget is balanced with no increase in the millage (for the seventh consecutive year), reflects increased property values of 5.6% countywide, continues to reflect modest growth in sales tax and other revenues, continues to include significant cost savings and avoidances identified through internal efforts, and provides an increase in capital transfer. He touted the County's reduction in the use of fund balance which is down to \$2 million from a high of \$5 million used at the peak of the recession. He noted that the tentative budget also sets aside \$1 million (reduced CRA payment) in a reserve account to assist in balancing the budget should the additional \$25,000 homestead exemption pass in November. County Administrator Long advised that the proposed budget contemplates the addition of two new positions, one water quality engineer and one park attendant. He stated that, while conservative, he believed the budget places the County in a position to continue to provide high quality services to the community and to address the Board's top priorities. He pointed out that previous actions by the Board have placed the County in a very favorable position to remain financially viable as an organization well into the future.

County Administrator Long informed the Board that the County, through increased property values, is just now able to begin building back its reserves. He noted that this is the second year that the County did not begin its budget process in a deficit position. He thanked staff for its dedication and innovative efforts, which he asserted are essential in maintaining a high performing organization. He also expressed his appreciation to the County's Constitutional Officers for the spirit of cooperation exhibited in the development of the budget.

Workshop Item #1: Midyear Status Report on FY 2017 – FY2021 Strategic Plan and Update on the 2018 LEADS Listening Sessions

County Administrator Long provided an update on the Board's Strategic Initiatives. He summarized that the County is on track to meet its five-year bold goals and targets and that a total of 36 (62%) of

the Strategic Initiatives have been completed, with the remaining 22 (38%) in progress. He shared that more detail on this endeavor is provided in the Board's agenda packet.

Commissioner Dailey moved, duly seconded by Commissioner Lindley, approval of Option 1: Accept the midyear status report on FY2017 – FY2021 Strategic Plan and update on the 2018 LEADS Listening Sessions. The motion carried 6-0 (Commissioner Proctor out of Chambers).

Commissioner Desloge, noting the increase in property values, emphasized the need for continued restraint and fiscal responsibility going forward. County Administrator Long assured Commissioner Desloge and the Board that year-round attention to cost avoidances and expenditures are constant and the same budget discipline and restraint that has been demonstrated over the past will continue.

Workshop Item #2: Fiscal Year 2019 Preliminary Budget Overview

Deputy Administrator Rosenzweig provided an overview of the preliminary budget. He summarized the preliminary budget, which is \$262.5 million, a 3.46% increase over FY 2018, and outlined the changes to anticipated revenues and expenditures that were presented at the April Budget Workshop. He mentioned that major elements of the budget are provided in the Board's workshop packet; however, he expounded on areas such as:

- Cost avoidance and savings;
- Expected revenues and expenditures;
- Two requested positions, and
- Capital fund balance sweep

Mr. Rosenzweig also relayed that the County continues to maintain the lowest net operating budget and net budget per resident and has the second lowest number of employees per 1,000/residents, when compared to comparable counties. He emphasized that this is done with 40% of property off tax roll.

Commissioner Lindley expressed her support for the preliminary budget. She noted that the County has responded to the Sheriff's request for additional funding for more staff, which she mentioned had been a sentiment heard throughout the County. Commissioner Lindley also commented on the need for a healthy fund balance, as this is the County's "savings account". She remarked that this prudence has allowed the County to respond to weather events, such as Hurricane Hermine, without borrowing money. She submitted that this was a "good strong budget" and commended County staff for doing more with less. Commissioner Lindley also spoke of her concerns regarding the potential homestead exemption and how the County would be affected should voters vote in favor of the amendment.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) Accept staff's report on the preliminary budget overview, and 2) Pursuant to Leon County Policy No. 13-1, "Sidewalk Eligibility Criteria and Implementation", approve adding a future sidewalk on Highland Drive from Buck Lake Road to Mahan Drive to the sidewalk priority list.

Chairman Maddox offered that the budget is reflective of the Board's priorities and appreciated staff's work and the fiscal responsibility shown by staff and the Board.

Commissioner Desloge noted that development of the budget is an ongoing process.

The motion carried 6-0 (Commissioner Proctor out of Chambers).

Workshop Item #3: Report on Gender-based Pay Equity in Leon County Government

County Administrator Long introduced the item. He recalled that the Board had, at its April 10th meeting, directed staff to conduct a study on gender-based pay equity in Leon County to determine how it is faring as an organization in this area. He advised that an extensive review of the salaries and wages of all County employees was conducted and revealed that female employees earn a slightly higher median salary than male employees and found no indication of gender-based pay inequity. County Administrator Long noted that the County's pay classification plan is designed to ensure that all employees are equitably compensated for substantially equal work regardless of gender or any other classification. He added that the County has been deliberate in offering a pay plan and overall compensation and benefits package that positions it to remain competitive in the labor market. Regarding executive level staff, he highlighted that of the County's 14 departments, there are seven male and seven female directors. County Administrator Long also noted that the item recommends excluding information regarding salary history from the County's application as a best practice in the County's hiring process.

Chairman Maddox thanked Commissioner Proctor for bringing this issue before the Board.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) Accept the report on gender-based pay equity in Leon County government, and 2) Approve the exclusion of prior salary history from the County's job application.

Commissioner Dozier pointed out that the County had increased its minimum wage last year and expanded opportunities for employees to advance in jobs that did not require continuing education. Candice Wilson, Human Resources Director, responded to Commissioner Dozier's request for additional information on the type of assessment used and how the assessment was conducted. Commissioner Dozier appreciated staff's efforts in this area and voiced her support for continued assessment of other related issues, i.e., advancement, training, etc. She then discussed the difficulty in implementing a countywide minimum wage policy; however, suggested that the County promote and demonstrate to the public how this is being done in-house.

Commissioner Desloge recommended that the Board be provided an annual update on how the County is continuing to support diversity in the organization to include, but not be limited to, gender pay equity and other efforts taken to continue to ensure diversity in the workplace.

The Board indicated an interest in receiving the update as suggested by Commissioner Desloge, with Commissioner Lindley suggesting the review include available training and Commissioner Dozier asking that alternate career paths be included in the update.

Commissioner Dozier amended her motion to include the recommendations offered by Commissioners Desloge and Lindley.

Commissioner Jackson touted the County's 0.008% pay disparity between male and female employees, when compared with the state and national levels of 13.2% and 19.5, respectively.

Commissioner Proctor voiced his appreciation to the Board for its engagement of this issue. He acknowledged the "self-reporting" provided by staff; however, believed it would be more beneficial to have an outside third-party review done at some point. He suggested that the outside review could ensure "institutionalized fairness for gender pay" into the future. Commissioner Proctor recommended that the County Administrator and the County Attorney annual evaluations be modified to ensure that gender pay equity was included as part of the review process.

Chairman Maddox asked if the Board would consider including race in the status update. Commissioner Dozier (as the maker of the motion) responded that she wanted an organization wherein employees can advance and did not want professional quotas. She asserted that an annual holistic review of training, advancement, women, minority, etc. would better assist the Board.

Commissioner Proctor repeated his request to add gender pay equity to the County Administrator, County Attorney and senior management staff evaluations. Chairman Maddox pointed out that the Board only evaluates the County Administrator and County Attorney. Board discussion ensued and concluded with the County Administrator relaying that an agenda item could be brought back to the Board to facilitate additional discussion.

The motion, as amended, was restated by Commissioner Dozier: Approval of Options 1 & 2: 1) Accept the report on gender-based pay equity in Leon County government, ~~and~~ 2) Approve the exclusion of prior salary history from the County's job application, and direct staff to bring back an agenda item that addresses issues such as gender pay equity, employee training and development, alternative career paths, performance evaluations, and an annual update on how the County is continuing to support diversity in the organization. The motion carried 7-0.

Workshop Item #4: FY 2019 – FY 2021 Leon County Division of Tourism Strategic Plan and FY 2019 Funding Requests Including the Sale of the Tourism Building

County Administrator Long introduced the item. He relayed that the item seeks acceptance of the proposed Tourism Strategic Plan, which serves as a blueprint to guide the activities of the Division of Tourism. He conveyed that the item also seeks Board authorization for the County Administrator to market for sale the Tourism Building for the purpose of relocating the Division of Tourism to the Amtrak Building and to utilize a portion of the proceeds to renovate the historic Amtrak Property. He added that the Office of Human Services and Community Partnerships, currently located at the Amtrak Station, will be collocated with Cooperative Extension. County Administrator Long stated that the proposal achieves multiple operational and physical benefits, which are outlined in the agenda item.

Commissioner Proctor asked if consideration had been given to leasing the building, given its close proximity to the State Capital, City Hall, and the Courthouse. Deputy County Administrator Rosenzweig responded that discussions have been held with Talcor, the County's leasing agent, to determine if the County would be better off selling or leasing the building. He conveyed that Talcor has advised that, due to the amount of leased space available downtown and the lack of parking available, it is their opinion that the building would be a "very attractive" property for purchase.

Commissioner Proctor continued to voice his objections to the sale of the property. He opined that the Amtrak location was an inferior site and the County would be disadvantaging itself by selling the property. He asserted that this a very valuable piece of property that will only increase in value.

Commissioner Desloge, as the Board's representative on the Tourist Development Council, mentioned that he had attended the strategic planning session hosted by Tourism Development where he was reminded of the importance that tourism plays in economic development. Regarding the sale of the building, Commissioner Desloge submitted that the building was not being used to its highest and best use and commented that the development around Railroad Square made it an appropriate site for the Tourist Development Office. He mentioned the installation of visitor information kiosks in high traffic areas such as the airport or downtown and signage to better identify the location of the Tourist Development Office.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, to approval of Options 1, 2, & 3: 1) Accept the proposed FY 2019 – FY 2021 Tourism Strategic Plan; 2) Approve the utilization of \$720,000 in Tourism fund balance to support the proposed FY 2019 – FY 2021 Tourism Strategic Plan, and 3) Authorize the County Administrator to sell the Tourism Building for the purpose of relocation the Office of Human Services and Community Partnerships and the Division of Tourism.

Commissioner Lindley expressed her support for the proposed sale and relocations and noted that the Amtrak Building has been recognized on the U.S. National Register of Historic Places. She too commented on the growing enhancements to the entire Railroad Square area.

Commissioner Proctor continued to express his concerns regarding the sale of the building and referenced the agenda material which cited that the primary driver for the purchase of the building was its proximity to the Capitol and Courthouse. He inquired if a determination has been made to shift the emphasis to more promote Leon County/Tallahassee tourism attractions as opposed to being the “state capitol”. He indicated his support for Options 1 & 2; however, he stated that he would like more information on the sale of the property before making a decision.

Commissioner Desloge offered to amend his motion to consider Commissioner Proctor’s concerns.

Commissioner Desloge amended his motion to include approval of Options 1, 2 & 3, as amended: 1) Accept the proposed FY 2019 – FY 2021 Tourism Strategic Plan; 2) Approve the utilization of \$720,000 in Tourism fund balance to support the proposed FY 2019 – FY 2021 Tourism Strategic Plan, and 3), as amended: Direct staff to bring back an agenda item to include analysis of the sale vs. lease option for the building and how to maintain a downtown presence. The amended motion was seconded by Commissioner Proctor.

Kerri Post, Division of Tourism Director, agreed that a continued downtown presence was critical and clarified that the new Strategic Plan contemplates how to maintain that presence and better serve visitors. She noted that a partnership with the Florida Historic Capitol Museum is being discussed as well as other concepts such as visitor information centers along I-10 and other high traffic areas.

Chairman Maddox also expressed some discomfort about selling the property at this time and voiced an interest receiving more information on leasing vs selling. He also voiced his support for the move and for the change in focus to promote local amenities and for a desire to “develop our own identity”. Commissioner Dozier submitted that the market for downtown space is businesses such as lobbyists and attorneys and that converting the building back to the tax roll would be very positive for the County. She also shared her enthusiasm for the move and the relocation of the Visitors Center.

Commissioner Dailey echoed the desire for a continued downtown presence and suggested that staff think creatively on how the current tourism property could be better utilized.

County Administrator Long clarified that the anticipated staff moves could not be done without the proceeds from the sale of the property.

Commissioner Dozier stated that she very much favored the move and proposed renovations. She commented that while she could support the agenda item, she did not want to hold up this process very long.

Commissioner Lindley stated that she could not support the amended motion. She proclaimed her support for the anticipated staff relocations and renovations and that the building needed to be back on the property tax roll. She asserted that the agenda item provides a lot of detail and it was not County government’s responsibility to be in ownership of buildings.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, a substitute motion for Options 1, 2 & 3: Accept the proposed FY 2019 – FY 2021 Tourism Strategic Plan; 2) Approve the utilization of \$720,000 in Tourism fund balance to support the proposed FY 2019 – FY 2021 Tourism Strategic Plan, and 3) Authorize the County Administrator to sell the Tourism Building for the purpose of relocation the Office of Human Services and Community Partnerships and the Division of Tourism.

Commissioner Proctor confirmed that approximately one-half of the property tax that would be received from the building would go to the CRA. County Administrator Long also confirmed that the County would receive the entire tax in 2024.

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

At the Board's request, an overview of the TDC proposed Strategic Plan was offered by Ms. Post and included: 1) a review of a new Vision and Mission statements and 2) a review of the four main goals for FY2019 - FY2021.

Commissioner Dozier appreciated the holistic approach from the plan and acknowledged the partnership with Choose Tallahassee. Commissioner Dozier dialogued with Ms. Post on several issues including her desire for better collaboration with regional partners, development of apps and having pocket sized foldable maps made available at local businesses which show county walking and biking trails, and her continued frustration with the lack of coordination with the Council on Culture and Arts (COCA). Ms. Post responded that she was eager to establish regional partnerships and a meeting is scheduled for July to discuss not only collaborative marketing but also emergency response. Commissioner Dozier requested that the Apalachee Regional Planning Council be invited to this meeting. Regarding COCA, Ms. Post shared that her office is working with them on a destination-wide Calendar of Events and that other collaborative efforts are outlined in the Strategic Plan.

Workshop Item #5: Status Update on the Leon Works Junior Apprenticeship Program and Partnership with CareerSource Capital Region

County Administrator Long introduced the item. He explained that the item provides an update on the Leon County's partnership with CareerSource Capital Region that partially funds the Leon Works Junior Apprenticeship Program.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option 1: Accept the status update on Leon County's partnership with CareerSource Capital Region to support the Leon Works Junior Apprenticeship Program. The motion carried 7-0.

Workshop Item #6: Status Report on the Street Lighting Program

County Administrator Long introduced the item. He conveyed that the status report is provided as required by the Leon County "Street Lighting Eligibility Criteria and Implementation Policy".

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option 1: Accept the FY 2018 status report on the Street Lighting Program. The motion carried 7-0.

Workshop Item #7: Funding for Be The Solution, Inc. Pet Overpopulation Prevention Activities

County Administrator Long introduced the item. He stated that the item considers a \$16,626 funding request to pay for an increase in the number of spay and neuter community vouchers.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Options 1 & 2: 1) Approve the \$16,626 Budget Amendment Request to fund the County's requested portion of spay and neuter community vouchers to be distributed by Be The Solution, Inc., and 2) Authorize the County Administrator to execute an agreement with Be The Solutions, Inc. in a form approved by the County Attorney regarding the expenditure and reporting of the \$16,626 in County funds. The motion carried 7-0.

Workshop Item #8: Establishing the Maximum Millage Rate for the FY 2019 Tentative Budget

County Administrator Long introduced the item. He conveyed that pursuant to Florida Statutes, the Board is required to establish the maximum millage rates for utilization in the Truth in Millage (TRIM) process. He reiterated that the 2019 tentative budget is balanced with no increase in the countywide or EMS millage rates.

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of Options 1 & 2: 1) Establish the maximum countywide millage rate for FY 2019 at 8.3144, and 2) Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2019 at 0.5 mills.

Commissioner Proctor asked if an increase in the millage is anticipated next year, should the homestead exemption amendment be passed by the voters. Deputy County Administrator Rosenzweig confirmed that the Board had put in place a financial plan to respond to the anticipated passage of the amendment which included a renegotiation of the CRA Agreement and an increase in the millage to help offset the balance of the loss in revenue. Commissioner Proctor suggested that the Commission and staff begin to articulate to the public the effect the amendment would have on the County's ability to continue to provide services without an increase in the millage.

The motion carried 7-0.

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 11:20 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

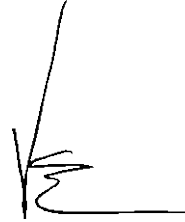
Agenda Item #2

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



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

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted May 28, 2019 and pre-approval of payment of bills and vouchers for the period of May 29, 2019 through June 17, 2019.

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 May 28, 2019 and pre-approve the payment of bills and vouchers for the period of May 29, 2019 through June 17, 2019.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the May 28th meeting, the morning of Monday, May 27, 2019. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Due to the Board not holding a regular meeting until June 18, 2019, it is advisable for the Board to pre-approve payment of the County's bills for May 29, 2019 through June 17, 2019 so that vendors and service providers will not experience hardship because of delays in payment. OMB 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 May 28, 2019 and pre-approve the payment of bills and vouchers for the period of May 29, 2019 through June 17, 2019.
2. Do not approve the payment of bills and vouchers submitted for May 28, 2019, and do not pre-approve the payment of bills and vouchers for the period of May 29, 2019 through June 17, 2019.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

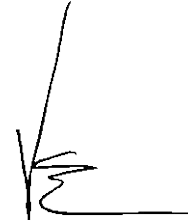
Agenda Item #3

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: National Endowment of the Arts Big Read Grant for the LeRoy Collins Leon County Public Library



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Debra Sears, Library Director
Lead Staff/ Project Team:	Scott Joyner, Administration & Operations Manager

Statement of Issue:

This agenda item seeks the Board's acceptance of a grant from the National Endowment for the Arts in the amount of \$13,243 for the LeRoy Collins Leon County Public Library to fund programming associated with The Big Read.

Fiscal Impact:

This item has a fiscal impact. The associated grant requires a dollar for dollar local match, which will be covered through the Library's budget, in-kind match, and donations from program partners.

Staff Recommendation:

Option #1: Accept the National Endowment of the Arts Big Read grant in the amount of \$13,243 and authorize the County Administrator to execute all documents related to the grant project (Attachment #1).

Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #2).

Report and Discussion

Background:

This agenda item seeks the Board's acceptance of a grant from Arts Midwest on behalf of the National Endowment for the Arts (NEA) for the LeRoy Collins Leon County Public Library to fund programming associated with the 2019-2020 NEA Big Read.

In anticipation of the next annual Big Read grant application window, a team of Library staff was formed in November of 2018. The team thoughtfully examined the NEA's current book list and noted that one of the options was a science fiction novel, *Borne*, written by a Leon County resident, Jeff VanderMeer. The team reached out to Mr. VanderMeer and various local groups to begin the work of building diverse programming around the novel. After putting together a proposal designed to offer programming for all ages at all seven Library locations, the grant application was submitted to the NEA in early January 2019. On April 30, 2019, the County was informed that the Leon County Library was awarded The Big Read Grant in the amount of \$13,243 (Attachment #1).

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices along with satisfactory compliance as well as grant closeouts and on-site and desk monitoring by grant agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner.

Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton and Boggs also garners access to recently announced federal funding opportunities. OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$3.60 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$11.52 to \$1.

Since 2006, the National Endowment for the Arts has funded more than 1,400 Big Read programs, providing more than \$19 million to organizations nationwide. In addition, Big Read activities have reached every Congressional district in the country. Over the past 12 years, grantees have leveraged more than \$44 million in local funding to support their NEA Big Read programs. More than 4.9 million Americans have attended an NEA Big Read event, approximately 82,000 volunteers have participated at the local level, and over 39,000 community organizations have partnered to make NEA Big Read activities possible. This will be Leon County's third Big Read program.

Analysis:

The Big Read grant is an initiative of the National Endowment for the Arts in partnership with Arts Midwest. The NEA Big Read serves to broaden an understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

NEA Big Read supports approximately 75 dynamic community reading programs annually, each designed around a single NEA Big Read selection. Each community program that receives an NEA Big Read grant—which ranges between \$5,000 and \$15,000—is also provided with resources, outreach materials, and training on various aspects such as working with local partners, developing public relations strategies, and leading book discussions. The programs last approximately one month and include a kick-off event, often attended by local luminaries; major events devoted specifically to the book (e.g., panel discussions and author reading); events using the book as a point of departure (e.g., film screenings and theatrical readings); and book discussions in diverse locations involving a wide range of audiences.

On April 30, 2019 the Library was notified by the National Endowment of the Arts of The Big Read grant award in the amount of \$13,243. The book chosen by the Library Staff Team from the NEA's list was *Borne*, a science fiction novel by Leon County resident and national bestselling author, Jeff VanderMeer. The Big Read grant will fund the following Big Read projects:

- A kickoff event tied in with the launch of the 2020 Spring Seed Library in early February 2020;
- A keynote presentation by author Jeff VanderMeer on his book, *Borne*, and its underlying themes;
- Branch library visits from the Tallahassee Museum, Friends of the St. Marks Wildlife Refuge, and the Florida State University office of STEM teaching, featuring animals and other activities stressing the environmental themes of *Borne*;
- An escape room event at the Main Library that will be designed to travel to branch libraries;
- Two screenings of films related to *Borne*'s scientific and ecological themes in partnership with the Tallahassee Film Society;
- 1000 copies of *Borne* to distribute to Big Read participants and to disburse to book clubs at every library branch;
- Advertising expenses.

Supporting partners include the Friends of the LeRoy Collins Leon County Public Library System, Florida State University, Tallahassee Film Society, and the Tallahassee Museum.

The County has previously participated in The Big Read program in 2009 and 2010. In 2012, the County applied but was not awarded the grant. If the Board approves the acceptance of the 2019-

2020 Big Read grant, this will be Leon County's third Big Read program. The Resolution and associated Budget Amendment for the grant is reflected in Attachment #2.

Options:

1. Accept the National Endowment for the Arts' Big Read Grant in the amount of \$13,243 and authorize the County Administrator to execute all documents related to the grant project (Attachment #1).
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. National Endowment for the Arts Big Read Grant Agreement
2. Resolution and associated Budget Amendment Request



Grant Agreement



GRANTEE	Leon County Florida
	200 West Park Avenue
	Tallahassee, FL 32301-7716
DUNS number	193730645
Name for publicity purposes	LeRoy Collins Leon County Public Library System
Purpose	NEA Big Read 2019–2020
Grant award	\$13,243
Case number	00024117
Date of Agreement	May 13, 2019

This Agreement, by and between Arts Midwest on behalf of the National Endowment for the Arts and **Leon County Florida** listed above, hereinafter referred to as GRANTEE, is subject to the following terms and conditions.

The program

NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest designed to broaden our understanding of our world, our communities, and ourselves through the joy of sharing a good book.

The NEA Big Read team at Arts Midwest will serve as your contact for all questions regarding the program and this Grant Agreement. Arts Midwest can be reached at 612.238.8010 or neabigread@artsmidwest.org.

Grant award

Your grant award from Arts Midwest, on behalf of the National Endowment for the Arts, is \$13,243.

This award must be used towards the expenses incurred as part of GRANTEE’s NEA Big Read programming. These expenses may include artist fees, book purchases, staff salaries and benefits, and other expenses. *Unallowable expenses include hospitality activities (parties, dinners, galas, etc.), catering, alcoholic beverages, concessions, goods for resale, prizes, or costs incurred prior to receipt of an executed copy of this Grant Agreement.*

- The award must be matched on a 1 to 1 basis with nonfederal funds.
- In order to receive the full grant, GRANTEE's total expenses as shown on your final report budget must be at least double the grant award amount.
- There can be no overlapping expenses between this grant and a grant received directly from the National Endowment for the Arts.

The following information is provided to comply with federal regulations.

<i>Federal awarding agency</i>	National Endowment for the Arts
<i>CFDA #45.024</i>	Promotion of the Arts Grants to Organizations and

	Individuals
<i>Federal Award Identification Number</i>	1844334-52-C-18
<i>Federal award date</i>	July 1, 2018
<i>NEA award amount</i>	\$2,944,000
<i>Pass-through entity and contact information</i>	Arts Midwest, Joshua Feist, program director, joshua@artsmidwest.org, 612.238.8054

GRANTEE is expected to use the entire grant award amount to carry out a project that is consistent with the proposal that was approved for funding by Arts Midwest and the National Endowment for the Arts. Grant funds may not be returned to Arts Midwest without prior authorization.

If the award amount above is less than the amount requested in GRANTEE's application, a revised budget based on the award amount is due to Arts Midwest before any funds can be issued. A revised budget form can be found online at <https://artsmidwest.force.com/neabigread>, hereafter known as the Online Community.

If major changes in the programming or more than a 20% adjustment in total project costs are believed to be necessary, GRANTEE must send a written request, with justification, to Arts Midwest prior to the expenditure of grant funds. Approval is not guaranteed.

Expenses can be incurred and an advance payment can be issued after this agreement has been fully executed by Arts Midwest and GRANTEE.

Grant payments

Arts Midwest will disburse this grant in two installments by check to GRANTEE as follows:

- Program start payment of \$10,594.40 will be sent to arrive on or about the date of the first event as indicated on GRANTEE's Engagements Listing (see Program Engagements Listing). Prior to issuing this payment, Arts Midwest must also receive a revised budget (if applicable) and an updated list of engagements (see Reporting).
- Final payment of \$2,648.60 will be sent four to six weeks following the receipt of a complete final report (see Reporting).

If the above payment schedule represents a financial hardship, GRANTEE has the option to request one advance payment of up to 80% of your grant award. Advance payments may be requested for expenditures already incurred or for expenditures you expect to incur within 30 days. Please complete the Advance Payment Request Form, available at <https://artsmidwest.force.com/neabigread> in the Online Community, to request an advance payment. If an advance payment is issued, your program start payment will be adjusted according to the remaining balance.

Payments are contingent upon Arts Midwest's receipt of funds from the National Endowment for the Arts. Payments must be disbursed within 30 days of receipt.

Award management

GRANTEE must manage this award in the Online Community at <https://artsmidwest.force.com/neabigread>. Arts Midwest will work with you to obtain access to this online portal. All documents needed to manage your award, including the Standards Manual, budget forms, final report (see Reporting), and other resources are available in the Online Community (<https://artsmidwest.force.com/neabigread>).

Program requirements

As a participant in NEA Big Read, GRANTEE agrees to conduct the following Big Read activities:

- Develop and produce a dynamic community reading program designed around a single NEA Big Read selection that inspires conversation and discovery. Your literary programming should feature diverse and creative engagements that show a clear connection between the NEA Big Read book and the target audience and engage a wide range of community members with the book. The ideal Big Read lasts approximately one month and must occur between September 1, 2019 and June 30, 2020. Events held prior to September 1 or after June 30 are prohibited. A successful Big Read will be held in a variety of venues and, through effective partnerships, reach a broad audience including historically underrepresented and marginalized audiences where appropriate and as identified by GRANTEE. The number of engagements planned should be proportionate with your grant award and community population. Activities should include:
 - a kick-off event to launch the program;
 - a minimum of 5 discussions on the selected book featuring separate audiences for each discussion;
 - At least one keynote session on the selected book and its themes, either with the author or another appropriate speaker. If you are considering an author visit as part of your programming, please be aware that honoraria and availability vary by individual. Other considerations for a keynote could include a panel discussion or a presentation by someone associated with the book or author. A visit by the author of your NEA Big Read book selection is not required.
 - a minimum of two special events involving other forms of artistic programming designed to engage participants with the selected book (e.g., art exhibits/contests, films, musical performances, theatrical readings, and creative writing activities related to the themes of the book, etc.).
- Partner with a library (if GRANTEE itself is not a library) and with additional community organizations in order to broaden community participation and reach a wide array of audiences. Other collaborating organizations might include arts organizations, bookstores, community centers, community colleges, community service organizations, correctional institutions, libraries, local businesses, middle and high schools, military installations, museums, senior centers, social service organizations, universities, and youth groups.
- Promote your programming through digital and print channels, and partnering with local radio, print, TV, social media, and other media outlets as appropriate.
- Use and distribute the NEA Big Read educational and promotional materials for your chosen book found at <http://www.arts.gov/neabigread>.

In addition, GRANTEE is strongly encouraged to participate in all offered training webinars and conference calls including the online orientation activities in June and the mid-cycle discussion calls in January.

Admission

Admission to, as well as seating and participation in, NEA Big Read programs shall be open to any person and shall be without regards to race, color, natural origin, disability, religion, age, or gender as provided in Section 504 of the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act of 1990 (as amended), Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972 (as amended), and the Age Discrimination Act of 1975 (as amended).

GRANTEE shall provide, upon request from Arts Midwest, up to six complimentary admissions to all activities without cost to Arts Midwest for VIPs or promotional use. Arts Midwest will work with GRANTEE to ensure that proper procedures for admission are followed.

Failure to comply with the program requirements will jeopardize this grant award and prohibit future eligibility for this grant opportunity. Any payments received must be returned to Arts Midwest.

Crediting and publicity

The National Endowment for the Arts and Arts Midwest seek to achieve unified branding for this national program and GRANTEE must comply with the crediting requirements as set forth in the Standards Manual, which is enclosed and therefore made part of this Agreement. This includes the usage of the credit line and logo in all print and digital materials as well as proper display of NEA Big Read banners and bookmarks. Arts Midwest expects GRANTEE to ensure proper crediting and visibility for the benefit of both GRANTEE and this national program.

GRANTEE will be required to upload two to three samples of printed materials and digital communications with your final report.

Failure to meet these crediting requirements, as set forth in the Standards Manual, will jeopardize GRANTEE's future Arts Midwest support.

Public relations

GRANTEE's outreach efforts to local media, including print, television, social media, and radio outlets, are very important to the success of NEA Big Read.

The National Endowment for the Arts will create a sample news release for use in publicizing GRANTEE's participation in NEA Big Read. This news release should be customized to accommodate your local organization and distributed to your local media. The news release will be available for download from <https://artsmidwest.force.com/neabigread>, in the Online Community (see Website).

The NEA also created a PR toolkit, which is available online in the Online Community under the Resources – Media and Public Relations tab. This toolkit contains sample press releases, talking points, frequently asked questions, and other public relations tools, along with tips on working with print, radio, and television media.

Educational materials

All NEA Big Read educational materials are accessible online at <http://www.arts.gov/neabigread>.

NEA Big Read educational materials vary by book selection. Materials may include Reader Resources, Teacher's Guides, Audio Guides, and films.

Please note: NEA Big Read educational materials are not provided in print.

Online resources include:

- Reader Resources, which contain an introduction to the featured book, background on the writer, and discussion questions. Some Reader Resources also contain additional resources and information about related works.
- Teacher's Guides, which contain lesson plans on the featured book that can be used in high school or middle school classrooms and/or by a library media specialist.
- Audio Guides (available to stream online), which are 20 to 30-minute programs about the book featuring interviews and readings by literary and public figures.
- Films about the author available to stream online.

Reader Resources, Audio Guides, and Films by NEA Big Read are licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 4.0 International License. For legal reasons, photos used in the Reader Resources are prohibited from duplication without permission. The Audio Guides may be used for radio broadcast, classroom, and individual uses. Text content from NEA Big Read Teacher's Guides by NEA Big Read is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

Promotional materials

The following NEA Big Read promotional materials are provided to GRANTEE at no cost.

Banners

GRANTEE will receive three complimentary 2.5' x 6.5' NEA Big Read banners (two horizontal banners and one vertical banner) featuring the NEA Big Read logo and branding for on-site event promotion. GRANTEE shall hang these banners in visible locations of your choice before and during your community read activities. You must use the banners you receive this year and discard any you may have remaining from previous years. More banners may be ordered from our vendor for a fee; contact Arts Midwest for more information. Grants funds may be used to purchase additional banners.

Bookmarks

GRANTEE will receive a predetermined quantity of complimentary 8.5" x 1.125" bookmarks featuring NEA Big Read logo. You must use the bookmarks you receive this year and discard any you may have remaining from previous years.

Other promotional tools

In addition to these materials, we also provide the NEA Big Read logo block and credit line for GRANTEE's use in creating your own promotional and marketing materials. This NEA Big Read logo block and credit line are available to be included on advertisements, posters, flyers, postcards, or other promotional items of your design. These materials are available for download in the Online Community.

Reporting

Program start and end dates

GRANTEE is responsible for updating the "programming start date" and "programming end date" fields in their Case in the Online Community or informing Arts Midwest of updates. These dates refer to your first and last engagements (events) for your NEA Big Read. It is important to keep these dates updated as they will determine your reporting deadlines as noted below.

Program engagements (events) listing

GRANTEE's engagements listing is essential to providing Arts Midwest and the National Endowment for the Arts with detailed information concerning your project's activities. Your engagements listing is managed at <https://artsmidwest.force.com/neabigread> in the Online Community under the "My Cases" navigation item.

GRANTEE shall use the Online Community to input and manage their engagements as part of this program. To do so, visit "My Cases," click on the Case Number for this award, and enter new records in the Case Engagements table. GRANTEE is required to input their information according to the following schedule:

- **30 days prior to your first Big Read engagement**, enter all planned engagements including the minimum programming requirements (found on page 3 of this Agreement) as Case Engagements in the Online Community. Your program start grant payment will be generated after review of this Engagements Listing by Arts Midwest along with receipt of your revised budget (if applicable).
- **Within 45 days of the completion of your activities**, enter complete attendance figures as described in the final report (see Final report). Your final grant payment will be generated after review of this submission along with your final report.

If GRANTEE's programming beginning or ending dates change, GRANTEE must update them on their Case in the Online Community or notify Arts Midwest immediately so grant payments will not be delayed.

Final report

The final report enables us to compile and forward comprehensive information to the National Endowment for

the Arts regarding NEA Big Read.

GRANTEE is obligated to submit a final report to Arts Midwest **within 45 days following the “programming end date” listed in the Online Community**. Sample final report materials are available in the Online Community. Please review the final report requirements prior to beginning your Big Read activities so you can properly document them throughout the process.

The contents of the final report will include narrative questions, a final budget, the final listing of engagements (with full descriptions and final attendance figures), examples of crediting, and images.

Failure to complete a final report will jeopardize this grant award and future Arts Midwest support. Any payments received must be returned.

Compliances

Assurance of Compliance

GRANTEE shall comply with all provisions of the Assurance of Compliance Addendum, which is included and therefore made a part of this Agreement. These compliances are required by Arts Midwest’s federal and state funding sources. An interactive version of the Assurance of Compliance with web links is also downloadable from the Online Community at <https://artsmidwest.force.com/neabigread>.

DUNS and SAM.gov

The DUNS number we have on file for GRANTEE is **193730645**. This is the number that was provided by GRANTEE and is associated with GRANTEE’s registration in SAM.gov. GRANTEE must have and maintain an “active” registration at www.SAM.gov through the life of this award until June 30, 2020. This registration may need to be renewed if it expires during this time. If you have questions concerning your registration, please contact Arts Midwest at 612.238.8010. SAM.gov registration is free to create and maintain. Disregard emails you may receive from other parties demanding fees.

Federal tax exemption

GRANTEE certifies that it is a duly constituted, registered, and qualified 501(c)(3) not-for-profit organization as designated by the Internal Revenue Service, or is an entity of federal, state, local, or tribal government. GRANTEE agrees to notify Arts Midwest immediately of any alteration of such status that may occur prior to the conclusion of the grant period.

Independent contractor

It is understood that this Agreement does not constitute a partnership or joint venture between Arts Midwest and GRANTEE, and that GRANTEE’s status is solely that of an independent contractor. GRANTEE shall be solely responsible for the performance of its contracts including, without limitation, the payment of all costs, expenses, and damages that may arise from said contracts. Each Party shall perform and discharge all obligations pertaining to this Agreement as independent contractors, including but not limited to the payment of any taxes or resulting fees and expenses.

Termination

- a. By either Party by reason of accident, Act of God, force majeure, labor strikes, any act or order by public authority, illness or death of an artist or their family member, or any unforeseen occurrence(s) which shall render the fulfilment of this Agreement by either party impossible, including, but not limited to, the inability of any artist (if applicable) to receive the necessary visas or work authorization to perform in the United States. Under such circumstance, neither Party shall be liable to the other for payment or damages of any kind or nature.
- b. By Arts Midwest in the event that funding is not forthcoming from the National Endowment for the Arts. Under such circumstances, neither Party shall be liable to the other for payment or damages of any kind

or nature.

Limitation of Liability

Except with regard to termination of this Agreement, for which there shall be no liability on the part of Arts Midwest, in the event this Agreement is terminated, regardless of the reasons for such termination, in no event with Arts Midwest be liable to the GRANTEE for any special, indirect, incidental, or consequential damages (including without limitation, loss of business or profits) arising out of or in connection with the Agreement, regardless of the theory of liability or cause of action, in excess of either GRANTEE's actual, out-of-pocket costs and expenses (properly itemized, documented, and substantiated) or \$2,000, whichever is less.

GRANTEE's Indemnification

The GRANTEE shall indemnify and hold harmless Arts Midwest and the respective successors, assigns, officers, members, directors, agents, contractors, and employees of each of the foregoing, from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any representation or warranty made by the GRANTEE under this Agreement or any act or omission of the GRANTEE and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark.

Arts Midwest's Indemnification

Arts Midwest shall indemnify and hold harmless the GRANTEE and its successors, assigns, officers, members, directors, agents, contractors, and employees from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any representation or warranty made by the Arts Midwest under this Agreement or any act or omission of the Arts Midwest and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark.

Amendment

This Agreement contains the entire understanding of the Parties hereto and supersedes all prior commitments, agreement, or understandings between the Parties with respect to the subject matter hereof, and shall not be waived, modified, or amended except in writing signed by both Parties hereto.

Severability

If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision shall continue to full force without impaired or invalidated.

Waivers

No waiver by either Party hereto of any breach by the other Party of any covenant or condition of this Agreement shall be deemed a waiver of any other breach (whether prior to or subsequent) of the same or any other covenant or condition of this or any other agreement.

Binding Agreement

GRANTEE agrees to carry out this project in compliance with the terms listed in this Agreement. GRANTEE agrees to notify Arts Midwest in writing of any changes that may impact or require an amendment to this Agreement. Failure to comply with all terms of this Agreement and addenda may jeopardize future funding to

GRANTEE by Arts Midwest.

GRANTEE further understands and agrees that the grant received from Arts Midwest must be returned in full in the event that GRANTEE unilaterally cancels this Agreement.

Jurisdiction and Disputes

This Agreement shall be construed and interpreted pursuant to the laws of the laws of the State of Minnesota applicable to agreements entered into and fully performed in Minnesota. Any action or proceeding between GRANTEE and Arts Midwest relating to this Agreement, whether pertaining to the interpretation or enforceability hereof or others, may only be brought in the State of Minnesota, and both parties consent to the jurisdiction of the state or federal courts of Minnesota. All disputes or controversies in excess of \$10,000 arising out of or connected to this Agreement shall be resolved through binding arbitration in Minneapolis, Minnesota under the laws of the State of Minnesota, in accordance with the commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered into the highest Court having jurisdiction thereof. All disputes or controversies up to and including the sum of \$10,000 shall be resolved in Hennepin County, Minnesota Conciliation Court, Appeals of such Conciliation Court decisions shall be resolved through binding arbitration as if the dispute exceeded the sum of \$10,000.

Audit

Please check the appropriate box. Did GRANTEE expend \$750,000 or more in federal awards during your most recently completed fiscal year?

NO

YES

If yes, GRANTEE must provide a copy of the Uniform Guidance Single Audit Report; Finding Section (if applicable); and Corrective Action Plans Section (if applicable). Please submit a PDF copy or link to this report to neabigread@artsmidwest.org. No funds will be distributed until Arts Midwest receives this Audit.

By signing below, GRANTEE has read, understands, and agrees to comply with the terms and conditions in this Grant Agreement with Arts Midwest, on behalf of NEA Big Read. Please electronically sign this Grant Agreement by May 24, 2019.

Leon County Florida

Arts Midwest

Signature:

Signature:

Name: Vincent Long

Name: Adam Perry

Title:

Title: Vice President

Date:

Date:

A fully-executed copy will be emailed to GRANTEE once countersigned by Arts Midwest.

Assurance of Compliance

NEA Big Read is supported by funds that derive from Federal funds (**CFDA #45.024**) from the National Endowment for the Arts. All selected organizations must comply with the following national policies and legal requirements, statutes, and regulations, including the [Uniform Guidance for Federal Awards](#) (2 CFR).

1. **Required registrations** Organizations are required to have a DUNS number ([Dun and Bradstreet](#)) that reflects the organization's legal name and current physical address. Organizations must also maintain an active registration in SAM.gov ([System of Award Management](#)) from submission of the application, and if selected, through the duration of the programming dates.
2. **Nondiscrimination Policies** As a condition of receipt of Federal financial assistance, the awarded organization must acknowledge and agree to execute the project (e.g. productions, workshops, engagements, programs, etc.) and require any contractors, successors, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:
 - i. **Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794)**, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activities supported by Federal funds.
 - ii. **Section 504 Self-Evaluation and Additional Resources**
 - a. A Section 504 self-evaluation must be on file at the organization. It assists in evaluating programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements; the Civil Rights Office has provided a "Section 504 Self-Evaluation Workbook" found at <https://www.arts.gov/open-government/civil-rights-office/section-504-self-evaluation-workbook>.
 - b. A staff member should be designated as the 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three years from the date a Final Report is filed and made available to the public and Arts Midwest upon request.
 - c. Additional resources can also be found at <https://www.artsmidwest.org/resources/accessibility>.
 - iii. **Americans with Disabilities Act of 1990, as amended, (42 U.S.C. 12101-12213)**, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III).
 - iv. **Title VI of the Civil Rights Act of 1964, as amended, (42 U.S.C 2000d et seq.)**, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity supported by Federal funds. Title VI extends protection to persons with limited English proficiency.
 - v. **Executive order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, an organization must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Your organization is encouraged to consider the need for language services for LEP persons in conducting your program and activities. For assistance and information go to <http://arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance>
 - vi. **Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. 1681 et seq.)**, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity supported by Federal funds.
 - vii. **Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)**, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.
3. **Environmental and Preservation Policies**
 - **National Environmental Policy Act of 1969, as amended**, applies to any project supported by Federal funds that would support an activity that may have environmental implications. ([42 U.S.C. Section 4332](#)).
 - **National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470)**, applies to any Federal funds that would support the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties.
4. **Debarment and Suspension** The organization must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254. The organization certifies that it is not

delinquent in the repayment of any Federal debt. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
 - ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
 - iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.
5. **Federal Debt Status** ([OMB Circular A-129](#)) in which the organization certifies that it is not delinquent in the repayment of any federal debt. Examples of relevant debt includes delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
6. **Lobbying** The organization may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, Federal funds may not be used for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:
- i. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed, or written manner, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its department or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriation which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution to interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. (18 U.S.C. 1913)
 - ii. Lobbying ([2 CFR 200.450](#)) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
 - iii. Certification Regarding Lobbying to Obtain Awards (Section 319 of Public Law 101-121, codified at 31 U.S.C. 1352) prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to Arts Midwest. Disclosure of lobbying activities by long-term employees is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations that are published at [45 CFR 1158](#), and can be found at www.gpo.gov/fdsys.

7. **The Native American Graves Protection and Repatriation Act of 1990** ([25 U.S.C. 3001 et seq.](#)) applies to any organization that controls or possesses Native American human remains and associated funerary objects and received Federal funds even for a purpose unrelated to the Act.
8. **U.S. Constitution Education Program** (P.L. 108-447, Division J, Sec. 111(b)) Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds are required to provide an educational program on the U.S. Constitution on September 17. For more information on how to implement this requirement and suggested resources, see <http://www2.ed.gov/policy/fund/guid/constitutionday.html> and <http://thomas.loc.gov/teachers/constitution.html>.
9. **Prohibition of use of funds to ACORN or its subsidiaries** (P.L. 111-88 Sec. 427) Federal funds shall not be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries
10. **Fly American Act** ([41 CFR 301-10.131-10.143](#)) The organization is required to follow the provision of this Act. Any air travel paid in whole or in part with Federal funds must be on a U.S. flag air carrier or a foreign air carrier under an air transport agreement (code share agreement) with the United States when these services are available. Lower cost, convenience, or traveler preferences are not acceptable reasons for using a foreign air carrier. Foreign travel is defined as any travel outside of Canada, Mexico, and the United States, and its territories and possessions.
11. **Regulations Relating to Labor** ([Part 505 of Title 29](#)) concerning all professional performers and personnel employed on a project that are financed in part or in whole with Federal funds must comply with these regulations.
12. **Cost Principles.** The allowability of costs for projects supported by Federal funds shall be in accordance with the [Uniform Guidance Subpart E – Cost Principles](#).

The following are unallowable costs based on NEA legislation and policy and take precedence over the Uniform Guidance.

- i. Cash reserves and endowments
 - ii. Construction, purchase, or renovation costs of facilities or land. However, costs associated with predevelopment, design fees, and community development, as well as preparing exhibit space, setting a piece of public art, etc. may be allowable.
 - iii. Costs to bring a project into compliance with Federal award requirements.
 - iv. Foreign nationals and artists compensation, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control.
 - v. Visa costs that are paid the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406), however, the cost of preparing material (legal documentation, etc.) for submission is allowable.
- 13. Cost Sharing or Match Requirements** (20 U.S.C. 954(e) and [2 CFR 200.306](#)) Federal funds cannot exceed 50% of the total expenditures of the project (i.e., funds must be matched one-to-one, or “dollar for dollar”) unless otherwise stated in the Grant Agreement. This required cost sharing, or match, refers to the portion of project costs not paid by Federal funds and may include your organization’s general funds, donations, non-Federal grants, and other revenue. Other Federal funds are not eligible to meet your cost share or matching requirement. This includes Federal funds that have been sub-granted or dispersed to your organization from a State Arts Agency or other organization. Please consult with the State Arts Agency or other organization to determine if any portion of their award to your organization includes funds from a Federal agency.
- 14. Indirect (Facilities & Administration) Costs** ([2 CFR 200.414](#)) Award recipients may claim indirect costs based on a current and appropriate indirect cost rate agreement negotiated with a Federal agency (research rates do not apply) or a charge a de minimis rate of 10% on modified total direct costs ([2 CFR 200.414 \(f\)](#)). The organization cannot claim both overhead or administrative costs and indirect costs.
- 15. Standards for Documentation of Personnel Expenses** ([2 CFR 200.430 \(i\)](#)) Any salaries and wages included in the project’s budget must be based on records that accurately reflect the work performed. The records must comply with your organization’s internal controls and established accounting policies. Records must support these costs for both the use of Federal funds and as the cost share or matching requirements.
- 16. Record Retention and Access** ([2 CFR 200.333](#)) Records of the project supported by Federal funds, including financial and supporting documents, must be retained for a period of three years after June 30, 2020. Award recipients must permit Arts Midwest and its auditor access to recipient’s records and financial statements, as necessary, to ensure the compliance with Federal award requirements.
- 17. Working conditions** Any project supported by Federal funds will not be performed or engaged in working conditions which are unsanitary, hazardous, or dangerous to the health and safety of those involved.
- 18. Audit requirements** ([2 CFR 200.501](#)) The threshold for requiring a Single Audit or Program-Specific Audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. The percentage of costs related to an award supported by the NEA Big Read that would be included in this audit may be allowable.

More information

- [Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance of Federal Awards: 2 CFR)
- [National Endowment for the Arts Office of Civil Rights](#)

Standards Manual

Introduction

The National Endowment for the Arts seeks to achieve unified visual branding for this national program through the proper application of the logo and crediting language.

Proper crediting is an essential part of your grant. The National Endowment for the Arts and Arts Midwest expect all participants to ensure proper crediting and visibility for the benefit of both your organization and this national program.

Please ensure that your partners, contractors, marketing department, graphic designers, and other staff creating marketing materials for the NEA Big Read review, understand, and adhere to these requirements. The examples provided below are intended as an overview and not an exhaustive listing of print and digital opportunities available to your organization.

We are happy to review your print or digital materials for proper crediting prior to production. Please email them to neabigread@artsmidwest.org.

Crediting requirements

Logos

Your organization is required to include the official NEA Big Read logo in all materials (print and digital) related to your activities. **DO NOT USE ANY OTHER “BIG READ” LOGO FOUND ON THE INTERNET.**

We have provided two variants of the NEA Big Read logo for your use. Both variants have .JPG and .EPS formats.



Be sure to include the credit line (noted below).

When placing the logo on a color other than white, make sure the area is solid and free of distracting elements and color variations that may interfere with the logo’s readability.

To download the logos, visit the Media and Public Relations tab in the Online Community at <https://artsmidwest.force.com/neabigread/s/resources>. A login is not required to access the logo art.

Treatment of logo

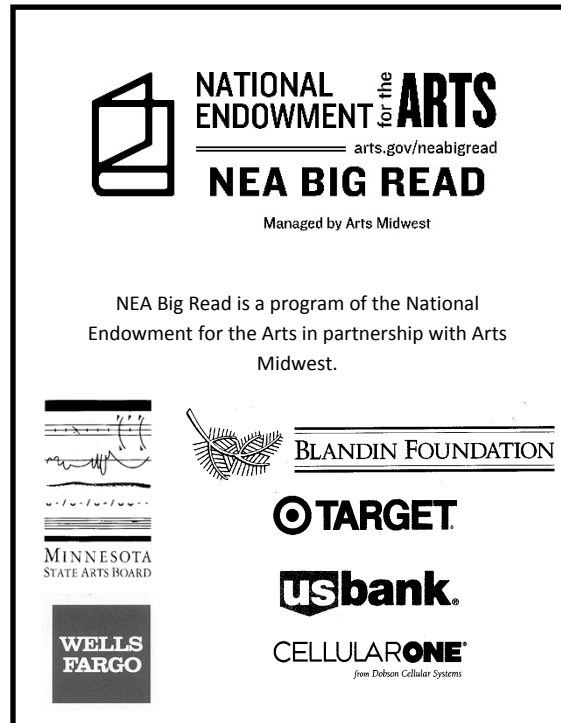
Always maintain a graphics-free zone around the perimeter of the logo. This space is equal to or greater than one half of the logo’s width.

Use caution when enlarging it to maintain good resolution, and when reducing the logo to maintain readability.

You may make the logo's black or white background transparent in order to blend it into the color scheme of your document. Please share your intended use with Arts Midwest so we can approve your modifications.

Placement of logo

The NEA Big Read logo should be positioned prominently for high visibility and readability, distinct from other visual elements. The logo should be separate and distinct than any other contributor. Example:



Improper use of logo

- Don't crop the logo.
- Don't separate elements of the logo to reorganize format or appearance.
- Don't rotate the logo.
- Don't distort the logo horizontally or vertically.
- Don't alter the colors. (You may make the background transparent as noted above.)
- Don't alter the typography of the logo.

Credit line

“NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.”

- Don't alter or abbreviate the credit line.
- Font size should be consistent with the majority of type in your materials and, generally, not smaller than 10-point type.

Proper crediting

The full credit line and the NEA Big Read logo must be included on:

- All printed materials and digital communications related to your Big Read engagements (e.g., postcards, brochures, posters, press releases, website events calendars, social media, marketing materials, announcements, and invitations).

Funders list

When referring to this program on a funders list, please credit it as “NEA Big Read” and acknowledge support from the National Endowment for the Arts and Arts Midwest. The best way to credit funders is to use the credit line noted above.

Program name

You must name your program “NEA Big Read.” You may append the name of your community at the end (e.g., NEA Big Read - Minneapolis). Naming your program in this manner acknowledges the award from the National Endowment for the Arts and ties your award into the larger framework of the other 70+ NEA Big Read programs around the nation.

Basic description

The following paragraph represents the basic description of NEA Big Read. This text may be used in all print and digital materials as space allows, including on your website.

NEA Big Read is a program of the National Endowment for the Arts (NEA) designed to broaden our understanding of our world, our communities, and ourselves through the joy of sharing a good book. [YOUR ORGANIZATION] is one of 78 not-for-profit organizations to receive a grant to host an NEA Big Read project between September 2019 and June 2020. The NEA presents NEA Big Read in partnership with Arts Midwest.

Verbal pre-event remarks

We encourage you to use the credit line prior to a performance or educational activity to verbally recognize this national program and the support from the National Endowment for the Arts and Arts Midwest.

Social media hashtag

The official hashtag for the program is #NEABigRead. Please use this hashtag on your social media posts in addition to any others you elect to use. This ensures that Arts Midwest and the National Endowment for the Arts can see and re-share your wonderful updates!

Final Report

You will be required to submit **a minimum of two to three crediting examples** as part of the final report. Be sure to save any online crediting examples while the webpage(s) are still live, so you can include them.

Media

Photos and video of your Big Read activities are encouraged and should be submitted with your final report if not before. Please provide high-resolution .JPG files whenever possible.

Permission and usage

Before submitting your media, please obtain permissions, licenses, and copyrights so Arts Midwest and the National Endowment for the Arts have permission to use the images for educational and promotional purposes, in print and digital formats.

We will provide a form for you to list your media files and the appropriate crediting information. Please complete and submit this form alongside your other final report materials.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2018/2019; 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 28th day of May, 2019.

LEON COUNTY, FLORIDA

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

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

FISCAL YEAR 2018/2019 BUDGET AMENDMENT REQUEST

No: BAB19023
Date: 5/9/2019

Agenda Item No: _____
Agenda Item Date: 5/28/2019

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	912027	331728	000	The Big Read 2020 - National Endowment for the Arts Grant	-	13,243	13,243
Subtotal:						13,243	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	912037	54000	571	Books, Publication & Library Material	-	9,000	9,000
125	912037	53400	571	Other Contractual Services	-	3,000	3,000
125	912037	55200	571	Operating Supplies	-	293	293
125	912037	54800	571	Promotional Activities	-	950	950
Subtotal:						13,243	

Purpose of Request:

This budget amendment allocates \$13,243 in funding from The Big Read through the National Endowment for the Arts. The NEA Big Read broadens understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution

Motion

Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

Leon County Board of County Commissioners

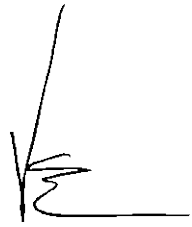
Agenda Item #4

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Agriculture and Consumer Services
Arthropod/Mosquito Control State Aid



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works
Lead Staff/ Project Team:	Andrew Riley, Director, Operations Glen Pourciau, Stormwater Superintendent

Statement of Issue:

As required by the Florida Department of Agriculture and Consumer Services, this item seeks Board approval of the Mosquito Control annual budget in order to receive FY 2020 State Mosquito Control funds.

Fiscal Impact:

This item has a fiscal impact. The associated State grant in the amount of \$32,468, requires a dollar for dollar match. Leon County Mosquito Control's proposed FY 2020 budget provides adequate funding to meet the match requirement.

Staff Recommendation:

- Option #1: Approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid (Attachment #1) and authorize the Chairman to execute.
- Option #2: Authorize the County Administrator to execute the associated Mosquito Control State Aid Agreement, when received from the Department of Agriculture and Consumer Services, in a form approved by the County Attorney.

Report and Discussion

Background:

Since the late 1950's, Leon County has received State funds for mosquito control. The anticipated funding is included in the Leon County annual budget each year and supports several mosquito control functions. Board review of state funding occurs during budget workshops and public hearings. Again, this year, the Department of Agriculture and Consumer Services (DACS) has required that the County's signed Detailed Work Plan Budget (Attachment #1) be submitted to its office by July 15, 2019, without exception.

The County's Detailed Work Plan Budget of \$853,540 is an approximate budget for FY 2020. The County's final Mosquito Control budget will be adopted by the Board during the public hearings in September and will be reflected in the State Certified Budget.

Analysis:

For Leon County to receive State Mosquito Control funds, there are three steps that must be completed:

- 1) The County must submit a Detailed Work Plan Budget to DACS by July 15, 2019.
- 2) Leon County must execute an agreement with DACS for receiving Arthropod/Mosquito Control State Aid; however, DACS has not yet provided the Agreement to the County. It will not tie either party to a funding figure. The Agreement simply says that the County will comply with state rules and regulations governing the funding. The County anticipates receipt of the Mosquito Control State Aid Agreement in August 2019.
- 3) The Board is required to adopt a State Certified Budget during the FY 2020 Budget Adoption Public Hearings in September.

Options:

1. Approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid (Attachment #1) and authorize the Chairman to execute.
2. Authorize the County Administrator to execute the associated Mosquito Control State Aid Agreement, when received from the Department of Agriculture and Consumer Services, in a form approved by the County Attorney.
3. Do not approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid.
4. Board direction.

Recommendations:

Options #1 and #2

Attachment:

1. Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

**FOR COUNTY OR
DISTRICT USE ONLY**

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

RECOMMENDED FOR APPROVAL: _____		FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 19			PREPARED BY: Glen Pourciau, Stormwater Superintendent								
DATE: _____		ENDING SEPTEMBER 30, 20 20			DATE: 5/28/2019								
APPROVED BY: _____ Mosquito Control Program		COUNTY or DISTRICT Leon			APPROVED BY: _____				CHAIRMAN, BOARD OF COUNTY COMMISSIONERS				
DATE: _____		AUTHORITY: CHAPTER 388.341, F.S.			DATE: _____								
PAGE 2 OF 5					TO BE PAID FROM				PROGRAM ELEMENTS				
ACCOUNT	TITLE	PERIOD OR QUANTITY	RATE OR UNIT	TOTAL COST	LOCAL	STATE	GENERAL EXPENSE	CAPITAL					
EXPENDITURES													
10	Personal Services												
	Regular Salary & Wages.												
12	Director - 230010			17,795	17,795		17,795						
12	Administrative Assoc. III - 720004			36,468	36,468		36,468						
12	Mosquito Control Supervisor-722020			47,696	47,696		47,696						
12	Crew Chief II -723008			35,982	35,982		35,982						
12	Mosquito Control Technician-723007			27,696	27,696		27,696						
12	Mosquito Control Technician-723009			25,709	25,709		25,709						
12	Crew Chief II - 723051			34,225	34,225		34,225						
12	Consolidated Mosquito Control OPS staff			121,642	121,642		121,642						
12	216 Full-Time Staff - COLA01			6,764	6,764		6,764						
14	Overtime			36,000	36,000		36,000						
15	Special Pay			700	700		700						
	Total			390,677	390,677		390,677						
20	Personal Services Benefits												
21	FICA Taxes			27,556	27,556		27,556						
22	Deferred Compensation			655	655		655						
22	Retirement			19,648	19,648		19,648						
23	Life & Health Insurance			70,169	70,169		70,169						
24	Worker's Compensation			20,320	20,320		20,320						
	Total			138,348	138,348		138,348						
30	Operating Expense												
34	Uniforms			3,752	3,752		3,752						
34	Aerial Larviciding Contract			26,640	26,640		26,640						
34	Mosquito Identification Services			5,760	5,760		5,760						
	Total			36,152	36,152		36,152						
40	Travel & Per Diem												
40	Dodd short Courses			7,784	3,306	4,478	7,784						
	Total			7,784	3,306	4,478	7,784						
41	Communication Serv												
41	Cell Telephones charges			240	240		240						
41	Wireless Connection for Laptops			8,208	8,208		8,208						
41	Phone System Allocation			225	225		225						
	Total			8,673	8,673		8,673						



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

**FOR COUNTY OR
DISTRICT USE ONLY**

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

RECOMMENDED FOR APPROVAL: _____		FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 19				PREPARED BY: Glen Pourciau, Stormwater Superintendent							
DATE: _____		ENDING SEPTEMBER 30, 20 20				DATE: 5/28/2019							
APPROVED BY: _____ Mosquito Control Program		COUNTY or DISTRICT Leon AUTHORITY: CHAPTER 388.341, F.S.				APPROVED BY: _____ CHAIRMAN, BOARD OF COUNTY COMMISSIONERS							
DATE: _____						DATE: _____							
PAGE 3 OF 5						TO BE PAID FROM			PROGRAM ELEMENTS				
ACCOUNT	TITLE	PERIOD OR QUANTITY	RATE OR UNIT	TOTAL COST	LOCAL	STATE	GENERAL EXPENSE	CAPITAL					
EXPENDITURES													
42	Freight Services												
42	Postage, Freight			2,640	2,640		2,640						
	Total			2,640	2,640		2,640						
43	Utility Service												
44	Rentals & Leases												
				-			-						
45	Insurance												
45	Vehicle			5,089	5,089		5,089						
45	Helicopter Hull & Liability Insurance			6,635	6,635		6,635						
	Total			11,724	11,724		11,724						
46	Repairs & Maintenance												
46.2	Maintenance of Automotive Equipment			27,125	27,125		27,125						
46.4	Maintenance of Handheld Foggers			3,228	3,228		3,228						
	Total			30,353	30,353		30,353						
47	Printing and Binding												
47	Printing for Educational Material			2,335	2,335		2,335						
	Total			2,335	2,335		2,335						
48	Promotional Activities												
48	Production Cost Television PSA			7,400	7,400		7,400						
	Total			7,400	7,400		7,400						
49	Other Charges												
49.1	Used Tire Recycling Program			4,800	4,800		4,800						
	Total			4,800	4,800		4,800						
51	Office Supplies												
51	Office Supplies for MC Director & Staff			1,479	1,479		1,479						
	Total			1,479	1,479		1,479						
52.1	Gasoline/Oil/Lube												
52.1	Gasoline & Diesel			30,675	30,675		30,675						
	Total			30,675	30,675		30,675						
52.2	Chemicals												
52.2	Bti Granules - EPA # 62637-3			67,481	49,448	18,033	67,481						
52.2	Vectolex CG - EPA # 73049-20			35,949	25,992	9,957	35,949						
52.2	Anvil - EPA # 1021-1688-8329			62,616	62,616		62,616						
52.2	Permanone RTU - EPA # 769-982			9,000	9,000		9,000						
	Total			175,046	147,056	27,990	175,046						



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

**FOR COUNTY OR
DISTRICT USE ONLY**

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

RECOMMENDED FOR APPROVAL: _____		FOR FISCAL YEAR BEGINNING OCTOBER 1, 2019			PREPARED BY: Glen Pourciau, Stormwater Superintendent								
DATE: _____		ENDING SEPTEMBER 30, 2020			DATE: 5/28/2019								
APPROVED BY: _____ Mosquito Control Program		COUNTY or DISTRICT Leon			APPROVED BY: _____			CHAIRMAN, BOARD OF COUNTY COMMISSIONERS					
DATE: _____		AUTHORITY: CHAPTER 388.341, F.S.			DATE: _____								
PAGE 4 OF 5					TO BE PAID FROM			PROGRAM ELEMENTS					
ACCOUNT	TITLE	PERIOD OR QUANTITY	RATE OR UNIT	TOTAL COST	LOCAL	STATE	GENERAL EXPENSE	CAPITAL					
EXPENDITURES													
52.3	Protective Clothing												
52.3	Safety Supplies			4,600	4,600		4,600						
	Total			4,600	4,600		4,600						
52.4	Misc. Supplies												
52.4	Tools and Small Implements			15,029	15,029		15,029						
52.4	Domestic Surveillance Supplies			3,548	3,548		3,548						
52.4	Mosquitofish Supplies			3,000	3,000		3,000						
52.4	Employee Caps, Belts & Jackets			945	945		945						
52.4	WNV/EEE Surveillance Supplies			10,400	10,400		10,400						
	Total			32,922	32,922		32,922						
52.5	Tools & Implements												
				-			-						
54	Publications & Dues												
54	FL Mosquito Control Assoc. for Staff			400	400		400						
	Total			400	400		400						
55	Training												
				-			-						
60	Capital Outlay												
	Capital Outlay			-			-						
71	Principal												
72	Interest												
81	Aids to Government Agencies												
83	Other Grants and Aids												
89	Contingency (Current Year)												
99	Payment of Prior Year Accounts												
TOTALS				886,008	853,540	32,468	886,008						

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

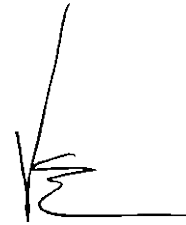
Agenda Item #5

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Environmental Protection Grant for Wastewater Treatment Feasibility Analysis



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu, P.E., Director, Engineering Services
Lead Staff/ Project Team:	Theresa Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

This item seeks the Board's acceptance of a Florida Department of Environmental Protection Small Community Wastewater Treatment Grant in the amount of \$500,000. The grant will support the development of a Wastewater Treatment Feasibility Analysis for the Upper Wakulla River Basin Management Action Plan Focus Area.

Fiscal Impact:

This item has a fiscal impact. The associated grant in the amount of \$500,000 is a reimbursable grant. All grant funds must be expended before December 31, 2021. There is no County funded match requirement for this grant.

Staff Recommendations:

See next page.

Staff Recommendations:

- Option #1: Accept the Florida Department of Environmental Protection Small Community Wastewater Treatment Grant for Wastewater Treatment Feasibility Analysis in the amount of \$500,000 (Attachment #1) and authorize the County Administrator to execute the grant document in a form approved by the County Attorney.
- Option #2: Approve the Resolution and associated Budget Amendment Request realizing the \$500,000 into the FY 2019 budget (Attachment #2).
- Option #3: Authorize staff to negotiate with Jim Stidham & Associates to complete the additional scope of work required by the grant.

Report and Discussion

Background:

The Florida Department of Environmental Protection grant is essential to the following FY2017-FY2021 Strategic Initiative:

- *Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:*
 - *Develop a septic tank replacement program (2016-23A)*
 - *Evaluate requiring advanced wastewater treatment (AWT) for new construction (2016-23B).*

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

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*
- *(EN3) Promote orderly growth and sustainable practices.*

This item seeks the Board's acceptance of a Florida Department of Environmental Protection grant in the amount of \$500,000. The grant will support the development of a Wastewater Treatment Feasibility Analysis for the Upper Wakulla River Basin Management Action Plan Priority Focus Area.

In September 2018, the Florida Department of Environmental Protection announced a grant program to fund wastewater treatment feasibility analyses for counties affected by a septic system remediation plan as part of an Outstanding Florida Spring Basin Management Action Plan (BMAP). A wastewater treatment feasibility analysis will determine specific technical and financial strategies to upgrade or eliminate septic systems, also known as onsite sewage treatment and disposal systems (OSTDS), to achieve nutrient water quality objectives. Leon County is required to address OSTDS as a result of the Upper Wakulla River BMAP which was adopted by FDEP in January 2019 and includes a septic system remediation plan. The wastewater treatment feasibility analysis grant requires the County to conduct a septic system inventory; assess existing wastewater treatment capacity and infrastructure as well as potential infrastructure upgrade and expansion options; and evaluate cost-effective project solutions, financing alternatives and potential rate-payer and homeowner impacts.

By law, a remediation plan must identify "cost-effective and financially feasible projects" to reduce nutrient impacts associated with OSTDS to achieve the adopted total maximum daily load (TMDL) target for the Upper Wakulla River. The grant is intended to accelerate development of the information essential to implementing the remediation plan.

Prior to FDEP's adoption of the BMAP and the availability of this grant, the Blueprint Intergovernmental Agency (IA) approved \$500,000 in sales tax funds for the county-wide Comprehensive Wastewater Treatment Facility Plan (CWTFP) at the June 13, 2017 meeting. The

County completed a competitive Request for Proposals (RFP) process in September 2018 following development of the Scope of Services with substantial community input. The focus of the CWTFP has been an analysis of the alternative wastewater technologies available for use in the unincorporated area and selection of the appropriate technologies for respective areas in order to achieve the nutrient reduction goals. This analysis and the community outreach are a substantial component of the work required for the wastewater treatment feasibility analysis. The Board authorized negotiation with Jim Stidham & Associates to perform the CWTFP at the December 11, 2018 meeting.

The proposed FDEP grant will supplement the \$500,000 funding from Blueprint. The FDEP grant will cover the costs of certain current activities including the development of recommended treatment alternatives and public engagement while adding tasks such as analysis of potential financing options for the recommended alternative and financial assistance options for property owners. Staff has completed negotiations for the CWTFP but has not executed the contract pending the outcome of the FDEP grant process. Upon approval of this grant agreement, staff recommends negotiating with Jim Stidham & Associates to incorporate the additional work into the contract scope.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices along with satisfactory compliance as well as grant closeouts and on-site and desk monitoring by grant agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner.

Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Squire Patton Boggs also garners access to recently announced federal funding opportunities. OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$3.60 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$11.52 to \$1.

Analysis:

The scope of the existing CWTFP project was developed with input from the community and includes the following tasks:

- 1) Nitrogen reduction performance criteria for alternative wastewater treatment systems
- 2) Cost-effectiveness of alternative technologies
- 3) Factors other than cost-effectiveness that influence selection of treatment technology
- 4) Public engagement – Round #1

- 5) OSTDS retrofit implementation scenarios
- 6) Total Nitrogen reduction during the 20-year planning horizon
- 7) Public engagement – Round #2
- 8) Finalize and present the CWTFP to Board of County Commissioners

The FDEP grant requires the following additions to the CWTFP, all to be signed and sealed by a professional engineer and submitted by an authorized county officer:

- 1) Inventory and description of existing septic systems and wastewater infrastructure. The locations should be clearly identified on a GIS layer.
- 2) Identify project service area(s) and census tracts associated with the recommended alternative.
- 3) Discuss a range of potential financing options for the recommended alternative, including local revenue generation options and potential external sources of funding such as federal and state government or water management district programs.
- 4) Identify environmental and economic impacts and benefits of proposed project(s).
- 5) Identify options for providing financial assistance to property owners who would be required to install nutrient-reducing systems or connect to central wastewater facilities. Plan coverage may be limited to property owners in specific economic circumstances or based on other priority factors.
- 6) Identify the sites necessary to complete projects and whether they are available and under the legal control of the relevant entity, or whether site acquisition is necessary.
- 7) List interagency agreements, service agreements, or local contracts necessary to implement proposed projects.

The adopted BMAP specifies required actions of stakeholders such as Leon County to reduce nutrient loads to Wakulla Springs. Leon County responsibilities focus on OSTDS management in the unincorporated area, particularly in the Priority Focus Area of the basin. This grant will support the identification of technical and financial alternatives to reduce OSTDS nutrient loadings to Wakulla Springs, an effort initiated by the Board through the CWTFP project. Incorporation of the additional analysis into the pending agreement with Jim Stidham & Associates will extend completion of the CWTFP by a few months, but avoids duplication of effort and expedites the completion of the ultimate product.

This item seeks Board acceptance of the Florida Department of Environmental Protection grant and approval of the Resolution and associated Budget Amendment Request realizing the \$500,000 into the FY 2019 budget (Attachment #2). Upon approval of this grant agreement agenda item, it is recommended that staff work with Jim Stidham & Associates to incorporate the additional scope of work into the contract. The anticipated grant completion date will be December 31, 2021.

Options:

1. Accept the Florida Department of Environmental Protection Grant for Wastewater Treatment Feasibility Analysis in the amount of \$500,000 (Attachment #1) and authorize the County Administrator to execute the grant document in a form approved by the County Attorney.
2. Approve the Resolution and associated Budget Amendment Request realizing the \$500,000 into the FY 2019 budget (Attachment #2).
3. Authorize staff to negotiate with Jim Stidham & Associates to complete the additional scope of work required by the grant.
4. Do not accept the Florida Department of Environmental Protection Grant for Wastewater Treatment Feasibility Analysis in the amount of \$500,000.
5. Do not authorize staff to negotiate with Jim Stidham & Associates to complete the additional scope of work.
6. Board direction.

Recommendations:

Options #1, #2 and #3

Attachments:

1. Florida Department of Environmental Protection Grant Agreement for Wastewater Treatment Feasibility Analysis
2. Resolution and associated Budget Amendment Request

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): **Wastewater Treatment Feasibility Analysis for Leon County** Agreement Number: **LP37115**

2. Parties **State of Florida Department of Environmental Protection**
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000 (Department)

Grantee Name: **Leon County** Entity Type: **Local Government**
Grantee Address: **301 South Monroe Street, Tallahassee, Florida 32301** FEID: **59-6000708** (Grantee)

3. Agreement Begin Date: **Upon Execution** Date of Expiration: **June 30, 2022**

4. Project Number: _____ Project Location(s): **Leon County** +
(If different from Agreement Number)

Project Description: **The Grantee will complete a master wastewater treatment feasibility analysis.**

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$500,000.00	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	FY17-18 GAA Line Item 1632	\$250,000.00
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	FY18-19 GAA Line Item 1620	\$250,000.00
	<input type="checkbox"/> Grantee Match		
Total Amount of Funding + Grantee Match, if any:			\$500,000.00

6. Department's Grant Manager	Grantee's Grant Manager
Name: Kevin Coyne	Name: Theresa B. Heiker, P.E.
or successor	or successor
Address: 3900 Commonwealth Boulevard MS 3565	Address: Stormwater Management Coordinator
Tallahassee, FL 32399-3000	2280 Miccosukee Road
	Tallahassee, Florida 32308
Phone: 850-245-8555	Phone: (850) 606-1526
Email: Kevin.Coyne@dep.state.fl.us	Email: HeikerT@LeonCountyFL.gov

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input type="checkbox"/> Attachment 6: Program-Specific Requirements
<input type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with §215.985, F.S.
<input type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements for Grants
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input checked="" type="checkbox"/> Additional Exhibits (if necessary): Exhibit F: Wastewater Treatment Feasibility Analysis Requirements

8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.

Leon County

GRANTEE

Grantee Name

By _____ Date Signed
(Authorized Signature)

Vincent S. Long, County Administrator

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection

DEPARTMENT

By _____ Date Signed
 Secretary or Designee

Trina Vielhauer, Director of Water Restoration Assistance

Print Name and Title of Person Signing

Additional signatures attached on separate page.

DWRA Additional Signatures

Kevin Coyne, DEP Grant Manager

Sandra Waters, DEP QC Reviewer

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS**

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation the Agreement is as follows:
 - i. Standard Grant Agreement
 - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
 - iii. Attachment 1, Standard Terms and Conditions
 - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: (1) an increase or decrease in the Agreement funding amount; (2) a change in Grantee's match requirements; (3) a change in the expiration date of the Agreement; and/or (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department. A change order to this Agreement may be used when: (1) task timelines within the current authorized Agreement period change; (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department; and/or (3) fund transfers between budget categories for the purposes of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

Attachment 1

1 of 11

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

6. Acceptance of Deliverables.

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department request that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
 - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
 - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.
 - iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

8. Payment.

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.).
- b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: www.myfloridacfo.com/aadir/reference_guide/.
- e. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- f. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- g. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- h. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- i. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: www.myfloridacfo.com/Division/AA/Vendors/default.htm.
- j. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers

charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$1,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
 - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$1,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

11. Retainage.

Attachment 1

4 of 11

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not to correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.

13. Termination.

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Department must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.

- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

14. Notice of Default.

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
 - i. Entry of an order for relief under Title 11 of the United States Code;
 - ii. The making by Grantee of a general assignment for the benefit of creditors;
 - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
 - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the

foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
 - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
 - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133 and 287.134, F.S., the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
 - i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, 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, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.
 - iii. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Scrutinized Companies.

- a. Grantee certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., Department may immediately terminate this Agreement at its sole option if Grantee or its subcontractors are found to have submitted a false certification; or if Grantee, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., Department may immediately terminate this Agreement at its sole option if Grantee, its affiliates, or its subcontractors are found to have submitted a false certification; or if

Grantee, its affiliates, or its subcontractors are placed on the Scrutinized Companies that Boycott the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. The Grantee agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- d. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

25. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

26. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at:

<http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

27. Audits.

- a. Inspector General. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
 - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
 - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
 - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines). The Department

- may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.
- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
- i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
 - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
 - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

28. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

29. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

30. Subcontracting.

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

31. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee

is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

32. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

33. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

34. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

35. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

36. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

37. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. LP37115**

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is Wastewater Treatment Feasibility Analysis for Leon County. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.

- a. Reimbursement Period. The reimbursement period for this Agreement begins on March 1, 2019 and ends at the expiration of the Agreement. .
- b. Extensions. There are extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
<input type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits, N/A.
<input type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs, N/A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

5. Travel.

Additional compensation for travel is not authorized under this Agreement.

6. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

7. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

8. Match Requirements

There is no match required on the part of the Grantee under this Agreement.

9. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. **Commercial General Liability Insurance.**

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. **Commercial Automobile Insurance.**

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. **Workers' Compensation and Employer's Liability Coverage.**

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S., and employer's liability insurance with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Agreement.

d. **Other Insurance.** None.

10. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

11. Retainage.

No retainage is required under this Agreement.

12. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

13. State-owned Land.

The work will not be performed on State-owned land.

14. Office of Policy and Budget Reporting.

There are no special Office of Policy and Budget reporting requirements for this Agreement.

15. Additional Terms.

None.

Any terms added here must be approved by the Office of General Counsel.

**ATTACHMENT 3
GRANT WORK PLAN**

PROJECT TITLE: Wastewater Treatment Feasibility Analysis for Leon County

PROJECT LOCATION: The Project will be located in Leon County.

PROJECT BACKGROUND: Under the Florida Springs and Aquifer Protection Act, the Department, after engagement with other stakeholders, must adopt septic system remediation plans for Outstanding Florida Springs where the Department has determined that upgrade or elimination of septic systems is necessary to achieve nutrient water quality objectives. The springs basin management action plans (BMAP) include the applicable remediation plan. Each remediation plan includes the fundamental actions necessary to achieving water quality objectives within 20 years and necessitates the development of a master wastewater treatment feasibility analysis to establish the specific strategies for implementing those actions. The Department has initially identified nine counties where wastewater treatment feasibility analyses will have the most impact because of the number and density of septic systems, and has also identified “priority focus areas” within these counties where the nutrient impact of septic systems is most profound. By law, a remediation plan must identify “cost-effective and financially feasible projects” to reduce nutrient impacts associated with septic systems. To accelerate development of the information essential to implementing an effective plan, the Department has made this grant available to the Grantee to perform a wastewater treatment feasibility analysis and produce a report documenting the analysis.

PROJECT DESCRIPTION: To receive the grant funds, the Grantee will have to conduct a septic system inventory; assess existing wastewater capacity and infrastructure as well as potential infrastructure upgrade and expansion options; and evaluate cost-effective project solutions, financing alternatives, and potential rate-payer and homeowner impacts. The specific elements to be addressed in a feasibility analysis are included in Exhibit F of this agreement. The Department will fund 100% of the cost of the wastewater treatment feasibility analysis up to a maximum of \$500,000, with additional costs to be borne by the Grantee.

TASKS and DELIVERABLES:

All documentation should be submitted electronically unless otherwise indicated.

Task: Development of a Master Wastewater Treatment Feasibility Analysis

Deliverables: The Grantee will complete a master wastewater treatment feasibility analysis and produce a report documenting the analysis and addressing the specific elements required by the Department.

Documentation: The Grantee will submit a summary of analysis activities to date for the time period covered in the payment request. For the final documentation, Grantee will also submit the final feasibility analysis report.

Performance Standard: The Grantee will submit a summary of analysis activities to date for the time period covered in the payment request. For the final documentation, Grantee will also submit a the final feasibility analysis report.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than every six months.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all deliverables received by, the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Development of a Master Wastewater Treatment Feasibility Analysis	Contractual Services	\$500,000	04/01/2019	12/31/2021
Total:			\$500,000		

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Public Records Requirements**

Attachment 4

1. Public Records.

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. 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 contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, 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 completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

f. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:

Telephone: (850) 245-2118
Email: public.services@floridadep.gov
Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Audit Requirements**

Attachment 5

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at www.cfda.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	General Appropriations Act Line Item 1632	2017-2018	37.039	Small Community Wastewater Treatment Grants	\$250,000	088964
Original Agreement	General Appropriations Act Line Item 1620	2018-2019	37.039	Small Community Wastewater Treatment Grants	\$250,000	088964

Total Award	\$500,000	
--------------------	------------------	--

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Agreement’s Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
Progress Report Form**

Exhibit A

DEP Agreement No.:	LP37115
Grantee Name:	Leon County
Grantee Address:	301 S. Monroe Street, Tallahassee, FL 32301
Grantee's Grant Manager:	Theresa B Heiker
Reporting Period:	Choose an item. Choose an item.
Project Number and Title:	LP37115 Wastewater Treatment Feasibility Analysis for Leon County

Provide the following information for all tasks and deliverables identified in the Grant Work Plan:

A summary of project accomplishments for the reporting period, and comparison to goals for the period. If goals were not met, provide reasons why. Provide an update on the estimated time for completion of the task and an explanation for any anticipated delays. Identify by task.

Use as many pages as necessary to cover all tasks in the Grant Work Plan. The following format should be followed.

Task #: Description: _____
Progress for this reporting period:

Identify any delays or problems encountered:

Task #: Description: _____
Progress for this reporting period:

Identify any delays or problems encountered:

This report is submitted in accordance with the reporting requirements of DEP Agreement No. LP37115 and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager

Date

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Exhibit C

The **Payment Request Summary Form** for this grant can be found on our website at this link:

<https://floridadep.gov/wra/wra/documents/payment-request-summary-form>

Please use the most current form found on the website, linked above, for each payment request.

Wastewater Treatment Feasibility Analysis Requirements

Each feasibility analysis must fulfill the following requirements to promote implementation of an effective septic system remediation plan.

1. Inventory and describe existing septic systems and wastewater infrastructure, including but not limited to a) number of systems; b) system locations and lot sizes, which may be grouped by neighborhood, subdivision, or other unifying aggregation; c) location, age, and types of existing wastewater systems, including collection, transmission, treatment, and reuse/disposal facilities; and d) average current flow and overall capacity of existing wastewater treatment and reuse/disposal systems. The location of septic systems and wastewater infrastructure should be clearly identified on a map/GIS layer.
2. Document the wastewater infrastructure needed to meet the remediation requirements set forth in Appendix D of the (basin management action plan) BMAP. The documentation should account for the BMAP requirements, expected population growth and development patterns, infrastructure replacement or expansion needs, water resource demands, and other relevant factors. The anticipated need for facilities may be broken into five-year increments, or other appropriate phases, given the uncertainties associated with long-term projections, but the analysis must account for the full timeframe of 20 years.
3. Identify septic systems within priority focus and BMAP areas that require remediation as identified in the BMAP Appendix D, including those a) to be eliminated in favor of central wastewater service and b) to be remediated through the addition of features achieving enhanced treatment of nitrogen. Also identify those systems, if any, that are not expected to be eliminated or upgraded. The location and proposed disposition of all septic systems must be clearly identified on a map/GIS layer. (Information on enhanced onsite systems is included in the BMAP and through the Florida Department of Health at <http://www.floridahealth.gov/environmental-health/onsite-sewage/products/index.html>.)
4. Document a cost comparison of alternative strategies that would achieve remediation objectives using a present-worth analysis. The strategies must be designed to achieve the objectives of BMAP Appendix D. They must address those septic systems to be eliminated in favor of central wastewater service, those onsite systems to be remediated with enhanced nitrogen-reducing features, and those that are not expected to be eliminated or upgraded. (Note that new onsite systems on lots of less than one acre are prohibited by subsection 373.811(2), F.S., unless allowed under the BMAP remediation plan.)
5. Explain the recommended alternative to be implemented, including the proposed implementation timeline, and reflect project locations using clear maps/GIS layers. The recommended alternative may involve a variety of different strategies consistent with the BMAP remediation plan.

6. Identify project service area(s) and census tracts associated with the recommended alternative.
7. Identify public meetings that have been or will be held to explain proposed projects, capital costs, and potential financial impact on homeowners and rate payers. Include public notices and meeting minutes for any meetings that have been held.
8. Discuss the decision-making and rationale for the recommended alternative. Include an analysis of public acceptance for sewerage projects.
9. Describe the wastewater facilities and estimated capital costs, operation and maintenance costs, and repair and replacement costs for the recommended alternative. Describe the septic system upgrades for the recommended alternative and identify the estimated cost of the upgrades, including operation and maintenance, to affected homeowners. Also describe costs, if any, to homeowners proposed to remain on existing septic systems.
10. Discuss a range of potential financing options for the recommended alternative, including local revenue generation options and potential external sources of funding such as federal and state government or water management district programs. A guide to sources of financial assistance is available from the Department at https://floridadep.gov/sites/default/files/Funding_Florida_DWRA.pdf.
11. Identify environmental and economic impacts and benefits of proposed project(s). (Consider that environmental benefits have economic value, whether as the result of making reclaimed water available, improving property values, increasing tourism, etc.)
12. Identify options for providing financial assistance to property owners who would be required to install nutrient-reducing systems or connect to central wastewater facilities. Plan coverage may be limited to property owners in specific economic circumstances or based on other priority factors.
13. Identify the sites necessary to complete projects and whether they are available and under the legal control of the relevant entity, or whether site acquisition is necessary.
14. List interagency agreements, service agreements, or local contracts necessary to implement proposed projects. As noted previously, interlocal government cooperation is encouraged.

The wastewater treatment feasibility analysis report must be signed and sealed by a professional engineer and submitted by an authorized county officer.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2018/2019; 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 28th day of May, 2019.

LEON COUNTY, FLORIDA

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

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

**FISCAL YEAR 2018/2019
BUDGET AMENDMENT REQUEST**

No: BAB19022
Date: 5/7/2019

Agenda Item No: _____
Agenda Item Date: 5/28/2019

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>			
125	927129	334369	000	Small Community Wastewater Treatment Grant	-	500,000	500,000
					Subtotal:	500,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
125	927129	53400	535	Other Contractual Services	-	500,000	500,000
					Subtotal:	500,000	

Purpose of Request:

This budget amendment realizes \$500,000 from the Florida Department of Environmental Protection Small Community Wastewater Treatment Grant. The grant will support the development of a Wastewater Treatment Feasibility Analysis for the Upper Wakulla River Basin Management Action Plan Focus Area.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Plat of the Villas at Killearn Lakes



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu, P.E., Director, Engineering Services
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M., County Surveyor

Statement of Issue:

In accordance with Leon County land development regulations for the recording of a plat in the Public Record, this agenda item seeks Board approval of the plat for the Villas of Killearn Lakes. The development being platted is a replat of a portion of Killearn Lakes Plaza, consisting of private right of way and ten individual lots, into one private lot containing 8.55 acres.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the plat of Villas of Killearn Lakes for recording in the Public Record contingent upon staff's final review and approval (Attachment #1).

Report and Discussion

Background:

In accordance with Leon County land development regulations, this item seeks Board approval of the plat of Villas at Killearn Lakes for recording in the Public Record. The development being platted is a replat of a portion of Killearn Lakes Plaza recorded in Plat Book 19 Page 48 of the Public Record, consisting of private right of way, Block B lots 1 and 2, Block C lots 1 and 2, and Block D Lots 1 through 6 into one private lot containing 8.55 acres.

The Development Review Committee (DRC) approved the Villas at Killearn Lakes Assisted Living Facility (ALF) Type "B" site plan on December 2, 2015, subject to the conditions referenced in the staff reports and meetings. Final approval of the site plan was provided on February 24, 2016 (Attachment #2). The review process for the application was completed in accordance with the Department of Development Support and Environmental Management procedures for type "B" Site and Development Plan found in Section 10-7.404 of the Land Development Code.

In accordance with Chapter 10, Article VII, Division 6 of the Leon County Code of Laws, plats or replats submitted to the Board of County Commissioners for approval must meet all requirements of Chapter 10 and be certified by the County Engineer. Once approved, the original approved plat will be forwarded to the Clerk of Court for recording in the Public Record.

Analysis:

The Villas at Killearn Lakes is located in Sections 9 and 10; Township 2 North; Range 1 East, on the north side of Deerlake South approximately 0.05 miles southwesterly of the intersection of Kinhega Drive and Deerlake South (Attachment #3).

The applicant is requesting the Board's approval contingent upon staff's final review and approval, due to scheduling of Board meetings and financial schedules for opening a portion of the business to begin generating revenue. The plat has been circulated for review to all appropriate departments and agencies; however, the construction of the necessary infrastructure has not been completed. The plat presented herein is a conditional final plat, in that it is substantially complete, and staff does not anticipate any changes other than possible minor corrections to text.

Staff recommends the Board approve the plat for recording upon completion of the construction and final review and approval from reviewing departments and agencies. Should there be a need for any substantive changes to the plat, staff will resubmit it to the Board at a future regularly scheduled meeting for ratification. Since this is a private subdivision and does not contain any public infrastructure to be maintained by the County and all infrastructure required in the site plan will be complete prior to recording, no performance or maintenance agreement/surety devices are required.

Options:

1. Approve the plat of Villas at Killlearn Lakes for recording in the Public Record, contingent upon staff's final review and approval (Attachment #1).
2. Do not approve the plat of Villas at Killlearn Lakes for recording in the Public Record contingent upon staff's final review and approval.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Plat of Villas at Killlearn Lakes
2. Development Review Committee Approval Letter
3. Location Map

VILLAS at KILLEARN LAKES A REPLAT OF PART OF KILLEARN LAKES PLAZA

INCLUDING PRIVATE RIGHT-OF-WAYS: BLOCK B, LOTS 1-2; BLOCK C, LOTS 1-2; AND BLOCK D, LOTS 1-6
IN SECTIONS 9 and 10, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA

DEDICATION: STATE OF FLORIDA, COUNTY OF LEON

Be it known all by these present that Villas at Killearn Lakes, a Florida Limited Liability Corporation, formerly known as Villas at Oak Grove, LLC, the owner in fee simple of the land shown hereon plotted as VILLAS @ KILLEARN LAKES REPLAT OF A PORTION OF KILLEARN LAKES PLAZA described as follows:

Commence at a found 4"x4" concrete monument (#3893) marking the Northwest corner of Killearn Lakes Plaza, a subdivision as per plat thereof, recorded in Plat Book 19, Page 48 of the Public Records of Leon County, Florida and run along the Northwesterly line of said Killearn Lakes Plaza, South 58 degrees 46 minutes 37 seconds West for a distance of 28.03 feet to a set 5/8" iron rod and cap (LB 7834) and the POINT OF BEGINNING. From said POINT OF BEGINNING continue South 58 degrees 46 minutes 37 seconds West for a distance of 30.59 feet to a found 5/8" iron rod and cap (illegible) marking the Northeast corner of Block A of said Killearn Lakes Plaza; thence run the following courses along the Easterly boundary of said Block A: South 14 degrees 17 minutes 12 seconds West for a distance of 278.14 feet to a found 5/8" iron rod and cap (# 7160); thence run South 58 degrees 47 minutes 49 seconds West for a distance of 217.42 feet to a found 4"x4" concrete monument (# 7160) and a point of curvature of a non-tangent curve concave to the Southeast; thence run along the arc of said curve having a radius of 287.50 feet through a central angle of 30 degrees 19 minutes 52 seconds for an arc distance of 152.20 feet (chord bears South 43 degrees 35 minutes 53 seconds West, 150.42 feet) to a found 4"x4" concrete monument (# 7160); thence run South 28 degrees 27 minutes 03 seconds West for a distance of 17.47 feet to a found nail and the Northerly Right-of-Way of Deerlake South; thence, leaving said easterly boundary of Block A, run along the Northerly Right-of-Way line of Deerlake South, South 61 degrees 31 minutes 01 seconds East for a distance of 75.00 feet to a found 4"x4" concrete monument (# 7160) at the intersection of said Right-of-Way and Common Area "B" of said Killearn Lakes Plaza; thence, leaving said Northerly Right-of-Way continue along the boundary of said Common Area "B" run the following courses: North 28 degrees 27 minutes 03 seconds East for a distance of 17.60 feet to a found 4"x4" concrete monument (# 7160) and the point of curvature of a curve concave to the Southeast; thence run along the arc of said curve having a radius of 212.50 feet through a central angle of 30 degrees 20 minutes 47 seconds for an arc distance of 112.55 feet (chord bears North 43 degrees 37 minutes 26 seconds East, 111.24 feet) to a found 4"x4" concrete monument (# 7160); North 58 degrees 47 minutes 49 seconds East for a distance of 6.54 feet to a set nail and disk (LB 7834); South 75 degrees 42 minutes 41 seconds East for a distance of 525.84 feet to a set 5/8" iron rod and cap (# 7160); South 11 degrees 31 minutes 47 seconds East for a distance of 174.19 feet to a found 5/8" iron rod and cap (# 7160) and a point of curvature of a curve concave to the Westerly; thence run along the arc of said curve having a radius of 212.50 feet through a central angle of 19 degrees 58 minutes 09 seconds for an arc distance of 74.06 feet (chord bears South 01 degrees 32 minutes 43 seconds East, 73.69 feet) to a set 5/8" iron rod and cap (#7834); thence South 08 degrees 26 minutes 43 seconds West for a distance of 33.10 feet to a found nail and disk (LB 7834) and the Northerly Right-of-Way of said Deerlake South, said point also being the point of curvature of a non-tangent curve concave to the North; thence run along said Northerly Right-of-Way of Deerlake South and the arc of said curve having a radius of 710.00 feet through a central angle of 21 degrees 18 minutes 07 seconds for an arc distance of 263.97 feet (chord bears South 89 degrees 14 minutes 16 seconds East, 262.45 feet) to a set 5/8" iron rod and cap (LB 7834) at the intersection of the northerly Right-of-Way of said Deerlake South and the most Southwesterly corner of a conservation easement described in Official Record Book 3708, Page 1556 of the Public Records of Leon County, Florida; thence, leaving said northerly Right-of-Way run along the Westerly boundary of said conservation easement the following courses: North 11 degrees 31 minutes 07 seconds West for a distance of 472.62 feet to a found 5/8" iron rod and cap (# 7160); North 75 degrees 42 minutes 41 seconds West for a distance of 160.32 feet to a found 5/8" iron rod and cap (illegible); North 14 degrees 17 minutes 12 seconds East for a distance of 106.44 feet to a set 5/8" iron rod and cap (LB 7834); South 75 degrees 42 minutes 41 seconds East for a distance of 225.02 feet to a found 5/8" iron rod and cap (LB 7834) at the Northwest corner of Lot 1, Block "E" of said Killearn Lakes Plaza; thence, leaving the boundary of said conservation easement, run along the Northerly boundary line of said Lot 1, Block "E" South 75 degrees 40 minutes 53 seconds East for a distance of 88.59 feet to a found 4"x4" concrete monument (# 3562) marking the Northeast corner of said Lot 1, Block "E"; thence, leaving said boundary line, run North 14 degrees 15 minutes 37 seconds East for a distance of 62.00 feet to a set 5/8" iron rod and cap (LB 7834); thence run North 75 degrees 42 minutes 41 seconds West for a distance of 176.88 feet to a set 5/8" iron rod and cap (LB 7834); thence run North 36 degrees 48 minutes 25 seconds West for a distance of 28.93 feet to a set 5/8" iron rod and cap (LB 7834); thence North 75 degrees 42 minutes 41 seconds West for a distance of 512.81 feet to the POINT OF BEGINNING. Containing 8.55 acres more or less.

A subdivision of portions of Sections 9 and 10, Township 2 North, Range 1 East, Leon County, Florida, located in the City of Tallahassee, Florida.

To the Property Owners, the ingress/egress and utility easements contained on Lot 1, for the purpose of ingress, egress and access.

Reserving, however, the reversion or reversions thereof should the same be renounced, disclaimed, abandoned or the use thereof discontinued as prescribed by law by appropriate official action of the proper officials having charged or jurisdiction thereof.

ACKNOWLEDGMENT: STATE OF FLORIDA

This the _____ day of _____, A.D., 2019, Villas at Killearn Lakes, LLC

By: _____
Witness: _____

Witness: _____

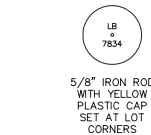
The foregoing instrument was acknowledged before me this _____ day of _____, A.D., 2019,

by _____ who is personally known to me or has produced a driver's license as identification acknowledges that he/she executed the foregoing dedication freely and voluntarily for the uses and purposes therein stated on behalf of such as Villas at Killearn Lakes, LLC.

Notary Public

NOTICE:

This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the Public Records of this County.



I hereby certify that this plat was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the permanent reference monuments and permanent control points have been set and that the survey data and monumentation complies with Chapter 177 of the Florida Statutes and with Chapter 5J-17.051 of the Florida Administrative Code.

Steven W. Stinson Date _____
Florida Professional Surveyor and Mapper Certificate No. 5457, Licensed Business No. 7834
NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



JOINERS IN DEDICATION

Talquin Electric Cooperative, Inc.	-O.R.B. 3765, Page 198
Talquin Electric Cooperative, Inc.	-O.R.B. 5286, Page 2070
Talquin Water and Wastewater, Inc.	-O.R.B. 5286, Page 2070
The Bancorp Bank (Joiner of Dedication)	-O.R.B. 5269, Page 878
Deer Lake United Methodist Church, Inc.	-O.R.B. 5281, Page 1701
Duke Energy Florida, LLC	-O.R.B. 5292, Page 1458

PLAT REVIEW

Plat reviewed for compliance with Chapter 177, Florida Statutes:

Joseph D. Coleman
County Land Surveyor
Florida Registered Land Surveyor Certificate No. 5590

SITE PLAN REVIEW APPROVAL

This plat conforms to Site and Development Plan approval provisions made by the

Development Review Committee this _____th day of _____, A.D. _____

County Administrator or designee

COUNTY COMMISSION

Approved by the Board of County Commissioners of Leon County, Florida this _____ day of _____, A.D., 2019.

Chairperson _____ County Attorney _____

County Engineer _____

GWEN MARSHALL - CLERK OF THE CIRCUIT COURT

Accepted for the files and recorded, this _____ day of _____, A.D., 2019,

In Plat Book _____, Page _____

Deputy Clerk of the Circuit Court
Leon County, Florida

SURVEYORS CERTIFICATION

NOTES FOR MAINTENANCE OF COMMON AREAS, EASEMENTS, AND STORMWATER MANAGEMENT FACILITY (SEE PAGE 2 OF 2 FOR ADDITIONAL NOTES)

- The Killearn Lakes Plaza Commercial Association, Inc. (KLPCA) was established on 2/16/2007 to maintain the common areas of the Killearn Lakes Plaza and was dedicated all road rights-of-way and common areas in Plat Book 19, Page 48. KLPCA was the maintenance entity for all roads, streets, common areas and facilities, easements, cross access easements and rights-of-way providing ingress and egress, except for Deerlake South, a Leon County public road.
- The Villas at Oak Grove, LLC purchased Blocks B, C, D and all common areas of the Killearn Lakes Commercial Plaza from Twin Action Properties, Inc and Killearn Lakes Plaza Commercial Association, Inc. on 11/17/2014.
- The Killearn Lakes Plaza Commercial Association, Inc. was dissolved effective 12/31/2014. The dissolution of the POA invoked the reverter clause noted in the Plat of Killearn Lakes Plaza, thereby reverting the property to the developer, Twin Action Properties, Inc. Villas at Oak Grove, LLC is a successor to Twin Action Properties, Inc.
- The Villas at Oak Grove, LLC changed its name to Villas at Killearn Lakes, LLC effective May 18, 2015.
- The Villas at Killearn Lakes, LLC site plan was approved on 2/24/2016 and the Villas at Killearn Lakes, LLC Environmental Management Permit (EMP) LEM 15-00049 was approved on 2/22/2016.
- The site plan and EMP do not affect the original platted Common Areas, specifically identified as Common Area A, B, C and D.
- Existing easements for Common Area A, B, C and D are unaffected by the approved site plan, EMP and this plat.
- This plat creates one lot by combining the original Blocks, B, C, D and certain site right of ways (drives and parking areas).
- This plat identifies a specific access easement providing access to the owners of Block A. Block A is not included in this replat.
- This plat identifies a specific access easement providing access to the owner of Lot 1, Block E. Block E is not included in this replat.
- The Villas at Killearn Lakes, LLC, owner of all Common Areas and private rights-of-way identified on the Killearn Lakes Plaza Plat recorded in Plat Book 19, Pages 48, 49, 50, and 51, and its successors shall function as if a Property Owners Association existed with the owner being the only member.
- The Villas at Killearn Lakes, LLC, owner of Lot 1, Block B and its successors shall act in capacity similar to a Property Owners Association (POA) and maintain all roads, streets, common areas and facilities, easements, cross access easements and rights-of-way providing ingress and egress including the stormwater management facility identified in Plat Book 19, Page 48.
- All roads, street, common areas and facilities, easements including drainage easements, and rights-of-way providing ingress and egress to the property hereon described, except the following: (NONE), shall be maintained by Villas at Killearn Lakes, LLC and Leon County is not responsible for the maintenance of the above.



3201 Shamrock Street South, Suite #102
Tallahassee, Florida 32309
Office: (850) 668-7641 Fax: (850) 668-7648

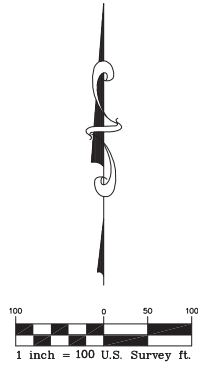
DRAWN BY: B. BAILEY	REV. No.	DATE	REMARKS	JOB NO.
CHECKED BY: S. STINSON				177717.07
DATE: MAY 3, 2018				
SCALE: 1" = 30'				SHEET NO.
FIELD BOOK: N/A	PAGE: N/A			1 of 2
DATE OF SURVEY:				

Posted May 20, 2019

VILLAS at KILLEARN LAKES

A REPLAT OF PART OF KILLEARN LAKES PLAZA

INCLUDING PRIVATE RIGHT-OF-WAYS: BLOCK B, LOTS 1-2; BLOCK C, LOTS 1-2; AND BLOCK D, LOTS 1-6
IN SECTIONS 9 and 10, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA



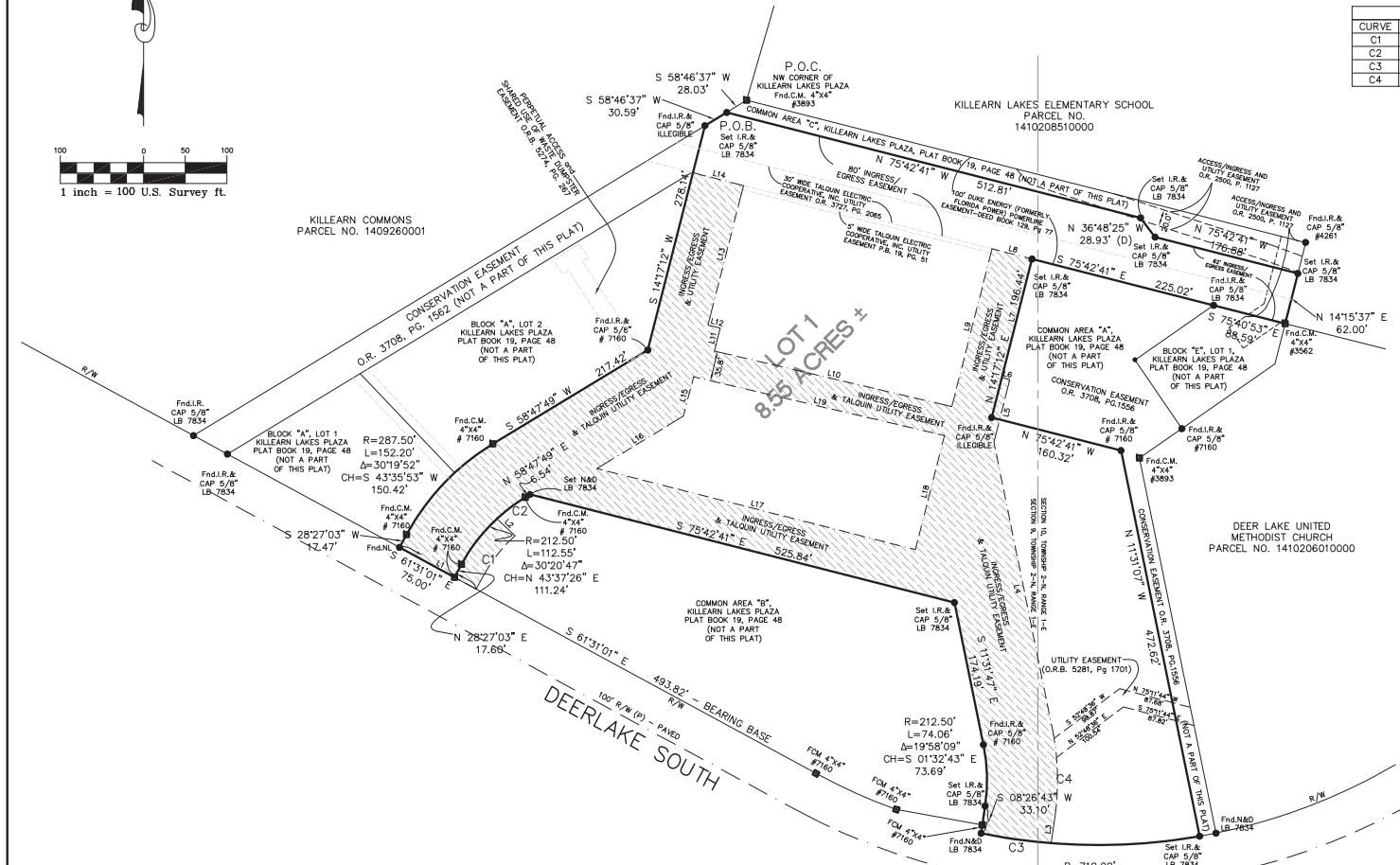
CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	CHORD
C1	62.22'	182.86'	19°29'43"	S 38°11'54" W 61.92'
C2	42.77'	212.50'	21°25'0"	S 53°01'52" W 42.70'
C3	84.96'	710.00'	6°51'23"	S 82°00'54" E 84.91'
C4	103.69'	297.50'	19°58'09"	N 07°31'30" W 103.16'

LINE TABLE		
LINE	BEARING	LENGTH
L1	N 61°31'01" W	104.64'
L2	S 47°05'52" E	29.74'
L3	S 08°02'48" W	32.24'
L4	S 11°30'35" E	353.45'
L5	S 14°16'05" W	77.71'
L6	S 75°43'10" E	9.97'
L7	S 14°18'06" W	146.80'
L8	S 75°42'48" E	49.58'
L9	N 14°17'12" E	195.53'
L10	S 76°49'22" E	292.90'
L11	S 14°16'29" W	28.47'
L12	S 75°43'31" E	15.00'
L13	S 14°16'29" W	172.69'
L14	S 75°42'51" E	62.66'
L15	S 14°35'28" W	48.89'
L16	S 58°46'51" W	121.29'
L17	S 75°42'48" E	394.53'
L18	N 14°15'49" E	141.40'
L19	N 76°49'22" W	309.27'

LEGEND / SYMBOLS

- C.M. - CONCRETE MONUMENT
- (D) - DEED INFORMATION
- Fnd. - FOUND
- I.R. - IRON ROD
- D.R.B. - OFFICIAL RECORD BOOK
- P.B. - PLAT BOOK
- P. - PAGE
- (F) - PLAT INFORMATION
- (S) - SURVEY INFORMATION
- N&D - NAIL AND DISK
- NL - NAIL
- - CONCRETE MONUMENT
- - IRON ROD/NAIL

○ LB # 7834
5/8" IRON ROD WITH YELLOW PLASTIC CAP SET AT LOT CORNERS



NOTES
(SEE PAGE 1 OF 2 FOR ADDITIONAL NOTES)

- The bearings shown hereon are based the deed description contained in the title policy and the plat of Killlearn Lakes Plaza recorded in Plat Book 19, Page 48 of the Public Records of Leon County, Florida.
- Fixed interior improvements not located.
- All platted utility easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages in accordance with Florida Statutes, Chapter 177.09(28).
- Lots shown hereon shall not be further subdivided.
- The property surveyed and shown hereon is located in Flood Zone "X" per the Flood Insurance Rate Maps for Leon County, Florida and Incorporated areas, 12073C0130F, having an effective date of August 18, 2009.
- All measurements shown hereon refer to horizontal plane and are in U.S. Survey Feet.

Meridian

SURVEYING and MAPPING INC.

3201 Shamrock Street South, Suite #102
Tallahassee, Florida 32309
Office: (850) 668-7641 Fax: (850) 668-7648

DRAWN BY: B. BAILEY	REV. No.	DATE	REMARKS	JOB NO.
CHECKED BY: S. STINSON				177717.07
DATE: MAY 3, 2018				
SCALE: 1" = 30'				SHEET NO.
FIELD BOOK: N/A	PAGE: N/A			2 of 2
DATE OF SURVEY:				



Leon County

Board of County Commissioners

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

Development Support & Environmental Management
Development Services Division
435 N. Macomb Street
Renaissance Center, 2nd Floor
Tallahassee, Florida 32301
Phone (850) 606-1300

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

February 24, 2016

Mr. Sean Marston, P.E.
Urban Catalyst Consultants, Inc.
2840 Pablo Avenue
Tallahassee, Florida 32308

JAN 4 2019 PM 2:4
LC PUBLIC WORKS

RE: Villas at Killearn Lakes Assisted Living Facility (ALF)
Type B Site Plan Approval Letter
Project ID No.: LSP 150026
Parcel Identification Numbers.: 14-09-43 D-0010, D-0020, D-0030, D-0040,
D-0050, D-0060, B-0010, B-0020, C-0010, C-0020, 0001, 0002

Dear Mr. Marston:

We have completed the review process for the Villas at Killearn Lakes ALF site and development plan application. The Leon County Development Review Committee (DRC) approved the Villas at Killearn Lakes ALF Type "B" site plan on December 2, 2015, subject to the conditions referenced in the staff reports and meetings. The site plan has been determined complete by the DRC. The review process for this application was completed in accordance with the Department of Development Support and Environmental Management procedures for a Type "B" Site and Development Plan found in Section 10-7.404 of the Land Development Code (LDC).

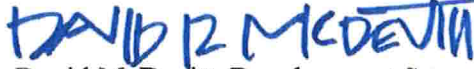
As part of the Type "B" review, the applicant requested two (2) deviations. One deviation was for perimeter landscaping (Section 10-4.347(1) of the LDC) and the other was for canopy coverage (Sections 10-4.351(e)(3)(a) and 4(a) of the LDC). The perimeter landscaping deviation was approved with the condition that parking spaces located on the north side of the site would be eliminated and that the existing northerly buffer adjacent to the school be augmented. The canopy coverage deviation was approved with the condition that this relief only applies to the portion of the property located within the utility easement. This was due to the height limitation of plantings specified by the utility provider.

Villas @ Killearn Lakes ALF, Type "B" Site and Development Plan
LSP150026

Page 2 of 2

An approved copy of the site and development plan has been uploaded to Project Dox. If you have any questions, please do not hesitate to contact Ryan Guffey of our office at (850) 606-1386 or send an e-mail to: "GuffeyR@leoncountyfl.gov".

Sincerely,



David McDevitt, Development Support and Environmental Management Director
Chairman, Development Review Committee

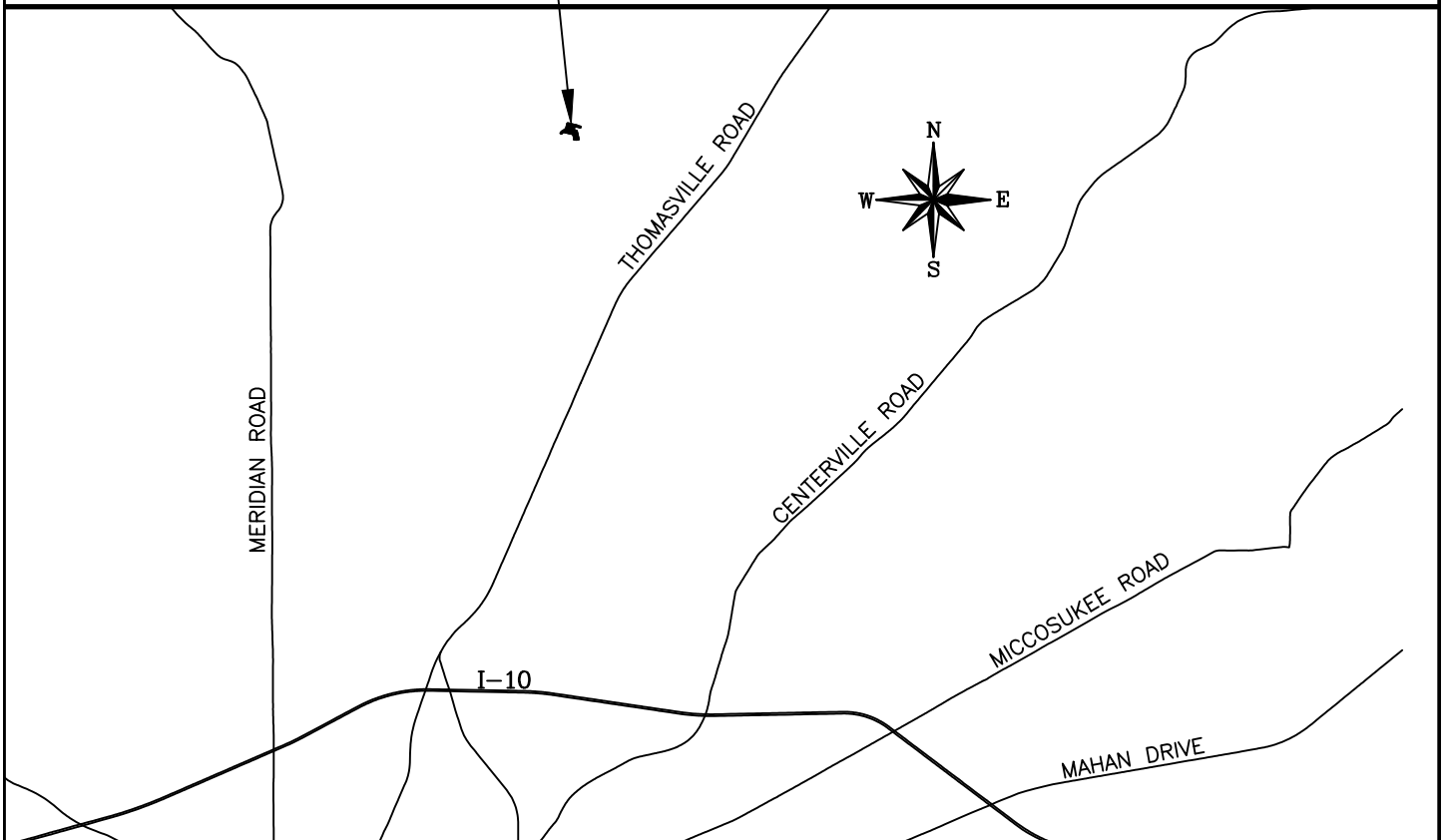
C: ProjectDox (LSP 150026)
James E. Chester, Jr., 7773 North Briarcreek Road, Tallahassee, FL 32312
Peggy Moore, 2752 Oakleigh Court, Tallahassee, FL 32321
Yvonne Arens, 7781 North Briarcreek Road, Tallahassee, FL 32312
Mr. & Mrs. Ronald Morgan, 5870 Untermeyer Court, Fort Myers, FL 33903



SITE MAP

SCALE 1" = 500'

VILLAS AT KILLEARN LAKES



LOCATION MAP

SCALE 1" = 10000'

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 9/11 Day of Remembrance and Service for FY 2019



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services and Community Partnerships
Lead Staff/ Project Team:	Jeri Bush, Director, Volunteer Services

Statement of Issue:

This agenda item seeks Board acceptance of a status report on the planned activities related to the annual Leon County 9/11 Day of Remembrance and Service for 2019. The Day of Remembrance and Service will occur on Thursday, August 22, 2019 in the Lakewood Estates Neighborhood.

Fiscal Impact:

This item has a fiscal impact. Funding for the 9/11 Day of Remembrance and Service is contemplated in the FY 2019 budget. In addition, the Housing Finance Authority of Leon County provides \$1500 annually for the 9/11 Day of Remembrance and Service activities.

Staff Recommendation:

Option # 1: Accept the status report on the 9/11 Day of Remembrance and Service for FY 2019.

Report and Discussion

Background:

The annual 9/11 Day of Remembrance and Service contributes to Leon County's efforts to build social infrastructure by promoting civic engagement through citizen participation in volunteerism in Leon County Government.

Each year, staff brings a status report to the Board detailing the upcoming 9/11 Day of Remembrance and Service event, the project's location, and how neighborhood residents will be engaged.

In 2009, Congress designated September 11th as a National Day of Remembrance and Service. Beginning in 2011, on the tenth anniversary of the tragic attacks of September 11, 2001, Leon County established the community's annual 9/11 Day of Remembrance and Service. Since that time, the 9/11 Day of Remembrance and Service has earned several national and local awards for community service and citizen engagement. Most notably it earned a 2015 National Association of Counties Best in Category award for being an exemplary volunteer service project.

In August of each year, Leon County organizes a service day that brings together community volunteers and County employees to help revitalize a neighborhood in remembrance of September 11, 2001. Volunteers perform neighborhood-wide clean-ups, build handicap ramps, provide lawn maintenance, and paint homes. On May 22, 2018, the Board approved incorporating the Day of Remembrance ceremony that had traditionally been held on September 11, into the Day of Service event. Over the past few years, the Day of Remembrance ceremony has been canceled due to hurricanes that impacted Leon County.

Analysis:

For the 2019 9/11 Day of Remembrance and Service, Leon County will build on eight years of continued success by hosting a service day on Thursday, August 22, 2019 in the Lakewood Estates neighborhood, located south of Tower Road and north of Lumberjack Lane in unincorporated Leon County.

In cooperation with Capital Area Neighborhood Network and the Lakewood Estates Neighborhood, staff will hold a meeting with the residents in June. Variable Message Board signs along with mailed letters will be utilized to notify residents of the meeting date, time and location. The meeting will provide residents an opportunity to share their needs with staff which will identify the service projects that will be performed in August.

Staff is also working with the Tallahassee Housing Authority (THA) which owns several homes in Lakewood Estates to include the properties as a part of the service day projects. THA rents the homes to very low-income residents with household incomes 50% or below the area median income. Additionally, the Florida Association of Counties (FAC) has expressed interest in volunteering in this year's Day of Service as part of its year-long efforts to engage FAC staff in the operations and functions of county government.

A Remembrance Ceremony will be incorporated into the lunch portion of the Day of Service event, to formally recognize the tragic events of September 11, 2001. The Ceremony will provide an opportunity to continue building a meaningful sense of unity and community engagement with the neighborhoods, community partners, volunteers, and County staff.

Options:

1. Accept the status report on the 9/11 Day of Remembrance and Service for FY 2019.
2. Do not accept the status report on the 9/11 Day of Remembrance and Service for FY 2019.
3. Board direction.

Recommendation:

Option # 1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #8

Leon County Board of County Commissioners

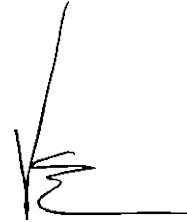
Agenda Item #8

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Extension of the Mowing and Landscape Services Contract for Parks and Recreation



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of the Office of Resource Stewardship
Lead Staff/ Project Team:	Leigh Davis, Director of Parks and Recreation

Statement of Issue:

This item seeks to extend the existing mowing and landscape services contract for Parks & Recreation for four additional months through November 2019. This extension will ensure Parks and Recreation continues to provide quality grounds service uninterrupted through the growing season and allows a future contract to align with future growing seasons.

Fiscal Impact:

This item has a fiscal impact. Monthly mowing costs are contemplated in the FY 2019 (August and September) and the proposed FY 2020 (October and November) budget.

Staff Recommendation:

Option #1: Authorize the County Administrator to execute a four-month contract extension for Mowing and Landscape Services with Val's Lawncare Inc., through the end of November 2019 in a form approved by the County Attorney (Attachment #1).

Report and Discussion

Background:

This item seeks a four-month extension of the contract for mowing and landscape services to various Park facilities (Attachment #1). In July 2014, the County awarded Val's Lawn Care Inc. a Contract (Bid No. BC-07-08-14-30) for mowing, weed eating, and bush-hogging thirty-eight park facilities' common areas. The Contract was for one year, August 1, 2014 through July 31, 2015, with the option to extend for four additional one-year periods. The one-year extensions were automatic, unless the County provided written notice of non-renewal and given the outstanding performance of the contractor, staff elected to extend the Contract. The current contract is set to expire on July 31, 2019. The four-month extension allows for uninterrupted service through the current year growing season and allows future contracts to be aligned properly with the mowing season.

Parks and Recreation is responsible for mowing and maintenance of hundreds of acres of park lands. Maintenance varies widely depending upon the type of recreational use, from large-scale greenways to trails, community centers, campgrounds, and ball fields; each has varying standards of service. For example, greenways require invasive control and prescribed burning; ball fields require specialized mowing equipment for turf; while community centers entail traditional mowing service such as weed eating and blowing of leaves. As a result, Parks conducts the specialized maintenance in-house, while other properties are achieved through contracted mowing and landscaping services. This blended model of service delivery has maximized quality to park goers while remaining cost-effective.

Analysis:

The mowing season for Parks and Recreation facilities runs from March through November as that is the growth period for grass and shrubs. However, the current contract is set to expire on July 31, 2019. The misalignment with the growing season was caused by a prior contract which was halted prematurely due to poor vendor performance. Fortunately, the replacement vendor currently under contract, Val's Lawn Care Inc., has provided high quality service. The proposed four-month extension will ensure Parks and Recreation continues to provide quality grounds service uninterrupted through the growing season. The extension will also allow future contracts to be aligned properly with the mowing season.

Staff will be best positioned to ensure a smooth transition to a new contractor during the non-growing season. Typically, transition in vendors requires fine-tuning as they become familiar with County properties and specifications. Without an extension, such a transition in August would occur as the County is finalizing baseball tournament play, initiating fall football, and preparing for cross country season. It is preferable to execute a contract in December or early January. This would allow for staff to work with a contractor during the winter to familiarize them with County facilities and specifications positioning the new vendor for success as the mowing cycle begins in the spring.

If approved, the additional time will allow for Office of Resource Stewardship (ORS) to evaluate the current service delivery model. Within the ORS Department, two Divisions have historically

had separate contracts for similar services – one executed and managed by Parks and Recreation and the other by Facilities Management. To continue to identify opportunities for cost savings or increased service quality, staff plans to evaluate a hybrid approach for mowing and landscaping services between the two Division. In doing so, it may be determined that there is a potential to streamline activities, achieve cost savings, and/or implement better efficiencies, thereby resulting in different bid language or an amendment to the existing Facilities contract.

For these reasons, staff recommends the four-month extension of the existing Parks mowing and landscape services contract (Attachment #1).

Options:

1. Authorize the County Administrator to execute a four-month contract extension for Mowing and Landscape Services with Val's Lawncare Inc., through the end of November 2019 in a form approved by the County Attorney (Attachment #1).
2. Do not authorize the extension of the Mowing and Landscaping Services Contract with Val's Lawn Care Inc., and direct staff to proceed with the bid request for a new contract to begin on August 1, 2019.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Amendment to the Agreement with Val's Lawncare for Mowing Services for Parks and Recreation

AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT, being entered into, by and between LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and VAL'S LAWN CARE, INC., hereinafter referred to as "Contractor."

WHEREAS, parties entered into Contract No. 4081, BC-07-08-14-30, "Continuing Services Mowing Contract for Parks and Recreation Facilities" on August 11, 2014, hereinafter referred to as "Agreement"; and

WHEREAS, the initial term ran from August 1, 2014 to July 31, 2015, with four (4) automatic 1-year term renewals;

WHEREAS, the Agreement and all renewals are set to expire on July 31, 2019, which is in the middle of the mowing season running from March to November; and

WHEREAS, in order to coincide the expiration of the Agreement with the end of the mowing season, the parties agree to amend the Agreement to extend the term until November 30, 2019, under the same terms and conditions as set forth in the Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. The parties hereby agree that the term as set forth in Paragraph 3 of the Agreement shall be enlarged and extended to allow for continuing services from August 1, 2019 to November 30, 2019.
2. All other terms and conditions as set forth in the Agreement shall remain in full force and effect.

[Signature Page to Follow]

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

LEON COUNTY, FLORIDA

VAL'S LAWNCARE, INC.

By: _____
Vince S. Long
County Administrator

By: _____
President or designee

Printed Name

Date: _____

Title: _____

Date: _____

ATTEST:
Gwendolyn Marshall, Clerk of the Circuit Court & Comptroller
Leon County, Florida

By: _____

Approved as to Form:
Leon County Attorney's Office

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

Leon County Board of County Commissioners

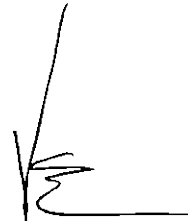
Agenda Item #9

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Implementation of Hurricane Michael After-Action Report and Preparation for the 2019 Hurricane Season



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mathieu Cavell, Assistant to the County Administrator Kevin Peters, Director of Emergency Management

Statement of Issue:

This agenda item provides a status update regarding the County's implementation of all 68 recommendations contained in the Hurricane Michael After-Action Report and provides an overview of the preparation for the 2019 Hurricane Season.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Accept the status report on the implementation of the Hurricane Michael After-Action Report recommendations and the preparation for the 2019 hurricane season.
- Option #2: Authorize the County Administrator to execute the memorandum of agreement with the State of Florida regarding state-owned generators (Attachment #1).

Report and Discussion

Background:

The County's ongoing efforts to be a national leader in community resilience and disaster response and recovery are essential to the following FY 2017- FY 2021 Strategic Initiative:

- *Implement the recommendations of the Hurricane Michael After-Action Report. (2018-14)*

This particular Strategic Initiative aligns with the Board's Governance Strategic Priorities:

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

This agenda item provides a status update regarding the County's implementation of all 68 recommendations contained in the Hurricane Michael After-Action Report, which was presented to the Board on January 22, 2019. In addition, this status report serves as an opportunity to provide an annual update on the upcoming 2019 hurricane season that begins on June 1st. In addition to the materials in the agenda item, the Leon County Emergency Management Director is prepared to provide a brief presentation during the Commission meeting.

Hurricane Michael was the third-most intense hurricane ever to make landfall in the continental United States and the single-most intense to impact the Florida Panhandle in recorded history. On October 10, 2018, Hurricane Michael made landfall as a Category 5 hurricane near Mexico Beach, Florida and caused significant widespread damage throughout the Florida Panhandle and Big Bend region. Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours that downed thousands of trees, blocking over 1,000 road segments and causing widespread power outages to up to 95% of utility customers throughout the county; damaged nearly 1,200 homes in Leon County including 25 that were destroyed; and required a massive debris collection operation to remove storm-generated debris from homes and roadways. The storm-related damage caused by Hurricane Michael required the longest and most extensive activation of the Leon County Emergency Operations Center to date; however, Leon County emerged with no major flooding issues and more importantly, no loss of life from the storm. As is the case with any emergency event or disaster, Hurricane Michael presented a unique set of challenges for residents and responders and specific opportunities for improvements and refinements to continue to enhance community resiliency for the next disaster.

Following any large-scale emergency event, Leon County conducts an extensive after-action review to assess the preparedness, response, and recovery activities taken, and to identify strengths and weaknesses in these efforts as well as recommendations for improvement during future emergencies. In conducting this review, Leon County Emergency Management (LCEM) and Leon County Administration thoroughly evaluated the specific actions taken during the activation of the Emergency Operations Center, examining the actions taken by LCEM and partner agencies for

consistency with the County's Comprehensive Emergency Management Plan, Debris Management Plan, and the National Incident Management System, all of which prescribe the basic strategies, objectives, operational goals, and actions to be taken throughout the various phases of emergency events including a hurricane. Additionally, Leon County, the City of Tallahassee, and other key emergency support staff attended a community listening session following Hurricane Michael to gather feedback from citizens while also giving them the opportunity to ask questions of public safety officials.

The Hurricane Michael After-Action Report presented 83 findings and 68 specific recommendations to build upon the community's successful response efforts and become even stronger for the next emergency.

Analysis:

After the Board's meeting on January 22, 2019, staff immediately began working to implement the recommendations within the Hurricane Michael After-Action Report. To date, all of the 68 recommendations have been completed. When including the Hurricane Hermine and Hurricane Irma After-Action Reports, staff has completed a total of 213 recommendations from the three consecutive hurricanes.

A table listing each of the Michael recommendations and its status is included as Attachment #2 to this agenda item.

A few major recommendations from the Hurricane Michael After-Action Report included further enhancing emergency and special needs sheltering in partnership with Leon County Schools and the American Red Cross, improving the coordination of regional volunteers and donations management through the Big Bend Community Organizations Active in Disaster, and securing state-owned generators for traffic signals to ensure the fastest deployment following a widespread power outage. Specific to the state-owned generators, this agenda item seeks approval of the Board to authorize the County Administrator to execute a memorandum of agreement with the State of Florida to house the generators in Leon County to maximize their utilization. As the City of Tallahassee operates and maintains all traffic signals through-out the City and County, the City has agreed to execute an agreement with the County to house and maintain the generators.

The County also continued its efforts to build community disaster resilience through its designation as the nation's first #HurricaneStrong community. Awarded by the Federal Alliance for Safe Homes (FLASH) and the Federal Emergency Management Agency (FEMA) in March 2018, #HurricaneStrong recognizes our entire community and all the efforts of our neighborhoods, partners, and citizens to be a model of resilience for the entire nation. This year, County staff presented at the 2019 National Hurricane Conference on the #HurricaneStrong designation's best practices and objective measures, as well as presented on evacuation planning and communication efforts.

Looking towards the 2019 hurricane season, preliminary forecasts call for a slightly below normal season with a slightly below average chance for the Big Bend region to receive another direct impact from a major storm. In preparation for hurricane season, Leon County continues to build community resilience with the following preparedness events:

- **Citizen Engagement Series: When Disaster Strikes on May 29, 2019** – Building on the two years of successful programming, Leon County again invites national, state, and local partners to help share best practices for disaster preparedness through fun and educational hands-on activities.
- **2019 Hurricane Season Kickoff Press Conference on May 31, 2019** –The day before the 2019 Atlantic hurricane season begins, Leon County will bring together local partners to encourage community resilience and preparedness in the face of another season. The press conference will promote having a plan and staying informed throughout the season.
- **Build Your Bucket community event on June 1, 2019** – Last year, the Build Your Bucket event grew to nearly 2,000 attendees and more than 30 exhibitors. To better serve the large turnout, the event will now be hosted at the Alfred J. Lawson Multipurpose Center on the campus of Florida A&M University. Build Your Bucket has become the region’s largest preparedness event and has received several state and national awards for citizen engagement.
- **2019 Disaster Survival Guide distribution on June 2, 2019** – Every year, Leon County designs and distributes the Disaster Survival Guide in preparation for hurricane season. Completely redesigned and improved following Hermine in 2016, this year more than 85,000 copies will be distributed by the Tallahassee Democrat, Capital Outlook, American Red Cross, faith-based partners, and in County and City facilities. This is an increase of 10,000 copies due to citizen and community partner demand.
- **Disaster Preparedness-Focused Library Lecture Series on June 13, 2019** – Leon County, Friends of the Library, and Midtown Reader will host *New York Times* bestselling author Mary Alice Monroe, whose most recent book *The Summer Guests* focuses on the bonds and new beginnings born from natural disasters. To complement the lecture, Emergency Management staff will provide a short presentation on disaster preparedness and planning activities attendees must consider before a hurricane makes landfall.
- **Emergency Management Disaster Preparedness Exercises in April / May 2019** – To ensure the highest level of readiness at the County and amongst public safety partners, staff participated in three different exercises with the Florida Department of Health, Big Bend Healthcare Coalition, National Weather Service, and the Florida Division of Emergency Management. The exercises covered distribution of preventative medication during a public health emergency, forecasting and broadcasting weather alerts, and emergency communications test of satellite and IP-based systems.
- **National Hurricane Preparedness Week Activities, May 5-11, 2019** – During the week, the County conducted a preparedness incentive program to provide free disaster buckets, lids, and supply checklists with a \$25 purchase of supplies at seven participating local hardware stores. The event complemented the County’s Build Your Bucket event and further reinforced the need to be prepared before disaster strikes.

As a result of the past three after-action reports and the County's strengthened partnerships, refined disaster plans, and resilience events, the County and community continue to become even more prepared for the upcoming hurricane season.

In addition to the implementation of the after-action report, staff is preparing an agenda item recommending an emergency management plan for controlled release of water at the Lake Talquin Dam (formerly the C.H. Corn Hydro Electric Dam) for the June 18, 2019 meeting.

Options:

1. Accept the status report on the implementation of the Hurricane Michael After-Action Report recommendations and the preparation for the 2019 hurricane season.
2. Authorize the County Administrator to execute the memorandum of agreement with the State of Florida regarding state-owned generators (Attachment #1).
3. Do not accept the status report on the implementation of the Hurricane Michael After-Action Report recommendations and the preparation for the 2019 hurricane season.
4. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Memorandum of Agreement with the State of Florida Regarding State-Owned Generators
2. Table of Hurricane Michael After-Action Report Recommendations

Memorandum of Agreement
Between
Florida Division of Emergency Management
And
Leon **County**
Regarding State-Owned Generators

I. Parties

- a. This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the **Florida Division of Emergency Management (“Division”)**, whose address is 2555 Shumard Oak Blvd., Tallahassee, Florida 32399-2100, and _____ (**“County”**), whose primary address is

_____ collectively known as the “Parties.”

II. Background and Purpose

- a. Pursuant to Section 252.35(2)(r), Florida Statutes, the Division maintains an inventory list of generators owned by the state and local governments. This inventory must identify, at a minimum, the location of each generator, the number of generators stored at each specific location, the agency to which the generator belongs, the primary use of the generator by the owner agency, and the names, addresses, and telephone numbers of persons having the authority to loan the stored generators as authorized by the division during a declared emergency.
- b. During the response to Hurricane Michael, the State Emergency Response Team purchased Geneac GP5500 watt generators to run traffic signals throughout impacted areas. In an effort to maximize their utilization, the State is collaborating with Florida counties to position and maintain these critical assets throughout the State.
- c. The purpose of this MOA is to establish the terms and conditions under which the Division will provide to the County ²⁰⁵ Geneac GP5500 watt generators for storage, maintenance, and official government use.

III. Term and Termination

- a. This MOA is effective upon the date last signed and executed by the duly authorized representative of the Parties to this MOA. The term shall continue until the final suspense date of any generators covered by this MOA.
- b. The suspense date for each generator is 19 years from the date of purchase, or the date the unit is no longer serviceable as determined by the Division, whichever comes first.
- c. Termination of this MOA by either Party requires a thirty (30) day written notice delivered by hand or certified mail to the address listed below.
- d. In the event that the Division requests relocation and redeployment of any number of generators, the terms and conditions of this MOA will continue to apply to the remaining generators held by the County (if any), until the termination or expiration of this MOA.

- e. In the event that the County wishes to terminate the MOA early, the County will be responsible for the cost of transporting the generators to a specified drop off destination, as determined by the Division.

IV. General Provisions

a. Responsibilities of the Division

- i. The generator(s) will be state tagged and recorded in the Generator Inventory required by Section 252.35(2)(r), Florida Statutes.
- ii. The number and locations of the generator(s) will be tracked pursuant to the Generator Inventory.
- iii. The generator(s) is/are subject to relocation and redeployment in a future disaster, paid for by the State (transportation, logistics, etc.)

b. Responsibilities of the County

- i. By April 30 of each year, the County will provide to the Division a report detailing the number of generators in their possession, the location of each generator, along with the maintenance and testing records for each generator.
- ii. The County can utilize the generator(s) for necessary official government purposes.
- iii. The County will store, test, and maintain the generator(s) as per manufacturer's recommendations to ensure functionality and readiness.
- iv. When the County deems the generator(s) is/are no longer serviceable, they will coordinate with the Division in completing the paperwork for removing the generator(s).
- v. The County will be responsible for the costs of storing, maintaining, testing, repairing, fueling, and mobilizing/demobilizing the generator(s), except during the times when the generator(s) are redeployed by the State.

V. Point of Contact

- a. Pursuant to Section 252.35(2)(r), the Division must maintain an inventory of generators along with the names, addresses, and phone numbers of persons having the authority to loan the stored generators as authorized by the Division. The County will provide this information upon receipt of the generator(s)
- b. In the event of a change to the point of contact, the new point of contact will notify the other party of this change within 30 days by written notice delivered by hand or certified mail to the address listed below.
- c. The Point of Contact for the Division is:

Name: Chris Corbin
Email: chris.corbin@em.myflorida.com
Telephone: (850) 815-4350
Address: 2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

d. The Point of Contact for the County is:

Name: _____
Email: _____
Telephone: _____
Address: _____

VI. Miscellaneous

- a. Nothing herein shall constitute or be construed to create or suggest any type or kind of employment, partnership, joint venture, or other legal relationship, express or otherwise, between the parties.
- b. Liability - Each Party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. Nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of Section 768.28, F.S. Nothing herein shall be construed as consent by either Party to be sued by third parties.
- c. Amendment - Either Party may request changes to this MOA. Any changes, modifications, revisions or amendments to this MOA that are mutually agreed upon by and between the Parties to this MOA, shall be incorporated by written instrument and effective when executed and signed by all Parties to this MOA.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Agreement to be executed by their duly authorized representatives on the dates appearing beneath their respective signatures.

FLORIDA DIVISION OF
EMERGENCY MANAGEMENT

FLORIDA

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Date

Date

Find #	Finding	Rec #	Recommendation	Lead Agencies	Support Agencies	Status
2	Hurricane Michael was a valuable learning experience and provided several opportunities to continually enhance Leon County's emergency preparedness and ability to respond to and recover from disaster events. These opportunities are detailed throughout this report.	2.1	Update the Leon County CEMP to incorporate the findings and recommendations identified in this report.	Leon County Emergency Management		Complete
3	The Tallahassee-Leon County Local Mitigation Strategy LMS is an important tool in identifying mitigation projects that may be suitable for various hazard mitigation grant opportunities and is scheduled for a comprehensive update in 2020.	3.1	Engage each work area in Leon County government to review the hazard mitigation initiatives currently included in the plan and identify any new initiatives to consider including in the 2020 LMS update.	Leon County Emergency Management	Tallahassee-Leon County Planning Department	Complete
4	Enhanced training opportunities hosted at the Public Safety Complex, as recommended in the Hurricanes Hermine and Irma After-Action Reports, were useful in keeping County and partner agency staff prepared and ready to respond to Hurricane Michael. There exists a continual need to identify and provide emergency management training opportunities for response and recovery personnel throughout the community.	4.1	Continue to identify NIMS training needs for new and existing County staff as well as personnel from partner agencies and provide training opportunities to meet these needs.	Leon County Emergency Management	Leon County Human Resources	Complete
5	As demonstrated by three consecutive years of hurricane damage by Hurricanes Hermine, Irma, and Michael, Leon County's practice of maintaining designated emergency reserves continues to be beneficial to ensure the vital availability of funds for disaster-related expenses.	5.1	Continue to maintain unrestricted emergency reserves in the General Fund/Fine and Forfeiture Fund budget and maintain the Catastrophe Reserve as specified in Policy No. 07-2.	Leon County Office of Financial Stewardship	Leon County Administration	Complete
6	As a result of lessons learned from Hurricanes Hermine and Irma, Leon County has made significant enhancements to help our community become better prepared for and resilient to disasters.	6.1	Continue to distribute and promote the annual Disaster Survival Guide; host public events to educate citizens about the importance of disaster preparedness; and promote the Citizens Connect mobile app as the primary source of timely, accurate, and vetted emergency information during future emergencies.	Leon County Emergency Management	Leon County Community and Media Relations	Complete
7	The process of manually filling sandbags is slow and can result in long lines during major incidents. Additionally, Citizen Information Line personnel received several calls for information regarding assistance for senior citizens and disabled individuals to help fill and load sandbags at distribution sites.	7.1	Evaluate building or purchasing equipment, such as "sandbag tubes," to assist citizens with filling sandbags more quickly during future emergencies.	Leon County Public Works	Leon County Office of Resource Stewardship	Complete
8	Following Hurricane Michael, staff identified an opportunity to relocate the sandbag distribution site in northwestern Leon County to provide better ingress and egress, and to provide a single site for pre- and post-storm assistance.	8.1	Relocate sandbag operations from J. Lee Vause Park to Fred George Park to provide better accessibility and centralize multiple post-storm services such as Points of Distribution.	Leon County Public Works	Leon County Office of Resource Stewardship	Complete
10	An embedded National Weather Service meteorologist assisted public safety agencies and emergency support functions in preparing for and responding to Hurricane Michael with timely updates on changing conditions, weather impacts, and timing and duration of hurricane-force winds.	10.1	As part of any weather-related activation of the Emergency Operations Center, Leon County will request that the National Weather Service embed a meteorologist with Emergency Management to support disaster response activities. Also, before hurricane season, Emergency Management will notify the National Weather Service of staff's intent to request a meteorologist should a weather-related activation occur.	Leon County Emergency Management	Leon County Administration	Complete
11	In addition to requesting resources from the State EOC to assist Leon County's response and recovery operations, the State EOC also requested mutual aid support from Leon County and our local emergency partners in the days and weeks following Hurricane Michael for other affected areas to our west.	11.1	Host a debriefing meeting in early 2019 with Leon County and partner agency personnel who were deployed to other affected areas following Hurricane Michael to extract additional lessons based on their experience.	Leon County Emergency Management	Leon County Administration	Complete
12	Hurricane Michael was the first full-scale incident for the State EOC utilizing the WebEOC platform. While most of Leon County's resource requests were fulfilled timely and accurately, there remains some opportunity for improved coordination with the State EOC regarding the process for submitting and managing resource requests through WebEOC, as indicated in the State of Florida's After-Action Report for Hurricane Michael.	12.1	Coordinate with the Florida Division of Emergency Management and statewide emergency management stakeholders to support FDEM's implementation of recommendations in its After-Action Report regarding the utilization of WebEOC.	Leon County Emergency Management		Complete
16	Citizen Information Line supervisors, team leaders, and staff often worked extended shifts during Hurricane Michael.	16.1	Identify and train additional CIL team leaders and supervisors.	Leon County Volunteer Services	Leon County Administration, Leon County Human Resources	Complete
17	During the Hurricane Michael activation, the Citizens Information Line received several calls from outside Leon County. Many of these callers sought information regarding available recovery assistance because phone service was interrupted in their home county.	17.1	Develop protocols to prepare vital information during future activations for other counties expected to be impacted, such as shelter locations, how to contact and receive information from local emergency management officials, and how to volunteer or donate.	Leon County Volunteer Services	Leon County Emergency Management	Complete
18	During the Hurricane Michael activation, the Citizens Information Line received many calls from contractors and owners of heavy equipment seeking to provide services during the recovery effort.	18.1	Develop protocols to route Citizen Information Line calls from contractors offering recovery assistance to Office of Economic Vitality representatives in the EOC.	Leon County Volunteer Services	Tallahassee-Leon County Office of Economic Vitality	Complete
19	The Citizens Information Line continued to receive calls for assistance following the deactivation of the EOC on October 16.	19.1	Update protocols to keep the Citizens Information Line partially staffed following deactivation of the EOC to provide continued coordination with 2-1-1 Big Bend and to ensure service for citizens who may not know who to call for post-disaster assistance.	Leon County Volunteer Services	Leon County Emergency Management, Leon County Office of Information and Technology, Leon County Office of Resource Stewardship	Complete
22	Risk sheltering operations during Hurricane Michael were significantly enhanced as a result of the recommendations implemented from the Hurricane Irma After-Action Report regarding the revised shelter operations plan in Leon County. However, some areas of risk shelter operations require further enhancement and continued coordination.	22.1	Coordinate with the Capital Area Chapter of the American Red Cross to ensure the availability of supply trailers at all five facilities on the list of preferred risk shelter sites maintained by Leon County Emergency Management and Leon County Schools during future incidents.	Leon County Emergency Management	Leon County Administration	Complete
23	Local nonprofit partner agencies have substantial resources available to deploy in support of shelter and mass feeding operations. Additional opportunities exist to further enhance coordination with these partners to more effectively allocate resources during future emergencies.	23.1	Convene a coordination meeting with COAD agencies each year at the beginning of the Atlantic Hurricane Season to discuss what needs may arise under different scenarios, resources that may be available from community partners, and how best to deploy these resources during a potential emergency activation.	Leon County Volunteer Services	Leon County Emergency Management	Complete
24	Leon County Animal Control has historically encountered difficulty recruiting volunteers to support pet-accessible shelter operations, including during Hurricane Michael. This can result in Animal Control staff working extended shifts to ensure proper care and service.	24.1	Coordinate with the Big Bend Disaster Animal Response Team to promote volunteer training opportunities in support of future pet-accessible sheltering operations.	Leon County Animal Control	Leon County Volunteer Services	Complete

Find #	Finding	Rec #	Recommendation	Lead Agencies	Support Agencies	Status
25	The Florida Disaster Volunteer Leave Act provides state agency employees with administrative leave to participate in disaster relief services for the American Red Cross. Given the significant turnover among state agency heads in recent years and new Governor's incoming administration, an opportunity exists to re-engage the American Red Cross and Governor's office to raise awareness of this opportunity locally during future disasters.	25.1	Engage the Capital Area Chapter of the American Red Cross and the Executive Office of the Governor to raise awareness and enhance promotion of the Florida Disaster Volunteer Leave Act.	Leon County Administration	Leon County Emergency Management	Complete
26	The State of Florida's After-Action Report for Hurricane Michael included a recommendation regarding enhanced state support for County-managed risk shelters during future disasters.	26.1	Follow up with FDEM to assist and coordinate the availability of state shelter resources during future emergency activations requiring risk shelter operations.	Leon County Emergency Management	Leon County Administration	Complete
27	The Capital Area Chapter of the American Red Cross Red Cross experienced challenges finding suitable host shelter locations with power, as electric service was disrupted for approximately 95% of utility customers countywide.	27.1	During future disasters involving risk shelter operations, host daily workgroup meetings with all agencies involved in shelter operations to begin planning for risk shelter demobilization and transitioning to host shelter locations as early as possible.	Leon County Emergency Management	Leon County Administration	Complete
28	During any emergency requiring shelter operations, some citizens present to the special needs shelter who do not have critical care needs and should instead report to a general population risk shelter. This places additional strain on special needs shelter personnel and resources.	28.1	Engage special needs shelter partners to evaluate additional strategies to educate citizens about the scope and purpose of the special needs shelter and to help direct them to the most appropriate shelter location during future disasters.	Leon County Community and Media Relations	Leon County Emergency Management	Complete
29	Upcoming renovations programmed for Florida High School will expand and enhance the space that can be utilized to support the special needs shelter during future emergencies.	29.1	At the request of Florida High School, engage special needs shelter stakeholders to review the construction plans for upcoming renovations to plan for the best use of the facility once complete.	Leon County Emergency Management	Leon County EMS	Complete
30	The Florida Department of Health in Leon County has indicated a need for additional support for future special needs shelter operations, including personnel to assist with offloading clients from StarMetro buses as they arrive, sourcing and preparing food for special needs shelter clients, and serving food from the cafeteria to shelterees. Florida High School has indicated a willingness to assist in these areas, subject to the availability of resources.	30.1	Engage the Florida Department of Health in Leon County, Florida High School, COAD partner agencies, and Volunteer Leon to identify sources of assistance to meet FDOH's needs.	Leon County Emergency Management	Leon County Volunteer Services	Complete
31	The number of citizens listed on the County's Special Needs Registry typically surges in the days immediately prior to a landfalling hurricane, presenting challenges in planning for the medical care needs of special needs shelterees during the incident.	31.1	Coordinate with StarMetro to include Special Needs Registry information on StarMetro's client intake application.	Leon County Emergency Management	Leon County Administration	Complete
32	Florida State University's Director of Emergency Management has expressed an interest in discussing ways that FSU can continue to support Leon County's emergency operations during future incidents.	32.1	To complement ongoing conversations regarding sheltering needs, engage FSU, FAMU, and TCC regarding their involvement in emergency operations, including an evaluation of typical space needs during emergencies and facilities that may be suitable for use.	Leon County Emergency Management	Leon County Administration	Complete
34	Neighboring small, rural counties need additional information and resources to better manage volunteers and donations.	34.1	Through the Leon County Emergency Management Director's leadership role on the Domestic Security Taskforce and as director of the region's most populous county, the County will coordinate with emergency management directors from across the region at standing quarterly meetings to share resources, information, and best practices on volunteers and donations. Additionally, Leon County will involve the Community Organizations Active in Disaster in these quarterly meetings so as to best prepare neighboring counties to receive and distribute donations following a disaster.	Leon County Emergency Management	Leon County Volunteer Services	Complete
35	The State of Florida's After-Action Report for Hurricane Michael included a recommendation to enhance the process of managing volunteers and donations in future disasters, particularly including the involvement of non-profit partners.	35.1	Follow up with FDEM to assist and coordinate the availability of potential local liaisons, including local non-profit partners, to assist the state with volunteer and donations management efforts during future disasters.	Leon County Emergency Management	Leon County Volunteer Services	Complete
36	Leon County Emergency Management staff, EMS staff, and representatives from the Big Bend Healthcare Coalition stationed in the EOC contacted all 21 skilled nursing home facilities and assisted living facilities in Leon County on a daily basis to conduct precautionary status checks and to ensure that these facilities' needs were met.	36.1	Continue to encourage local health care facilities' participation in the Big Bend Healthcare Coalition, including training opportunities and emergency management exercises.	Leon County Emergency Management		Complete
41	The Leon County Sheriff's Office and Tallahassee Police Department each have one BearCat vehicle that may be useful in responding to life-threatening calls during the height of severe weather in future emergencies.	41.1	Coordinate Leon County EMS and law enforcement agencies to evaluate the feasibility of utilizing BearCat vehicles to support EMS operations while public safety agencies have suspended their response due to severe weather.	Leon County EMS	Leon County Emergency Management	Complete
42	For personnel safety reasons, law enforcement, fire rescue, and EMS agencies suspend their response during high wind events; however, there is no common wind threshold at which each agency suspends its response.	42.1	Coordinate the Leon County Sheriff's Office, Tallahassee Police Department, Tallahassee Fire Department, and Leon County EMS to develop a common protocol for when to suspend and resume service during severe weather events.	Leon County Emergency Management	Leon County EMS	Complete
43	LCISO reported during an after-action debriefing that, for officer safety reasons, it plans to discontinue utilizing its deputies to assist with road clearing efforts during future emergencies.	43.1	Update the County's Debris Management Plan and road clearing protocols as needed to ensure adequate personnel and resources are available during future disasters.	Leon County Public Works	Leon County Emergency Management	Complete
44	The Consolidated Dispatch Agency stationed a representative in the EOC, who provided valuable coordination by making updates to the computer-aided dispatch system with real-time situation information.	44.1	To best safeguard sensitive 911 call information, engage the CDA to review and determine the best location within the EOC for a CDA representative to be stationed during future activations.	Leon County Emergency Management	Consolidated Dispatch Agency, Leon County Office of Information & Technology	Complete
45	During Hurricane Michael, staff observed some duplication of WebEOC tickets, particularly regarding downed power lines, within the CDA workflow.	45.1	Convene a workgroup with law enforcement, fire, EMS, CDA, and electric utility stakeholders to develop a common workflow and training protocol.	Leon County Emergency Management	Consolidated Dispatch Agency, Leon County Office of Information & Technology	Complete

Find #	Finding	Rec #	Recommendation	Lead Agencies	Support Agencies	Status
50	The Tallahassee Police Department was asked by, and assisted, Leon County Schools to drive school bus routes throughout the County to determine if routes were clear prior to schools reopening on Monday, October 15. Additional follow-up is needed to determine which agency is best suited for this task during future emergencies.	50.1	Engage Tallahassee Police Department and Leon County Schools to review this request during Hurricane Michael as well as available resources to determine the best strategy for verifying school bus access during future disasters.	Leon County Emergency Management	Leon County Administration	Complete
51	County, City, and Talquin's coordination efforts resulted in a quicker response time in resolving power lines and tree entanglements.	51.1	Continue coordination with City of Tallahassee Electric and Talquin Electric to ensure continued assistance with road clearing task force efforts.	Leon County Public Works	Leon County Emergency Management	Complete
55	Hurricane Michael caused outages to approximately 135,000 electric utility customers in Leon County. Power was restored to nearly all customers within one week.	55.1	Coordinate with local utility providers to have representatives stationed in the EOC for 1-2 days following full restoration for continued coordination regarding utility customer service.	Leon County Emergency Management	Leon County Administration	Complete
58	Immediately following Hurricane Michael, the Florida Division of Emergency Management offered state-owned portable generators to counties to house and maintain for local public safety uses.	58.1	Coordinate with the Florida Division of Emergency Management to secure state-owned portable generators to be housed in Leon County for local public safety uses.	Leon County Emergency Management	Leon County Administration	Complete
59	Similar to Leon County's experience during Hurricanes Hermine and Irma, there was miscommunication from the State EOC during Hurricane Michael regarding the delivery of supplies and materials for Points of Distribution.	59.1	Coordinate with the Florida Department of Emergency Management to review and clarify future expectations for resource mission requests to improve coordination and distribution of disaster relief supplies during future emergencies.	Leon County Emergency Management	Leon County Administration	Complete
65	Following Hurricane Michael, Leon County received several reports of citizens burning debris piles in residential neighborhoods. The Board of County Commissioners has adopted regulations for debris burning, which should be shared with citizens through public information efforts following future hurricanes.	65.1	Coordinate with the Florida Forest Service and share information regarding local and state requirements for debris burning following future hurricanes.	Leon County Community and Media Relations	Leon County Emergency Management	Complete
66	A segment of Interstate 10 west of Leon County was temporarily closed following Hurricane Michael for debris removal. To ensure the County's ability to provide solid waste disposal during future disasters, the County should evaluate expanding its existing solid waste emergency plans for potential damage scenarios involving disrupted access to the Springhill Landfill and backup landfills in Georgia.	66.1	Evaluate the County's solid waste emergency plans to determine if agreements with additional receiving landfills are needed.	Leon County Office of Resource Stewardship	Leon County Emergency Management	Complete
68	FEMA's high level of support and visibility following Hurricane Michael ensured disaster survivors received the best case management and information. Also, FEMA's involvement in the County's community listening session led to direct, timely assistance for those in need.	68.1	Following any federally declared disaster that affects Leon County, Emergency Management will work directly with the State of Florida's State Emergency Response Team (SERT) to request FEMA provide staff liaisons and support similar to or exceeding the functions provided during Hurricane Michael: Disaster Survivor Assistance Teams, an embedded EOC liaison, public information support, and intergovernmental affairs.	Leon County Emergency Management	Leon County Administration	Complete
71	Future disaster response and recovery operations would benefit from earlier coordination in the Leon County EOC with local telecommunications providers during future activations.	71.1	Coordinate with local telecommunications providers to designate representatives to staff the Leon County EOC earlier during future activations.	Leon County Emergency Management	Leon County Administration	Complete
73	The Tallahassee-Leon County Office of Economic Vitality regularly conducts an inventory of vacant commercial buildings to support its business recruitment and retention efforts. Vacant commercial properties can serve a variety of functions during emergencies and should also be surveyed for suitability to assist disaster response and recovery efforts.	73.1	When surveying vacant commercial buildings in Leon County, include information regarding these facilities' suitability for disaster response and recovery support, such as logistics support, sheltering, staging for mutual aid personnel, or temporary housing.	Tallahassee-Leon County Office of Economic Vitality	Leon County Emergency Management	Complete
74	In a small number of instances during Hurricane Michael, some County staff were unsure whether and where they were required to report for duty.	74.1	Review procedures for notifying County staff of emergency duty to determine if additional enhancements to the procedures are needed.	Leon County Administration	Leon County Human Resources	Complete
75	There are several tasks during response and recovery operations that require specialized knowledge, skills, and abilities.	75.1	Pre-identify County staff who may be expected to fill specialized roles (such as the Citizens Information Line, risk shelter support, and others) during future incidents.	Leon County Emergency Management, Leon County Administration	Leon County Human Resources	Complete
76	Staff and volunteers involved in all emergency operations frequently experience a range of emotional, behavioral, physical, and cognitive responses.	76.1	Evaluate opportunities to provide additional stress prevention and management support for responding personnel before, during, and after future emergency activations.	Leon County Human Resources	Leon County Emergency Management	Complete
77	Although there was no mandatory evacuation order or curfew imposed in Leon County during Hurricane Michael, staff observed that there would be no consistent way to permit reentry and passage of necessary County staff in such instances.	77.1	Create a database with credentials and photographs of Leon County employees to support efforts to permit reentry and passage following a mandatory evacuation of non-critical staff.	Leon County Human Resources, Leon County Community and Media Relations	All County Departments	Complete
78	During Hurricane Michael, payroll procedures created some instances of overpayments, requiring paycheck adjustments during the following pay period.	78.1	Survey other counties and the Florida Division of Emergency Management for best practices regarding payroll collection and processing for disaster response and update Human Resources administrative procedures accordingly.	Leon County Human Resources	Leon County Emergency Management	Complete
79	Since it opened in 2013, the Emergency Operations Center has been activated several times, including three major activations for Hurricanes Hermine, Irma, and Michael which included full staffing from Leon County and partner agencies over multiple operational periods. Staff and partner agency personnel identified additional minor enhancements to improve the utilization of the PSC.	79.1	Provide additional supplies for the Citizens Information Line space including power strips, phone cleaning wipes, and wire shelves or baskets to store blankets, pillows, and overnight bags.	Leon County Volunteer Services	Leon County Office of Resource Stewardship	Complete
80	County staff and partner agency personnel consistently reported that food service at the EOC was excellent and significantly improved since Hurricanes Hermine and Irma, which helped to maintain elevated morale in the EOC during an extended activation.	80.1	Establish Standard Operating Procedures for food service in the EOC based on experiences during Hurricane Michael.	Leon County Office of Resource Stewardship	Leon County Emergency Management	Complete
83	Several partner agencies identified specific suggestions during debriefing meetings for minor adjustments to the WebEOC interface.	83.1	Convene stakeholder group meetings to evaluate ways to further enhance the use of WebEOC during future activations.	Leon County Office of Information and Technology	Leon County Emergency Management	Complete

Find #	Finding	Rec #	Recommendation	Lead Agencies	Support Agencies	Status
		22.4	Evaluate the feasibility of utilizing Leon County Schools' 800 MHz radios, which are already located at school facilities, for communications with risk shelter locations in the event that cellular service is interrupted or unavailable during future emergencies.	Leon County Emergency Management	Leon County Administration	Complete
		34.2	Engage Volunteer Florida to provide training on Volunteer and Donations Management for regional emergency management partners as part of the County's multi-year training plan.	Leon County Emergency Management	Leon County Volunteer Services	Complete
		16.2	Pre-schedule staffing for all CIL staff and volunteers, including any necessary just-in-time training and scheduled shift breaks.	Leon County Volunteer Services	Leon County Administration	Complete
		79.2	Evaluate the feasibility of installing an interactive whiteboard (SMART Board) within the Citizens Information Line room.	Leon County Volunteer Services	Leon County Office of Information and Technology	Complete
		27.2	Evaluate opportunities to assist the American Red Cross with maintaining updated contact lists for potential host shelter locations.	Leon County Emergency Management	Tallahassee-Leon County Consolidated Dispatch Agency	Complete
		22.2	Coordinate with the Capital Area Chapter of the American Red Cross to provide Red Cross "shelter manager kits" and "shelter pocket guides" to all potential risk shelter locations.	Leon County Emergency Management	Leon County Administration	Complete
		42.2	Evaluate the feasibility of developing a protocol for non-Countywide suspension of response operations; for instance, when severe weather only affects a portion of the County.	Leon County Emergency Management	Leon County EMS	Complete
		74.2	Clearly define the organizational structure of the Leon County Emergency Operations Center, the roles and responsibilities of each position, and create an updated roster for County staff assignments in the EOC.	Leon County Emergency Management	Leon County Human Resources	Complete
		74.3	Evaluate strategies to further strengthen operational awareness for response and recovery personnel in the field, including providing EOC organizational charts as well the names and contact information for all EOC personnel at each shift change.	Leon County Emergency Management	Leon County Human Resources	Complete
		78.2	Evaluate the feasibility of itemizing emergency pay on future pay stubs.	Leon County Human Resources	Leon County Emergency Management	Complete
		79.3	During future emergency activations, consider renting an additional roll-off dumpster to accommodate larger volumes of solid waste.	Leon County Office of Resource Stewardship	Leon County Emergency Management	Complete
		80.2	To enable Logistics Team members to prepare and serve meals at the EOC more effectively during future activations, evaluate purchasing equipment such as a convection oven, electric hot buffet table, salad bar, and double-glass refrigerator.	Leon County Office of Resource Stewardship	Leon County Emergency Management	Complete
		29.2	Identify a backup special needs shelter location in the event that Florida High School is unavailable or reaches capacity during future incidents.	Leon County Emergency Management	Leon County Office of Resource Stewardship, Leon County Administration	Complete
		75.2	Continue to identify and provide training opportunities throughout the year for personnel pre-designated to fill specialized roles during an emergency.	Leon County Emergency Management, Leon County Administration	Leon County Human Resources	Complete
		24.2	Engage the City of Tallahassee to discuss the feasibility of assigning Animal Services Center staff to support future pet-accessible sheltering operations.	Leon County Animal Control	Leon County Administration	Complete
		22.3	Coordinate with Leon County Schools to identify additional staff to support risk shelter operations.	Leon County Emergency Management	Leon County Administration	Complete
		59.2	Evaluate the feasibility of renting vehicles and equipment such as box trucks, forklifts, and pallet jacks to support Points of Distribution and warehousing during future disasters.	Leon County Office of Resource Stewardship	Leon County Office of Financial Stewardship	Complete

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

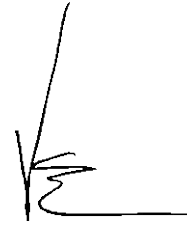
Agenda Item #10

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Revised Policy Addressing Naming of County-Owned Structures, Buildings, Streets, Geographical Areas or Other Property



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Erin Kenney, Management Intern

Statement of Issue:

This agenda item provides an overview of the County's naming policy for buildings, facilities, and other property and provides the Board additional guidance in naming considerations for public facilities and places.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the proposed revised Policy No. 97-3 "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility" (Attachment #1).

Report and Discussion

Background:

During discussion at the April 23, 2019 meeting, the Board directed staff to prepare an agenda item reviewing the County's Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility". This item provides an overview of the County's policy. Additionally, in conducting this review, staff surveyed other governmental organizations that have adopted a written policy for naming public areas and facilities to identify best practices to consider including in Leon County's policy. This item also provides several recommendations to strengthen and enhance the policy; these recommendations are not prescriptive, but rather provide additional guidance the Board may wish to consider in the naming of County-owned facilities and lands.

Analysis:

The Board adopted Policy No. 97-3 on April 8, 1997 (Attachment #3). At that time, the policy provided criteria for the naming of County-owned facilities, structures, buildings, geographical areas, or other County-owned property. At the May 28, 2013 meeting, the Board adopted a revised policy that also included criteria for the sponsorship of fixtures and amenities in Leon County parks.

Overview of Policy No. 97-3:

Policy No. 97-3 provides specific criteria for the naming of County-owned facilities, buildings, structures, streets, geographical areas, or other property. The policy requires that proposals be submitted to the Board for approval and official designation. Proposals must be submitted in writing and accompanied by background data, a resume or fact sheet citing reasons for the nomination. The policy allows for County-owned facilities, properties, etc. to be named in honor of well-known persons, provided that such persons are not serving in public office at the time of naming. The policy also allows the Board to place a plaque or other marker in recognition of an individual's contributions to the County in lieu of naming an entire area, structure, or facility in the person's honor.

Policy No. 97-3 also establishes criteria for individual donors and not-for-profit organizations to memorialize persons or organizations through sponsorship of furnishings and trees at County parks. Leon County's Parks & Recreation Division has developed an informational brochure for the program, which is maintained in print format and also promoted on the Division's webpage. The County maintains a list of approved park furnishings and trees available for sponsorship as well as approved items to accompany the sponsored furnishings and trees. Sponsorship plaques may include language to recognize the person being honored or memorialized as well as the donor or sponsor. The donor pays the full cost of the park furnishing and the accompanying plaque. Donors must either reside in Leon County or have resided in Leon County within the five years immediately preceding the requested sponsorship; a not-for-profit organization with a lawful address within Leon County; or an organized sports team within Leon County that has achieved

recognized levels of success at the local, regional, state, and/or national level. To qualify as a person or as an organization being honored or memorialized, the honoree must meet the same criteria as a donor or may also be a person who has served with honor in the armed forces of the United States of America. The honoree must agree to the sponsorship, or if they are deceased, a family member of the honoree must agree to the memorial.

Review of Other Naming Policies:

In reviewing the County's current policy, staff surveyed other governmental organizations that have adopted a written policy for naming public areas and facilities. This survey identified 16 Florida counties, 10 cities (including the City of Tallahassee), as well as local governmental partners including Florida A&M University, Florida State University, and Leon County Schools which have adopted policies for the naming of facilities or property. These organizations' policies vary widely with respect to the criteria they establish for naming, how naming proposals are approved and by whom, donation and sponsorship provisions, and more. However, this analysis identified several common practices that are recommended for inclusion in Leon County's policy (Attachment #1), including the following:

- **Revised procedure for consideration of naming proposals:** The proposed revised policy maintains the existing procedure which requires that the Board review and approval of namings. The revised policy clarifies that the Board's approval occurs at a regular Commission meeting which allows the public an opportunity to provide input.
- **Criteria/guidelines for naming property in honor of a person:** The current policy provides that an individual being honored may not be currently serving in public office. While many of the surveyed policies also require a person to be deceased to be considered for a naming, this is not recommended as part of the revisions to the County policy. The proposed revised policy does however provide several additional criteria that the Board may wish to consider when determining the appropriateness of naming proposals in honor of a person or persons. These include:
 - Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County. Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.
 - State/National Significance: Significant, historic contributions to the State of Florida or United States.
 - Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.
 - Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

- **Criteria/guidelines for other names:** The current policy does not specify criteria to be utilized when evaluating a naming proposal that is not for a person. The proposed revised policy provides criteria for the Board's consideration for these proposals, including geographical features of an area, natural characteristics such as plant and animal life specific to Leon County, and cultural or historical events of significance to the County or surrounding neighborhood.
- **Strengthened provisions for renaming facilities and real property:** Several of the organizations surveyed either do not permit or strongly discourage renaming facilities, buildings, structures, streets, geographical areas, or other properties unless presented with extraordinary circumstances. Rather than prohibiting renaming entirely, the proposed revised policy provides clearer guidelines for when renaming is appropriate. Specifically, the proposed revised policy recommends that properties that have been in existence for 30 years or more should not be considered for renaming unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need exists for the change.
- **Naming areas, sections, or rooms:** Consistent with Leon County's existing policy, the majority of organizations surveyed allow for parts of a property to be named separately (for example, a ball field that is named separately from the park in which it is located). In addition, several organizations that permit this practice also have a provision that limits using the same name for multiple properties or parts of properties to prevent confusion for citizens that utilize these properties and the staff that maintain them. The proposed revised policy includes a provision to discourage proliferation of the same name for multiple locations.
- **Naming leased facilities:** The County's current policy does not address the naming of leased facilities, nor do most other organizations surveyed. Palm Beach County's policy, however, does specify that leased facilities may be named if allowed for by the terms of the lease agreement and upon approval by the Board of County Commissioners. The proposed revised policy includes a similar provision that would allow naming of facilities leased by the County if allowed by the terms of the lease agreement.
- **Criteria for naming and renaming streets:** The current policy does not address procedures for renaming streets. Rather, the County's Uniform Street Naming and Property Numbering System Ordinance (Attachment #4), adopted by the Board in 1995, establishes countywide criteria and guidelines for street naming, street renaming, and property address assignment. The proposed revised policy adds a cross-reference to the Uniform Street Naming and Property Numbering System Ordinance for clarity and consistency. The proposed revised policy also recommends that when considering street naming proposals honoring a person, the Board should consider the criteria outlined in the naming policy in addition to the Ordinance's requirements. Finally, to mitigate inconvenience to property owners and confusion that may negatively impact emergency response, the proposed policy encourages consideration of an Honorary Street Designation as an alternative to a formal renaming. Based on previous Board direction, the County is continuing to work with the City of Tallahassee regarding the possible renaming of East Pensacola Street in honor of President Barack Obama. A future agenda item will be provided to the Board regarding this proposed renaming.

Conclusion:

The analysis presented in this item provides an overview of the County's current policy for naming County-owned buildings, facilities, and other property. To further strengthen the policy, this item provides examples of provisions commonly found in naming policies adopted by other similar organizations and recommends several revisions to include in Leon County's policy. The proposed revised policy (Attachment #1) would provide additional clarity in the process for submitting and approving naming proposals, and additionally, would provide the Board additional guidance in naming considerations for County-owned facilities, buildings, structures, streets, geographical areas, or other property.

Options:

1. Adopt the proposed revised Policy No. 97-3 "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility" (Attachment #1).
2. Do not adopt the proposed revised Policy No. 97-3 "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility".
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Revised Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility"
2. Revised Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility" (legislative format)
3. Current Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishing and Trees at a County-Owned Park and Recreation Facility"
4. Uniform Street Naming and Property Numbering System Ordinance

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

Policy No. 97- 3

Title: Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Date Adopted: May 28, 2019

Effective Date: May 28, 2019

Reference: N/A

Policy Superseded: Policy No. 97-3, “Naming of County Owned Facilities, Structures, Buildings, Geographical Ares or Other Property” adopted April 8, 1997; Policy No. 97-3 “Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility” revised May 28, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 97-3, revised on May 28, 2013 is hereby further amended and a revised policy is hereby adopted in its place, to wit:

I. Procedure for Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property

The proposed names for County-owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be approved by the Board of County Commissioners for official designation at a regular commission meeting. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination with respect to the criteria stated in this policy.

Areas, sections or rooms within County-owned facilities, structures, buildings, geographical areas or other property may be named differently from each other and that of the overall tract (i.e. a sports field may be named differently from the park it is located in). Proliferation of the same name for multiple locations should be avoided.

Facilities leased by Leon County may only be named if allowed for by the terms of the lease agreement. The procedure for doing so shall be the same as for naming County-owned property.

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

The renaming of facilities, buildings, structures, streets, geographical areas or other property that have been in existence for 30 years or more should not be considered unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need for the change.

II. Naming Criteria/Guidelines

To ensure that the names of County-owned facilities, buildings, structures, geographical areas or other property reflect the history, traditions, and values of Leon County, the Commission has established the following criteria.

A. Naming proposals for a person or persons may be considered provided that they are not serving in public office or a Leon County employee at the time of naming. In determining the appropriateness of naming proposals in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

2. State/National Significance: Significant, historic contributions to the State of Florida or United States.
3. Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.
4. Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

B. In determining the appropriateness of naming proposals that are not in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Defining geographical features of an area;
2. Natural characteristics, including the plant and animal life that is characteristic of the Leon County region or environment; and
3. Cultural or historical events of significance to the County or surrounding neighborhood.

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

III. Alternative Memorial Markers

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

IV. Criteria for Naming and Renaming Streets

The procedures and criteria for naming and renaming streets are as outlined in the Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Article XI). In Accordance with Article XI, any changes in the names of streets must be approved by the Board of County Commissioners. When evaluating street naming proposals honoring a person or persons, the Commission should take into consideration the criteria outlined in this policy in addition to the criteria provided in Article XI.

To mitigate inconvenience to property owners and confusion that may negatively impact emergency response (E-9-1-1) location, Commissioners or citizens seeking to rename a street in honor of a person or persons are encouraged to consider an Honorary Street Designation as an alternative. The procedure for obtaining an Honorary Street Designation shall be the same as that outlined in this policy.

V. Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein (“Donors”) can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein (“Honoree”) through the sponsorship of approved park benches and other amenities (“Park Furnishings”) and Trees (collectively, “Park Furnishings and Trees”) for County’s installation at an approved County-owned park and recreational facility, as follows:

- A. The Parks and Recreation Division will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees (“Plaques”). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County deems appropriate, will be considered in the development of the list of approved Park Furnishings and Trees. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor’s and Honoree’s names.
- B. The County has the right to alter the make and model of Park Furnishings and Plaques that are on the list of approved Park Furnishings and Trees, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

- C. Sponsorships are limited to only those items on the list of approved Park Furnishings and Trees. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.
- D. The Parks and Recreation Division will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship (“Sponsorship Cost”) and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.
- E. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.
- F. The list of approved Park Furnishings and Trees and Sponsorship Form will be made available to the public online at the County’s website and at the County’s Parks and Recreation Division.
- G. To qualify as a Donor, the Donor must be:
 - 1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - 2. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - 3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.
- H. To qualify as an Honoree, the Honoree must be:
 - 1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - 2. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - 3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
 - 4. A person who served with honor in the armed forces of the United States of America.
- I. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.
- J. Unless otherwise agreed to by the County, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

writing to the sponsorship. As used in this section, “family” is limited to the Honoree’s son, daughter, parent, grandparent, sister, and brother.

- K. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor’s address and contact information; identify the Honoree’s address and contact information if the Honoree is alive, or the Honoree’s family member’s address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree’s family, as described hereinabove.
- L. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.
- M. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree’s survival.
- N. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.
- O. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.
- P. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.
- Q. The County may relocate Park Furnishings, Trees, and Plaques.

The Parks and Recreation Division will notify the Donor of the County’s receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Board of County Commissioners Leon County, Florida

Policy No. 97- 3

Title: Naming of County--Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Date Adopted: ~~May 28, 2013~~ May 28, 2019

Effective Date: ~~May 29, 2013~~ May 28, 2019

Reference: N/A

Policy Superseded: Policy No. 97-3, "Naming of County Owned Facilities, Structures, Buildings, Geographical Ares or Other Property" adopted April 8, 1997; [Policy No. 97-3 "Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" revised May 28, 2013](#)

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that [Policy No. 97-3, revised on May 28, 2013 is hereby further amended and a revised policy is hereby adopted in its place, to wit:](#)

I. Procedure for Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property

The proposed names for County--owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be ~~submitted to~~ approved by the Board of County Commissioners for ~~approval and~~ official designation at a regular commission meeting. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination ~~and demonstrating how the proposed name is consistent with~~ with respect to the criteria stated in this policy.

~~Areas, sections, or rooms --facilities, structures, and buildings--within --County-owned facilities, structures, buildings, geographical areas or other property property--~~ may be named differently from each other and that of the overall tract (i.e. a sports field may be named differently from the park it is located in). Proliferation of the same name for multiple locations should be avoided.

Facilities leased by Leon County may only be named if allowed for by the terms of the lease agreement. The procedure for doing so shall be the same as for naming County-owned property.

~~Such areas, sections, structures, facilities, and buildings may be named honoring well-known persons, provided that such persons are not serving in public office at the time of naming.~~

The renaming of facilities, buildings, structures, streets, geographical areas or other property that have been in existence for 30 years or more should not be considered unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need for the change.

II. Naming Criteria/Guidelines

To ensure that the names of County-owned facilities, buildings, structures, geographical areas or other property reflect the history, traditions, and values of Leon County, the Commission has established the following criteria.

A. Naming proposals for a person or persons may be considered provided that they are not serving in public office or a Leon County employee at the time of naming. In determining the appropriateness of naming proposals in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

2. State/National Significance: Significant, historic contributions to the State of Florida or United States.

3. Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.

4. Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

B. In determining the appropriateness of naming proposals that are not in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Defining geographical features of an area;

Policy No. 97-3

**Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property
and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility**

2. Natural characteristics, including the plant and animal life that is characteristic of the Leon County region or environment; and
3. Cultural or historical events of significance to the County or surrounding neighborhood.

III. Alternative Memorial Markers

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

~~When appropriate, County owned facilities, structures, buildings, properties, or geographical areas may be renamed. The procedure for doing so shall be the same as for originally naming such County owned property.~~

IV. Criteria for Naming and Renaming Streets

~~The procedures and criteria for naming and renaming streets are as outlined in the Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Article XI). In Accordance with Article XI, any changes in the names of streets must be approved by the Board of County Commissioners. When evaluating street naming proposals honoring a person or persons, the Commission should take into consideration the criteria outlined in this policy in addition to the criteria provided in Article XI.~~

~~To mitigate inconvenience to property owners and confusion that may negatively impact emergency response (E-9-1-1) location, Commissioners or citizens seeking to rename a street in honor of a person or persons are encouraged to consider an Honorary Street Designation as an alternative. The procedure for obtaining an Honorary Street Designation shall be the same as that outlined in this policy.~~

I.V. Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein (“Donors”) can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein (“Honoree”) through the sponsorship of approved park benches and other amenities (“Park Furnishings”) and Trees (collectively, “Park Furnishings and Trees”) for County’s installation at an approved County-owned park and recreational facility, as follows:

- A.** ~~The County Administrator~~Parks and Recreation Division will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees (“Plaques”)~~(collectively, “Shopping List”)~~. General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County ~~Administrator~~ deems appropriate, will be considered in the development of the ~~Shopping List~~list of approved Park Furnishings and Trees. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor’s and Honoree’s names.

Policy No. 97-3

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

A.B. The County ~~Administrator~~ has the right to alter the make and model of Park Furnishings and Plaques that are on the list of approved Park Furnishings and Trees Shopping List, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.

B.C. Sponsorships are limited to only those items on the list of approved Park Furnishings and Trees Shopping List. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.

C.D. The ~~County Administrator~~ Parks and Recreation Division will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship (“Sponsorship Cost”) and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.

D.E. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.

E.F. The list of approved Park Furnishings and Trees Shopping List and Sponsorship Form will be made available to the public online at the County’s website and at the County’s Parks and Recreation ~~Department~~ Division.

F.G. To qualify as a Donor, the Donor must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

G.H. To qualify as an Honoree, the Honoree must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
4. A person who served with honor in the armed forces of the United States of America.

H.I. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form

Policy No. 97-3

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.

I.J. Unless otherwise agreed to by the County ~~Administrator~~, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in writing to the sponsorship. As used in this section, “family” is limited to the Honoree’s son, daughter, parent, grandparent, sister, and brother.

J.K. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor’s address and contact information; identify the Honoree’s address and contact information if the Honoree is alive, or the Honoree’s family member’s address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree’s family, as described hereinabove.

K.L. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.

L.M. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree’s survival.

M.N. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.

N.O. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.

O.P. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.

P.Q. The County may relocate Park Furnishings, Trees, and Plaques.

The ~~County Administrator, or his or her designee,~~ Parks and Recreation Division will notify the Donor of the County’s receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Policy No. 97-3
Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property
and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Revised ~~May 28, 2013~~ May 28, 2019

Board of County Commissioners Leon County, Florida

Policy No. 97- 3

Title: Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Date Adopted: May 28, 2013

Effective Date: May 29, 2013

Reference: N/A

Policy Superseded: Policy No. 97-3, "Naming of County Owned Facilities, Structures, Buildings, Geographical Ares or Other Property" adopted April 8, 1997

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that proposed names for County owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein must be submitted to the Board of County Commissioners for approval and official designation. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination.

Areas, sections, facilities, structures, and buildings within County-owned property may be named differently from each other and that of the overall tract. Such areas, sections, structures, facilities, and buildings may be named honoring well-known persons, provided that such persons are not serving in public office at the time of naming.

The placement of displays on any County-owned property, structures, buildings or geographic areas that commemorate or honor elected officials, past or present, shall be solely determined by the Board of County Commissioners.

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

When appropriate, County owned facilities, structures, buildings, properties, or geographical areas may be renamed. The procedure for doing so shall be the same as for originally naming such County-owned property.

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein (“Donors”) can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein (“Honoree”) through the sponsorship of approved park benches and other amenities (“Park Furnishings”) and Trees (collectively, “Park Furnishings and Trees”) for County’s installation at an approved County-owned park and recreational facility, as follows:

1. The County Administrator will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees (“Plaques”) (collectively, “Shopping List”). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County Administrator deems appropriate, will be considered in the development of the Shopping List. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor’s and Honoree’s names.
2. The County Administrator has the right to alter the make and model of Park Furnishings and Plaques that are on the Shopping List, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.
3. Sponsorships are limited to only those items on the Shopping List. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.
4. The County Administrator will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship (“Sponsorship Cost”) and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.
5. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.
6. The Shopping List and Sponsorship Form will be made available to the public online at the County’s website and at the County’s Parks and Recreation Department.
7. To qualify as a Donor, the Donor must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

8. To qualify as an Honoree, the Honoree must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
 - d. A person who served with honor in the armed forces of the United States of America.
9. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.
10. Unless otherwise agreed to by the County Administrator, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in writing to the sponsorship. As used in this section, “family” is limited to the Honoree’s son, daughter, parent, grandparent, sister, and brother.
11. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor’s address and contact information; identify the Honoree’s address and contact information if the Honoree is alive, or the Honoree’s family member’s address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree’s family, as described hereinabove.
12. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.
13. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree’s survival.
14. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location.

Policy 97-3

2.05.1

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

15. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.
16. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.
17. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.
18. The County may relocate Park Furnishings, Trees, and Plaques.

The County Administrator, or his or her designee, will notify the Donor of the County's receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2013

ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM⁵

Footnotes:

--- (5) ---

Editor's note— Ord. No. 09-39, §§ 1—12, adopted Nov. 10, 2009, amended Art. XI in its entirety to read as herein set out. Former Art. XI, §§ 10-11.101—10-11.112, pertained to similar subject matter. See the Code Comparative Table for complete derivation.

Sec. 10-11.101. - Purpose.

This article is promulgated for the purpose of providing for the assignment and approval of street names, and subdivision names, and for providing a uniform numbering system for the assignment of address numbers to properties with access from public and private ways within the City of Tallahassee and Leon County, Florida, in the interest of public health, safety, and the general welfare of citizens.

(Ord. No. 09-39, § 1, 11-10-09)

Sec. 10-11.102. - Short title and authority.

This article shall be known as the joint Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance and is adopted under the authority of F.S. chs. 125 and 336.

(Ord. No. 09-39, § 2, 11-10-09)

Sec. 10-11.103. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Access: The legal, and, or physical path, driveway, or roadway used by a property owner or tenant to drive from a roadway to the property or building. Access to a property may be provided by an easement from a roadway to the property, or by directly fronting onto an existing roadway.

Existing right-of-way: A dedicated legal access existing before the effective date of this article.

Front: To have primary access, for a building or other principal use, from an abutting public or private street.

Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization which is occupying or leasing a building or other property for a period exceeding 30 days.

Owner: Any and all persons, firms, entities, trusts, partnerships, corporations, associations or other organizations owning the fee title to, or having an interest in, any building or property which is subject to the provisions of this article.

Pre-directional: A directional identifier (north, south, east, west, northeast, northwest, southeast, or southwest) used in front of a street name.

Post-directional: A directional identifier (north, south, east, west, northeast, northwest, southeast, or southwest) used after a street name.

Principal building: A building in which is conducted all or any part of the principal use to which a lot or parcel of land is put.

Principal use: The primary purpose for which any land or a building on the land is used.

Public right-of-way: Any dedicated county and/or city maintained right-of-way.

Private right-of-way: Any right of way restricted in use by deed or ownership.

Private to private access: A private access used for buildings or structures which is not adjacent to a public access, but intersects another private access, and is not a recorded access easement.

Street: A right-of-way for vehicular traffic which serves three or more principle buildings or crosses multiple parcel boundaries.

Suffix: An affix appended to the end of a street name, serving to form a new name.

(Ord. No. 09-39, § 3, 11-10-09)

Sec. 10-11.104. - Uniform street naming and property numbering system implementation.

- (a) A uniform system of numbering buildings, as shown on the maps identified by the title "Property Numbering Maps," which are maintained on Leon County Tax Parcel Maps and in the Geographical Information System's Electronic Database in the Leon County Development Support and Environmental Management Department and the City of Tallahassee Growth Management Department. All explanatory matter thereon and related thereto, is hereby adopted, incorporated herein by this reference, and made a part of this article.
- (b) "Uniform Street Naming and Property Numbering System" is the set of policies and procedures adopted by both the City of Tallahassee and Leon County, and amended from time to time, for the purpose of implementing this [article] ordinance.
- (c) An addressing steering committee is established for the purpose of providing intergovernmental cooperation and system integrity of the implementation of policies and procedures as set forth by the Board of County Commissioners. The powers and duties of the addressing steering committee are:
 - (1) To resolve ambiguities in the regulations and policies and procedures relating to implementation; and to provide guidance where there are conflicting regulations or policies.
 - (2) To hear appeals by citizen residents and businesses of proposed implementation directives concerning addressing assignments and street naming actions.
 - (3) To make recommendations to both elected commissions regarding street naming and address re-assignments.
 - (4) To make recommendations to both elected commissions regarding changes to applicable regulations and changes to policies and procedures.
- (d) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time by the addressing steering committee.

(Ord. No. 09-39, § 4, 11-10-09; Ord. No. 13-06, § 16, 3-12-13)

Sec. 10-11.105. - Street names.

All streets as defined herein, in both the unincorporated and incorporated area of Leon County shall be named, including private-to-private accesses, for the purposes of emergency response (E-9-1-1) location. Street names shall be developed and assigned, in accordance with the uniform street naming and property numbering system, according to the following requirements:

- (1) *Authority.* The Leon County Board of County Commissioners has designated the Leon County Department of Development Support and Environmental Management, to assign street names to all streets within the incorporated and unincorporated areas of Leon County. Citizens who desire to name streets must complete a street name application provided by Leon County.
- (2) *Existing rights-of-way and road easements.* When any existing public right-of-way or private road easement is determined consistent with the definitions contained in this [article] ordinance, Leon County shall assign or coordinate a name to such street. Such public streets shall be identified with street signs provided by the appropriate local government jurisdiction.
- (3) *New and proposed public rights-of-way and private road easements.* When any new street is constructed as a public right-of-way or private road easement, Leon County shall have full authority to assign or coordinate the street name. Such public streets and private streets which result from new development or subdivision shall be identified by street signs specified by the

appropriate local government agency. Costs of the sign shall be the obligation of the person(s) applying for the development permit for construction of the street, and satisfaction of such obligation shall be made a condition of the development permit. Certificates of occupancy shall not be issued until all required all street signs required by this provision are properly installed.

- (4) For private road easements, or fee simple situations created by a subdivision of lands, the subdivider, at his or her expense, shall provide and post the required street signs when they are not directly adjoining existing public rights-of-way. These street signs must be erected in accordance with specifications set forth by the appropriate local government agency. Final subdivision plats will be recorded with the assigned street names indicated on the final plat. Certificates of occupancy shall not be issued until and unless street signs required are properly installed. The applicable local government is responsible for verifying the placement and installation of all street signs.

(Ord. No. 09-39, § 5, 11-10-09; Ord. No. 14-10, § 42, 6-10-14)

Sec. 10-11.106. - Street naming criteria.

(a) *Criteria for approving street names.*

- (1) Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
 - (2) Prefixes (i.e. north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base line. Post-directionals identifiers will not be allowed (e.g.: Plank Road South).
 - (3) Names phonetically similar to other street names are not allowed.
 - (4) Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).
 - (5) Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.
 - (6) Streets which are extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.
 - (7) All streets names shall have a suffix. Suffixes can only be used as a true suffix. Suffixes to street names will be assigned according to the definitions in section 10-11.103.
- (b) Similar naming criteria will be used when determining the titles of subdivisions, condominiums, residential multifamily properties, and commercial centers, to avoid similar and duplicate names. Street names that are similar to subdivision names but are outside that subdivision, and vice versa, are not allowed.
- (c) *Installation and cost.* All street name signs in public rights-of-way shall be installed by, and the costs paid by, the appropriate local government. If the signs are for private streets, and the cost of the signs are the obligation of a developer or other permit applicant, a fee as established by the local government will be charged.

(Ord. No. 09-39, § 6, 11-10-09)

Sec. 10-11.107. - Administration and number assignment.

The city growth management department and the Leon County Department of Development Support and Environmental Management shall be responsible for managing, coordinating, and maintaining the property numbering maps in accordance with the uniform street naming and property numbering system.

- (1) *Address numbers.* All new principal buildings and all new activities involving uses of land without principal buildings shall be assigned address numbers by the appropriate local government agency. For principal uses of land without principal buildings, or any other permitted activity or

approval requires the posting of the assigned address numbers by the time the final electrical inspection is conducted. The assigned address number shall be displayed as indicated in the Uniform Street Naming and Property Numbering System Ordinance. For principal buildings, final electrical inspections and certificates of occupancy will be issued after the assigned address number or numbers are displayed as provided in the uniform street naming and property numbering system policies and procedures. The following criteria shall be used to assign address numbers:

- a. Numbers should be assigned according to the adopted policies and procedures, using the grid system illustrated on the General Highway Map. The grid is established by the Tallahassee Meridian (the numbering meridian line has been established as the road segment of Meridian Road North and South) and the Tallahassee Base line (the numbering base line has been established as the road segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established section lines at one mile intervals with each line representing 1,000 addresses.

(Ord. No. 09-39, § 7, 11-10-09; Ord. No. 14-10, § 43, 6-10-14)

Sec. 10-11.108. - Authorization for address corrections.

The county administrator and/or city manager or designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system policies and procedures.

- (1) *Standards for renaming and renumbering.* Any changes in the names of streets must be approved by the Board of County Commissioners. The county administrator and the city manager shall require address numbers to be changed to streets which are not in reasonable conformance with this article. Street name changes may be required by the Board of County Commissioners only if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the "Enhanced 9-1-1 Emergency Telephone System." Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.
- (2) *Street renaming.*
 - a. When any street is to be renamed pursuant to the requirements of this article, the Leon County Department of Development Support and Environmental Management shall notify by mail all property owners, as set forth in the most recent county tax rolls, whose lands abut such street, and shall make a reasonable attempt by public notice to notify the residents or businesses occupying such lands, that the street will be renamed. Cost of all installation of signs shall be the responsibility of appropriate local government. This includes public and private streets regardless of its intersections to public or private streets.
 - b. Public notices of the new street name shall be provided in the form of a display advertisement to run in a local public newspaper of general circulation at least 30 days prior to the effective date of change. The advertisement will identify the change of the street name and the effective date of the change. The cost associated for the implementation of this action will be that of the appropriate local government agency as set forth in this article.
 - c. For street number changes without street name changes. The city manager and or county administrator or their designees shall notify by mail the affected property owners, as shown on the latest tax rolls, of any street number changes and the effective date of the change.
- (3) *Contents of notice.* The notices provided for in subsection 10-11.108(2)b. above, shall clearly identify the change in street name as it affects each property owner and/or occupant; shall identify the effective date of the change; and shall set forth the property owner's and occupant's obligations pursuant to this article.

- (4) *Recorded plats.* Notwithstanding any other provisions to the contrary in Chapter 10 of the Leon County Code of Laws, the county administrator or their designee is authorized to record a document in a form approved by the county attorney that would notify property owners, in recorded final plats in Leon County, when street names that are specifically listed on the recorded final plat are changed or otherwise modified in accordance with the terms and conditions of the Leon County/City of Tallahassee Street Naming and Uniform Property Numbering Ordinance. The form of the document shall list the plat book and page number of the recorded final plat being referred to along with the former and newly designated street name. In no event shall a replat be required of the recorded final plat for the purposes of the street naming change.

(Ord. No. 09-39, § 8, 11-10-09; Ord. No. 14-10, § 44, 6-10-14)

Sec. 10-11.109. - Address number posting.

Each principal building in the unincorporated and the incorporated area of Leon County, Florida, and each principal use of land without a principal building, shall have its building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of both the owner and occupant of each building or property to post the assigned number on the property in the following manner:

- (1) The principal building (address) number shall be affixed to the building on the side that the address is assigned in such a manner so as to be clearly visible and legible from the direction in which normal vehicular access to the building is made. The address number for a principal use of land without a principal building shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use fronts, regardless of the direction of approach.
- (2) Assigned numbers, for principal buildings which are not visible from a public or private street, shall have their numbers displayed at the intersection of such street or driveway providing access to such building. The number shall be affixed to a post, mail box, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use is addressed, regardless of the direction of approach.
- (3) When more than one building, use, suite, unit, or apartment are assigned the same address number, and individual buildings, uses, suites, units, or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection 10-11.109(1) above, and the individual building, use, suite, unit, or apartment numbers shall be displayed near the entrance to such unit.
- (4) Numerals shall be Arabic and visible from the street.
- (5) The numerals shall be of contrasting color with the immediate background of the building or structure on which the numerals are affixed.
- (6) Any signs, placards, or similar graphics showing a different number which might be mistaken for or confused with the number assigned in accordance with the property numbering maps shall be removed and the properly assigned number posted.
- (7) Within 45 days after the receipt or notification of an address number the owner, occupant or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number in a conspicuous place as outlined in this article.

(Ord. No. 09-39, § 9, 11-10-09)

Sec. 10-11.110. - Private road signing.

- (a) Where private streets intersect with a public right-of-way, street name signs shall be placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street name signs, as well as any signs indicating whether the county does or does not maintain particular streets, shall be placed on the same post as the public street name signs.

- (b) Private street names signs and signs regarding county street maintenance shall be painted with a blue background and white letters. Public street signs shall be painted with a green background and white letters.

(Ord. No. 09-39, § 10, 11-10-09)

Sec. 10-11.111. - Enforcement.

The requirements of this article will be enforced by the Leon County Code Enforcement Board.

(Ord. No. 09-39, § 11, 11-10-09)

Sec. 10-11.112. - Penalty.

- (a) Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.
- (b) In the event that the owner, occupant, or person in charge of any house, building, mobile home, or other structure refuses to comply with the terms of this [article] ordinance by failing to affix the address number assigned within 45 days after notification, or by failing within said period of 45 days to remove any old numbers affixed which may be confused with the address numbers assigned thereto, he shall be punished by paying a fine of not less than ten dollars for every day that the situation is not rectified.

(Ord. No. 09-39, § 12, 11-10-09)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

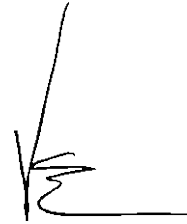
Leon County Board of County Commissioners

Agenda Item #11

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Resolution Authorizing the Housing Finance Authority of Leon County to Issue a Multifamily Housing Revenue Bond

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services and Community Partnership Matthew G. Wyman, Housing Services Manager

Statement of Issue:

As requested by the Housing Finance Authority of Leon County, and pursuant to County and Federal requirements, this item seeks Board approval for the Housing Finance Authority of Leon County to issue a \$13 million bond to finance the acquisition and rehabilitation of the Magnolia Terrace Apartments, a 108 unit affordable housing complex.

Fiscal Impact:

This item has no fiscal impact. The issuance of bonds for the acquisition and rehabilitation of the Magnolia Terrace Apartments has no liability or obligation to the County or the Housing Finance Authority of Leon County. In addition, it would not impact the County's bond rating.

Staff Recommendation:

Option #1: Approve the Resolution authorizing the Housing Finance Authority of Leon County to issue a \$13,000,000 Multifamily Housing Revenue Bonds Series 2019 for the Acquisition and Rehabilitation of Magnolia Terrace Apartments (Attachment #1).

Report and Discussion

Background:

This proposed multi-family housing redevelopment project is essential to the following FY2017-FY2021 Strategic Initiative:

- *Implement the Joint County-City Affordable Housing Work Group's efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)*

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

- *(Q4) - Support and promote access to basic health and welfare services to our community members most in need.*
- *(Q5) - Support strong neighborhoods.*

As requested by the Housing Finance Authority of Leon County (HFA), and pursuant to County and Federal requirements, this item seeks Board approval for the Housing Finance Authority of Leon County to issue a \$13 million bond to finance the acquisition and rehabilitation of the Magnolia Terrace Apartments, a 108 unit affordable housing complex (Attachment #2).

Pursuant to Chapter 159.604, Florida Statutes, the Board established the HFA on June 10, 1980 and adopted Ordinance No. 80-39, to alleviating the shortage of affordable housing primarily through capital investment and bond financing. The provisions of the HFA are codified in Chapter 2, Article III, Division 3 of the Leon County Code of Laws (Attachment #3). The seven members of the HFA are appointed by the Board through Enabling Resolution No. 17-02 (Attachment #4).

LIH, a developer based in Santa Monica, California, intends to purchase and rehabilitate the Magnolia Terrace Apartments for approximately \$20 million. LIH has requested that the HFA issue a \$13 million bond to assist in the financing of the project. The remainder of the cost would be financed with low-income housing tax credits and funding provided by the developer. The Magnolia Terrace Apartments is a 108-unit multifamily development with 17 buildings that was built in 1971. The property is located at 509 East Magnolia Drive in the South City neighborhood between South Meridian Street and Dantzler Drive (Attachment #5).

On March 14, 2019, the HFA conducted a preliminary review of LIH's proposal (Attachment #6). At that time, the HFA moved forward with conducting a public hearing on the proposal as mandated by federal law. The Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) requires a public hearing be held to provide citizens an opportunity to comment on the proposed use of tax-exempt funds for private activity. The TEFRA hearing must be conducted before the Board considers the issuance of bonds. On April 15, 2019, the HFA held the TEFRA hearing to consider the issuance of Multifamily Housing Revenue Bonds for Magnolia Terrace Apartments; there were no comments from the public at that time (Attachment #7).

Analysis:

The HFA actively pursues opportunities to finance projects that increase or preserve the stock of affordable housing especially multifamily developments (or apartments). According to the Shimberg Center for Housing Studies in the University of Florida, approximately 65% of renters in Leon County are “cost burden” which means they pay more than 30% of their incomes for housing. That is higher than the state average of 56%. Thirty percent is the federally recommended limit of income for housing cost.

The proposed bond issuance seeks to preserve and enhance an affordable multifamily housing development in Leon County. Magnolia Terrace Apartments is a 100% Section 8 project based development. As a result, all of the tenants are very low-income households with earnings 50% of below the area median income. Additionally, the tenants receive Section 8 vouchers which pay for the difference between 30% of their income and the rent cost. Since its inception, the development has had multiple owners and experienced years of deterioration. The current owner of Magnolia Terrace Apartments, Affordable Housing America, Inc., (AHA) is based in Atlanta, Georgia and has agreed to sell the property to LIH.

Upon the purchase the Magnolia Terrace Apartments, LIH’s rehabilitation plans for the 108 units include new cabinets, flooring, energy efficient heating ventilation and air conditioning systems, energy efficient appliances, and energy efficient windows. LIH expects to invest an average of \$45,000 into each unit.

According to LIH, the tenants will not experience an increase in rent after the rehabilitation is complete. As mentioned earlier 100% of the tenants are low-income and receive Section 8 vouchers for their rent. As part of the bond issuance, the U.S. Department of Housing and Urban Development (HUD) would incur any rent increase to ensure that the tenants’ rents remain 30% or below their household incomes. This allows direct federal dollars to assist in repayment of the bond issue through increased rental subsidies.

Also, tenants will not be displaced during the rehabilitation of the units. The current occupancy rate at Magnolia Terrace Apartments is 99 percent. The rehabilitation of the units will be completed in phases and commence with vacant units. A systematic plan will be developed by LIH to relocate tenants from older units and into newly renovated units until the phase process is completed.

The HFA will require LIH to ensure that 100% of the Magnolia Terrace units remain exclusively for very low-income tenants for at least 30 years. Federal law will require LIH to certify that current tenants meet the very low-income threshold at the time the bonds are issued and certify new tenants at the time of move-in. The HFA’s compliance monitoring agent will be responsible for ensuring income eligibility of tenants and physical inspection of Magnolia Terrace.

As previously mentioned this will preserve and enhance 108 units of affordable housing in the community for very low income residents. The rehabilitation of Magnolia Terrace Apartments will be an added value to ongoing efforts to revitalize the South City neighborhood. The development

is adjacent to the County's Magnolia Drive Multi-Use Trail that was completed in spring 2017 which widen the sidewalks and upgraded City of Tallahassee's utility infrastructure. On May 8, 2018, the Board amended its interlocal agreement with the City to expand the boundaries of the Frenchtown/Southside Community Redevelopment Area (CRA) to include the South City neighborhood.

Presently, Magnolia Terrace Apartments is tax-exempt from property taxes. The acquisition by LIH (a private developer) from AHA (a not-for-profit) would return the property to the tax roll. Prior to the purchase of Magnolia Terrace Apartments by AHA, the previous owners paid approximately \$56,000 in property taxes (\$25,000 to the County) in 2014. As previously mentioned, this would not impact the rent of the tenants.

Project Financing

The County and HFA would have no liability with the issuance of the Multifamily Housing Revenue Bonds. The HFA is acting as a conduit issuer and only LIH will be legally responsible for payments to the bondholders. No assets or other revenue of the HFA or the County would be at risk. In addition, the bond issuance will have no impact on the County's bond rating.

The project will be funded by the \$13.0 million in private activity bonds, the issuance of \$6.1 million in tax credits from the Florida Housing Finance Corporation, \$1.5 million in deferred developer fees and \$725,000 in cash flow from the rental units. Private activity bonds are tax-exempt bonds issued on behalf of a state or local government for providing special financial benefits for qualified projects, in this case the rehabilitation of Magnolia Trace Apartments.

Section 147(f) of the Internal Revenue Code of 1986 governs the issuance of private activity bonds and requires public approval through the governing Board, prior to the issuance of the bond. The County's enabling Resolution which established the HFA as amended, requires Board approval before bond issuance. Should the Board approve the resolution, the HFA will request a \$13 million revenue bond reservation from the State Board of Administration's Division of Bond Finance (State Board of Administration) for the purpose of acquiring and rehabilitating the Magnolia Terrace Apartments. The HFA would have up to three years after the request to issue the bond. The HFA must submit its request to the State Board no later than June 30, 2019, or the bond allocation for the region that includes Leon County is forfeited to other areas of the state.

Once the allocation is secured, the project will undergo at least four different credit underwriting approvals to ensure that the project is viable. Both HUD and the Florida Housing Finance Corporation (FHFC) will also conduct their own separate evaluation of the proposed acquisition and rehabilitation of the Magnolia Terrace Apartments before the HFA considers final approval to issue the bonds. The HFA will conduct a credit underwriting process prior to issuing the bonds to ensure the operational and financial feasibility of the proposed project. A preconstruction analysis will also be performed by the HFA that will include property inspection and engineering review to assess the rehabilitation activities that would be needed on the property. In addition, the private issuer of the bonds will conduct a credit underwriting review.

Once the project has passed the FHFC review, tax credits are available for issuance on the project. These credits will provide a one-for-one reduction on related federal taxes to the investor in the credits. This federal tax incentive provides the remaining \$6.1 million necessary to finance the project.

HFA is expected to earn a 0.25% fee at closing (\$32,500) and an annual fee of 0.2% (\$20,000) upon bond closing. LIH is expected to acquire Magnolia Terrace in late 2019 and commence rehabilitation of any vacant unit shortly after.

It is important to note that the Magnolia Terrace Apartment rehabilitation proposal would not adversely impact the efforts to redevelop the Orange Avenue Apartments owned by the Tallahassee Housing Authority. The THA is currently seeking financing for new construction through a different source of low-income housing tax credit financing which the County has continued to actively support.

Options:

1. Approve the Resolution authorizing the issuance of \$13,000,000 Multifamily Housing Revenue Bonds Series 2019 for the Acquisition and Rehabilitation of Magnolia Terrace Apartments (Attachment #1).
2. Do not approve the Resolution authorizing the issuance of \$13,000,000 Multifamily Housing Revenue Bonds Series 2019 for the Acquisition and Rehabilitation of Magnolia Terrace Apartments.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution authorizing the issuance of \$13,000,000 Multifamily Housing Revenue Bonds
2. May 16, 2019 Letter from the Housing Finance Authority of Leon County
3. County Ordinance
4. Resolution No. R17-02
5. Magnolia Terrace Apartments Map Location
6. Housing Finance Authority of Leon County Financial Advisor's Analysis
7. TEFRA Report

RESOLUTION NO. 2019-___

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING THE ISSUANCE BY THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA OF ITS NOT TO EXCEED \$13,000,000 MULTIFAMILY HOUSING REVENUE BONDS (MAGNOLIA TERRACE APARTMENTS), SERIES 2019 FOR THE BENEFIT OF LIH MAGNOLIA TERRACE, LP, A FLORIDA LIMITED PARTNERSHIP, OR ITS AFFILIATE, TO PROVIDE FUNDS TO FINANCE A MULTIFAMILY RENTAL HOUSING FACILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 2, Article III, Division 3, Sections 2-71 et seq., Leon County Code of Laws, as supplemented and amended (the "Ordinance"), the Board of County Commissioners of Leon County, Florida (the "Board") created the Housing Finance Authority of Leon County, Florida (the "Authority") in accordance with Chapter 159, Part IV, Florida Statutes, as amended (the "Act"), to provide for the issuance of and to issue and sell its revenue bonds for the purpose of paying all or any part of the cost of any "qualifying housing development," as defined in the Act; and

WHEREAS, LIH Magnolia Terrace, LP, a Florida limited partnership, or one of its affiliates (the "Borrower"), has requested the Authority issue its Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 (the "Bonds"), the proceeds of which would be used to (a) finance the acquisition and rehabilitation of a multifamily rental housing facility for persons of moderate, middle, or lesser income, known as Magnolia Terrace Apartments consisting of approximately 108 residential units located at 509 East Magnolia Drive, Tallahassee, Florida 32301 (the "Development"); and (b) pay a portion of the costs of issuance of the Bonds; and

WHEREAS, the Authority conducted a public hearing on April 15, 2019, notice of which hearing was published on April 4, 2019, on the public website of the Authority in an area used to inform residents about events affecting the residents (a copy of which notice is attached hereto as Exhibit A and incorporated herein), for the purpose of considering the issuance of the Bonds by the Authority, in accordance with the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"). The public hearing disclosed no reason why the Bonds should not be issued; and

WHEREAS, Section 147(f) of the Code requires approval of the issuance of the Bonds by the Board, as the "applicable elected representative" under Section 147(f) of the Code after a public hearing following reasonable public notice.

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

SECTION 1. AUTHORITY. This resolution is adopted pursuant to the Constitution of the State of Florida, Chapter 125, Florida Statutes, the Ordinance, the Act, and other applicable provisions of law.

SECTION 2. APPROVAL.

(a) For purposes of Section 147(f) of the Code, the Board hereby approves the issuance of the Bonds in an aggregate principal amount not to exceed \$13,000,000, in one or more series, to finance the Development.

(b) The approval given herein shall not be construed as (i) an endorsement of the creditworthiness of the Borrower or the financial viability of the Development; (ii) a recommendation to any prospective purchaser to purchase the Bonds; (iii) an evaluation of the likelihood of the repayment of the debt service on the Bonds; or (iv) approval of any necessary rezoning applications or approval or acquiescence to the alteration of existing zoning or land use nor approval for any other regulatory permits relating to the Development. Further, this approval shall not be construed to obligate Leon County, Florida (the "County") to incur any liability, pecuniary or otherwise, in connection with either the issuance of the Bonds or the acquisition and rehabilitation of the Development.

SECTION 3. FINANCING TO BE A LIMITED OBLIGATION. Neither the Authority, the County, the State of Florida (the "State"), nor any political subdivision thereof shall in any event be liable for the payment of the principal on or the interest of the Bonds or any obligations under the financing documents, except that the Authority shall be liable to pay the debt solely from and through payments of the Borrower as provided by the terms of the financing documents. The Bonds shall never constitute an indebtedness of the Authority, the County, the State, or of any political subdivision thereof, within the meaning of any state constitutional provisions or statutory limitation and shall never constitute or give rise to the pecuniary liability of the Authority, the County, the State, or any political subdivision thereof or a charge against the general credit or taxing power of the Authority, the County, the State, or any political subdivision thereof. The purchaser of the Bonds shall not have the right to compel any exercise of the ad valorem taxing power of the Authority, the County, the State, or of any political subdivision thereof to make payments under the financing documents.

SECTION 4. PRIVATE ACTIVITY BOND ALLOCATION. The Authority is hereby authorized to request private activity bond volume allocation for the Development from the regional allocation available to the County.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida on this 28th day of May, 2019.

BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, Chairman

ATTESTED BY:

Gwendolyn Marshall, Clerk of Court

By: _____

APPROVED AS TO FORM:

COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

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

EXHIBIT A

**NOTICE OF PUBLIC HEARING
AND REPORT OF AUTHORITY AS TO PUBLIC HEARING**

REPORT OF HEARING OFFICER

Chairman and Commissioners of the
Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street.
Tallahassee, Florida 32301

Re: Proposed Issuance of Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 by the Housing Finance Authority of Leon County, Florida in an amount not to exceed \$13,000,000

Ladies and Gentlemen:

Pursuant to the authorization by the governing body of the Housing Finance Authority of Leon County, Florida (the "Authority"), I conducted a public hearing on April 15, 2019, at 3:00 p.m. at 918 Railroad Avenue, Tallahassee, Florida 32310, with respect to the contemplated issuance by the Authority of its Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 in an amount not to exceed \$13,000,000 (the "Bonds").

Due notice of the public hearing was published on April 4, 2019, on the public website of the Authority in an area used to inform residents about events affecting the residents. Proof of such publication is attached hereto.

At the public hearing, no persons appeared and requested to be heard. Also, no persons submitted any comments in writing for the consideration of the Authority and the Leon County Board of County Commissioners (the "Board") with respect to the issuance of the Bonds by the Authority or the approval of the Bonds by the Board.

The public hearing was opened at 3:00 p.m. prevailing Eastern Time, and was closed at 3:05 p.m. prevailing Eastern Time on April 15, 2019.

Respectfully submitted on the 23rd day of April, 2019 by the undersigned on behalf of the Authority.



By: _____
Name: Mark Hendrickson
Title: Administrator

Housing Finance Authority of Leon County, Florida
Hearing Officer

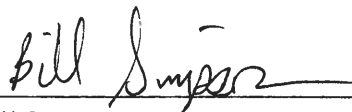
EXHIBIT A

PROOF OF PUBLICATION

CERTIFICATE RELATING TO TEFRA HEARING PUBLICATION

The undersigned, being the Web Administrator of Leon County, Florida, certify that the notice of public hearing attached hereto as Exhibit A was posted on the home page of the public website of the Housing Finance Authority of Leon County, Florida, which is an area intended to be used to inform residents about events affecting the residents, on April 4, 2019, and remained on the website through the date of the public hearing.

IN WITNESS WHEREOF, I have hereunto set my hand this 8 day of April, 2019.



Bill Simpson
Leon County Web Administrator

EXHIBIT A
TEFRA NOTICE

NOTICE OF PUBLIC HEARING CONCERNING THE ISSUANCE BY THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA OF NOT EXCEEDING \$13,000,000 OF ITS MULTIFAMILY HOUSING REVENUE BONDS (MAGNOLIA TERRACE APARTMENTS).

Notice is hereby given that on April 15, 2019, at 3:00 p.m., the Housing Finance Authority of Leon County, Florida (the "Authority"), will conduct a public hearing at the office of:

The Housing Finance Authority of Leon County, Florida
918 Railroad Avenue
Tallahassee, Florida 32310

for the purpose of giving interested persons an opportunity to be heard on the proposed issuance by the Authority of its Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 (the "Bonds"), in an aggregate principal amount of not exceeding \$13,000,000. The Bonds will be issued to finance a loan (the "Loan") to be made by the Authority to LIH Magnolia Terrace, LP, a Florida limited partnership, or some entity wholly owned or controlled by them (the "Borrower"). The proceeds from the Loan will be used by the Borrower to finance the acquisition and rehabilitation of an 108-unit multifamily rental housing project known as "Magnolia Terrace Apartments" to be rented to qualified tenants (the "Development"). The Development is located at 509 East Magnolia Drive, Tallahassee, Leon County, Florida. The Bonds will mature not later than forty (40) years from their date of issuance and will be payable from the revenues of the Development. The Bonds will not constitute an indebtedness of the Authority, Leon County, Florida, the State of Florida (the "State") or any political subdivision of the State within the meaning of any constitutional or statutory debt limitation or restriction. The Authority has no taxing power.

At such meeting, persons will be given an opportunity to express their views, both orally and through written statements which are submitted to the Authority on or before the public hearing. For further information, contact Mr. Mark Hendrickson, Administrator, Housing Finance Authority of Leon County, Florida, at (850) 671-5601. Should any person decide to appeal any decision made by the Authority, they will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made, which record must include testimony and evidence upon which the appeals may be based.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special assistance accommodations to participate in this proceeding should contact Mr. Mark Hendrickson, no later than two (2) days prior to the hearing at telephone number (850) 671-5601 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers at (800) 955-8771 (TDD) or (800) 955-8700 (VOICE) for assistance.

This Notice is published pursuant to the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, and Treasury Regulations Section 5f.103-2.

HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA

April 5, 2019



Housing Finance Authority of Leon County

May 16, 2019

Mr. Vincent S. Long
County Administrator
201 S. Monroe Street
Tallahassee, Florida 32301

Re: TEFRA Approval for Magnolia Terrace Apartments Proposed Bond Issue

Dear Mr. Long:

The Housing Finance Authority of Leon County formally requests that the Leon County Board of County Commissioners adopt a resolution prepared by bond counsel approving the issuance of bonds to finance the acquisition and rehabilitation of Magnolia Terrace Apartments ("TEFRA" approval). The TEFRA approval is required as one of the preconditions for the HFA to obtain bond allocation for the financing and to issue the bonds.

An explanation of the process may be helpful:

- The HFA approved a handbook and application for bond financing for rental developments
- Developers may apply for bond financing at any time, on a first-come first-evaluated basis
- Potential new owners of Magnolia Terrace applied for bond financing, which was analyzed by the HFA's financial advisors and was approved by the HFA Board to enter into the process that may lead to a financing.
- Federal law requires a TEFRA hearing to be held in conjunction with any "private activity" bond issue. A hearing was noticed and held, and no member of the public made comments.
- State law requires TEFRA approval from the governing body of the local jurisdiction in order for the HFA to apply for bond allocation. The state system requires the request to come before June 30 of each year.
- Following TEFRA approval by the BOCC and reservation of bond allocation, the financing will be analyzed by the HFA's independent credit underwriter. The credit underwriter evaluates all aspects of the financing, including adequacy of rehabilitation, reasonableness of costs, and the credit worthiness of the proposed financing.
- In addition to the HFA's credit underwriting, the tax credit equity investor and bond buyer will also conduct their own evaluations.
- After receipt of a positive credit underwriting report from the credit underwriter, the HFA will consider final approval of the bond transaction. The HFA may not approve the financing without a positive recommendation from the credit underwriter.
- After approval by the HFA, the equity investor, and the bond buyer, documents are finalized, and bonds may be sold.
- Neither the County or the HFA is liable for payment of the bonds, which are solely payable from development revenues and any other obligations of the developer detailed in the bond documents.



Housing Finance Authority of Leon County

The acquisition and rehabilitation of Magnolia Terrace Apartments represents a great opportunity for the County and the HFA to improve an older property, increasing the life of the development and quality of development and surrounding neighborhood—all without expending County or HFA funds or taking on any risk of financing.

The HFA's Board and financial and legal team are available to answer any questions. We look forward to your positive action on the proposed TEFRA Resolution for Magnolia Terrace Apartments.

Sincerely,

Thomas H. Lewis
Chairman
Housing Finance Authority of Leon County

DIVISION 3. - HOUSING FINANCE AUTHORITY^[4]

Editor's note— [Ord. No. 17-02](#), § 1, adopted Feb. 7, 2017, amended div. 3 in its entirety to read as herein set out. Former div. 3, §§ 2-71—2-79, pertained to similar subject matter, and derived from the 1980 Code, §§ 2-131—2-139; Ord. No. 94-2, § 1, adopted Feb. 8, 1994; and Ord. No. 01-26, § 1, adopted Dec. 11, 2001.

State Law reference— Housing finance authorities, F.S. § 159.601 et seq.

Sec. 2-71. - Findings and declaration of necessity.

The Board of County Commissioners hereby finds and declares that:

- (a) Within this county, there is a shortage of housing available at prices or rentals which many persons and families can afford, and a shortage of capital for investment in such housing. This shortage of housing is a threat to the health, safety, morals and welfare of the residents of the county, deprives the county of an adequate tax base, and causes the county to take excessive expenditures for crime prevention and control, public health, welfare, and safety, fire and accident protection, and other public services and facilities.
- (b) Such shortage cannot be relieved except through the encouragement of investment by private enterprise and the stimulation of construction and rehabilitation of housing through the use of public financing and the provision of low-cost loans to purchase affordable housing.
- (c) The financing, acquisition, construction, reconstruction, and rehabilitation of housing and of the real and personal property and other facilities necessary, incidental, and appurtenant thereto are exclusively public uses and purposes for which public money may be spent, advanced, loaned, or granted and are governmental functions of public concern.
- (d) The Congress of the United States has, by the enactment of amendments to the Internal Revenue Code of 1954, found and determined that housing may be financed by means of obligations issued by any state or local governmental unit, the interest on which obligations is exempt from federal income taxation, and has thereby provided a method to aid state and local governmental units to provide assistance to meet the need for housing.
- (e) There is a need for a housing finance authority to function in the county to alleviate the shortage of housing and capital for investment in housing.
- (f) The provisions of this division are found and declared to be necessary and in the public interest as a matter of legislative determination.

([Ord. No. 17-02](#), § 1, 2-7-17)

Sec. 2-72. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this division, except where the context clearly indicates a different meaning.

Board shall mean the Board of County Commissioners of Leon County, Florida.

Florida Housing Finance Authority Law shall mean Chapter 159, Part IV, Florida Statutes [F.S. § 159.601 et seq.], as may be amended from time to time.

Housing finance authority shall mean the Housing Finance Authority of Leon County, Florida.

Uniform Special District Accountability Act shall mean F.S. ch. 189, as may be amended from time to time.

([Ord. No. 17-02](#) , § 1, 2-7-17)

Sec. 2-73. - Creation.

There is hereby created under the Florida Housing Finance Authority Law a separate public body corporate and politic to be known as the Housing Finance Authority of Leon County, Florida, to function and operate in the territorial boundaries of the county including both the incorporated and unincorporated areas.

([Ord. No. 17-02](#) , § 1, 2-7-17)

Sec. 2-74. - Amendment; termination.

The board may, at its sole discretion, and at any time, alter or change the structure, organization, programs or activities of the housing finance authority, and has the power to terminate the housing finance authority, subject to any limitation on the impairment of contracts entered into by the housing finance authority and subject to the limitations or requirements of the Florida Housing Finance Authority Law.

([Ord. No. 17-02](#) , § 1, 2-7-17)

Sec. 2-75. - Powers generally.

The housing finance authority is directed to carry out and exercise, without limitation, all powers and public and governmental functions set forth in and contemplated by the Florida Housing Finance Authority Law, except as may be expressly set forth in:

- (a) The Florida Housing Finance Authority Law; or
- (b) The Uniform Special District Accountability Act; or
- (c) A resolution duly adopted by the board; or
- (d) Other state or federal law as may be applicable.

([Ord. No. 17-02](#) , § 1, 2-7-17)

Sec. 2-76. - Structure; organization.

The structure, organization, membership, programs, or activities of the housing finance authority shall be as set forth in and contemplated by the Florida Housing Finance Authority Law and as may be directed by a resolution duly adopted by the board.

([Ord. No. 17-02](#) , § 1, 2-7-17)

Secs. 2-77—2-89. - Reserved.

RESOLUTION NO. R17-02

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REGARDING THE STRUCTURE, ORGANIZATION, MEMBERSHIP, PROGRAMS AND ACTIVITIES OF THE HOUSING FINANCE AUTHORITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 10, 1980, the Board adopted Ordinance No. 80-39, creating the Housing Finance Authority pursuant to Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law); and

WHEREAS, the provisions pertaining to the Housing Finance Authority are codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida; and

WHEREAS, on February 7, 2017, the Board approved an ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, regarding the Housing Finance Authority; and

WHEREAS, the ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County provides that the Board may, by resolution, provide for the structure, organization, membership, programs or activities of the Housing Finance Authority;

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS FOR LEON COUNTY, FLORIDA, that:

Section 1. Declaration of need.

The Board of County Commissioners hereby reasserts and declares the need for a housing finance authority to function to alleviate the shortage of housing and capital for investment in housing in the county.

Section 2. Membership; terms; compensation; quorum.

(a) The Housing Finance Authority (the "Authority") shall be composed of seven members appointed by the Board of County Commissioners (the "Board"), one of whom shall be designated chairperson. Not less than a majority of the members shall be knowledgeable in one of the following fields: labor, finance, or commerce.

(b) The terms of the members shall be four years each. Members shall hold office until a successor has been appointed and qualified. Each vacancy shall be filled for the remainder of the unexpired term. A certificate of the appointment or reappointment of any member shall be filed with the clerk of the circuit court, and the certificate shall be conclusive evidence of the due and proper appointment of the member.

(c) A member shall receive no compensation for his or her services, but shall be entitled to necessary expenses, including traveling expenses, incurred in the discharge of duties.

(d) A majority of the members constitutes a quorum, and action may be taken by the Authority upon a vote of a majority of the members present.

Section 3. Conflicts of interest prohibited; disclosure.

Members and employees of the Authority shall comply with the conflict of interest prohibitions and disclosure requirements set forth in Section 159.606, Florida Statutes, as amended.

Section 4. Removal of members; amendment; termination.

A member of the Authority may be removed by the Board without cause by a three-fifths vote of the Board, or for neglect of duty or misconduct in office by a majority vote of the Board. In addition, the Board may, at its sole discretion, and at any time, alter or change the structure, organization, programs or activities of the Authority, and has the power to terminate the Authority, subject to any limitation on the impairment of contracts entered into by the Authority and subject to the limitations or requirements of the Florida Housing Finance Authority Law.

Section 5. Powers; authority.

(a) The powers of the Authority granted by Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law), are vested in the members of the Authority in office.

(b) The Authority is authorized to transact business, perform duties, and exercise those public and essential governmental functions set forth in Chapter 159, Part IV, Florida Statutes.

(c) The Authority is authorized to exercise those functions and activities provided by and consistent with Section 159.608, Florida Statutes, which includes the following:

1. To sue and be sued;
2. To have a seal;
3. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
4. To make, and from time to time amend and repeal bylaws, rules and regulations;
5. To own real and personal property;
6. To purchase or make commitments to purchase loans;
7. To borrow money through the issuance of bonds;
8. To make loans;
9. To deposit funds into an account with a lending institution; and
10. To invest funds.

Section 6. Agents and employees; legal counsel; create or assist in creating not-for-profit corporations.

The Authority may:

(a) Employ such agents and employees, permanent or temporary, as it requires and may determine the qualifications, duties, and compensation of those agents and employees. The Authority may delegate to an agent or employee such powers or duties as the Authority may deem proper.

(b) Employ its own legal counsel.

(c) Create or assist in creating corporations that qualify as not-for-profit corporations under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, and under the laws of this state, and that are engaged in acquiring, constructing, reconstructing, or rehabilitation qualifying housing developments.

Section 7. Budgets; Audits; Financial Reporting; Bond Issuance.

(a) The Authority's budgets, audits, and financial reports shall be prepared, adopted, and reported in compliance with Chapter 189, Florida Statutes (the Uniform Special District Accountability Act).

(b) Prior to and as of the date of this Resolution, the Authority's annual budget, in accordance with Section 189.016(5), Florida Statutes, has been contained within the general budget of the Board, and clearly stated as the budget of the Authority. The Authority's annual budget shall continue to be contained within the Board's budget. Notwithstanding that however, the Board, as provided for in Section 189.016(5), Florida States, hereby gives its concurrence for the Authority, at the Authority's option, to be budgeted separately; provided that such option shall not be available to the Authority until after the end of the Board's Fiscal Year 2016-2017 on September 30, 2017.

(c) The Authority shall provide any budget or financial information requested by the Board at the time and place designated by the Board.

(d) Pursuant to Section 189.016(9), Florida Statutes, as amended, the Authority shall provide its annual financial audit reports in accordance with Section 218.39, Florida Statutes, as amended.

(e) Any bonds to be issued and sold by the Authority as authorized by Chapter 159, Part IV, Florida Statutes, shall first be approved by resolution of the Board both as to the documents and the method of sale by the Authority.

Section 8. Annual Report to the Board.

The Authority shall provide an annual written report to the Board of its programs, activities, and accomplishments.

Section 9. Limitations.

(a) The Authority shall not finance the acquisition, construction, reconstruction, or rehabilitation of any "qualifying housing development," as defined by Section 159.603, Florida Statutes, for its own profit or as a source of revenue to the state or any local governmental unit, except when it is for the Authority's offices and affordable housing.

(b) The Authority shall have no power to acquire property by eminent domain.

(c) Each "qualifying housing development," as defined by Section 159.603, Florida Statutes, of the Authority shall be subject to the applicable planning, zoning, health, and building laws, ordinances, and regulations.

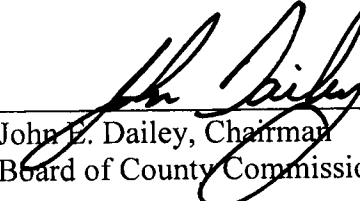
(d) The Authority shall not exercise any power otherwise prohibited by Chapter 159, Part IV, Florida Statutes.

Section 10. Effective Date. This resolution shall have effect upon adoption.

PROPOSED, PRESENTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 7th day of February, 2017.

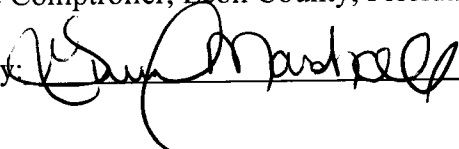


LEON COUNTY, FLORIDA

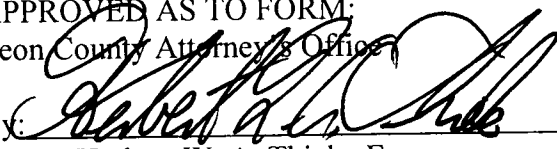
By: 
John E. Dailey, Chairman
Board of County Commissioners

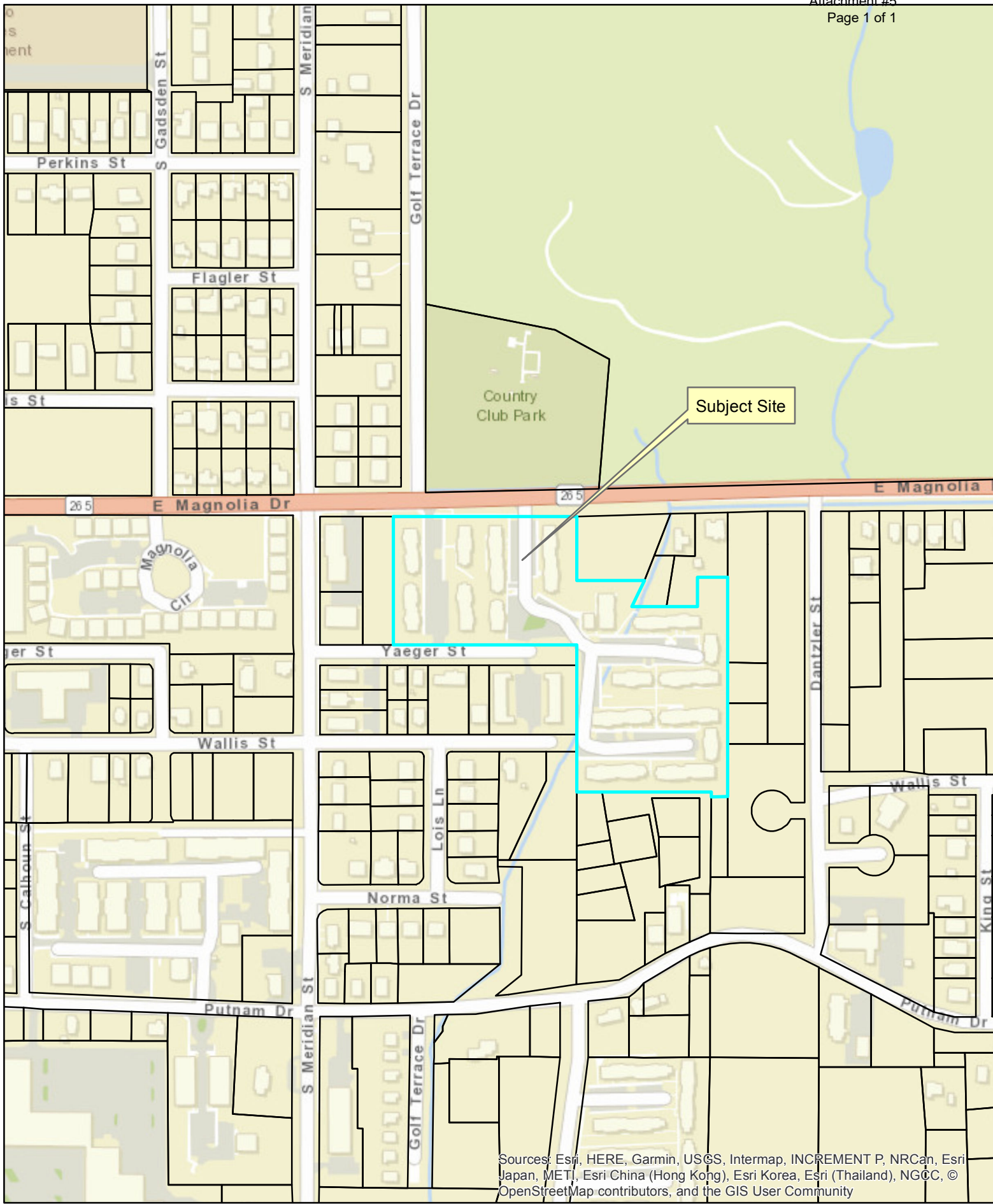
ATTESTED BY:

Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

By: 

APPROVED AS TO FORM:
Leon County Attorney's Office

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



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Legend
 parcel

1 inch = 300 feet

Location Map

Map Produced 04/29/2019



Posted May 20, 2019



Disclaimer: Note: This product has been compiled from the most accurate sources of data from Leon County, the City of Tallahassee and the Leon County Property Appraiser's office. However, this product is for reference purposes only and is not to be construed as a legal document or a survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee and the Leon County Property Appraiser's office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

MEMORANDUM

To: Housing Finance Authority of Leon County Board of Directors

From: Mark Hendrickson, Financial Advisor
Susan J. Leigh, Financial Advisor

Subject: Analysis of the Magnolia Terrace Apartments Bond Application

Date: March 14, 2019

Attached is an analysis of the Magnolia Terrace Apartments bond application. Several items used in the analysis were requested after receipt of the application, and this is part of the normal review process. All additional materials were forwarded to Mark Hendrickson to be made part of the permanent public record.

I. Summary of Findings

A. Summary of key criteria:

Question	Magnolia Terrace
Are the developments economically feasible as submitted?	Appears to be, but need CUR to confirm
Are the costs/fees associated with the development reasonable and appropriate?	Sales price appears high; need CUR/appraisal to confirm
Is the experience of the development team adequate?	Yes
If feasible, is it ready to proceed to closing in 2019?	Yes
Is the product being proposed adequate in terms of design and amenities?	Generally, yes, but waivers requested for some items
Is the product being proposed adequate in terms of ongoing resident services?	Yes
Are the income targeting and length of set-aside adequate?	Possibly—waiver requested
Any special impact on redevelopment?	Yes, rehabilitating 48-year old Section 8 units
Did the responses within the application contain adequate responses to important questions, relating to financing and other key issues?	Yes, once all materials were submitted
Recommend Inducement?	Yes

B. Summary of the Proposed Development

<i>Name</i>	Magnolia Terrace
<i>Owner Entity*</i>	LIH Magnolia Terrace, LP
<i>Developer/Location</i>	201 Wilshire Bld. Santa Monica, CA 90401
<i>Type</i>	Acquisition and Rehabilitation Garden
<i>Street Address</i>	509 East Magnolia Dr, Tallahassee, FL 32301
<i>County Commission District</i>	District 1, Bill Proctor
<i>Units</i>	108
<i>Bedrooms</i>	232
<i># of Buildings</i>	17, 15 residential, 1 community room, and 1 office/laundry
<i># of Stories</i>	2
<i>Bond Request</i>	\$13,000,000 \$120,370/unit
<i>Total Cost</i>	\$20,178,702
<i>Cost Per Unit</i>	\$186,840
<i>Land Cost</i>	\$720,000 \$6,666//unit
<i>Acquisition of Building Cost</i>	\$8,280,000 \$76,667/unit
<i>Hard Construction Cost</i>	\$5,352,925 \$49,564/unit
<i>General Contractor</i>	Wilshire Pacific Builders, LLC
<i>Credit Enhancement</i>	Freddie Mac
<i>Set-Aside Period</i>	30 years: HFA requires 50 years
<i>Set-Aside Levels</i>	40% of the 108 units <60AMI—Tax Credits 100% <60% AMI

C. Summary of Findings and Recommendations for Monaco Arms:

1. The development received \$5,120,000 of bond financing from the Public Finance Authority of Wisconsin for an acquisition and rehabilitation in 2014. For this deal to move forward, those bonds will need to be retired/defeased. The development also received a tax-exempt bond loan from the HFA of Leon County for \$475,000 in 2002. Those bonds were retired as part of the PFA of Wisconsin financing, but the LURA remains outstanding until 2022.
2. The operating pro forma appears to show economic feasibility, but need CUR to verify.
3. The development’s resident programs meet a minimum HFA of Leon County requirements. While the unit and development amenities meet most of the HFA’s standards, due to budget and space restraints, they do not meet all requirements, and a waiver of some features will be requested although those requests have not been received.
4. The acquisition cost appears high, and includes a seller note. This will be examined in credit underwriting, including an independent appraisal and FHFC review for tax credit purposes.

5. The development's energy efficiency items have not been identified and therefore do not meet HFA requirements. The developer has indicated that they will reduce the overall energy usage by 10%. Further discussions regarding this issue are being held. It may require a waiver, but the precise waiver is being identified. The proposal as written is not acceptable, as it is not quantifiable and cannot be measured. More importantly, energy efficiency should be a major component of a rehabilitation.
 6. The site is controlled by the Applicant, has proper zoning, and has evidence of availability of water, sewer, roads and electricity. The transaction could close in the 2nd or 3rd quarter of 2019. However, as the development has Section 8 project-based assistance, HUD will be involved and could impact bond closing timing.
 7. The developer and development team have experience in affordable housing.
 8. The credit underwriter will order and evaluate an independent market analysis, appraisal, and construction needs assessment.
 9. **Recommendations:**
 - Permit Magnolia Terrace Apartments to proceed through the HFA of Leon County financing process.
 - Grant waiver related to unit/development amenities
 - Deny waiver related to energy efficiency and refer to credit underwriter for analysis.
 - Grant waiver allowing 30-year affordability period, with caveat that there is no opt-out permitted and that LURA is for 100% of the units at 60% AMI.
 - Adopt Inducement Resolution prepared by bond counsel, which includes Preliminary Agreement.
 - Authorize Counsel to request bond allocation through the appropriate processes
 - All items subject to review and approval of credit underwriter and counsel, including but not limited to preconstruction analysis, appraisal, market study, loan terms and amount, guaranties, credit enhancement, loan and bond documents.
 - All items subject to conditions in this memorandum and each development's individual memorandum.
-

II. Magnolia Terrace Apartments Analysis:

Magnolia Terrace Apartments is a proposed 108-unit acquisition and rehabilitation of a garden apartment development built on the southside area in 1971. The development has 108 of the 108 units with project based rental assistance (Section 8).

A. Financing & Cost Analysis:

1. The financing structure uses construction and permanent financing through a Freddie Mac (TEL) tax-exempt loan (bonds) contemplated Private Placement with an initial letter from CBRE.
2. The Applicant provided a letter of interest from CBRE that is a processor for Freddie Mac. For \$10,756,000 reliant on a Long-term Section 8 Mark to Market HUD HAP contract in place at closing for a term of 15 years. The fixed rate on the Initial TEL is estimated to an all-in rate of 4.98%. This letter was written in September Of 2018 and appears to have expired. The Developer will have to update the letter and the transaction sources during Credit Underwriting.
3. The Applicant provided a Letter of Interest for Housing Credit syndication from Hunt Capital Partners. The price is \$0.925 per \$1 of credits with a total contribution \$6,024,390. This letter has also expired and the developer will have to provide one that is up to date and written to the correct entity to the credit underwriter
4. The Applicant is not applying for SAIL or JHFA subordinate financing.
5. The developer proposes to defer \$1,572,180 of the \$2,691,688 developer fee (58%).

6. Financing & Cost Issues:

- The financing commitments are adequate for this stage of the process.

B. Sources:

Permanent Loan Period

Source	\$	Per Unit	% of Development Cost
Tax Exempt Bonds	\$10,760,000	\$ 99,630	53%
Housing Credits	\$ 6,121,254	\$ 56,678	30%
SAIL & ELI	\$ 0	\$ 0	0%
Cashflow	\$ 725,268	\$ 6,715	4%
Deferred Developer Fee	\$ 1,572,180	\$ 14,558	8%
Seller Note	\$ 1,000,000	\$ 9,259	5%
TOTAL	\$20,178,702	\$186,840	100%

C. Development Information, Including Design and Amenities

Unit Mix		
Bedroom/Baths	Number	Square Footage
1/1	25	600
2/1	50	777
3/1.5	25	903
4/2	8	1,042

1. Magnolia Terrace Apartments is a proposed 108-unit acquisition/rehabilitation family development, in eighteen garden apartment building (16 apartment buildings, 1 community building and 1 office laundry) constructed in 1972.
2. In addition to meeting all building code, Fair Housing Act, and Americans with Disabilities Act requirement, the following are also required amenities:
 - Air conditioning
 - Cable TV hook-up
 - Full sized appliances in all units
3. Unit amenities (in addition to those required) include:
 - Window treatment: mini-blinds
 - Microwave
 - Window Sills (needs to be marble to get points, applicant struck through word “marble”)
 - Garbage disposal
 - Steel entry door frames
 - Double Compartment Kitchen Sink
4. Development amenities include:
 - 30-year expected life roofing
 - Termite prevention/detection system
 - Exterior lighting for all buildings and parking areas
 - Exercise room with appropriate equipment
 - Community Center or clubhouse
 - Playground/tot lot
 - Childcare facility located within three miles of the property
 - Public transportation located within on-half mile of the property
 - Library/study room consisting of a minimum of 100 books and 5 magazine subscriptions
 - Outside Recreation area for older children /Basket Ball Court
 - Wi-Fi installed site-wide for resident use
 - Carports (added in and not one of our options but a benefit to the property)

5. Energy Conservation features:

The developer has not provided any specific features and has offered a commitment to an overall 10% reduction in energy usage. More specific information has been requested.

6. Design, Amenity & Energy Efficiency Issues: Waiver Requests Needed – Waiting for information from Developer to finish this section

- The proposed development does not meet all requirements for unit/development amenities and energy conservation feature.
- For the unit/development amenities, the developer proposes to substitute carports for a feature in the application. This appears to be a reasonable waiver request.
- For energy efficiency, proposes no specific features, and does not meet the requirements of the application. Instead, the developer proposes to reduce energy use by 10%-- which given that we have no baseline from which to measure, would be virtually impossible to monitor. The developer has been asked to submit more specific proposed features and a specific waiver request that can be analyzed by the credit underwriter.
- In summary, deals that have only bonds and 4% Housing Credits as sources of funds cannot create a rehabilitation budget that is equivalent to those of deals with SAIL or 9% HC. When the HFA finances these deals, the cost of basic rehabilitation on older properties can utilize almost all available funds. The question is: will the development be materially improved with the proposed scope of work.

D. Public Purpose/ Resident Services

1. The required set-aside period is for 50 years. The developer has agreed to 30 year set aside period

- A waiver will be needed for this item

2. The income set-aside of 108 units will be at 60% of median income

3. 108 units have project based rental assistance, currently and have requested an additional 20-year contract from HUD with rent increases. Therefore, the actual income of the residents will be much lower than the set-aside requirement.

4. The resident services/programs include (must commit to five):

- On Site Voter Registration (required quarterly). Applicant commits to Annually or more frequently if election year
- Financial Counseling
- Computer Training
- Life Safety Training
- Welfare to Work or Self-Sufficiency Program
- After Scholl Program for Children
- Job Training

4. Public Purpose Issues: None

- The Applicant is providing services and programs for residents that meet HFA of Leon County standards.

E. Ability to Proceed

1. Site control is established by a contract for purchase and sale. The contract nor assignment is signed. This contract will need to be validated by the Credit underwriter. It will also need to be extended as is has expired or will expire prior to closing.
2. The site is zoned Central Urban 45 (CU-45) and is located within the Multi-Modal Transportation District. The existing multi-family residential use on the property is consistent with the zoning classification.
3. In addition, there are no known code enforcement violations for the property or variances, or special exceptions noted for the property
4. As an existing facility, electricity, water, sewer and roads are available.
5. All other information was submitted as required, and no information submitted indicated there would be issues at this stage that would prevent the project from moving forward.
6. The applicant's schedule calls for a bond closing in June 2019. This is extremely optimistic—with a realistic date in late summer 2019. In addition, they project the construction complete in May 2020 with stabilization at the same date.
6. Since this will be an in-place rehabilitation, no tenant is expected to be relocated.
7. **Ability to Proceed Issues: None.**

F. Experience of Development Team:

1. The developer and the members of the team that were identified have adequate experience with affordable housing, bond transactions, and housing credits.
2. The credit underwriter will review all team members.

Experience of Development Team Issues: None.

G. Other requirements: Expense and Indemnity Agreement

- The required Expense and Indemnity Agreement was executed.

H. Site Location and Market

1. This development is located on the Southside. It is an existing development with 108 units having project based rental assistance (Section 8). Accordingly, there are few market concerns.
2. An independent market study will be evaluated by the credit underwriter.
3. **Site Location and Market Issues: None.**

REPORT OF HEARING OFFICER

Chairman and Commissioners of the
Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street.
Tallahassee, Florida 32301

Re: Proposed Issuance of Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 by the Housing Finance Authority of Leon County, Florida in an amount not to exceed \$13,000,000

Ladies and Gentlemen:

Pursuant to the authorization by the governing body of the Housing Finance Authority of Leon County, Florida (the "Authority"), I conducted a public hearing on April 15, 2019, at 3:00 p.m. at 918 Railroad Avenue, Tallahassee, Florida 32310, with respect to the contemplated issuance by the Authority of its Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 in an amount not to exceed \$13,000,000 (the "Bonds").

Due notice of the public hearing was published on April 4, 2019, on the public website of the Authority in an area used to inform residents about events affecting the residents. Proof of such publication is attached hereto.

At the public hearing, no persons appeared and requested to be heard. Also, no persons submitted any comments in writing for the consideration of the Authority and the Leon County Board of County Commissioners (the "Board") with respect to the issuance of the Bonds by the Authority or the approval of the Bonds by the Board.

The public hearing was opened at 3:00 p.m. prevailing Eastern Time, and was closed at 3:05 p.m. prevailing Eastern Time on April 15, 2019.

Respectfully submitted on the 23rd day of April, 2019 by the undersigned on behalf of the Authority.

By: 
Name: Mark Hendrickson
Title: Administrator

Housing Finance Authority of Leon County, Florida
Hearing Officer

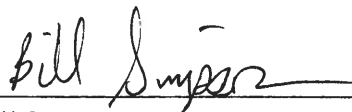
EXHIBIT A

PROOF OF PUBLICATION

CERTIFICATE RELATING TO TEFRA HEARING PUBLICATION

The undersigned, being the Web Administrator of Leon County, Florida, certify that the notice of public hearing attached hereto as Exhibit A was posted on the home page of the public website of the Housing Finance Authority of Leon County, Florida, which is an area intended to be used to inform residents about events affecting the residents, on April 4, 2019, and remained on the website through the date of the public hearing.

IN WITNESS WHEREOF, I have hereunto set my hand this 8 day of April, 2019.

A handwritten signature in cursive script that reads "Bill Simpson". The signature is written in black ink and is positioned above a horizontal line.

Bill Simpson
Leon County Web Administrator

EXHIBIT A
TEFRA NOTICE

NOTICE OF PUBLIC HEARING CONCERNING THE ISSUANCE BY THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA OF NOT EXCEEDING \$13,000,000 OF ITS MULTIFAMILY HOUSING REVENUE BONDS (MAGNOLIA TERRACE APARTMENTS).

Notice is hereby given that on April 15, 2019, at 3:00 p.m., the Housing Finance Authority of Leon County, Florida (the "Authority"), will conduct a public hearing at the office of:

The Housing Finance Authority of Leon County, Florida
918 Railroad Avenue
Tallahassee, Florida 32310

for the purpose of giving interested persons an opportunity to be heard on the proposed issuance by the Authority of its Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments), Series 2019 (the "Bonds"), in an aggregate principal amount of not exceeding \$13,000,000. The Bonds will be issued to finance a loan (the "Loan") to be made by the Authority to LIH Magnolia Terrace, LP, a Florida limited partnership, or some entity wholly owned or controlled by them (the "Borrower"). The proceeds from the Loan will be used by the Borrower to finance the acquisition and rehabilitation of an 108-unit multifamily rental housing project known as "Magnolia Terrace Apartments" to be rented to qualified tenants (the "Development"). The Development is located at 509 East Magnolia Drive, Tallahassee, Leon County, Florida. The Bonds will mature not later than forty (40) years from their date of issuance and will be payable from the revenues of the Development. The Bonds will not constitute an indebtedness of the Authority, Leon County, Florida, the State of Florida (the "State") or any political subdivision of the State within the meaning of any constitutional or statutory debt limitation or restriction. The Authority has no taxing power.

At such meeting, persons will be given an opportunity to express their views, both orally and through written statements which are submitted to the Authority on or before the public hearing. For further information, contact Mr. Mark Hendrickson, Administrator, Housing Finance Authority of Leon County, Florida, at (850) 671-5601. Should any person decide to appeal any decision made by the Authority, they will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made, which record must include testimony and evidence upon which the appeals may be based.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special assistance accommodations to participate in this proceeding should contact Mr. Mark Hendrickson, no later than two (2) days prior to the hearing at telephone number (850) 671-5601 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers at (800) 955-8771 (TDD) or (800) 955-8700 (VOICE) for assistance.

This Notice is published pursuant to the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, and Treasury Regulations Section 5f.103-2.

HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA

April 5, 2019

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award to OliverSperry Renovation & Construction, Inc. for Renovations to Restrooms in the Leon County Courthouse

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of the Office of Resource Stewardship Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Shelly Kelley, Director, Purchasing Shelley Cason, Sr. Operations Manager Michael Boland, Facilities Manager

Statement of Issue:

This item seeks Board approval to award the bid to OliverSperry Renovation & Construction, Inc. in the amount of \$272,919 for the renovation of public restrooms in the Leon County Courthouse. Renovation of the third-floor restrooms are part of an ongoing effort to modernize and update accessibility provision of the Courthouse restrooms.

Fiscal Impact:

This item has a fiscal impact. This item has been budgeted and adequate funding is available in the Building Infrastructure capital improvement budget.

Staff Recommendation:

Option #1: Approve the bid award to OliverSperry Renovation & Construction, Inc. in the amount of \$272,919 for the renovation of third floor public restrooms within the Leon County Courthouse and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.

Report and Discussion

Background:

This agenda seeks Board approval to award the bid to Oliver Sperry Renovation & Construction, Inc. in the amount of \$272,919 for the renovations of public restrooms on the third floor of the Leon County Courthouse. Renovation of the third-floor restrooms are part of an ongoing effort to modernize and update accessibility provision of the Courthouse restrooms.

The Leon County Courthouse was constructed in the late 1980s and many areas, such as the publicly accessible restrooms located throughout the Courthouse are original to when the building was constructed. The publicly accessible restrooms, located on each floor, have fixtures and finishes that are nearly 30 years old. With aged materials, products and fixtures, it is very difficult to match or repair such items, and products have reached the end of useful life. These aged fixtures consume more energy and water than sustainable products that are now available. Additionally, renovation provides the opportunity to further enhance the accessibility features of the publicly available restrooms.

An assessment was conducted of the publicly accessible restrooms within the Courthouse to determine need and priority for replacement. An implementation schedule prioritized restrooms of highest use and maximum benefit to the visiting public such as jurors and customers of the Clerk of Court services. As such, the first-floor restrooms were the highest priority, followed by the third floor. The first-floor renovation was completed in 2017, with the third floor occurring in 2019, and continuing on a biennial basis until all floors are complete.

In 2017 Facilities Management fully renovated the first floor publicly accessible restrooms of the Courthouse in a concentrated effort to modernize and update the accessibility provision of the Leon County Courthouse. To make County buildings more accessible and consistent with the County's sustainability standards, the newly renovated first-floor restrooms were equipped with;

- water-efficient toilet and urinal fixtures
- automatic sensors on faucets
- energy efficient LED lighting
- partitions made from recycled materials.

Analysis:

The bid for the Leon County Courthouse third-floor restroom renovations was advertised in the Tallahassee Democrat on March 1, 2019. A total of 264 vendors were notified through the automated procurement system. Twenty-seven (27) planholders requested the bid packages, which resulted in two (2) proposals being received and opened by the County on April 11, 2019. The lowest responsive/responsible bidder was OliverSperry Renovations & Construction, Inc. submitted at \$272, 919 (Attachment #1).

Title: Bid Award to OliverSperry Renovation & Construction, Inc. for Renovations to Restrooms in the Leon County Courthouse

May 28, 2019

Page 3

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans submitted by the bidders. The aspirational targets for the bid were 17% MBE and 9% WBE. No bidders met the aspirational targets. The MWSBE Division noted the low bidder provided a satisfactory Good Faith Effort form and supporting documentation which fulfills the bidding requirement (Attachment #2). For example, OliverSperry Renovations provided documentation of meetings, frequent emails to certified MWBEs, and telephone logs reaching out to potential MWBE subcontractors. As noted in the bid, OliverSperry intends to use a minority owned painting firm as a subcontractor, however the firm's minority certification has expired. The firm is presently re-applying for certification. If awarded the bid, MWSBE will offer additional assistance to the respondent in increasing their MWBE participation based upon subcontractor availability in a highly competitive market.

Upon Board approval, staff will establish a start date in partnership with Court Administration. All demolition and noise related work will occur after working hours to ensure Court and other procedures are not impacted. This project is estimated to take approximately three months to complete. Staff recommends approval of the bid award to OliverSperry Renovation and Construction, Inc., and authorization for the County Administrator to execute the agreement in a form approved by the County Attorney.

Options:

1. Approve the bid award to OliverSperry Renovation & Construction, Inc. in the amount of \$272,919 for the renovation of third-floor public restrooms within the Leon County Courthouse and authorize the County Administrator to execute the agreement in a form approved by the County Attorney.
2. Do not approve the bid award to OliverSperry Renovation & Construction, Inc. in the amount of \$272,919 for the renovation of third-floor public restrooms within the Leon County Courthouse.
3. Board direction.

Recommendation:

Option #1

Attachments:

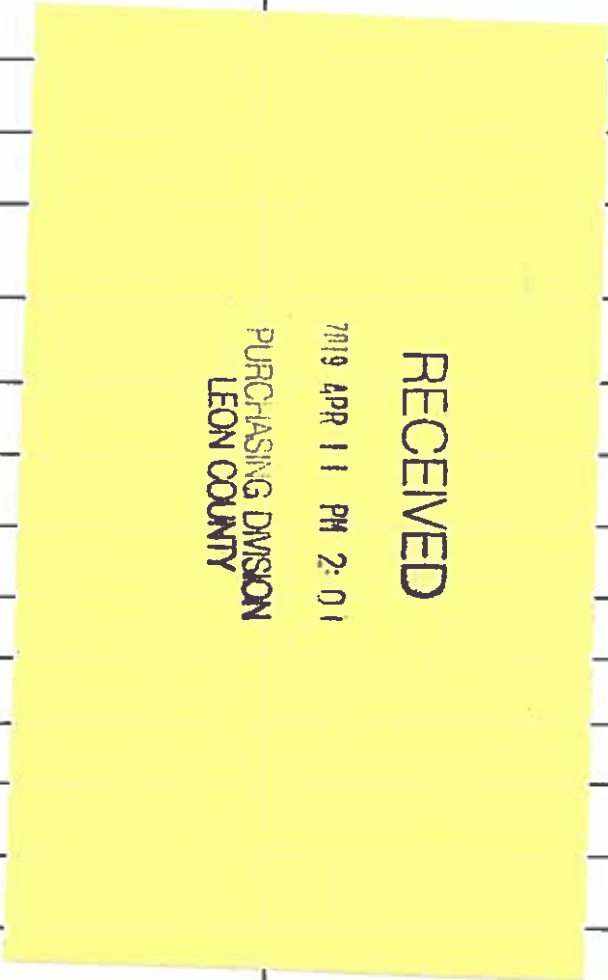
1. Bid Tabulation Sheet
2. MWBE Analysis Sheet

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-04-11-19-10

Bid Title: Leon County Courthouse 3rd Floor Restroom Remodel

Opening Date: Friday, April 11, 2019 at 2:00 PM

Item/Vendor	Council Contr.	Oliver Sperry
Response Sheet with Manual Signature	yes	yes
Affidavit Immigration	yes	yes
Insurance Certification Form	yes	yes
Contractors Business Information - Applicable Licenses/Registrations	yes	yes
Equal Opportunity/Affirmative Action Statement	yes	yes
Identical Tie Bids	yes	yes
MWSBE	yes	yes
Non-Collusion	yes	yes
Certification of Debarment	yes	yes
Local Vendor	yes	yes
E-Verify	yes no	yes
Addendum 1	yes	yes
Addendum 2	yes	yes
Addendum 3	yes	yes
Base Bid Price	302886.00	272919.00



Tabulated By: Bond yes
W. Hooley

yes
Ken M. Farnsworth
 Posted May 20, 2019



Inter-Office Memorandum

Date: April 29, 2019

To: Michael Boland
Facilities Management

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Leon County Courthouse 3rd Floor Restroom Remodel (BC-04-11-19-10)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of two (2) bid respondents to determine if the 17% MBE and 9% WBE Aspirational Targets for Construction Subcontracting were achieved for the Leon County Courthouse 3rd Floor Restroom Remodel Project. The submitted MWBE Participation Plans for each bidder are as follows:

Oliver Sperry Renovation and Construction, Inc., did not meet the MWBE Aspirational Targets for Construction Subcontracting; and the Good Faith Effort Form was completed and supporting documentation was provided. The supporting documentation cited the unavailability of eight certified MWBEs who were also contacted by OEV staff. *If Oliver Sperry Renovation and Construction, Inc., is selected, staff is recommending that Oliver Sperry Renovation and Construction, Inc., continue its Good Faith Efforts to increase their certified MWBE participation.* The non-certified MWBE firm listed below is the firm Oliver Sperry Renovation and Construction, Inc. intends to utilize on this project. Therefore, the goal was not met.

Total Bid Amount	\$272,919				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Solomon Painting and Pressure Washing Services		Not MWBE certified with COT or Leon County		0	0
Total MWBE \$					0
Total MWBE Utilization %					0

Council Contracting, Inc., did not meet the MWBE Aspirational Targets for Construction Subcontracting; and the Good Faith Effort Form was not completed nor supporting documentation provided. *If Council Contracting, is selected, staff is recommending that Council Contracting, increase its Good Faith Efforts and increase their MWBE participation.* Council Contracting did not identify any MWBE firms for utilization on this project.

Total Bid Amount	\$302,886				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
None	None	N/A	None	0	0
Total MWBE \$					
					0
Total MWBE Utilization %					
					0

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

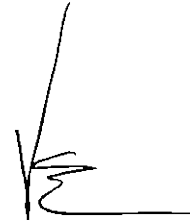
Agenda Item #13

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Advisory Committee on Quality Growth



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

Statement of Issue:

This agenda item seeks the full Board's consideration of the appointments of citizens to the Advisory Committee on Quality Growth.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

Staff Recommendation:

Option #1: The full Board to consider the reappointment of **five** nominated citizens to the Advisory Committee on Quality Growth for three-year terms ending May 31, 2022 as follows:

- a. Seat #2 - Big Bend Contractors Association nominee. Eligible applicant: Elva Peppers
- b. Seat #4 - Associated Builders and Contractors nominee. Eligible applicant: Jay Bostwick
- c. Seat #6 - Council of Neighborhood Associations nominee. Eligible applicant: Jack Davis
- d. Seat #12 - Greater Tallahassee Chamber of Commerce nominee. Eligible applicant: Mat Tharpe

Should the Board choose to appoint Mr. Tharpe it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #4) by a two-thirds affirmative vote.

- e. Seat #14 - Network of Entrepreneurs & Business Advocates nominee. Eligible applicant: Will Croley

Option #2: The full Board to consider the appointment of **three** citizens to the Advisory Committee on Quality Growth for three-year terms ending May 31, 2022 as follows:

- a. Seat #8 - A person employed by, or represents, a community-based, environment-related organization. Eligible applicant: Michael Dobson
- b. Seat #10 - A resident of Leon County. Eligible applicants: Ronald Burger, Robert Campbell, Ryan Culton, Rafael Marimon, Rachelle McClure and Jo Laurie Penrose
- c. Seat #16 - An Archaeologist. Eligible applicants: Julie Duggins and Barbara Clark

Option #3: The full Board to consider the appointment of **one** citizen to the Advisory Committee on Quality Growth, for the remainder of the unexpired term ending May 31, 2020.

- a. Seat #11 - a resident of Leon County. The eligible applicants are: Robert Campbell, Ryan Culton, Rafael Marimon, Rachelle McClure and Jo Laurie Penrose

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Advisory Committee on Quality Growth

Purpose:

The Advisory Committee for Quality Growth serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The Committee is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of this advisory committee place a great emphasis on proactive input and feedback for all development review and approval matters.

Composition:

The Committee has sixteen-members appointed by the full Board: 9 are nominated by local organizations/associations and the remaining 7 do not require a nomination. The Board recently approved the addition of an Archaeologist, the 16th seat. The members’ terms are for three years.

Vacancies:

There are nine vacancies on the Committee:

- Seven current members have terms expiring on May 31, 2019 and all are seeking reappointment.
- One member, Todd Sperry whose term was due to expire on May 31, 2020, recently resigned.
- One new seat for an Archaeologist was recently added to the ACQG by the Board at the April 23 Budget Workshop and ratified at the May 14 meeting.

Eligible applicants for each of the nine seats are listed in Tables #1 and #2.

Table #1. Advisory Committee on Quality Growth – Nominated Member Seats

Seat No.	Nominator	Eligibility Criteria	Application Attachment #	Eligible Applicant	Current Term Ends
2	Big Bend Contractors Association	A person who is engaged in providing construction development, planning, or environmental-related services.	1.	Elva Peppers <i>(seeking reappointment)</i>	May 31, 2019
4	Associated Builders & Contractors	A person who is engaged in providing construction development, planning, or environmental-related services.	2.	Jay Bostwick <i>(seeking reappointment)</i>	May 31, 2019
6	Council of Neighborhood Associations	A person who serves on a neighborhood association board or represents a neighborhood-based organization.	3.	Jack Davis <i>(seeking reappointment)</i>	May 31, 2019
12	Greater Tallahassee Chamber of Commerce	A person who represents a business association or organization.	4.	Mat Tharpe* <i>(seeking reappointment)</i>	May 31, 2019
14	Network of Entrepreneurs & Business Advocates	A person who represents a business association or organization.	5.	Will Croley <i>(seeking reappointment)</i>	May 31, 2019

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #4). Should the Board choose to reappoint Mr. Tharpe it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote. In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Table #2. Advisory Committee on Quality Growth – Non-nominated Member Seats

Seat No.	Eligibility Criteria	Application Attachment #	Eligible Applicant	Current Term Ends
8	A person employed by, or represents, a community-based, environment-related organization.	6.	Michael Dobson <i>(seeking reappointment)</i>	May 31, 2019
10	Any resident of Leon County	7.	Ronald Burger <i>(seeking reappointment)</i>	May 31, 2019
		8.	Robert Campbell	
		9.	Ryan Culton	
		10.	Rafael Marimon	
		11.	Rachelle McClure	
		12.	Jo Laurie Penrose	
11	Any resident of Leon County <i>(Vacant seat due to the resignation of Todd Sperry – term ends May 31, 2020.)</i>	8.	Robert Campbell	May 31, 2020
		9.	Ryan Culton	
		10.	Rafael Marimon	
		11.	Rachelle McClure	
		12.	Jo Laurie Penrose	
16	An Archaeologist <i>(New seat)</i>	13.	Julie Duggins	N/A
		14.	Barbara Clark	

Recommended Action: Full Board to appoint one citizen to each of the nine seats. The terms for all vacant seats are for three-years, ending May 31, 2022, except for seat Seat #11 which has a term of one year, the remainder of the unexpired term, ending May 31, 2020.

Options:

1. The full Board to consider the reappointment of **five** nominated citizens to the Advisory Committee on Quality Growth for three-year terms ending May 31, 2022 as follows:

- a. Seat #2 - Big Bend Contractors Association nominee. Eligible applicant: Elva Peppers
- b. Seat #4 - Associated Builders and Contractors nominee. Eligible applicant: Jay Bostwick
- c. Seat #6 - Council of Neighborhood Associations nominee. Eligible applicant: Jack Davis
- d. Seat #12 - Greater Tallahassee Chamber of Commerce nominee. Eligible applicant: Mat Tharpe

Should the Board choose to appoint Mr. Tharpe it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #4) by a two-thirds affirmative vote.

- e. Seat #14 - Network of Entrepreneurs & Business Advocates nominee. Eligible applicant: Will Croley

2. The full Board to consider the appointment of **three** citizens to the Advisory Committee on Quality Growth for three-year terms ending May 31, 2022 as follows:

- a. Seat #8 - A person employed by, or represents, a community-based, environment-related organization. Eligible applicant: Michael Dobson
- b. Seat #10 - A resident of Leon County. Eligible applicants: Ronald Burger, Robert Campbell, Ryan Culton, Rafael Marimon, Rachele McClure and Jo Laurie Penrose
- c. Seat #16 - An Archaeologist. Eligible applicants: Julie Duggins and Barbara Clark

3. The full Board to consider the appointment of **one** citizen to the Advisory Committee on Quality Growth for the remainder of the unexpired term ending May 31, 2020.

- a. Seat #11 - A resident of Leon County. Eligible applicants: Robert Campbell, Ryan Culton, Rafael Marimon, Rachele McClure and Jo Laurie Penrose

4. Board direction.

Recommendations:

Options #1a.-e., 2a.-c and #3a.

Attachments:

- 1. Peppers application and nomination
- 2. Bostwick application and nomination

3. Davis application and nomination
4. Tharpe application, nomination and Disclosure Form 4A
5. Croley application and resume
6. Dobson application
7. Burger application
8. Campbell application and resume
9. Culton application
10. Marimon application and resume
11. McClure application and resume
12. Penrose application and resume
13. Duggins application and resume
14. Clark application and resume

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: MICHAEL ROBERTS Telephone: 850-576-3610
Address: 1712 SILVER LAKE ROAD, TALLAHASSEE

Name: DEBRA PREBLE Telephone: 850-443-0067
Address: 502 EAST PARK AVENUE, TALLAHASSEE

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? Yes
(If yes, prior to or at the time of submission of any bid for county business, a disclosure form must be filed.)

6.) Do you currently 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/Board/Authority? No
If yes, please explain.

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

Signature: Elva Peppers

This application was electronically sent: 5/12/2017 2:53:23PM

From: Tina Crowder <tina@jimmicrowder.com>
To: Mary Smach <SmachM@leoncountyfl.gov>
Date: 5/19/2017 10:28 AM
Subject: Re: Nomination for the Advisory Committee on Quality Growth

Elva Peppers. I believe she submitted her application on line this past weekend.

Thank you,
Tina Crowder

Sent from my iPhone

On May 19, 2017, at 8:50 AM, Mary Smach <SmachM@leoncountyfl.gov<mailto:SmachM@leoncountyfl.gov>> wrote:

Good Morning Ms. Crowder,

Would you please let us know by return email, who the Big Bend Contractors Association is nominating for membership on the new Leon County Advisory Committee on Quality Growth?

Thank you for your time.

Mary Smach
Agenda Coordinator
Leon County Administration
301 S. Monroe St. Suite 502
Tallahassee, FL 32301
850-606-5311


www.leoncountyfl.gov<<http://www.leoncountyfl.gov>>

"People Focused. Performance Driven"

Thank you for your email. Please note that under Florida's Public Records laws, most written communications to or from county staff or officials regarding county business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Jay Bostwick		Date: 5/10/2017 2:25:09PM
Home Phone: (850) 556-2188	Work Phone: (850)562-1101X	Email: jbstwick@sperryconstruction.com
Occupation: CONSTRUCTION	Employer: SPERRY & ASSOCIATES	
Preferred mailing location: Work Address Work Address: 4495 CAPITAL CIRCLE N.W.		
City/State/Zip: TALLAHASSEE, FL 32303		
Home Address: 2102 GREAT OAK DR.		
City/State/Zip: TALLAHASSEE, FL 32303		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? Yes	
For how many years have you lived in and/or owned property in Leon County?		28 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?		BOARD OF ADJUSTMENTS AND APPEALS

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization: Associated Builders & Contractors of N FL

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. (This seat requires a nomination.)
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 58.00
Disabled? No District: 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.

SERVED ON BOARD OF ADJUSTMENTS AND APPEALS. HAVE B.S. IN BUILDING CONSTRUCTION FROM THE UNIVERSITY OF FLORIDA. HAVE A GENERAL CONTRACTORS LICENCE IN FLORIDA, GEORGIA, AND ALABAMA.

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

Name: MATT EDWARDS Telephone: 850-879-7778
Address: 1838 MARY ELLEN DR., TALLAHASSEE, FL. 32303

Name: BART WELLS Telephone: 850-545-7096
Address: 339 MILESTONE DR., 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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?

Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No

If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No

If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? Yes

(If yes, prior to or at the time of submission of any bid for county business, a disclosure form must be filed.)

6.) Do you currently 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/Board/Authority?

No

If yes, please explain.

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

Signature: Jay Bostwick

This application was electronically sent: 5/10/2017 2:25:09PM

>>> Angie Brooke <Brooke@abcnorthflorida.org> 5/15/2017 3:16 PM >>>

Hi Heather-

Jay Bostwick will be our nominee from Associated Builders and Contractors North Florida.

Thank you-

Angie Brooke


President/CEO

Associated Builders & Contractors, Inc.

North Florida Chapter

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Jack Davis		Date: 7/11/2017 9:44:53AM
Home Phone: (850) 570-1979	Work Phone: ()-X	Email: cherrypoint63@gmail.com
Occupation: ENVIRONMENTAL SCIENTIST	Employer: RETIRED	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: ,FL		
Home Address 425 HILLCREST STREET APARTMENT 1		
City/State/Zip: TALLAHASSEE,FL 32308		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? Yes	
For how many years have you lived in and/or owned property in Leon County?		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?		

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization: Council of Neighborhood Assoc. Board Member

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 65.00
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.

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

Name: CHRISTIC HENRY Telephone: 850 509-5559
Address: TALLAHASSEE, FLORIDA

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently 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/Board/Authority?
No
If yes, please explain.

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

Signature: Jack Davis

This application was electronically sent: 7/11/2017 9:44:53AM

From: Christic Henry <christicheny@gmail.com>
To: Mary Smach <SmachM@leoncountyfl.gov>, <cherrypoint63@gmail.com>
Date: 5/26/2017 8:30 PM
Subject: Re: Advisory Committee on Quality Growth Nominee


Jack Davis would be our appointee... I have cc'd him on thos email.

On May 26, 2017 3:46 PM, "Mary Smach" <SmachM@leoncountyfl.gov> wrote:

> Dear Ms. Christic Henry,
>
> Would you please let us know by return email, who the Council of
> Neighborhood Associations is nominating for membership on the new Leon
> County Advisory Committee on Quality Growth?
>
> Also please have your nominee complete the online application at:
>
> <http://cms.leoncountyfl.gov/committees/app.asp>
> Thank you for your time.
>
> Mary Smach
> Agenda Coordinator
> Leon County Administration
> 301 S. Monroe St. Suite 502
> Tallahassee, FL 32301
> 850-606-5311 <(850)%20606-5311>
>
> www.leoncountyfl.gov
>
> "People Focused. Performance Driven"
>
> Thank you for your email. Please note that under Florida's Public
> Records laws, most written communications to or from county staff or
> officials regarding county business are public records available to the
> public and media upon request. Your e-mail communications may therefore be
> subject to public disclosure.
>
>

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Mat Tharpe	Date: 5/22/2017 11:07:56AM	
Home Phone: (850) 868-0806	Work Phone: (850)868-0806X	Email: mtharpe@tharpeconstruction.com
Occupation: BUILDING CONTRACTOR	Employer: THARPE CONSTRUCTION & REMODELING LLC	
Preferred mailing location: Work Address		
Work Address: PO BOX 14868		
City/State/Zip: TALLAHASSEE, FL 32317		
Home Address 117 GLENHAVEN TERRACE		
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?		25 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? DSEM Citizens User Group		

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization: Greater Tallahassee Chamber of Commerce

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 34.00
Disabled? No District: 3

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

I HOLD A STATE CERTIFIED BUILDING CONTRACTORS LICENSE. I CURRENTLY SIT ON THE BOARD FOR THE GREATER TALLAHASSEE LEON COUNTY CHAMBER.

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

Name: JAY REVELL Telephone: 850-567-9419
Address: 300 EAST PARK AVE

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form No
(Your application will only be considered for those committees/boards/authorities that do not require members to complete the Financial Disclosure Form 1.)

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? Yes
If yes, please explain. My wife is employed by Capital City Youth Services and they receive CHSP funds.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently 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/Board/Authority?
No
If yes, please explain.

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

Signature: Mathew Tharpe

This application was electronically sent: 5/22/2017 11:07:56AM

RECEIVED MAY 23 2017

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL <i>Thomas Mathew Thorpe</i>			OFFICE / POSITION HELD
MAILING ADDRESS <i>Po Box 14868</i>			AGENCY OR ADVISORY BOARD <i>Advisory Comm on Quality Growth</i>
CITY <i>Tall</i>	ZIP <i>32317</i>	COUNTY <i>Leon</i>	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- Fill out Part A or Part B, as applicable.
- Sign and date the form on the reverse side.
- File Part A with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- File Part B with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - The spouse of the reporting person, whose name is *Jess Thapt*; or
 - () A child of the reporting person, whose name is _____
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: *CHSP Funding*
 - () Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

(CCYS) CAPITAL CITY YOUTH SERVICES
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

The reporting person;

The spouse of the reporting person, whose name is _____; or

A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:



(NAME OF ENTITY)

(ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:

Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets or capital stock in such business entity; Employee; Contractual relationship with the business entity; Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	5/23/17	5/24/17 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

>>> Sue Dick <sdick@talchamber.com> 5/12/2017 2:49 PM >>>
Bryan,

Following up on your previous message asking for Chamber name to serve. We had received this letter as well and we are going to recommend Matt Tharpe to serve. He actually was our designee on the previous DSEM Group and will roll into this slot.

Sara Blei on our team is in communication with Matt. (As an fyi, he is also on our Board of Director's.)

Brenda,

Please let Sarah know if we need to do anything further.

Thank you,

Sue

Sue Dick



President/CEO
Greater Tallahassee Chamber of Commerce
sdick@talchamber.com


Office: (850) 224-8116
www.talchamber.com

P.O. Box 1639
Tallahassee, FL 32302



ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Will Croley		Date: 5/4/2017 2:58:40PM
Home Phone: (850) 228-2029	Work Phone: (-)X	Email: willcroley@dougcroleyins.com
Occupation: INSURANCE AGENT	Employer: DOUGLAS M CROLEY, INC	
Preferred mailing location: Work Address		
Work Address: PO BOX 13619		
City/State/Zip: TALLAHASSEE, FL 32317		
Home Address: 3215 LORD MURPHY TRAIL		
City/State/Zip: TALLAHASSEE, FL 32309		
Do you live in Leon County? Yes	If yes, do you live within the City limits? No	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? No	
For how many years have you lived in and/or owned property in Leon County?		8 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:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization: Network of Entrepreneurs & Business Advocates

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 32.00
Disabled? No District: District 4

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

LICENSED INSURANCE AGENT FOR 5 YEAR:
FL 2-20 AND FL 2-15 LICENSES

- PRESIDENT OF NETWORK OF ENTREPRENEURS AND BUSINESS ADVOCATES
- BOARD MEMBER FOR ACCESS TALLAHASSEE
- JIM MORAN GRADUATE AND VETERANS VOLUNTEER

I WOULD LIKE TO BE APART OF THIS COMMITTEE TO PROVIDE INFLUENCE AND BE APART OF THE DECISION MAKING WITHIN THE DEVELOPMENT PROCESS. AS A YOUNGER COUNTY RESIDENT I BELIEVE IT IS IMPORTANT TO BE INVOLVED AND SUPPORT THE LONG TERM CHANGES AND GROWTH WITHIN OUR COMMUNITY

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

Name: PEGGY MUNROE Telephone: 8503859495
Address: 2791 CAPITAL CIRCLE TALLAHASSEE

Name: TED THOMAS Telephone: 8505451241
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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently 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/Board/Authority? No
If yes, please explain.

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

Signature: Will Croley

This application was electronically sent: 5/4/2017 2:58:40PM
Page 254 of 325

Posted May 20, 2019

Will Croley

3215 Lord Murphy Trail, Tallahassee FL 32309
(850)228-2029 / willcroley@dougcroleyins.com

Objective

Seeking Position on the Advisory Committee for Quality Growth

Skills and Abilities

- Problem Solving
- Critical Thinking
- Leadership
- Worth Ethic

Professional Experience

Doug Croley Insurance Services, *Tallahassee FL*

Account Executive, June 2012-Present

- Sell and Manage Multiple Lines of Insurance across Florida
- Oversee Agency Security Operation
- Marketing Manager

United States Marine Corps, *Camp Lejeune NC*

Sergeant, 2005-2009

- Artillery Section Chief
- Patrol Squad Leader
- Logistics Supply Chief for 105 Marines

Education

Flagler College


- Business Administration, 2012

Professional Group Involvement

- Access Tallahassee Advisory Council Member (current)
- Network of Entrepreneurs and Business Advocates, President (current)
- Jim Moran Institute Graduate
- Chamber Leads 4 Member, 2012-2017

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Michael Dobson		Date: 5/19/2017 12:34:47AM
Home Phone: (850) 241-5896	Work Phone: (850)241-5896X	Email: Michael@dobsonandcraig.com
Occupation: CONSULTANT	Employer: DOBSON, CRAIG AND ASSOCIATES	
Preferred mailing location: Home Address		
Work Address: 4005 BRANDON HILL DRIVE 4005 BRANDON HILL DRIVE		
City/State/Zip: TALLAHASSEE, FL 32309		
Home Address 4005 BRANDON HILL DRIVE, TALLAHASSEE FL 32309 4005 BRANDON HILL DRIVE TALLAHASSEE FL		
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?		27 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:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization: Florida Renewable Energy Producers Association

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: African American Sex: Age: 58.00
Disabled? District: District 4

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

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

Name: DEBRA BRODSKY Telephone: 850-566-8944
Address: 1128 MARION AVE, TALLAHASSEE 32303

Name: PETER HARRIS Telephone: 850-509-7248
Address: 1114 MARION AVE, TALLAHASSEE 32303

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently 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/Board/Authority? No
If yes, please explain.

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

Signature: Michael Dobson

This application was electronically sent: 5/19/2017 12:34:47AM



The Voice Of Renewable Energy In Florida

- HOME
- ABOUT ▾
- OUR WORK
- NEWS
- RESOURCES
- EVENTS ▾
- JOIN ▾
- GO GREEN TAG

The "Voice of Renewable Energy In Florida", the Florida Renewable Energy Producers Association (FREPA) was founded in January 2007 as a statewide not for profit industry trade association for renewable energy and energy efficiency that is not led by a specific technology, but by the goal of combatting climate change and leveling the playing field so that independent renewable energy power producers, new cleantech innovations, sustainable manufacturing, waste to energy production and processes, and that energy efficiency product companies and processes are able to competitively engage the market place in the public and private sectors in Florida. Our focus include and is not limited to solar energy power production and equipment, and solar parts manufacturing; wind energy production and the manufacturing of turbines, blades, their motors and other peripherals; biofuels production to include the growing of energy feed stock, construction of facilities, growing the demand and improving the infrastructure; energy efficiency processes and equipment to include revolutionary HVAC systems, window treatments and materials, sustainability practices, and recycling that are closed circle processes.

FREPA works with governments to assist them at meeting their energy and sustainability goals, matching them with private partners and doing the heavy lifting regarding regulations. FREPA's voice comes from the fact that it has a strong presence in the capitols in Tallahassee and in Washington, addressing the policy needs that will make the industry flourish and grow, to have more competition and reduce regulations. Additionally, FREPA works to be a partner for Florida's utilities to find ways to put more energy generated from clean and natural sources on their grids, delivering energy that is safe and reliable.

FREPA MISSION STATEMENT

"The mission of the Florida Renewable Energy Producers Association (FREPA) is to advance the development and commercialization of sustainable clean and renewable energy. We advance that cause by supporting and advocating on the behalf of third party energy producers, otherwise large scale plants and local governmental entities focused on producing electric power and naturally produced alternative sustainable energy sources which consist of: energy efficiency, solar, biomass, waste to energy, hydroelectricity, ocean and wave energy, wind as well as clean energy used in transportation such as in electric vehicles. And, as key to our over arching goal to reduce greenhouse gas emissions, advance efforts to grow our biofuels industry, using the farm to fuel model, so that we use more clean fuel."

FREPA MEMBER COMMITTEES

JOIN FREPA and make a difference in the industry toward:

- | | |
|---|---|
| <ul style="list-style-type: none"> Residential Solar Commercial/Retail rooftop solar Commercial wind Turbines Offshore wind Ocean Energy Intercontinental shelf(ocean) energy infrastructure and rules Investments , equity financing and grants | <ul style="list-style-type: none"> Biomass production and policy Feed stock (including wood and energy crop) Electric charging stations Energy Efficiency and conservation Taxes and incentives Agriculture and farm to fuel Hydroelectric |
|---|---|

Purchase power agreements

FREPA Founded

In 2007, the Florida Renewable Energy Producers Association (FREPA) was founded by [Michael Dobson](#), President of Dobson, Craig and Associates, a Tallahassee Florida based renewable energy governmental consultant and Jerome (Jerry) Foster, President/CEO of Biorenewable Projects of San Diego California and Tallahassee Florida. It is governed by its board.

Florida Renewable Energy Producers Association (FREPA)


4005 Brandon Hill Dr, Tallahassee FL
8502415896



By Dobson Management , a DCA Division

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Ronald Burger		Date: 5/3/2017 9:48:23PM
Home Phone: (850) 893-1443	Work Phone: (850)728-3304X	Email: disasterdude15@gmail.com
Occupation: EMERGENCY RESPONSE COORDINATOR	Employer: CONTRACTOR FOR US DEPT OF HOMELAND SECURITY	
Preferred mailing location: Home Address		
Work Address: 4052 BALD CYPRESS WAY		
City/State/Zip: TALLAHASSEE, FL 32399		
Home Address: 6692 CROOKED CREEK ROAD		
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?		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?		GEMS CITIZENS COMMITTEE

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization: Florida Dept of Health

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 68.00
Disabled? No District: 5

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

I am assigned to the FL DOH from DHS- so I have an office within and work with FDOH but not an employee

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

Name: DAVID MORGAN Telephone: 850-322-2101
Address: 6672 CROOKED CREEK ROAD TALLY

Name: TED COWAN Telephone: 301-351-7106
Address: 1700 NEW YORK AVE WASHINGTON DC

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently 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/Board/Authority? No
If yes, please explain.


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

Signature: Ronald C Burger

This application was electronically sent: 5/3/2017 9:48:23PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Robert A Campbell Jr		Date: 12/7/2018 9:25:09AM
Home Phone: (850) 893-2707	Work Phone: (850)933-9408X	Email: Bob1402wsl@aol.com
Occupation: REAL ESTATE DEVELOPER	Employer: SELF	
Preferred mailing location: Home Address		
Work Address: 7120 OX BOW CIRCLE		
City/State/Zip: TALLAHASSEE, FL 32312		
Home Address: 7120 OX BOW CIRCLE		
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?		55 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? GEM CITIZENS ADVISORY COMMITTEE (FROM ITS ORIGINATI		

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian Sex: Male Age: 73.00
Disabled? No District: District 4

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

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

Name: ROBERT W BURTON Telephone: 8504219314
Address: 7120 OX BOW CIRCLE

Name: BETTE DRAKE Telephone: 8509330196
Address: 3735 SWALLOWTRAIL TRACE

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

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

Signature: Robert A Campbell, Jr

This application was electronically sent: 12/7/2018 9:25:09AM

Robert A. Campbell, Jr.

7120 Ox Bow Circle
Tallahassee, Fl 32312
850-893-2707 (Ofc)
850-933-9408 (Cell)
Bob1402wsl@aol.com

EXPERIENCE

Campbell Land Company – Tallahassee, Fl

1983-Present

Owner and manager of real estate company. Developed subdivisions. Development activities include: raw land evaluation and purchase, subdivision planning for lot layout and infrastructure, government approval process to acquire entitlements, supervision of infrastructure installation, preparation of various legal documents such as subdivision restrictive covenants, sales contracts, legal descriptions, deeds, mortgages and easements, take sales calls, show property to prospective buyers and execute contracts, maintain subdivision lots and community property, maintain company computers, printers and networks. Developed over 600 residential lots in Leon County, Florida in 27 different subdivisions.

**REAL ESTATE DEVELOPMENTS
IN LEON COUNTY, FLORIDA
1977 - Present**

**Robert A. Campbell, Jr.
7120 Ox Bow Circle
Tallahassee, Fla. 32312**

	SUBDIVISION DEVELOPED	LOTS	ACRES (approx)
1	AUGUSTINE HILLS I	22	75
2	AUGUSTINE HILLS II	26	40
3	AUGUSTINE MEADOWS	12	47
4	AUGUSTINE MEADOWS II	7	14
5	AUGUSTINE OAKS	18	67
6	RIVERWOOD I	16	65
7	RIVERWOOD II	10	40
8	PRIORITY WOODS	19	24
9	SILVER LAKE WOODS	16	35
10	ANTHONY PROPERTIES	6	8
11	WILLIAMS WOODS	6	38
12	LOUVINIA WOODS	17	67
13	POWDER HORN WOODS	42	75
14	LOUVINIA HILLS	16	37
15	LOUVINIA LAKES	37	149
16	THUNDER HILL	21	18

17	ST. AUGUSTINE VILLAGE	13	3
18	LAFAYETTE MEADOWS	48	83
19	LAFAYETTE ESTATES	50	87
20	OX BOTTOM UNITS 1 THROUGH 9	71	145
21	BRANDED OAKS	18	38
22	WATERFORD PLANTATION II	5	20
23	ELYSIAN FOREST II & III	13	39
24	ST AUGUSTINE WOODS	15	12
25	SIERRA WOODS	50	150
26	OAK GROVE PLANTATION	22	55
27	OAK GROVE MEADOWS	24	24
	MISCELLANEOUS PARCELS	8	56
	TOTALS	604	1511

Real Estate Consultant – A. B. Taff & Sons, Inc.

1991-1993

Manage real estate operations of timber and coastal resort owner located in Tallahassee, Florida and Shell Point Beach, Florida. Negotiated with State of Florida for sale and purchase of Shell Point Beach, Florida by the State of Florida. Managed development and sale of company owned real estate including timber tracts, coastal property and subdivision lots.

Project Manager – Burroughs Corporation (Unisys Corporation)

1973-1983

Began as Systems Engineer, then Systems Specialist, through Project Manager for large computer vendor with installed large computer systems issuing driver's licenses and auto tags at the Florida Department of Highway Safety and Motor Vehicles and issuing food stamps and other services at the Florida Department of Health and Rehabilitative Services. Responsibilities included installation and maintenance of all system software, training of customer personnel, interface with customer management, and problem resolution.

Systems Analyst – Florida Department of Law Enforcement

1973

Developed fingerprint analysis computer program to match fingerprints on file with suspect fingerprints.

Data Center Director – CAI Center – Florida State University

1968-1973

Began as Computer Operator at Computer Assisted Instruction (CAI) Center at Florida State University, worked up through Operations Manager position, then into Data Center Director position, while taking coursework in Statistics And Educational Research at Florida State University.

EDUCATION

Masters Degree in Educational Research
Florida State University

August, 1977

Masters Degree in Statistics
Florida State University

March, 1977

Bachelors Degree in Criminology
Florida State University
Minor in Math

December, 1967

SKILLS

Project Management
Real Estate Development
Microsoft Word and Excell

AFFILIATIONS

Northside Rotary Club, Tallahassee, Florida

Leon County Growth and Environmental Management Citizen's Advisory Group
(Group reviews and advises Leon County Growth Management staff on proposed changes to Leon County Land Development Regulations. Member since founding of group in mid 1990's)

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.

PREVIOUS EXPERIENCE ON OTHER COMMITTEES: APPOINTED TO GOVERNOR'S BOARD ON SAFETY; AMERICAN SOCIETY OF TESTING MATERIALS F.24 TECHNICAL COMMITTEE FOR RECREATIONAL STANDARDS; AMERICAN ASSOCIATION OF STATE TRANSPORTATION HIGHWAY OFFICIALS RESEARCH ADVISORY COMMITTEE.

EDUCATIONAL BACKGROUND: BACHELOR OF SCIENCE DEGREE IN CIVIL AND ENVIRONMENTAL ENGINEERING, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN; MASTERS IN BUSINESS ADMINISTRATION, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN.

SKILLS AND EXPERIENCE TO CONTRIBUTE: I BELIEVE MY DIVERSE BACKGROUND IN BOTH ENGINEERING AND BUSINESS WOULD ALLOW ME TO PROVIDE SOME UNIQUE ANALYTICAL INSIGHT. IN ADDITION, MY EXPERIENCE IN GOVERNMENT AND BUSINESS FROM ANOTHER STATE AND LARGE METROPOLITAN AREA (CHICAGO) COULD ALSO PROVIDE SOME DIVERSIFICATION AND BEST PRACTICES FROM ANOTHER PROSPECTIVE.

LICENSED PROFESSIONAL IN ILLINOIS AND FLORIDA: LICENSED IN ILLINOIS SINCE 2007. LICENSED IN FLORIDA SINCE 2018.

LOCAL CHARITABLE AND COMMUNITY ACTIVITIES: VOLUNTEER FOR GIRLS ON THE RUN BIG BEND CHAPTER. ACTIVE IN THE CATHOLIC CHURCH.

I AM REALLY INTERESTED IN THE COMMITTEE ON QUALITY GROWTH BECAUSE IN MY PROFESSION AS A CIVIL ENGINEER I AM VERY COGNIZANT OF THE NEED FOR DEVELOPMENT IN THE COMMUNITY FOR EXPANSION AND OPPORTUNITY, BUT ALSO KEEPING IN MIND CORE VALUES AND QUALITY OF LIFE STANDARDS FOR A COMMUNITY. I BELIEVE A GOOD BALANCE KEEPS OUR COMMUNITIES LIVELY AND PLACE THAT GENERATIONS TO COME WANT TO RAISE A FAMILY. MY WIFE AND I CHOSE TALLAHASSEE AND LEON COUNTY FOR THE OPPORTUNITIES AND THE QUALITY OF LIFE FOR OUR FAMILY AND I FEEL A RESPONSIBILITY TO OTHER FAMILIES, WHO WANT TO CALL THIS PLACE HOME, TO SUSTAIN A VIBRANT COMMUNITY. MY BACKGROUND IN RESEARCH WITH ILLINOIS DEPARTMENT OF TRANSPORTATION, I BELIEVE, WOULD ALSO LEND ITSELF TO BEING A CONTRIBUTING MEMBER TO THE RESEARCH AND DEVELOPMENT AUTHORITY. I BELIEVE THAT NOT ONLY LEON COUNTY, BUT THE UNITED STATES AS A WHOLE, BECAUSE OF OUR HIGHER EDUCATION SYSTEM - IS IDEAL FOR LEADING THE WORLD IN RESEARCH AND DEVELOPMENT. MY TECHNICAL BACKGROUND AND MBA TRAINING WOULD ALLOW ME TO PROVIDE SOME VALUE TO APPLYING RESEARCH TO AID IN TODAY'S CHALLENGES.

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

Name: TOM O'STEN Telephone: 8502225678
Address: 805 N GADSDEN ST

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? Yes
If yes, please explain. Moore Bass Consulting frequently has plans reviewed by Leon County for site plan and environmental approval. I'm not aware of any direct contract or business that Moore Bass has with the Leon County.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) No
If yes, please explain.


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

Signature: Ryan Culton

This application was electronically sent: 11/28/2018 1:56:13PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

ADVISORY COMMITTEE ON QUALITY GROWTH

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

Name: Rafael Marimon		Date: 12/6/2018 3:09:21PM
Home Phone: (754) 304-1926	Work Phone: ()-X	Email: rafaelmarimon777@gmail.com
Occupation: HR RECRUITER	Employer: TRULIEVE	
Preferred mailing location: Home Address		
Work Address: 805 WEST MADISON ST. UNIT 615		
City/State/Zip: TALLAHASSEE, FL 32304		
Home Address: 805 WEST MADISON ST. UNIT 615		
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?		4 years
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		

Please indicate your area of expertise:

Provider of construction development, planning or environmental-related services
(This seat requires a nomination)
Name of nominating organization:

Employed by a university or local school system
Name of Employer:

Serves on a neighborhood association board or represents a neighborhood-based organization.
(This seat requires a nomination by the Council of Neighborhood Associations.)
Name of neighborhood Board/Organization:

Employed by or represents, a community-based, environment-related organization
Name of organization:

Represents a business association or organization. **(This seat requires a nomination.)**
Name of nominating association/organization:

Resident of Leon County

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Hispanic Sex: Male Age: 26.00
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.

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

Name: DARRYL JONES Telephone: 8505285241
Address: TALLAHASSEE FL

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

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

Signature: Rafael Marimon

This application was electronically sent: 12/6/2018 3:09:21PM

Rafael A. Marimon Nivar

(754) 304-1926 | rafaelmarimon777@gmail.com | Tallahassee, FL

Education/ Credentials

A.A. Economics - Tallahassee Community College, Tallahassee, FL **January 2015 – December 2017**
Veterans Entrepreneurship Program, Florida Atlantic University, Boca Raton, FL **January 2016 – June 2016**
Real Estate Sales Associate, Gold Coast Schools, Tamarac, FL **December 2014**

WORK EXPERIENCE

STEM Account Specialist, Special Projects **July 2016 - Present**
CareerSource Capital Region, Tallahassee, FL

- Established and nurtured working relationships with over 65 business/human resource professionals locally.
- Provided business and labor market intelligence to the regional workforce board in the science, technology, engineering, and math (STEM) industries.
- Provided one-on-one career counseling to more than 20 students and over 30 career seekers pursuing a career in STEM.
- Managed a STEM grant program that created more than 40 internships 50+ regular careers.
- Develop and nurture working relations with businesses, state government agencies, and non-profit organizations.
- Engaged, organized, collaborated in networking events, hiring fairs, and community development events.

Fire Support/Automotive Maintenance Technician/ Paratrooper **September 2010 - June 2017**
U.S. Marine Corps, West Palm Beach, FL

- Received training in the observation, conduct, and control of artillery gunfire; Earned expert marksman (4 times).
- Supervised operations; Trained Marines in preventative checks and services on Oshkosh MK23/25 and M1165 HMMWV armored vehicles.
- Served as a recruiter's assistant and recruited 5 individuals into the Marine Corps.
- Earned meritorious mast in 2015 for leadership.

Sales Executive (Non-Licensed) **June 2014 – December 2014**
One Sotheby's International Realty, Miami Beach, FL

- Worked with a network of agents on a £45 Million residential real estate project in London, United Kingdom.
- Assisted in building relations between a Realtor® in South Florida and real estate sales associates in the United Kingdom.
- Collaborated with high-profiled Realtors® and clients of high wealth in selling and purchasing of over \$10 million in properties in Miami and Miami Beach, Florida.
- Prepared sales contracts on behalf of supervising Realtor® using the Form Simplicity platform.
- Edited and finalized presentations of pre-construction projects in Miami for foreign investors on behalf of the Realtor®.
- Engaged in networking events in South Florida, planned meetings, assisted with travel arrangements, and shadowed project managers.

Sales Associate **March 2013 – June 2014**
Futuretronics, Inc., Bal Harbour, FL

- Assisted in sales of the latest high end electronics to high profiled clientele.
- Required to speak Portuguese to finalize sales daily.
- Set and met a daily sales goal of approximately \$3,000 individually and more than \$25,000 as a team.
- Assisted in balancing the cash box on a daily basis.
- Opened/ closed store; Assisted with the
- Maintained and stocked inventory; made recommendations of new inventory to order.
- Maintained store cleanliness daily.

Bank Teller **February 2012 – March 2013**
Wells Fargo Bank, Weston, FL

- Processed transactions for customers to help them manage their finances.
- Discovered ways to make financial services more convenient for customers, such as helping them sign up for online banking services.
- Recommended additional products and services to meet customer's needs.
- Referred customers to our Wells Fargo partners and investment banker.

Sales Team Lead

February 2009 – April 2011

Page Tuneup LLC, Weston, FL

- Learned the basics of website development and search engine optimization strategies to communicate more effectively with customers.
- Developed relationship with customers to find the products and services best meet their needs.
- Built and coached a team of 3 interns to assist in customer acquisition.
- Generated approximately \$57,000 of sales revenue in just the first year.

Survey Engineer's Assistant

May 2008 – March 2013

OHL Group/Community Asphalt Corp, Hialeah, FL

- Originally began as a labor trainee then held multiple positions such as Milling Machine operator, Survey Crew member, Maintenance of Traffic Crew (MOT), and Engineer's Assistant organizing survey data and created formulas on Microsoft Excel.
- Worked in at least 10 construction projects throughout the State of Florida including SR 826/836 expansion.
- Collected data from survey crews and created first survey draft of major FDOT projects worth more than \$350 million in revenue.

Skills

- Fluent in English and Spanish, with an advanced proficiency of the Portuguese language, and an elementary understanding of French.
- Proficient in Business Development, Key account management, recruiting, communication, public speaking, strategy, and sales.
- Basic knowledge of Auto Desk's AutoCAD, HTML5/CSS3, JavaScript, Search engine optimization (SEO), Project Management, Business process modeling, and Lean Six Sigma foundations.

Credentials/Certifications

U.S. Department of Homeland Security
Incident Command Systems

October 2009 – Present

U.S. Department of Defense
Secret Clearance

June 2011 – Present

State of Florida Notary Public Commission

September 2014 - Present

Florida Department of Economic Opportunity
Workforce Development Professional Tier 1

2016 – Present

VOLUNTEER ACTIVITIES & ACCOMPLISHMENTS

- **STEM Veterans USA**, Co-founder/ Director of External Relations
- **Society of Hispanic Professional Engineers**, Board Member, 2015 SHPE Codes Winner
- **Civil Air Patrol**, Volunteer
- **Segadores De Vida Ministries**, Youth Ministry Leader
- **US Marine Corps Reserves**, Meritorious Mast for Leadership



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH**

**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: Ms. Rachele McClure		Date: 4/22/2019 9:54:11 PM	
Home Address:	427 McDaniel St Tallahassee, FL 32303	Do you live in Leon County?	Yes
Home Phone:	(978) 704-1122	Do you live within the City limits?	Yes
Email:	rachelejewel@gmail.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	Dodstone Architects	Work Address:	3011-1 Powell Rd Tallahassee, FL 32303
Occupation:	Designer		
Work/Other Phone:	(850) 656-7326		

(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:	White	Gender:	F	Age:	40
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Jodie Dodson	Name:	Janet Hinkle
Address:	3011-1 Powell Rd, Tallahassee, FL 32308	Address:	1127 Terrace St, Tallahassee, FL 32303
Phone:	(850) 656-7326	Phone:	(850) 545-4958

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? **Yes**

Are you currently serving on a County Advisory Committee? **No**

Have you served on any previous Leon County committees? **No**

Are you willing to complete a financial disclosure if applicable? **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? **No**

Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represents a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Resident of Leon County

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

Signature: *Ms. Rachelle McClure*

The application was electronically sent: 4/22/2019 9:54:11 PM

RACHELLE JEWEL MCCLURE, NCIDQ

designer ● strategist ● communicator

rachellemcclure@gmail.com @

850-294-9674 ☎

● Summary

Strategist + Designer with 10+ years experience in teaching, design, branding, and real-estate and UX strategy. Working across disciplines in economic development, architecture, design, strategy and branding, I help clients achieve their business goals by applying the right mix of creative savvy, business knowledge and technical solutions.

● Experience

Strategist/Designer

Dodstone Architects
Tallahassee, FL
May 2018 - present

Work on a variety of commercial and residential design projects, while building a consulting services section of the company.

Clients: First Commerce Credit Union (Retail), State Attorney's Office, Aderant Legal Software, Department of Financial Services

Owner/Designer

GDGR
Boston, MA
May 2011 - June 2015
Tallahassee, FL
June 2016 - May 2018

Lead various multidisciplinary teams, including consultants, clients and end-users. Design, conduct and manage a wide range of projects for interiors, strategy, and branding. Manage complex projects, collect data and develop visual outputs for community and business leader input. Lead internal and client facing workshops.

Clients: Partners Healthcare (Massachusetts General Hospital, Brigham and Women's Hospital) LEGO, MTV, Glori Energy, Viacom, Gannett, NFL, Discovery, Food Network

Senior Strategist + Project Manager

Gensler
Boston, MA
June 2015 - June 2016

Worked on a wide range of large-scale corporate interior, real estate development and architectural projects. Developed strategies for corporate campus design and recruiting, workplace development, urban development, mixed-use real-estate strategy and building strong brands. Project manager (supervisory role) for design, strategy and construction projects. Left due to major family event - and the need to relocate family back to Florida.

Clients: Hines, Microsoft, Staples, Partners Healthcare, PNC Financial Services

Adjunct Professor

The Art Institute Online
Pittsburgh, PA
Jan 2009 - March 2019

Teach classes across a variety of subjects ranging from first year intro to design classes, to technical software and code classes to studio classes. Attended faculty meetings, engaged in extra curriculars and completed continuing educational courses required by the college. **Classes: Codes, Revit & CAD, Studios I - IV, Textiles, Sustainable Design, Intro to Design Fundamentals, Intro to Interiors**

Facilities Designer

FSU
Tallahassee, FL
2009 - 2011

Project management for all phases of design- from schematic, programming, design development, construction documents and management. Coordinated drawings, engineers, and product reps. Developed and implemented sustainable procedures for LEED projects. Created/maintained **Revit** standards for workflow, and libraries.

Projects: College of Law, College of Medicine, High Magnetic Field Laboratory

● Education

BS, Business: Finance

Metropolitan State
University of Denver
1998 - 2001

Thesis: Sustainable Investing Impacts on Portfolio Management; An analysis of high-performing companies' impact in the stock market.

MFA, Design

Florida State
2005 - 2008

Thesis: Changing Thinking In Real-Estate Decision Making; The financial benefits of green building. An analysis of both building costs and employee costs in green buildings on campus. **Page 276 of 325**

Posted May 20, 2019

● Community Outreach

Housing Families, Malden, MA, Volunteer, 2012 - 2016

Design new materials for outreach and internal initiatives

Work with CEO to determine best practices for communications and outreach | Deliver design deliverables such as design and brand guidelines, event graphics and infographics

Sustainable Tallahassee, Tallahassee, FL, Founding Board Member, 2006 - 2011

Founding board member of nonprofit started with funds from the Knight Foundation aimed at educating the community on sustainability initiatives

Chair of the Green Home Committee | LEED administrator for a LEED for Homes low-income housing renovation

Member of Finance Committee

Habitat for Humanity, Tallahassee, FL, Building Volunteer, 2006 - 2011

Organize and participate in building days for Habit for Humanity and Volunteer for the Hurricane Katrina project "Operation Home Delivery"

Identify needs of crisis | Determine best solutions and build finance database to run reports based on a variety of needs | Worked in team environment during crisis to implement best practices for funding responses | Participate in builds | Volunteer design work for special needs clients including ADA and environmental sensitivities

● Honors and Awards

2012 and 2011: Gold and Silver ADDY Awards

Strategy + Design, Tech and Multi-Media

Onyx Creative Group

2011 25 Women You Need to Know

Tallahassee Democrat

2011 Readers Choice Award

Florida Trend Magazine - Furniture Design

2011 Design Patent

United States Patent and Trademark Office

Furniture Design

2008 Graduate Student Research + Creativity Award

Florida State University

Awarded to only six graduate students for superior contributions to research and creative endeavors

2008 Department Graduate Student Research Award and Phi Kappa Phi

Florida State University

2006 City Bus Shelter Design Competition

City of Tallahassee

Awarded Best Presentation in a juried competition for the design of a bus shelter for the local transit authority

2005-2008 Dean's List Recipient

Florida State University

● Board Memberships

Lafayette Park Neighborhood Association, 2018 - present

The Southern Shakespeare Festival, 2017 - 2018

USGBC Capital Region, Secretary, 2010 - 2012

Rainbow Rehab, Inc, January 2010 - 2012

Sustainable Tallahassee, 2006-2011

● Grants

Florida Campus Compact, 2008

\$5,000 Research grant based on life-cycle costing, sustainable design and construction for universities

Florida State University Office of Research, 2007

\$3,000 Research grant based on furniture design and community outreach

● International and Regional Presentations

Changing the way we think about buildings:

A life-cycle costing approach to sustainable design decisions.

R. McClure and E. Wiedegreen

IDEC Annual International Conference, Montreal, Quebec Canada, 2008

Furniture Design: The design, construction and patent process. R. McClure, S. Coyne and J. Pable
Art and Design for Social Justice Symposium, Florida State University, 2008

The costs and benefits of green buildings

R. McClure

Getting to Green: Florida Campus and Community

Sustainability Conference, Tallahassee, FL, 2007



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH**

**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: Ms. Jo Laurie Penrose		Date: 5/6/2019 12:17:33 PM	
Home Address:	1950 North Point Blvd. #504 Tallahassee, FL 32308	Do you live in Leon County?	Yes
Home Phone:	(850) 273-2885	Do you live within the City limits?	Yes
Email:	jolauriepenrose@gmail.com	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	3

(EMPLOYMENT INFORMATION)

Employer:	Retired/urban planning consultant	Work Address:	
Occupation:	Previously transportation/urban planner		
Work/Other Phone:			

(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:	White	Gender:	F	Age:	65
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Susan Poplin	Name:	Gary Sokolow
Address:	Old St. Augustine Road Tallahassee, FL	Address:	Abbiegale Drive Tallahassee, FL
Phone:	(850) 766-2741	Phone:	(850) 322-1107

Resume Uploaded?	Yes
<p>If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.</p> <p>AICP, July 1999; skills and experience in urban planning, comp planning, transportation planning, policy analysis. I have lived in Leon County off and on since 1958. Speaker at 2016 summer conference of Florida section of ITE. Speaker at 2008 Florida APA conference, Florida Planning and Zoning conference, and Florida section of ITE summer conference.</p>	

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? **Yes**

Are you currently serving on a County Advisory Committee? *No*

Have you served on any previous Leon County committees? *No*

Are you willing to complete a financial disclosure if applicable? *Yes*

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? *No*

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) *No*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? *No*

Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Archaeologist
- Resident of Leon County

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

Signature: *Ms. Jo Laurie Penrose*

The application was electronically sent: 5/6/2019 12:17:33 PM

Jo Laurie Penrose, AICP
1950 North Point Blvd. #504
Tallahassee, FL 32308
850-273-2885, mobile
jolauriepenrose@gmail.com

House Journal editor, Florida House of Representatives, temporary, Feb. 18 to May 10, 2019. Verified live copy for House Journal during session, including floor debates on bills and amendments. Responsible for verifying via knowledge of grammar, syntax and legislative process. Developed my own informal system of checking for accuracy of bill text against engrossed amendments.

Urban planning consultant, Tallahassee, FL October 2015-current. Research, planning and analysis for nonprofit organizations and a private land development studio. Plan amendment and site plan analysis and recommendations for 1000 Friends of Florida for the Avenir development in Palm Beach Gardens. Wrote memo for the agency outlining potential mitigation that would minimize traffic congestion. Planned unit development analysis for a private company. Also community volunteer for church and social organizations.

Transportation coordinator, City of St. Augustine, July-October 2015 Wrote short range plan for transportation reinvestment projects. Developed RFP, including required tasks and budget, for long-range plan to improve traffic circulation. Analyzed opportunities and made recommendations for investing in bike and pedestrian facilities. Coordinated with FDOT District 2 on intersection planning. Coordination with North Florida TPO.

Project planner, IE Division, URS Corporation, Tampa, FL, Aug. 2014-October 2014 Planning analyst for FDOT's Efficient Transportation Decision Making process. Managed projects in District 1 and District 4. Revised District 1 Implementation Handbook chapter on Preliminary Environmental Discussion in ETDM screening. Also wrote Handbook chapter on Alternative Corridor Evaluation.

Transportation planning coordinator, Greenville MPO, Greenville, NC, February 2012-Aug. 2014. Managed 2014 update of Long Range Transportation Plan and prioritization process for selecting projects for the TIP. Managed collecting proprietary data on area employment for update to travel demand model. Wrote several chapters of the plan and edited all chapters. Managed developing budget for studies.

Stakeholder involvement on short range transit plan. Worked with transit agency to present information on proposed route changes, including urging sensitivity to need for new service for the industrial area. Complete Streets training workshop and an active workshop where we developed a concept for 1st St. in Greenville.

Transportation planner, Florida Dept. of Economic Opportunity (formerly Community Affairs), March 2009-July 2011. Managed transportation policy analysis and technical

assistance for plan amendment review, including assuring Complete Streets ideas were included in the transportation element.

Served on joint DCA-FDOT mobility fee study as technical staff and participated in numerous meeting and conference calls on the concepts. Member of FDOT's Bicycle-Pedestrian Council, Safe Routes to School Coalition, Scenic Highway Advisory Committee, and Safe Mobility for Seniors coalition.

Supervised staff assigned to Efficient Transportation Decision Making (ETDM) and reviewed projects as needed. Project supervisor for a transit-oriented design handbook and best practices guide. Analyzed comprehensive plan policies for use in writing model policies for reinvestment in area identified as transit friendly. Supervised and collaborated with junior planner on initial research. Analyzed current local government TOD policies for economic development effects. Reviewed MPO long-range plans and UPWPs for adherence to land use policies, including concurrency evaluations.

Managed policy analysis for determining impacts of transportation on economic development. Provided technical assistance and policy options to local governments on transportation, land use and growth management issues. Analyzed Community Planning Act of 2009 for opportunities to address Ch. 163 requirements. Managed policy analysis on transportation and growth management issues.

Hazard mitigation planner for the Division of Emergency Management from March to May 2009. Worked with local governments in Northeast Florida to implement floodplain and hazard mitigation and resilience plans.

Transportation planner, Marion County Planning, Nov. 2007-July 2008—Provided technical assistance on transportation issues for plan amendments, traffic studies in site plans, and cumulative impact analysis. Wrote first draft of new transportation element. Analyzed concurrency management issues in development review. Liaison to Ocala MPO.

Transportation concurrency administrator, Manatee County Planning, May 2006-Nov. 2007—Supervised staff of four to implement concurrency management system. Reviewed concurrency certificates for adherence to policy and devised a tracking system for expiring certificates. Managed site plan reviews for transportation impacts and recommended changes or mitigation. Reviewed proposals for livable streets planning projects. Member of team that examined TCEA possibilities for U.S. 41 in south Bradenton. Provided customer service by assisting citizens with concurrency questions related to development.

Transportation manager, City of Destin, Feb. 2003-2006— Implemented multimodal transportation district by managing LOS and analyzing site plans for multimodal facilities and design standards. Developed RFPs and reviewed proposals for corridor management plan; parking study for Harbor area, and improvements to a residential street. Supervised consultants on each project.

Chairman of MPO TAC 2004-2005. Assured multimodal Complete Streets concepts were included in site plans. Managed transportation impacts review for development site plans. Implemented concurrency management system. Coordinated with developers and traffic engineers on development plan review. Provided customer service by assisting citizens with concurrency questions related to development.

Education and certification--Bachelor's degree in journalism, University of Florida. Early career experience in newspaper writing and photography. Experience and training in writing, editing, publication management. Master's in Public Administration, FSU. Specialized in transportation policy. Experienced in research and policy analysis. American Institute of Certified Planners, current.

Knowledge, skills, and abilities—Courses, workshops, webinars and self-study in urban and transportation planning and technical writing; federal and state transportation funding; infrastructure redevelopment through transportation policy and planning; implementing transportation concurrency; comprehensive planning; smart growth; public involvement, public information via social media; excellent writing and editing skills.

Additional activities:

- Past member, Citizens Multimodal Advisory Committee, Capital Region TPA, 2016-2018.
- Personal blog site on urban and transportation planning, <http://www.issuu.com/futuremodes>.
- Editor and publication manager, State of Transportation Planning 2018.
- Speaker, Florida ITE summer meeting, 2016.
- Editor and publication manager, State of Transportation Planning 2016.
- Vice-chair for outreach, 2014, Transportation Planning Division, American Planning Association.
- Assistant director, Eastern Carolina Coalition, project advocacy association of MPOs and RPOs in the eastern section of North Carolina.
- Editor, State of Transportation Planning 2013 –Ahead of the Curve--for Transportation Planning Division of the American Planning Association. Document published in April 2013. Collaborated with 25 authors, 10 reviewers and a graphic designer. This document won an APA Division Council award in 2014 for contribution to the planning profession. <http://www.issuu.com/ocalared>
- Member/friend on TRB committees Sustainability and Transportation, Public Transportation, Land Development, and Transportation Planning for Small and Medium-Sized Communities.

Courses and classes:

- Project management, including proposal development, responding to RFPs, team development, quality control and client relations (*URS, online, 2014*)
- Poynter Institute, storytelling, (*online, 2016*)
- Planetizen web course on community engagement (*online, 2016*)
- Introduction to NEPA (*NHI, online, 2011*)
- Planetizen web course on form-based codes (*online, 2016*)



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH**

**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: Mrs. Julie Byrd Duggins		Date: 5/14/2019 6:50:14 AM	
Home Address:	2115 Seminole Dr Tallahassee, FL 32301	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(678) 360-6243	Do you own property in the Tallahassee City Limits?	Yes
Email:	jduggins@paleowest.com	How many years have you lived in Leon County?	10

(EMPLOYMENT INFORMATION)

Employer:	PaleoWest Archaeology	Work Address:	916 E. Park Ave. TALLAHASSEE, FL 32301
Occupation:	Office Principal (Archaeological Consultant)		
Work/Other Phone:	(678) 360-6243		

(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:	District V	Gender:	F	Age:	36
District:		Disabled?			

(RESUME AND REFERENCES)

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

Name:	Glen Doran	Name:	Lonnie Mann
Address:	1117 Azelea Drive	Address:	1120 E. Windwood Way
Phone:	(850) 509-3115	Phone:	(850) 766-1472

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

Tallahassee is my home, and watching it grow over the past ten years, I'm proud of where we are headed. I want to improve the archaeological permitting process for all those involved.

My experience managing 1A-32 permits at the Florida Department of State (DOS), history of leading the DOS Archaeological Resource Management (ARM) training program, and my current role as a consultant has prepared me especially well to join this committee. My resume shows that I serve on several other statewide professional boards, and I'm involved locally on boards and as a Big Sister volunteer. The sum of this involvement reflects my single goal of making my community better.

I believe it is important you appoint someone to this board who promotes smart growth while understanding that historic preservation is a process requiring balance. It is imperative that this appointment represent someone from our professional community who can amicably work with people from all backgrounds, including developers and construction professionals. As a private sector employee, I have worked with individuals representing development, and I have participated in the NFI process. There are some responsible improvements that can be made to speed up the local permitting process, and I want to be involved in that effort.

I respectfully thank you for considering my application.

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? **Yes**

Are you currently serving on a County Advisory Committee? **No**

Have you served on any previous Leon County committees? **No**

Are you willing to complete a financial disclosure if applicable? **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? **No**

Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Archaeologist
- Resident of Leon County

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

Signature: *Mrs. Julie Byrd Duggins*

The application was electronically sent: 5/14/2019 6:50:14 AM



JULIE DUGGINS, M.A.
Office Principal

Julie Duggins has 14 years of experience in cultural resource management in the private sector and state and federal government. As an Office Principal with PaleoWest Archaeology, Julie opened the firm's southeastern regional office in 2018 in Tallahassee, Florida. A nationwide firm, PaleoWest helps clients navigate the regulatory framework of cultural resources, serving those in private development, non-profits, and government.

WORK EXPERIENCE

2018 – Present **Office Principal**, PaleoWest Archaeology
Manage regional office

2015 – 2018 **Adjunct Instructor**, Tallahassee Community College
Taught courses in Anthropology

2017 – 2018 **Archaeology Supervisor**, Florida Bureau of Archaeological Research, Division of Historical Resources
Served as Staff to Acquisition and Restoration Council, Managed Public Lands Archaeology program

2015—2017 **Archaeologist III**, Florida Bureau of Archaeological Research, Division of Historical Resources
Led Archaeological Resource Management (ARM) training for state and municipal land managers, conducted surveys, represented DHR at Land Management Reviews

2012—2015 **Senior Archaeologist**, Florida Bureau of Archaeological Research, Division of Historical Resources
Managed state permitting program under Rule 1A-32, conducted surveys

2011 –2012 **Archeologist**, Southeast Archeological Center, National Park Service
Performed archaeological fieldwork, labwork, and reporting

2009 –2011 **Museum Technician**, Southeast Archeological Center, National Park Service
Catalogued artifacts for curation

2007 –2008 **Historian**, Indiana Historical Bureau
Conducted historical research in primary sources for State Historical Marker program

EDUCATION

M.A., Florida State University, 2011
B.A., Wake Forest University, 2005

YEARS OF PROFESSIONAL EXPERIENCE

14

CERTIFICATIONS

Register of Professional Archaeologists

PROFESSIONAL BOARD POSITIONS

Florida Archaeological Preservation Association

Florida Heritage Foundation

Florida Anthropological Society

Panhandle Archaeological Society at Tallahassee

COMMUNITY BOARD POSITIONS

Woodland Drives Neighborhood Association

Association of Tallahassee Neighborhoods

VOLUNTEER

Big Sister, Big Brothers Big Sisters of the Big Bend



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE ON QUALITY GROWTH**

**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@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Ms. Barbara Ann Clark		Date: 5/15/2019 10:20:36 AM	
Home Address:	2724 Via Milano Avenue Unit B Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-5779	Do you own property in the Tallahassee City Limits?	Yes
Email:	BarbaraAClark@uwf.edu	How many years have you lived in Leon County?	5

(EMPLOYMENT INFORMATION)

Employer:	University of West Florida	Work Address:	2724 Via Milano Avenue Unit B Tallahassee, FL 32303
Occupation:	Regional Director		
Work/Other Phone:	(850) 933-5779		

(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:	White	Gender:	F	Age:	37
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Dr. Melissa Stoller	Name:	Dr. William Lees
Address:	423 East Virginia Street Tallahassee, FL 32301	Address:	207 East Main Street Pensacola, FL 32502
Phone:	(850) 488-7334	Phone:	(850) 595-0051

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I want to see our community grow in a positive direction that allows for recreation and heritage tourism opportunities. This requires finding a balance between development and protection of our cultural resources. I understand that we cannot save everything, nor do I think we should, but I see value in making responsible decisions regarding what should be preserved to enhance our community and maintain a unique sense of place for our citizens and visitors.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? **Yes**
Page 286 of 325 Posted May 20, 2019

Are you currently serving on a County Advisory Committee? *No*

Have you served on any previous Leon County committees? *No*

Are you willing to complete a financial disclosure if applicable? *Yes*

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? *No*

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?) *No*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? *No*

Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Archaeologist
- Resident of Leon County

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

Signature: *Ms. Barbara Ann Clark*

The application was electronically sent: 5/15/2019 10:20:36 AM

Barbara Ann Clark (Hines), M.A, RPA

BarbaraAClark@uwf.edu
850.933.5779

Education:

- 2005 B.S. Anthropology, Florida State University
- 2008 M.A. Archaeology and Heritage, University of Leicester
- 2018 Certificate in Nonprofit Management, University of West Florida
- 2019 M.S. Public Administration, University of West Florida (will graduate December 2019)

Professional Development/Certifications:

- 2016 Advanced Metal Detecting for the Archaeologist (RPA Continuing Professional Education)
- 2013 Compressed Gas Cylinder Visual Inspector Training (SCIDI Inspector # 047)
- 2013 Computer Nitrox Certification
- 2012 SSI Open Water SCUBA Certification
- 2011 Project Archaeology Facilitator Training
- 2010 Certified Interpretive Guide, National Association for Interpretation
- 2009 Grant Writing Workshop, Tallahassee Community College, Wakulla Center
- 2008 Registered Professional Archaeologist, Register of Professional Archaeologists
- 2004 International Mission in Anthropology and Archaeology, University of Beijing
- 2003 Spring Externship, National Park Service, Southeast Archaeological Center

Specializations:

Public Archaeology, Historical Archaeology, Cultural Resource Management, Public Interpretation
Nonprofit Management, Historic Cemetery Management, Public Affairs

Employment:

2014-Present Regional Director, Florida Public Archaeology Network (850.595.0050)

Responsibilities include managing staff in the Northwest(Pensacola) and North Central (Tallahassee) Regional Centers, planning and executing public outreach programming for adults and children within the combined 25 county region, assisting with legislative efforts pertaining to the protection of Florida's cultural resources, planning the Annual Archaeology Advocacy Day at the Florida capitol, assisting local governments with their cultural resources needs and assisting the Florida Division of Historical Resources.

2010-2014 Outreach Coordinator, Florida Public Archaeology Network (850.595.0050)

Responsibilities include educating the public about archaeological resources and preservation issues, assisting the Florida Division of Historical Resources in educating the public, planning and implementing outreach events/activities, assisting local governments in implementing local ordinances to protect culturally significant sites and structures.

2005-2010 Project Archaeologist, PBS&J Tallahassee (850.575.1800)

Responsibilities included both leading and assisting on all phases of archaeological fieldwork, writing all levels of Cultural Resources Assessments and technical memorandums, conducting background research and identifying, evaluating and documenting archaeological sites, historic structures and other cultural resources in the Southeastern United States. Additional Responsibilities included curating artifacts and associated materials according to professional archaeological standards, assisting clients (both in the public and private sector) with their cultural resource permitting needs.

2004-2005 Field Technician, Garlick Environmental Associates (850.510.3308)

Responsibilities included assisting with all phases of archaeological fieldwork and curating artifacts and associated material according to professional archaeological standards.

Paper Presentations:

Hines, Barbara A.

"Rollin' on the River: Archaeotourism on the Wakulla River". Presented at Florida Anthropological Society 2011 Annual Meeting, Orlando, FL, May 6-8, 2011.

Hines, Barbara A.

"The Florida Public Archaeology Network: How Can We Assist You?". Presented at the First Floridians, First Americans Conference, Monticello, FL, October 4-6, 2012.

Hines, Barbara A.

"An Archaeological Survey of the Town of Jay, Florida: A Crossroads in History". Presented at the Society for Historical Archaeology 2013 Conference, Leicester, England, January 9-12, 2013.

Hines, Barbara A. and Drew Wise

"Identifying Unmarked Burials Using Cadaver Dogs and GPR: A Grassroots Preservation Effort at Munree Cemetery in Tallahassee, Florida". Presented at Florida Anthropological Society 2013 Annual Meeting, St. Augustine, FL. May 9-12, 2013.

Clark, Barbara A.

"The Benefits of Public Archaeology Days". Presented at the Society for American Archaeology Annual Conference, San Francisco, CA. April 15-19, 2015.

Clark, Barbara A.

"The Best Days at FPAN are Shared with Others: FPAN Partnerships through the Years". Presented at the Society for American Archaeology Annual Conference, Orlando, FL. April 6-10, 2016.

Clark, Barbara A.

"A Conflict of Values: Bridging the Gap between Collectors and Professional Archaeologists". Presented at the Society for Historical Archaeology Annual Conference, St. Charles, MO. January 9-12, 2019

Publications:

Clark, Barbara A. (2015) *The Benefits of Public Archeology Days*, *Public Archaeology*, 14:3, 214-220, DOI 10.108/14655187.2015.1191917

Technical Reports:

Cremer, David E. and Barbara A. Hines

- 2009 A Phase I Cultural Resources Assessment of Progress Energy's Tree Maintenance within the Apalachicola National Forest's Existing Easement, Crawfordville Substation to the Apalachicola River, Franklin, Liberty and Wakulla Counties, Florida. Ms. on file Florida Master Site File, Tallahassee, FL.
- 2006 A Cultural Resources Assessment of the East Bay Plantation Tract, Bay County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Hines, Barbara A.

- 2009 A Phase I Cultural Resource Assessment of a Circa-26.25 Mile Corridor along State Road 65 through the Apalachicola National Forest. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2009 A Phase I Cultural Resource Assessment of the Douglas Almanac Road Subdivision Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2009 A Phase I Cultural Resource Assessment of the Southwest Escambia County Sports Complex, Escambia County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2008 A Reconnaissance-Level Cultural Resource Assessment of the Stadium West Student Housing Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2008 A Phase I Cultural Resource Assessment of the Lake Bradford Waste Water Treatment Facility, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2008 A Phase I Cultural Resources Assessment of the Tom Brown Park Easterwood Development, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2007 A Reconnaissance-Level Cultural Resource Assessment of the High Point Village Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2007 A Reconnaissance-Level Cultural Resources Assessment of the Florida Baptist Children's Home, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2007 A Reconnaissance-Level Cultural Resource Assessment of the Suber Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2007 A Cultural Resource Assessment of the Kendall Hills Subdivision Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2006 A Cultural Resource Assessment of the Mariana Oaks Project Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

- 2006 A Phase I Cultural Resource Assessment of the Mason's Creek Project Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2006 A Cultural Resource Assessment of the Canopy Trails Development Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.
- 2006 A Reconnaissance-Level Cultural Resource Assessment of the Horseman's Association Road Tract, Leon County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Keel, Frank and Barbara A. Hines

- 2006 A Reconnaissance-Level Cultural Resource Assessment of the Jordan Bayou Preserve Project, Franklin County, Florida. Ms. on file Florida Master Site File, Tallahassee, Florida.

Professional Affiliations/Committees:

Register of Professional Archaeologists, Secretary/ Treasurer 2019-2020
Society for Historical Archaeology, Public Education and Interpretation Committee
Florida Anthropological Society
Society for American Archaeology, Public Education Committee State Coordinator for Florida
National Forests in Florida Secure Rural Schools Resource Advisory Committee
Florida Archaeological Council, Director at Large

Civic Organizations:

Junior League of Tallahassee
Literacy Volunteers of Leon County, President of Board of Directors, 2018-2020
Tallahassee Big Dog Rescue

Thesis:

2008 Hines, Barbara A.
"An Archaeological and Structural Investigation of the Lawhon Property in Sopchoppy, FL: Property Ownership and Perceptions of Social Class". University of Leicester: Leicester, England, M.A. Program. (Committee Chair: Dr. Andrea Horning, University of Leicester, School of Archaeology and Ancient History.)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

May 28, 2019

To: Honorable Chairman and Members of the Board

From: Herbert W. A. Thiele, County Attorney



Title: Consideration of Selection Process Options for New County Attorney

Review and Approval:	Vincent S. Long, County Administrator Herbert W. A. Thiele, County Attorney
Department/ Division Review:	Herbert W. A. Thiele, County Attorney

Statement of Issue:

This item is before the Board for consideration of a selection process for retaining a new County Attorney, no later than April 1, 2020.

Fiscal Impact:

This item has a fiscal impact, depending upon the process selected.

Staff Recommendation:

Option #5: Board direction

Report and Discussion

Background:

The current County Attorney, Herbert W.A. Thiele, was hired in February 1990 and commenced work on April 30, 1990. On March 20, 2015, the County Attorney informed the Board of County Commissioners that because of the regulations of the Florida Retirement System (FRS) and his election to participate in the Deferred Retirement Option Program (DROP), his final day of employment with Leon County would have to occur on or before March 31, 2020 (Attachment #1). The County Attorney plans to retire effective March 31, 2020.

At its April 10, 2018, meeting, the Board approved Ordinance No. 2018-07 (Attachment #2), which states in part that the County Attorney shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. In addition, the Ordinance states that the County Attorney shall be chosen on the basis of his or her professional qualifications, legal and executive experience, and ability to serve as the county attorney of the County, and shall reside within Leon County during his or her tenure as County Attorney.

Analysis:

There are a number of ways to proceed with the selection of a new County Attorney. Outlined below are four options which the Board of County Commissioners may wish to consider.

Promotion from Within the County.

The Board may wish to promote from within the County by selecting the current Deputy County Attorney, LaShawn D. Riggans, as the new County Attorney. The position of Deputy County Attorney (formerly Sr. Assistant County Attorney) was created not long after the in-house County Attorney's Office was established in 1990, for the purposes of succession planning and distinguishing between the responsibilities of the Deputy and the Assistant County Attorneys. All of the Office's attorneys, including the County Attorney, handle a wide variety of local government legal matters for the Board and its Departments. In addition, the Deputy County Attorney acts in the absence of the County Attorney. By March 31, 2020, Ms. Riggans will have been practicing law for 14 years, and also been an in-house attorney for Leon County for over nine years, with two and a half of those years as the Deputy County Attorney. Choosing this option of hiring a new County Attorney will be in line with the County's Strategic Plan to retain a highly skilled, diverse and innovative County workforce. No additional costs, such as those outlined below in other options, would be required.

Solicit Outside Applications.

The Board may wish to solicit outside applications for the position of County Attorney, utilizing County staff to place advertisements in local and professional legal publications, including The Florida Bar News, seeking applications by a date sufficient to have the applications reviewed by either the Board of County Commissioners itself, or through a selection committee appointed by the Board. If a selection committee is chosen, then it is suggested that each Commissioner select a person to be on the committee, and that the Committee be supported by Staff, including Human Resources and County Administration. The Committee would present a short list of applicants to

the Board of County Commissioners for interviews. This option would include the costs of advertising, and perhaps any costs associated with selection committee meetings.

Outside Executive Search Firm.

Another option would be to utilize the services of an outside executive search firm to provide a short list of applicants to be interviewed by the Board of County Commissioners. If this option is chosen, then Staff would first create a request for proposals to be issued by the Purchasing Department, seeking proposals from executive search firms to handle the recruitment of applicants for the position of County Attorney. As with other County RFPs, a committee would be appointed to review the proposals and make a recommendation to the Board for final selection. Once a search firm has been selected and recruitment of applicants completed, a short list of applicants would be presented to the Board for interviews. This option would include the costs of advertising, as well as the costs of issuing an RFP and hiring a search firm.

Florida Association of County Attorneys Recruitment Services.

Another alternative would be to utilize the Florida Association of County Attorneys' (FACA) Recruitment Services program (Attachment #3), which assists Florida counties in recruitment, evaluation, and hiring of County Attorneys. If this option is chosen, FACA would provide recruiting guidance and peer-review services in the selection of the next County Attorney, as well as an organized approach to the recruitment process that builds from and remains consistent with the guidance provided by the Board of County Commissioners. This option would include a flat fee paid to FACA upon delivery to the Board of the final report and short list of candidates from which to select the next County Attorney, and costs such as those associated with advertising and interviewing candidates.

These possible options are being presented to you now so that the Board has enough time to consider its options and select a new County Attorney prior to March 31, 2020.

Options:

1. Promote the current Deputy County Attorney, LaShawn Riggans, to the position of County Attorney for Leon County, effective April 1, 2020, and authorize the Chairman to negotiate and sign a contract between Leon County and Ms. Riggans.
2. Direct County Administration, with the assistance of the County Attorney's Office, to draft an advertisement for publication locally and in professional legal publications with a deadline to be determined for submission of applications for the position of County Attorney. If this option is chosen, the Board would be required to decide between reviewing the applications themselves or creating a selection committee to narrow the applications to a short list of applicants for interview by the Board. The creation of a selection committee would be accomplished through a separate agenda item next month.

3. Direct County Administration, with assistance from the County Attorney's Office, to prepare a Request for Proposals for executive search firms to recruit applicants for the position of County Attorney, create a selection committee to review the RFPs, and direct that the final top three (3) firm names be returned to the Board of County Commissioners at an upcoming Board meeting for selection of a firm within the next three (3) months.
4. Direct County Administration to contact the Florida Association of Counties for the purpose of utilizing the County Attorney Recruitment Services program provided by the Florida Association of County Attorneys in selecting the next County Attorney.
5. Board direction.

Recommendation:

Option #5


Attachments:

1. Memorandum dated March 20, 2015
2. Ordinance No. 2018-07
3. County Attorney Recruitment Services Guidebook

BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

TO: Mary Ann Lindley, Chairman
Board of County Commissioners

FROM: Herbert W. A. Thiele, County Attorney 

DATE: March 20, 2015

SUBJECT: Entry into Deferred Retirement Option Program

This memorandum is to advise you that, after careful consideration, I have decided to enter into the Florida Retirement System "DROP" Program effective April 1, 2015. This is due to my qualifying for regular retirement in April of 2015.

As you know, upon entry into the DROP Program, I am entitled to maintain my position at current salary and benefits for an additional sixty (60) months. It is my intention to remain for that entire period of time, but sadly I will have to leave the employment of Leon County on or before March 31, 2020.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

HWAT/kam

cc: Board of County Commissioners
Vincent S. Long, County Administrator
Candice Wilson, Director of Human Resources

1
2 **Sec. 2.133. Qualifications.**

3 The County Attorney shall be chosen on the basis of his or her professional
4 qualifications, legal and executive experience, and ability to serve as the county attorney of the
5 County. The County Attorney shall reside within Leon County during his or her tenure as
6 County Attorney.

7 **Sec. 2.134. Compensation.**

8 The compensation of the County Attorney shall be fixed by the Board at a level
9 commensurate with the responsibilities of the position, with performance appraisals conducted
10 by the Board at least annually.

11 **Sec. 2.135. Vacancy.**

12 A vacancy in the office shall be filled in the same manner as the original appointment.
13 The County Attorney may appoint an Acting County Attorney in the case of his or her temporary
14 vacancy.

15 **Section 2. Conflicts.** All ordinances or parts of ordinances in conflict with the
16 provisions of this ordinance are hereby repealed to the extent of such conflict, except to the
17 extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended,
18 which provisions shall prevail over any parts of this ordinance which are inconsistent, either in
19 whole or in part, with the said Comprehensive Plan.

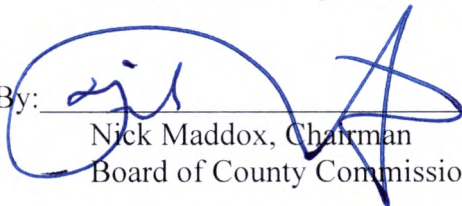
20 **Section 3. Severability.** If any provisions or portion of this Ordinance is declared by
21 any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all
22 remaining provisions and portions of this Ordinance shall remain in full force and effect.

23 **Section 4. Effective Date.** This ordinance shall have effect upon becoming law.

1 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon
2 County, Florida, this 10th day of April, 2018.

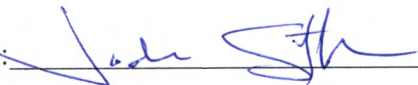
LEON COUNTY, FLORIDA



By:  _____
Nick Maddox, Chairman
Board of County Commissioners

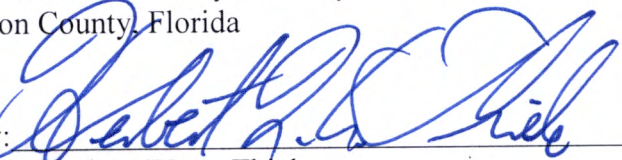
ATTEST:

Gwendolyn Marshall, Clerk of Court and
Comptroller, Leon County, Florida

By:  _____

APPROVED AS TO FORM:

Office of the County Attorney
Leon County, Florida

By:  _____
Herbert W. A. Thiele
County Attorney

A17-0199



County Attorney Recruitment Services

A Guidebook for Assisting Counties in the Recruitment
and Selection of a County Attorney

Florida Association of County Attorneys
100 South Monroe Street
Tallahassee, Florida 32301

Table of Contents

<u>Tab</u>	<u>Sub-Tab</u>	<u>Section Title</u>
1.		Introduction
2.		Overview of the Recruitment Process
	a.	<i>Work Plan and Approach</i>
	b.	<i>Recruitment Timeline</i>
3.		Advertisement/Pre-Review Period
	a.	<i>Engagement Letter</i>
	b.	<i>Designation of the Search Committee</i>
	c.	<i>Issuing a Press Release</i>
	d.	<i>Guidance Provided to the Client County</i>
4.		FACA Recruitment Period
	a.	<i>FACA and Client County Roles</i>
	b.	<i>Meetings of the Search Committee</i>
	c.	<i>Receiving Application Materials from the Client County</i>
	d.	<i>Initial Assessment of Applicant Pool</i>
	e.	<i>Developing the Committee's Short List</i>
	f.	<i>Requesting Additional Information from Shortlisted Candidates</i>
5.		Search Committee Final Report
	a.	<i>Background Information</i>
	b.	<i>Presentation of Short List and Candidate Analysis</i>
	c.	<i>Recommended Next Steps and Best Practices for the Board</i>
	d.	<i>Sample Final Report – Santa Rosa County, 2015</i>
6.		Close-Out
	a.	<i>Delivering the Final Report</i>
	b.	<i>Thank-You Letter and Invoice</i>
7.		Follow-Up
	a.	<i>Search Committee Outreach to the New Attorney</i>

Introduction

The Florida Association of County Attorneys (FACA) is pleased to provide the following document, which is intended to serve as a guide for future efforts by the Association to assist Florida counties in the recruitment, evaluation, and hiring of County Attorneys. A County's selection of a County Attorney is one of the most crucial decisions a Board of County Commissioners makes for its community, and FACA's efforts to provide recruiting guidance and peer-review services to those counties that desire assistance presents a unique opportunity for the Association to enhance the visibility and public awareness of the value provided to communities by FAC.

This guidebook is designed to provide future FACA County Attorney Search Committees with a detailed description FACA's approach to its recruitment process. The guidebook presents a step-by-step narrative, together with supporting documentation, describing each component of the recruitment process from start to finish, including follow-up actions and services offered by the Association. Electronic files comprising this guidebook as well as a sample Search Committee Final Report are also included for use by future Search Committees in their efforts.

Work Plan and Approach

A County's selection of a County Attorney is one of the most crucial decisions a Board of County Commissioners makes for the County. The recruitment and selection process requires a thorough evaluation of applications submitted for the position, and a clear understanding of the qualities and experiences the elected body seeks in its next county attorney. To that extent, it is critical that the Search Committee maintains an organized approach to the recruitment process that builds from and remains consistent with the guidance provided by the client County's Board of County Commissioners.

The Search Committee's recruitment process begins with the initial correspondence between the client County and FACA regarding the recruitment services offered. FACA will send an engagement letter to the client County detailing the terms of the engagement and each party's responsibilities. If approved by the client County, FACA will then designate the Search Committee, which should be comprised to the greatest extent possible of current and/or recently retired county attorneys with experience in the same area of the state as the client County.

After receiving applications for the position from the client County, the Search Committee members conduct an individual assessment of each applicant based on the materials submitted, experience working with the applicant, reference checks, and other information. The Search Committee then meets in a public meeting in the client County to discuss individual applicants and to develop a short list of candidates to recommend to the Board of County Commissioners for further consideration. Since the candidates that will be recommended by the Search Committee represent the highest quality of candidates available for a given position, it is expected that some candidates may be hired by other cities or counties during the recruitment. Accordingly, the committee's short list should ideally include seven to ten candidates. This ensures that the client County's Board will have a sufficient number of quality candidates with a variety of background and experience to evaluate further. In addition, should the Board wish to interview fewer than seven to ten candidates, it has the option to adjust the short list in any way it chooses.

To provide the greatest value to the client County, the Search Committee offers support throughout the recruitment process. At the beginning of the recruitment, the Search Committee assists with developing the position announcement. It also recommends publications in which to advertise to maximize the reach of the announcement and to produce the highest quality applicants. During the recruitment, the Search Committee attends a meeting of the client County's Board of County Commissioners to present an overview of the search process and to receive any specific direction or guidance the Board wishes to provide. This also helps raise the visibility of FACA's participation in the recruitment process. A later meeting of the Search Committee to discuss candidates and develop a short list is held in the client County in order to allow members of the public the opportunity to attend and observe the committee's work. Finally, in delivering a final report to the client County, the Search Committee provides a series of recommended next steps and best practices for the Board during the remainder of the hiring process. In all, a key objective of the Search Committee is to provide the greatest value possible to the client County in order to enhance the visibility and relevance of professional local government administration.

Recruitment Timeline

Following is a template of the Search Committee's timeline from the issuance of an engagement letter to the delivery of a final report to the client County (FACA Recruitment Week 6). It also includes suggested next steps for the client County for the remainder of the interview and hiring process. The involvement of the Search Committee should take no more than 12 weeks, unless the Board extends the application window.

This document is provided in Word format as part of this guidebook and can be adjusted to reflect the actual dates associated with a specific recruitment effort. The proposed timeline should be included as an attachment to the engagement letter sent to the client County at the beginning of the recruitment process. In addition, the timeline should be updated during the recruitment to indicate when each step occurred, and a final *as-conducted* timeline should be included in the Search Committee's final report to the Board.



Florida Association of County Attorneys County Attorney Recruitment Process *Recruitment Timeline*

**Dates subject to change if application window is extended/re-opened*

Advertisement/ Pre-Review Period (4-6 weeks)	<p>FACA provides the BOCC a proposal in the form of an engagement letter to assist in the recruitment process; BOCC approves and returns a signed copy to FACA</p> <p>FACA designates members of the Search Committee and issues a formal press release</p> <p>Search Committee provides initial guidance and suggestions to the client County</p> <p>Client County posts County Attorney position announcement</p> <p>Representatives from FACA and FAC attend a County Commission meeting to introduce search committee members, receive any specific guidance from the Board on the recruitment process, and answer any questions</p> <p>Application window for County Attorney position closes</p>									
FACA Recruitment Week 1	County's Human Resources staff screens applications, compiles a list of candidates meeting the minimum qualifications, and sends applications to FACA's search committee									
FACA Recruitment Week 2	Conference call of FACA's search committee to determine whether to move forward with initial applicant pool or recommend that the County re-advertise the position									
FACA Recruitment Weeks 3-6	Review period; FACA's search committee reviews applications, checks references, and works with County staff to conduct background checks	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Week 3</td> <td>Review period for search committee</td> </tr> <tr> <td style="text-align: center;">Week 4</td> <td>Search committee conducts a public meeting in the client County to develop a tentative short list of candidates</td> </tr> <tr> <td style="text-align: center;">Week 5</td> <td>Client County staff conducts background checks on tentative short list</td> </tr> <tr> <td style="text-align: center;">Week 6</td> <td>Search committee delivers final report to BOCC including a short list of recommended candidates to interview</td> </tr> </table>	Week 3	Review period for search committee	Week 4	Search committee conducts a public meeting in the client County to develop a tentative short list of candidates	Week 5	Client County staff conducts background checks on tentative short list	Week 6	Search committee delivers final report to BOCC including a short list of recommended candidates to interview
Week 3	Review period for search committee									
Week 4	Search committee conducts a public meeting in the client County to develop a tentative short list of candidates									
Week 5	Client County staff conducts background checks on tentative short list									
Week 6	Search committee delivers final report to BOCC including a short list of recommended candidates to interview									
Interview/Selection Period (3-4 weeks)	<p>BOCC selects finalists to be interviewed; County's Human Resources department notifies finalists that they have been selected for an interview</p> <p>County's Human Resources staff confirms travel arrangements for finalist candidates and arranges for tours of the County with candidates</p> <p>BOCC conducts candidate interviews</p> <p>BOCC selects its preferred candidate</p> <p>BOCC Chairman confirms preferred candidate's willingness to accept the position County's Human Resources staff sends employment contract to the preferred candidate</p>									



DATE

_____, Chair / Mayor
_____ County Board of County Commissioners
Address
City, State, Zip

Re: Florida Association of County Attorneys Consulting

Dear Mr./Mrs. _____:

Thank you for reaching out to the Florida Association of County Attorneys ("the Association") regarding your upcoming search for a new County Attorney. We understand that _____ County will soon be embarking upon a process to hire your successor. It is the Association's pleasure to propose to assist you in this effort.

A county's selection of a county attorney is one of the most crucial decisions a Board of County Commissioners makes for its community. In recognition of the importance of this selection, the Association has launched a new initiative to provide recruiting guidance and peer-review services to those counties that desire assistance.

The Association proposes the following terms of engagement:

Florida Association of County Attorneys Responsibilities

If the County chooses to take the Association up on its unique offer, the Association will assist the County with the following tasks:

- (1) Brief Board members on the best practices for the recruitment process of a professional Attorney;
- (2) Assist County staff, through the provision of recommendations on recruitment techniques, by providing suggestions on where to place advertisements to solicit qualified applicants and suggestions on the wording of the County's recruitment profile and advertisement for the position;
- (3) Assist the Board and County staff to develop a list of identified characteristics and attributes of a successful candidate, the appropriate selection criteria, and a suggested selection process and timeline; and
- (4) Facilitate a volunteer group of Florida county attorneys and/or former county attorneys to review the qualifications of the list of candidates, as the list is identified by the Board and/or County staff for review, and to report the findings of that review to the Board and/or County staff, as directed. (Note: this group will review external candidates only with review of internal candidates being the responsibility of County staff.)

Florida Association of County Attorneys
100 South Monroe Street
Tallahassee, FL 32301

- (5) Pursuant to item (4) above, the Association will recommend a short list of external candidates for consideration.

County Responsibilities

County staff would be responsible for carrying out the suggestions provided in (1), (2), and (3) above, including but not limited to receiving the applications, screening the applicants, conducting the background checks of applicants, placing (or being responsible for placing) all advertisements soliciting applicants, scheduling and coordination of interviews and other necessary or requested County meetings related to the recruitment and selection process. The County would also be wholly responsible for negotiating the terms of any employment offer and will provide the primary point of contact for all questions and inquiries relating to the recruitment process.

Compensation

The Association proposes a flat fee of \$_____. This fee will be used to cover direct and indirect costs associated with the services and any remaining funds will be retained for the Association's mission in support of educating County Attorneys throughout Florida.

The Association will not invoice the County for the \$_____ fee until the delivery of the candidate review report and short list. Upon delivery of that report, this arrangement will terminate. In addition, if either the Association or the County believes it is in its individual best interest to end this particular arrangement, either one can do so by providing written notice to the other (via U.S. Mail, facsimile or email). Once that notice is received, this arrangement will be at an end. The County will have no financial obligation to the Association if termination by either party is sought before the delivery of the Florida county Attorney candidate review report.

Costs

The County will solely bear the costs of its activities and responsibilities for the filling of the county Attorney position (including, by way of example only, the costs of advertising for the position, any reimbursements of travel and per diem for candidates, copying, overhead, and postage). Expenses incurred by the Association relating to this effort including conference calls, mileage, travel, copying, and other administrative costs are included within the \$_____ fee. There will be no additional obligations on the part of the County for the Association's costs.

It is anticipated that most of the work under this arrangement will be conducted by way of conference call. However, the Association is offering to include_____trips to the County for meetings, briefings, and workshops, as requested by the County. If there are additional trips that the County requests of the Association, the Association and the County will mutually agree on a rate of cost reimbursement for the Association from the County.

Timeline

The Association understands the County's need to move efficiently, quickly and deliberately. The Association believes that it can deliver the Florida county Attorney candidate review report within 90 days of the County's counter signature to this letter.

Association Point of Contact

The Association anticipates that Mr./Mrs. _____, _____County Attorney and President of the Florida Association of County Attorneys, will be the primary point of contact for the Association under this arrangement.

County Point of Contact

The Association anticipates that Mr./Mrs. _____, _____ County Chair/Mayor Attorney, will be the primary point of contact for _____ County under this agreement.

If this letter and its contents are agreeable to the County, please sign and date at the bottom of this letter. Then, please return the counter signed letter to the attention of Mr./Mrs. _____ at the Association.

We are excited about this collaboration and look forward to assisting the County in this crucial decision.

Sincerely,

President

Agreed to by _____ County, Florida

_____, Mayor / Chair

_____, Board of County Commissioners
This ___ day of _____, 2017

Designation of the Search Committee

Once the client County has executed and returned a copy of the engagement letter, FACA will designate three to five individuals who will comprise the Search Committee. The committee should include, to the greatest extent possible, the following:

- A current member of FACA's Board of Directors
- A current County Attorney from an adjacent county
- A current or recently retired County Attorney from a nearby county

The chairperson of the Search Committee may be designated by the FACA President, or alternatively, may be selected by the Search Committee members. Whenever possible, the chairperson should be a current member of FACA's Board of Directors.

It is important to appoint members of the Search Committee who have experience working in or near the client County. These individuals will add value to the recruitment process by virtue of their experience working with similar issues facing the client County and by their ability to evaluate prospective candidates' work experience and accomplishments against the qualifications needed of the client County's next Attorney.

Once appointed, each Search Committee member should provide a brief bio, three to five bulleted statements summarizing their qualifications, and a recent photo to the committee chairperson. These will be included in the final report that will be delivered to the client County, providing an overview of how the members of the Search Committee were selected and why they are uniquely qualified to assist in the recruitment of the client County's next County Attorney.

Sample Press Release

Once the Search Committee has been appointed, FACA will issue a press release announcing that it will be assisting the client County in the search for its next Attorney. This helps to build confidence in the community that the County is using professional, expert assistance in finding the best candidates possible for its Attorney position and also raises public awareness of the value of professional local government management.

Following is a sample press release, utilized during FACA’s most recent recruitment for Santa Rosa County. The Search Committee chairperson’s Public Information/Communications staff should work together with FAC in developing the release. The release itself should ultimately be issued by FAC, although Search Committee members are encouraged to forward it to their local media contacts to increase visibility.

NEWS RELEASE

FOR IMMEDIATE RELEASE: August 3, 2015

CONTACT:

Emily Long, Senior Executive Assistant to the General Counsel
Florida Association of Counties [850-922-4300](tel:850-922-4300)

Cragin Mosteller, Communications Director Florida Association of Counties [\(850\) 294-9307](tel:850-294-9307)

Florida Association of County Attorneys to Assist _____ in Search for New Attorney
-Association to Lend Expertise to Selection Process-

The Florida Association of County Attorneys (FACA) will aide _____ County in the search for a new county Attorney. By bringing together a selection of existing and past county Attorneys, FACA will help Santa Rosa by reviewing applications and recommending a short list of candidates.

“A county’s selection of a county Attorney is one of the most crucial decisions a Board of County Commissioners makes for its community,” said FACA President and Levy County Attorney Anne B. Brown. “The professional management of county government is one of the foundations of a health, thriving county.”

FACA is an affiliate of the Florida Association of Counties (FAC), made up of professional Florida county Attorneys to provide peer to peer collaboration among county governments. The search committee for the _____ County Attorney includes:

“I believe FACA’s new initiative to provide recruiting guidance and peer review services will prove to be invaluable to counties,” continued Brown. “The FACA search committee established for _____ County has over _____ years of combined Florida county government experience.”

The _____ County Attorney, _____ announced he/she would be leaving the position in _____. _____’s involvement in FACA, led him/her to recommend that _____(county) use these county Attorneys to review applicants. FACA’s county Attorneys know the skill set needed to provide proper legal representation.

The Florida Association of County Attorneys was established in _____ as a professional association of attorneys to address common challenges and opportunities that impact Florida county government.

For more information, please contact Emily Long, Senior Executive Assistant to the General Counsel Florida Association of Counties, at [\(850\) 922-4300](tel:(850)922-4300) work / [\(850\) 694-1405](tel:(850)694-1405) cell / elong@fl-counties.com or Cragin Mosteller, Communications Director for the Florida Association of Counties, at [\(850\) 922-4300](tel:(850)922-4300) work / [\(850\) 294-9307](tel:(850)294-9307) cell / cmosteller@fl-counties.com.

###

Guidance Provided to the Client County

In accordance with the engagement letter executed by FACA and the client County, which specifies FACA's obligations in the recruitment process, the Search Committee provides several forms of specific assistance to the County, including:

- Briefing Board members on the best practices for the recruitment process of a professional Attorney
- Assisting County staff, through the provision of recommendations on recruitment techniques, by providing suggestions on where to place advertisements to solicit qualified applicants and suggestions on the wording of the County's recruitment profile and advertisement for the position
- Assisting the Board and County staff to develop a list of identified characteristics and attributes of a successful candidate

FACA has developed a standard information packet for use by future Search Committees. Once the Search Committee is established, the Search Committee chairperson should send this packet to the client County's Board of County Commissioners, County Attorney, Human Resources Director, and County Attorney. This packet, provided on the following pages, is also included in this guidebook in electronic format.

FACA's standard information packet includes the following components:

1. Best Practices for Recruiting a Professional Attorney
2. Identifying the Attributes of the Successful Candidate
3. Developing a Recruitment Profile
4. Advertising the Position

FACA and Client County Roles

FACA's role in the recruitment process is straightforward – FACA designates a Search Committee to assist a client County through each phase of its effort to fill its vacant or soon to be vacant County Attorney position. To do so, the committee conducts the following tasks, generally delineated in the engagement letter:

- Briefing Board members on the best practices for the recruitment process of a professional Attorney;
- Assisting the County, through the provision of recommendations on recruitment techniques, by providing suggestions on where to place advertisements to solicit qualified applicants and suggestions on the wording of the County's recruitment profile and advertisement for the position;
- Assisting the Board and County staff to develop a list of identified characteristics and attributes of a successful candidate, the appropriate selection criteria, and a suggested selection process and timeline;
- Facilitating a volunteer group of Florida County Attorneys and/or former County Attorneys to review the qualifications of the list of candidates;
- Personally reaching out to colleagues who may be qualified for the position to encourage them to apply; and
- Recommending a short list of candidates to the Board of County Commissioners for further consideration.

Throughout the recruitment process, the Search Committee acts in an advisory role to the client County in its hiring process. Accordingly, the County is responsible for the following tasks:

- Publishing public notice and maintaining meeting minutes of any meetings of the Search Committee;
- Receiving and maintaining records of the applications;
- Screening the applicants and forwarding those applicants who meet the stated minimum qualifications to the Search Committee;
- Conducting background checks of candidates included on the Search Committee's short list and/or those selected as finalists by the Board of County Commissioners;
- Developing and placing all advertisements for the position;
- Scheduling and coordination of interviews and other necessary or requested County meetings related to the recruitment and selection process; and
- Negotiating the terms of any employment offer.

Meetings of the Search Committee

Once the Search Committee is designated, its members will receive confirmation by FACA via e-mail. Committee members will receive a copy of this guidebook to familiarize themselves with the work plan and process of assisting the client County with its recruitment. Since the Search Committee acts in an advisory capacity to the client County, its meetings are subject to Florida's Government-in-the-Sunshine requirements. Accordingly, all meetings of the committee must be properly noticed, meeting minutes must be kept, and the public must be afforded the opportunity to attend. Since the committee's work is part of the client County's hiring process, the notice should be published and official meeting minutes kept by the County, with copies of each provided to FACA for its records.

The first meeting of the Search Committee will occur after its members have received the applications forwarded by the client County. This meeting will be conducted via conference call and should be held for the sole purpose of determining whether the initial applicant pool is sufficient to yield further evaluation or if the committee should recommend the client County extend its application window. At this stage, there should be no discussion of individual candidates or narrowing of the candidate pool. This discussion should be reserved for a later meeting of the Search Committee held within the client County, which enhances the visibility of the recruitment process within the community.

If the committee determines that the initial applicant pool is sufficient, or after the applications submitted during an extended application period have been forwarded to the Search Committee, the committee then schedules a second meeting approximately two weeks later. This meeting should be held in person within the client County, typically in the County Administration building. During this meeting, the committee will discuss individual candidates and formulate a short list of seven to ten candidates to recommend to the Board for further consideration.

Finally, while not strictly a meeting of the Search Committee, one or more members of the committee may be requested to attend a Board of County Commissioners meeting when the committee's final report is presented in order to answer any questions from the Board or to provide any requested clarification.

Receiving Applications from the Client County

Under the terms of the engagement letter, and as indicated previously in this guidebook, it is the client County's responsibility to advertise the County Attorney position and to screen applications based on the Board's stated minimum qualifications. At that point, the client County's Human Resources department will forward application materials submitted by qualified applicants to the Search Committee. The County's initial screening of applications enhances the overall recruitment process, since Search Committee members have only to review applications from candidates deemed to be qualified for the position. This allows the Search Committee the time needed to thoroughly review each qualified candidate. In certain circumstances, however, a County may elect to send all applications received to the Search Committee. If this occurs, the Search Committee may contact the client County's outgoing Attorney to discuss the value added to the recruitment process by the County's initial screening. Ultimately, the committee should honor the wishes of the client County.

Initial Assessment of the Applicant Pool

Approximately one week after application materials are received by the Search Committee, members should conduct a preliminary conference call to determine whether the initial applicant pool is sufficient to yield a short list of seven to ten strong candidates. During this initial meeting, the committee should not discuss the merits of individual candidates, nor should it attempt to narrow the applicant pool at all. These discussions should occur at a later meeting held in person in the client County.

If the committee determines that the applicant pool is insufficient to yield a strong short list, the committee should recommend, by a motion or official action of the committee, that the client County extend its application window an additional 30 days. In this instance, at the close of the extended application window, the search committee should consider all applications received during both application periods.

If the committee determines that the initial application pool is sufficient, then the members of the committee should proceed to individually evaluate the applicants in greater detail. The committee will have approximately two weeks to review each applicant's qualifications, research his or her work history, and conduct reference checks prior to the committee's in-person meeting. Search Committee members should check each the references listed in each applicant's resume and also contact colleagues with whom an applicant has previously worked.

Developing the Committee's Short List

After individually reviewing the pool of qualified applicants, the Search Committee will conduct an in-person public meeting in the client County. The purpose of this meeting is to discuss members' evaluation of candidates and to develop a short list of seven to ten candidates to recommend to the client County for further consideration. The committee's short should be unranked, leaving it to the Board of County Commissioners to determine which candidate is the best fit for the position. FACA recommends that the Search Committee develop a short list of at least seven candidates, as many of qualified applicants may also be applying elsewhere and could be hired by a different county or city during the recruitment process. To that effect, presenting the Board with a list of more, rather than fewer, candidates ensures that the Board will have a sufficient number and variety of candidates for its consideration.

At the Search Committee's meeting, the committee may use any method it chooses to select the candidates to be included on its short list. During FACA's effort assisting Santa Rosa County in 2015, the Search Committee members found nine candidates who were included on two or more of the committee members' individual lists. The committee agreed that each of the nine candidates was qualified and deserved further consideration from the Board, and considered those nine candidates the committee's short list.

In future recruitment efforts, a similar approach may yield more than ten candidates depending on the depth and quality of the applicant pool. In this case, the committee may elect to refine its list further by determining which candidates appear on at least three (rather than only two) committee members' individual lists. Or, the committee may elect to take a completely different approach to developing a short list. Ultimately, this stage of the recruitment process is conducted at the discretion of the Search Committee.

Requesting Additional Information from Shortlisted Candidates

The value that FACA's participation adds to the client County's recruitment process is derived from the unique perspectives and experiences of the Search Committee members. Each committee member has extensive experience in local government administration in Florida. Generally, committee members will also have more specific experience managing an organization in the same geographic area of the state as the client County. As a result, each Search Committee is uniquely positioned to ascertain which candidates from the applicant pool are best suited to fulfill the needs of the client County based on their knowledge and experience with the issues the client County faces.

The Search Committee's evaluation up to this point in the recruitment process yields, in the committee's collective opinion, the handful of applicants best suited for the position. In its final report to the Board, however, the committee has the opportunity to glean some additional important information about the candidates before the County begins its interview process. Once the committee's short list is determined, and while the committee is producing its final report, the chairperson of the Search Committee should contact each candidate via e-mail and ask them to respond to the questions listed below. Candidates should be given three business days to respond, and each candidate's responses should be included in the final report along with the committee's summary analysis and the candidate's résumé.

1. Can you provide an example of a problem you see in the field of local government law that you'd like to solve and why?
2. How do you find others in the field of local government law to connect with, and how often do you connect with others in the field outside your organization?
3. How do you stay up to date in the field?
4. At what point in your career were you most satisfied in your work? At what point were you the least satisfied?

The responses delivered to the Board will assist in determining not only which candidates are capable of fulfilling the roles and responsibilities of the position, but also which candidates possess the intangible qualities that are more difficult to determine by only reviewing a résumé and cover letter.

Background Information

After designating a short list of candidates to recommend to the Board for further consideration, the Search Committee begins developing a final report to the client County's Board of County Commissioners. This report begins by providing background information related to the Search Committee's recruitment process. This background information includes the following:

1. A cover letter issued by the chairperson of the Search Committee – this letter should generally express thanks to the Board for the opportunity to contribute to its County Attorney search, recognize the efforts of the Search Committee members, and indicate the added value the report provides in the form of recommended next steps and best practices provided by FACA to the County.
2. A description of the Search Committee, its members, and its members' qualifications to serve on the committee – this section should include a photo and brief bio of each committee member, particularly emphasizing each member's history in Florida local government and experience in the same region of the state as the client County.
3. An overview of the recruitment process – this section should include a narrative summarizing the work plan and approach utilized by the Search Committee in conducting its work, as well as a final timeline describing what steps were taken during the recruitment process and when they were completed.

A sample final report is included in this guidebook, both in hard copy and digital format, for future Search Committees' reference.

Presentation of Short List and Candidate Analysis

The Search Committee's final report will present the committee's short list of recommended candidates to the Board. This will include a summary analysis of each candidate's qualifications and experience, followed by a copy of the candidate's résumé. This summary analysis should include, at minimum, the following elements:

- The candidate's present position
- A summary of the candidate's work history, with particular mention of total years of experience as a City or County Attorney and experience as an Attorney in Florida
- The candidate's education
- Areas in which the Search Committee feels that the candidate is strong, particularly with respect to the needs of the client County
- Areas in which the Search Committee feels that the candidate may be weak and/or lacks experience

For the purposes of developing this section of the final report, it may be useful for each committee member to prepare notes from his or her individual evaluation of the candidates. The Search Committee may include these notes in the backup documentation for its meeting to discuss candidates and develop a short list. This will assist the Search Committee in synthesizing the summary analysis of each candidate for the report.

Recommended Next Steps and Best Practices for the Board

The search committee's final report will also include a series of recommended next steps and best practices for the client County during the remainder of its hiring process. Including this information in the final report adds value to the services provided by the Search Committee and enhances the visibility and relevance of professional local government administration. This material is included in hard copy and electronic format as part of this guidebook as a component of the sample final report from FACA's Santa Rosa County recruitment effort.

The recommended next steps and best practices provided in the final report include:

- Suggestions for planning the interview process, including initial steps, preparation tips, and sample interview questions;
- Considerations regarding the selection of the Board's preferred candidate;
- Guidance in negotiating an employment contract, including a discussion of compensation and benefits and other common elements of an Attorney's contract;
- Ways the Board can assist the new Attorney in the transition process; and
- Developing initial evaluation criteria for the new Attorney

Delivering the Final Report

When the Search Committee's final report is complete, it should be delivered as early as possible by the chairperson of the Search Committee to the client County's Commission chairperson via e-mail as a single PDF file. The report should also be printed, tabbed, and bound, with copies delivered by mail to the client County, together with a thank-you letter and invoice for services (discussed in the next section). One copy should be included for each County Commissioner, the County Attorney, and the County Attorney. FACA should also retain two copies for its records. FACA can coordinate the printing of the final report.

Following is sample language that can be included in the body of the e-mail delivering the PDF version of the final report:

Dear Chairman _____:

On behalf of the Florida Association of County Attorneys, I am pleased to submit the County Attorney Search Committee's Final Report, which you will find attached to this e-mail. With sincere thanks to the members of the Search Committee, who collectively lend over years of Florida local government experience to this effort, the report includes the committee's final recommendation of # highly qualified candidates for further consideration and evaluation by the County Board of County Commissioners. In addition, the Search Committee is pleased to also include in the report a series of recommended best practices for the Board during the remainder of its recruitment, including tips on planning the interview process, selecting a preferred candidate, negotiating an employment contract, and more. We hope that these resources will add extra value to the County's search.

In the coming days, you will receive printed and bound copies of the Final Report for your records. Should you wish, the Search Committee would be happy to attend an upcoming meeting of the Board of County Commissioners to answer any questions you may have.

As you are aware, a County's selection of a County Attorney is one of the most crucial decisions a Board of County Commissioners makes for its County. On behalf of the Search Committee, and of the entire Florida Association of County Attorneys, we thank you for the opportunity to assist you in this important effort.

Sincerely,

Thank-You Letter and Invoice

Delivery of printed copies of the final report to the client County is accompanied by a thank-you letter from the chairperson of the Search Committee and an invoice for the services provided. FACA will coordinate the printing of the final report (as described in the previous section) and will prepare the invoice.

Following is sample language for the thank-you letter to accompany the delivery of the final report and invoice:

October 13, 2015

_____, County Attorney
_____ County Board of County Commissioners

Re: Florida Association of County Attorneys Consulting

Dear _____:

Enclosed please find an invoice for services rendered to _____ County in accordance with the Engagement Letter dated _____. On _____, FACA submitted its final report to the _____ County Board of County Commissioners containing the list of County Attorney candidates recommended for further consideration.

On behalf of the Florida Association of County Attorneys, thank you again for the opportunity to assist in this very important process. Should you need anything further, please let me know.

Sincerely,

FACA President

Enclosure

Search Committee Outreach to the New Attorney

As a final consideration – a month or so after the new attorney starts in his or her new position, members of the Search Committee should follow up by reaching out the new Attorney to offer any advice or guidance that may be helpful. Search Committee members who have experience working in or around the new Attorney’s community will be familiar with the many of the issues facing the Attorney in his or her new position. The committee members can also offer to make introductions to key individuals in the community and other Florida city and county attorneys to help build the new attorney’s network. Finally, if the new Attorney is not a member of FACA, this is a great opportunity to invite him or her to join.