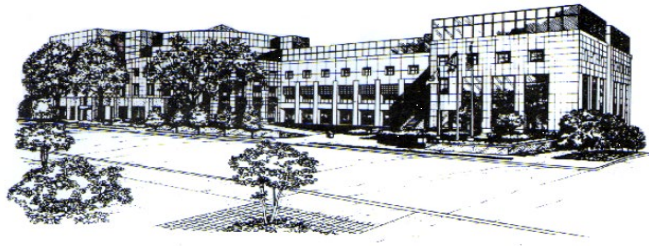


BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA REGULAR MEETING

**Tuesday, July 9, 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, July 9, 2019, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance by Commissioner Bill Proctor

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Marie-Claire Leman as the Florida Department of Education's Statewide Region I Winner of the Outstanding Adult School Volunteer Award
(Commissioner Maddox)
- Proclamation Recognizing the Retirement of Board Secretary Rebecca Vause
(Chairman Jackson)
- Proclamation Recognizing the Retirement of Commission Aide Brenda Tanner
(Chairman Jackson)
- Presentation by the Tallahassee Boys' Choir
(by Charlie Toomer, Director)

CONSENT

1. Minutes: May 14, 2019 Regular Meeting
(Clerk of Court)
2. Proposed Revisions to the Leon County Investment Policy No. 17-4
(Clerk of Court/ County Administrator/ Office of Financial Stewardship)
3. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
4. Resolution Adopting the Master Fee Schedule for Medical Examiner Services
(County Administrator/ Office of Financial Stewardship/ Human Services & Community Partnerships)
5. Revised Direct Emergency Assistance Program Guidelines
(County Administrator/ Office of Human Services & Community Partnerships)
6. Commissioner Appointments to the Water Resources Committee
(County Administrator/ County Administration)
7. Report on Pharmaceutical and Biomedical Waste Disposal
(County Administrator/ County Administration/ Office of Resource Stewardship)
8. Authorization to Negotiate a Contract for Energy Savings Performance Contractor Services
(County Administrator/ Office of Financial Stewardship/ Office of Resource Stewardship/ Purchasing)

9. Request to Schedule the First and Only Public Hearing to Consider a Fifth Amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.
(County Administrator/ Development Support & Environmental Management)
10. Proposed Policy for “Safe Passage of Emergency Vehicles on Unpaved Roads”
(County Administrator/ County Administration/ Public Works)
11. Agreement with Florida Department of Corrections for Use of Inmate Crews
(County Administrator/ Public Works)
12. Proposed New Policy, “Springs Restoration Grants and Septic System Upgrades Policy”
(County Administrator/ Human Services & Community Partnerships/ Public Works)
13. Voluntary Collection Agreements of Tourist Development Taxes
(County Administrator/ County Administration/ Tourism Division)

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

14. Status Report on Heavy Equipment Training and Authorization to Transfer a Surplus Vehicle to Lively Technical College
(County Administrator/ County Administration/ PLACE/ Office of Economic Vitality/ Public Works)
15. Status Update on the Amphitheater Support Space
(County Administrator/ County Administration/ Tourism Division)
16. Status Report on the 2018 Leon County Real Estate Portfolio
(County Administrator/ Office of Financial Stewardship/Real Estate Management)
17. Status Report on Requiring County Contracted Vendors to Offer Employment Opportunities for Local Residents
(County Administrator/ Office of Financial Stewardship/ Purchasing)

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

18. 2019 Florida Legislative Session Final Report and Request to Schedule the Board Workshop on 2020 State and Federal Legislative Priorities and 2020 Community Legislative Dialogue Meeting
(County Administrator/ County Administration)
19. County Attorney Recruitment and Selection Process
(County Administrator/ County Attorney/ Human Resources)
20. Consideration of Options to Reduce or Eliminate Single-use Plastic Straws in Leon County
(County Administrator/ Office of Resource Stewardship)

21. Agreement with Tallahassee Lenders' Consortium to Operate as the Community Land Trust
(County Administrator/ Human Services & Community Partnerships)
22. Ratification of Board's Actions at the June 18, 2019 Budget Workshop
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
23. Bid Award for Open Graded Hot Mix Paving Services
(County Administrator/ Public Works/ Purchasing)
24. Bid Award for Sidewalk and Associated Work Construction, Continuing Services
(County Administrator/ Public Works/ Purchasing)
25. Bid Award for the Division of Tourism Contracted Research Services
(County Administrator/ Tourism/ Purchasing)
26. Bid Award for the Division of Tourism Contracted Marketing/Advertising and Public Relations Services
(County Administrator/ Tourism/ Purchasing)
27. Voluntary Annexation Proposal from Golden Oak Land Group, LLC, to Annex the Brookside Village Detached Residential Subdivision Located at 550 Ox Bottom Road
(County Administrator/ Development Support & Environmental Management)
28. Voluntary Annexation Proposal from Capital Circle Properties II, LLC, to Annex Property Located at 5225 Capital Circle Southwest
(County Administrator/ Development Support & Environmental Management)
29. Full Board Appointments to the Investment Oversight Committee and the Leon County Educational Facilities Authority
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

30. First and Only Public Hearing to Consider a Proposed Resolution Adopting an Inventory List of County-Owned Properties Appropriate for Affordable Housing Parcels
(County Administrator/ Office of Financial Stewardship / Human Services & Community Partnerships)
31. Transmittal Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment
(County Administrator/ PLACE/ Planning)
32. Continuance of the First of Two Public Hearings to Adopt a Proposed Ordinance Amending Section 10-1.101, Entitled "Definitions" and Creating a New Section 10-6.820, Entitled "Solar Energy Systems"
(County Administrator/ County Attorney/ Resource Stewardship/ Development Support & Environmental Management)

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 from March 7, 2019 and April 11, 2019
- Certification of the Leon County Tax Collector's Recapitulation of the Property Tax Rolls for 2018
- Leon County Special-Purpose Financial Statements for the Year Ended September 30, 2018 with the Independent Auditors' Report

ADJOURN

*The next Regular Board of County Commissioner's meeting is scheduled for
Tuesday, September 17, 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
	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
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
		6:00 p.m.	First & Only Public Hearing to Approve the Proposed Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-ad Valorem Assessment Roll
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-ad Valorem Assessment Roll
	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

Month	Day	Time	Meeting Type
July 2019 (cont.)	Tuesday 9	6:00 p.m.	First and Only Public Hearing Regarding a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
		6:00 p.m.	Transmittal Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment
		6:00 p.m. Continued until September 24, 2019	First of Two public hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems"
	Thursday 11 - Monday 15		NACo Annual Conference Clark County; Las Vegas, Nevada
	Tuesday 23	No Meeting	BOARD RECESS
	Wednesday 24 – Saturday 27		National Urban League Annual Conference Indianapolis, Indiana
August 2019	Friday 16 - Sunday 18		Chamber of Commerce Annual Conference Amelia Island, FL
September 2019	Monday 2	Offices Closed	LABOR DAY
	Thursday 5	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 5:30 p.m. Budget Public Hearing, City Commission Chambers
	Wednesday 11 – Sunday 15		Congressional Black Caucus Annual Legislative Conference – Washington D.C.
	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	<u>1:30 – 3:00 p.m.</u>	<u>Workshop on the 2020 State and Federal Legislative Priorities</u>
		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*
		<u>6:00 p.m.</u>	<u>First of Two public hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems"</u>
	Wednesday 25 – Thursday 26		FAC Innovation Policy Conference Bay County; Panama City Beach, FL
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
		<u>6:00 p.m.</u>	<u>Second public hearing to adopt a proposed Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems,"</u>
		<u>6:00 p.m.</u>	<u>Adoption Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment</u>
	Sunday 20 – Wednesday 23		ICMA Annual Conference Nashville, TN
	Tuesday 29	1:00 – 3:00 p.m.	Workshop on Leon County Detention Facility Operations

Month	Day	Time	Meeting Type
October 2019 (cont.)	Tuesday 29	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 <i>Rescheduled to January 27</i>
	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

Board of Adjustment & Appeals

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

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

UPCOMING VACANCIES

JULY 31, 2019

Investment Oversight Committee

Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Leon County Research & Development 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

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: May 14, 2019 Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Kimberly M. Wilder, Finance Director, Clerk of Court & Comptroller
Lead Staff/ Project Team:	Beryl Wood, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: May 14, 2019 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the May 14, 2019 Regular Meeting.

Attachment:

1. May 14, 2019 Regular Meeting

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
May 14, 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, Kristin Dozier, Mary Ann Lindley, and Rick Minor. Commissioner Proctor was not in attendance. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Beryl H. Wood.

Chairman Jackson called the meeting to order at 3:00 p.m. He mentioned that Commissioner Proctor was not in attendance as he was attending his daughter's college graduation.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Reverend Wayne Curry, Retired Pastor of Trinity United Methodist Church. Commissioner Minor then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- Chairman Jackson read into the record a Proclamation recognizing the Week of May 19-25, 2019 as Public Works Week.
 - Brent Pell, Public Works Director, expressed his appreciation for the Proclamation which he accepted on behalf of all Public Works employees. Mr. Pell invited all to the to the yearly Public Works Road-E-O, to be held at Tom Brown Park on Thursday, May 23, 2019, from 8:00 a.m. – 2:00 p.m.
- Commissioner Dozier read into the record a Proclamation recognizing Perinatal Mental Health Awareness Week.
 - Dr. Heather Flynn, FSU College of Medicine, thanked the Board for its continued support and for acknowledging the importance of perinatal mental health. She announced that May is Global Perinatal Mental Health Month and appreciated the attention given to this issue by both the County and City.
- Commissioner Minor read into the record a Proclamation recognizing Charlotte Stuart Tilley for raising local awareness on climate change.
 - Charlotte Stuart Tilley, Tallahassee Homeschool Group, accepted the Proclamation along with her peers from Magnolia School, SAIL, and other homeschoolers. Ms. Tilley thanked the Board for the honor and encouraged others to take steps to help address climate change. She thanked the Board for recognizing these efforts.
 - Commissioner Dozier gave accolades to Ms. Tilley and her peers. She commented that their robust energy has inspired other young people to pursue other initiatives they are passionate about.
- Commissioner Desloge read into the record 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” and for the organization’s 60 years of service.
 - Dr. William Palmer, President of Tall Timbers, and Neil Fleckenstein, Planning Coordinator, thanked the Board for the Proclamation. He highlighted the success of Tall Timbers’ diverse programs and the increasing national role the organization is

taking on regarding the importance of using prescribed fire to reduce destructive wildfire.

- Commissioner Dozier thanked them for their commitment and all that they do within the community and nation.

- Chairman Jackson announced the presentation on the Tobacco Free Leon Partnership and the Students Working Against Tobacco (SWAT) Initiative.
 - Natalie Singleton, Interim Chair for Tobacco Free Leon Partnership, gave a brief, but detailed overview of the organization's efforts to create tobacco free environments through youth prevention, cessation activities, promotion of a tobacco-free lifestyle and reducing the tobacco industry's influence. She mentioned the SWAT Initiative has been able to reach youth of all ages with a tobacco free message. Ms. Singleton announced that the organization is drafting a proposed ordinance that would require a local tobacco retail license.
 - Commissioner Dozier confirmed with the County Administrator that the referenced ordinance has not been presented yet as an agenda item. She then asked Ms. Singleton to provide a copy of the proposed ordinance to the Board.

CONSENT:

Commissioner Dozier moved, duly seconded by Commissioner Desloge to approve the Consent Agenda, as presented. The motion carried 6-0 (Commissioner Proctor absent).

1. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for May 14, 2019 and pre-approve the payment of bills and vouchers for the period of May 15, 2019 through May 27, 2019.

2. Financial Advisor Services

The Board approved Option 1: Authorize the County Administrator to execute an extension of the Financial Services Agreement with Public Financial Management Inc. for three years in a form approved by the County Attorney.

3. Request to Schedule First and Only Public Hearing to Consider Adoption of an Ordinance Enacting the Recodified Leon County Code of Laws for June 18, 2019 at 6:00 p.m.

The Board approved Option 1: Schedule first and only public hearing for June 18, 2019, at 6:00 p.m. to consider adoption of an Ordinance enacting the recodified Leon County Code of Laws.

4. Reject all Bids for Solicitation BC-04-11-19-09, the Leon County Detention Center Roof Replacement Project

The Board approved Option 1: Authorize the Purchasing Director to reject the bid for Solicitation BC-04-11-19-09 for the Leon County Detention Center Roof Replacement project.

5. Second Performance Agreement and Surety Device for Dempsey Office Park

The Board approved Option 1: Accept the Second Performance Agreement and Surety Device for Dempsey Office Park).

6. Installation of a Community Marker in the Oak Ridge Neighborhood

The Board approved Options 1, 2, and 3: 1) Approve the Community Aesthetic Feature Agreement with Florida Department of Transportation for the installation of two Community Markers in the Oak Ridge neighborhood, in a form approved by the County Attorney, and authorize the County Administrator to execute; 2) Adopt the Resolution in support of the Florida Department of Transportation Community Aesthetic Feature program as referenced in the Community Aesthetic Feature Agreement for the installation of two Community Markers in the Oak Ridge Neighborhood and authorize the Chairman to execute, and 3) Authorize staff to place the Community Marker along Oak Ridge Road if the Florida Department of Transportation does not allow the marker to be placed in the roundabout.

7. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection of Safety Improvements on Old Bainbridge Road at Knots Lane

The Board approved Options 1, 2, and 3: 1) Approve the Local Agency Program Agreement with Florida Department of Transportation for construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road at Knots Lane (Attachment # 1) and authorize the County Administrator to execute. 2) Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and the Construction Engineering Inspection of safety improvements on Old Bainbridge Road at Knots Lane (Attachment# 2) and authorize the Chairman to execute. 3) Approve the Resolution and associated Budget Amendment Request realizing \$130,647 from the Florida Department of Transportation into the County budget (Attachment #3).

8. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection of Safety Improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line

The Board approved Options 1, 2, and 3: 1) Approve the Local Agency Program Agreement with Florida Department of Transportation for construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line and authorize the County Administrator to execute, 2) Adopt the Resolution authoring the Local Agency Program Agreement for the construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line and authorize the Chairman to execute, and 3) Approve the Resolution and associated Budget Amendment Request realizing \$521,400 from the Florida Department of Transportation into the County budget.

GENERAL BUSINESS

9. Ratification of the April 23, 2019 Fiscal Year 2020 Budget

County Administrator Long introduced the item which ratifies Board actions taken at the April 23, 2019 Budget Workshop. He noted that the next budget workshop is scheduled for June 18, 2019.

Speakers:

- Stanley B. Sims, 1320 Avondale Way, thanked County Administrator Long and Wanda Hunter, Assistant County Administrator, for meeting with him to discuss his fair wage work co-op. He shared that the initiative is geared toward a target population that has been economically depressed for years and asked for the Board's support.

Commissioner Desloge moved, duly seconded by Commissioner Lindley, approval of Options 1-10: Option 1) Ratify the actions taken by the Board during the April 23, 2019 FY 2020 Budget Workshop; Option 2) Approve the Resolution and Budget Amendment realigning the Homestead Reserve to fund the Harbinwood Pond Sinkhole (Faulk Drive) repair and the Detention Facility electronic door locks; Option 3) Adopt the Resolution amending the Florida Department of Health in Leon County Fee Schedule (Attachment #2). Option 4) Approve the Integrated Sustainability Action Plan; Option 5) Approve the Resolution supporting the City's 100% Renewable Energy Goal; Option 6) Authorize the County Administrator to execute the Second Amendment to the Agreement for Processing of Single - Stream Recycling Service with Marpan Recycling, in a form approved by the County Attorney and approve the associated Resolution and Budget Amendment; Option 7) Approve the revised enabling Resolution for the Committee on Quality Growth adding an archaeologist; Option 8) Approve the revisions to the Personnel Policies and Procedures Section VI, related to the addition of post – retirement health insurance contribution; Option 9) Approve revisions to Personnel Policies and Procedures Section I and V, related to Leon County's pay plan and eliminating the Career Service Exempt category, and Option 10) Approve establishing a new pay grade as outlined in this item for Commissioner Aides and approve revisions to Policy No. 03-3 "Internal Operations and Protocols, Commission Office" and the Pay Grade Plan. The motion carried 6-0. (Commissioner Proctor absent).

10. Request to Schedule First and Only Public Hearing to Consider Adoption of an Ordinance Providing for a Code of Ethics for June 18, 2019 at 6:00 p.m.

County Attorney Thiele introduced the item. He explained that the item responds to an affirmative vote by the Leon County electorate to amend the Leon County Charter to provide for an ordinance which establishes a Code of Ethics. County Attorney Thiele remarked that, upon adoption of the ordinance, it would become law and the current policy would become obsolete.

Commissioner Minor moved, duly seconded by Commissioner Dozier, approval of Option 1: Schedule first and only public hearing for June 18, 2019 at 6:00 p.m., to consider adoption of an Ordinance providing for a Code of Ethics.

Commissioner Lindley thanked staff for providing clarity on the definition of a lobbyist. She opined that approximately 90% of communications and visits are from private citizens and she encouraged residents to continue to seek out their local representatives on issues of concern.

The motion carried 6-0. (Commissioner Proctor absent).

County Attorney Thiele commended County Administrator Long and his staff on the ethics brochure that was developed and distributed last year. He submitted that this was an excellent resource for County staff to have and provided a lot of useful information in a user-friendly format.

11. Consideration of Entering into Interlocal Agreement between Leon County, Florida and the Gulf Consortium for Provision of Certain Legal Services.

County Attorney Thiele introduced the item. He conveyed that his office had been contacted by counsel for the Gulf Consortium, a consortium of 23-member counties (not Leon County) created to assist in the economic and environmental recovery of the Gulf Coast of Florida following the Deepwater Horizon oil spill, regarding a potential Interlocal Agreement whereby Leon County would act as conflict counsel whenever a matter related to Wakulla or Okaloosa County comes to the Consortium. He conveyed that Wakulla and Okaloosa Counties utilize the same firm that serves the Consortium. He advised that the Consortium would pay the County for any such counsel services at an hourly rate of \$250 per hour.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Approve and authorize the execution of the Interlocal Agreement between Leon County, Florida and the Gulf Consortium for legal services). The motion carried 6-0. (Commissioner Proctor absent).

12. 12. Consideration of Funding for Additional Free and Family – Oriented Concerts at the Capital City Amphitheater

County Administrator Long introduced the item. He stated this item seeks Board consideration of a proposal to provide additional free and family – oriented concerts at the Capital City Amphitheater, through an agreement with the Tallahassee Downtown Improvement Authority to extend its Sundown Summer Concert Series through the Fall of 2019. County Administrator Long noted that the item has a fiscal impact of \$30,000; however, funding to support the extension is available in the Division of Tourism's existing budget.

Commissioner Lindley, as the Board's representative on the Downtown Improvement Authority (DIA), conveyed their enthusiasm for the partnership with the County.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Authorize the County Administrator to execute a sponsorship agreement with the Tallahassee Downtown Improvement Authority in the amount of \$30,000 to extend its free and family – oriented concerts at the Capital City Amphitheater through Fall 2019, in a form to be approved by the County Attorney.

Commissioner Dozier appreciated the comments regarding the DIA and commented on the positive changes being made by its new executive director. She confirmed with County Administrator Long that an agenda item would be brought back in June regarding utilization of the Amphitheater and requested that the item include an update on stage weather proofing, and sound mitigation.

Chairman Jackson spoke of the significant economic impact realized by the County by events held at the Amphitheater.

The motion carried 6-0. (Commissioner Proctor absent).

Chairman Jackson announced that the Board had concluded its General Business Agenda and would now enter Commissioner Discussion Items.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

In the absence of Chairman Jackson, Vice-Chairman Desloge reconvened the Board to conduct the following public hearings.

13. Joint County/City Adoption Hearing on the 2019 Cycle Large -Scale Map and Text Comprehensive Plan Amendments

The City and County Commissions met in joint session in the Commission Chambers.

Attending: County Commission: Vice – Chairman Bryan Desloge and Commissioners Nick Maddox, Rick Minor, and Kristin Dozier. Chairman Jimbo Jackson and Commissioners Mary Ann Lindley and Bill Proctor were absent. Also present were County Administrator Vince Long and County Attorney Herb Thiele.

City Commission: Mayor John E. Dailey and Commissioners Elaine Bryant, Curtis Richardson, and Jeremy Matlow. Commissioner Diane Williams – Cox participated via-phone. Also present was City Manager Reese Goad and Assistant County Attorney Matthew Scanlan.

Vice-Chairman Desloge called the Joint County/City Adoption Hearing on the 2019 Cycle Large-Scale Map and Text Amendments to order at 6:00 p.m.

Mr. Artie White, Administrator, Comprehensive Planning, introduced the item. He advised that this was the last meeting of the 2019 Comprehensive Plan amendment cycle and recalled that the joint commissions adopted the small-scale amendments on May 12, 2019 and those amendments went into effect on April 12, 2019. He stated that the joint commissions had also at that time voted to transmit the large-scale map amendments and text amendment to the State Land Planning Agency and staff have been notified that the agency has no comment. He shared that the purpose of the Public Hearing is to adopt a large-scale map amendment to the Comprehensive Plan (County only) and adopt a text amendment to the Capital Improvements Element of the Comprehensive Plan (City and County).

(LMA 2019 02): Bexar Property

The proposed amendment would change the Future Lane Use Map (FLUM) designation of the subject site from Urban Residential-2 (IR-2) to Suburban (SUB). Urban Residential is a land use category that allows residential development up to 20 units per acre. Suburban is a land use category that allows residential development up to 20 units per acre and non-residential development based on the implementing zoning district. In areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. This map amendment is considered a large-scale amendment and is located in unincorporated Leon County.

Mr. White provided a brief overview of the proposed amendment.

Vice-Chairman Desloge confirmed that there were no speakers on the proposed amendment.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the adoption public hearing and adopt the proposed Ordinance, there by adopting the large-scale map amendment in unincorporated Leon County to the Tallahassee-Leon County 2030 Comprehensive Plan (County only – Bexar LLC Property). The motion carried 4-0. (Chairman Jackson and Commissioners Lindley, and Proctor absent).

TTA 2019 005: Capital Improvements Element

The proposed amendment to the Capital Improvements Element would reflect the statutory process for adopting the District School Board's 5-Year District Facilities Work Program in the Capital Improvements Schedule.

Mr. White provided a brief overview of the proposed amendment and confirmed there were no speakers on the proposed amendment.

Commissioner Dozier moved, duly seconded by Commissioner Maddox, approval of Option 2: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #2), thereby adopting the text amendment to the Capital Improvements Element of the Tallahassee – Leon County 2030 Comprehensive Plan. The motion carried 4-0. (Chairman Jackson and Commissioners Lindley and Proctor absent).

Mr. White read into the record the title of City Ordinance 19-O-12.

Commissioner Richardson moved, duly seconded by Commissioner Bryant, approval of Option 3: Conduct the first and only public hearing and adopt Ordinance No. 19-O-12, thereby adopting the text map amendment to the Tallahassee-Leon County 2030 Comprehensive Plan. (City only- Capital Improvements Element). The motion carried 5-0.

14. First and Only Public Hearing to Consider a Third Amendment to the Southwood Integrated Development Order

County Administrator Long announced the Public Hearing and confirmed there were no speakers on the item.

County Administrator Long stated that the Southwood Integrated Development Order includes three master plan revisions, as outlined in the agenda item. He advised that the item has been found to be consistent by the Planning Commission.

Commissioner Dozier moved, duly seconded by Commissioner Minor, approval of Option 1: Conduct the first and only Public Hearing and approve the third amendment to the Southwood Development of Regional Impact Development Order. The motion carried 4-0. (Chairman Jackson and Commissioners Lindley and Proctor absent).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Mayor John Dailey acknowledged Brittany Smith, Leon County Manager of Community and Media Relations, for being recognized as one of the Capital City's top "20 under 40" young professionals at the Tallahassee Network of Young Professionals, seventh annual Golden Authentic Community Engagement (A.C.E.) Awards.

Commissioner Maddox moved, duly seconded by Commissioner Desloge to present a Proclamation recognizing Britney Smith for receiving the Tallahassee Network of Young Professionals' 2019 Golden A.C.E. Award. The motion carried 4-0. (Chairman Jackson and Commissioners Lindley and Proctor absent).

COMMENTS/DISCUSSION

County Attorney Thiele:

- No Items.

County Administrator Long:

- No Items.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Reflected on the upcoming retirement of Rabbi Jack Romberg and the contributions he and his wife Audrey Romberg have made to the community.
 - *Commissioner Dozier moved, duly seconded by Commissioner Desloge, to present a Proclamation honoring the contributions of Rabbi Jack Romberg and his wife Audrey Romberg at the May 28, 2019 Board meeting. The motion carried 6-0. (Commissioner Proctor absent).*
- Thanked the Board for its unanimous support to send a letter to NextEra Energy, Florida Department of Environmental Protection and the Army Corps of Engineers seeking additional information about how the route was developed and what other routes were explored. She also expressed appreciation for the recent actions by the City Commission in which it too opposed the route proposed for the project. Commissioner Dozier noted that Jefferson County would be sending similar letters to express their concerns regarding the project.
 - Chairman Jackson thanked Commissioner Dozier for her guidance and leadership on this issue.

Commissioner Minor:

- Discussed his interest in exploring a senior entrepreneurial pilot project that would cultivate an entrepreneur environment for individuals who are 55+. He has ascertained a desire by the Domi Station and Florida AARP to work with the County on this endeavor.
 - *Commissioner Minor moved, duly seconded by Commissioner Maddox, to direct staff to prepare an agenda item exploring the viability of a senior entrepreneurial pilot project. including mentorship opportunities.*
 - Commissioner Desloge agreed that there are a number of early retirees in the community that have a wealth of knowledge to share. He suggested that staff

coordinate with the Senior Center's Tallahassee Active Lifelong Leaders (TALL) Program and Choose Tallahassee.

Commissioner Dozier referenced an initiative started with DOMI and Innovation Park to establish a mentoring network. She suggested that retirees could assist others through mentoring and requested that the agenda item explore mentorship opportunities.

- Commissioner Minor responded that he envisioned that the pilot program would help cultivate an entrepreneurial environment among seniors/55+, but there would be opportunities for cross pollination that the County could encourage.
- The motion carried 6-0 (Commissioner Proctor absent).
- Mentioned that the Spring House Institute has requested a letter of for a grant they are pursuing.
 - *Commissioner Minor moved, duly seconded by Commissioner Dozier, to direct staff to prepare a letter of support for the Spring House Institute. The motion carried 6-0 (Commissioner Proctor absent).*

Commissioner Proctor:

- Absent.

Commissioner Lindley:

- Remarked on the recent opening of the FSU College of Medicine Primary Health Clinic.
- Recognized staff for their excellent work with the "How We Grow from Here", an event with the Village Square and noted the large turnout of participants.
- Acknowledged the Leon County Tourism and Visit Tallahassee staff for a wonderful campaign "Seasoned Local" program. She commented how the program encourages residents to visit areas they normally may not visit.
- Reflected on Governor Ron DeSantis' recent veto that would preempt local governments from adopting plastic straw bans.
 - *Commissioner Lindley moved, duly seconded by Commissioner Dozier, to direct staff to prepare an agenda item exploring way to address the issue plastic straw population, including a ban on plastic straws and public education campaigns. The motion carried 6-0 (Commissioner Proctor absent).*

Commissioner Maddox:

- Noted that Commissioner Proctor was attending his daughter's graduation from Temple University and expressed congratulations to them both.
- Reflected on the Sheriff's "All In" campaign to address violent crime in the community.
 - *Commissioner Maddox moved, duly seconded by Chairman Jackson, to present a Proclamation at the Board's May 28, 2019 meeting to recognize the Leon County Sheriff's Office "All In" campaign. The motion carried 6-0. (Commissioner Proctor absent).*
- Announced that the Maddox Dance Company's annual recital will be held June 8, 2019. He also took the opportunity to publicly acknowledge his wife for doing a great job.
- Noted that the roundabout at Jim Lee Road near Rickards High School is not required to have crossing guards and asked if the County could investigate ways to improve pedestrian safety along that area.
 - County Administrator Long confirmed that staff would look into this issue.
- Thanked the Tourist Development Council for bringing back discussions regarding the sport's complex feasibility study.
- Congratulated all the recent graduates.

Vice Chairman Desloge:

- Congratulated his daughter on being part of this year's Leadership Tallahassee.
- Recognized Bond Community Health Center, Inc. for its 35 years of service.
 - *Commissioner Desloge moved, duly seconded by Commissioner Maddox, to present a Proclamation in honor of Bond Community Health Center's 35th anniversary. The motion carried 6-0 (Commissioner Proctor absent).*
- Acknowledged Memorial Day.

Chairman Jackson:

- Asked that he be provided a copy of the County's Code of Ethics brochure.

Chairman Jackson recessed the Board at 4:13 p.m. and announced that it would reconvene at 6:00 p.m. to conduct the scheduled public hearings.

RECEIPT AND FILE:

- Housing Finance Authority of Leon County Annual Report for Fiscal Year 2017-2018
- Canopy Community Development District Meeting Minutes of August 21, 2018
- Canopy Community Development District Meeting Minutes of October 2, 2018
- Canopy Community Development District Meeting Minutes of November 6, 2018

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:10 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

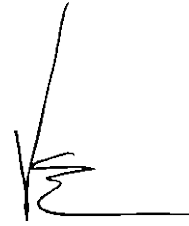
Agenda Item #2

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Gwendolyn Marshall, Clerk of Circuit Court and Comptroller

Title: Proposed Revisions to Leon County Investment Policy No. 17-4



Review and Approval:	Vincent S. Long, County Administrator Gwendolyn Marshall, Clerk of Circuit Court and Comptroller
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Kenneth Kent, Director of Civil Courts Kimberly Wilder, Finance Director Yolaine Cousar, Treasury Manager

Statement of Issue:

As recommended by the Investment Oversight Committee, this item seeks Board approval of the proposed revisions to the Leon County Investment Policy No. 17-4. The revised policy provides more flexibility for liquidity, while ensuring the safety of the principal and earning a reasonable rate of return by modifying the portfolio sector maximums for specific security types.

Fiscal Impact:

The item has no fiscal impact.

Staff Recommendation:

Option 1: Adopt the proposed revised “Leon County Investment Policy” No. 17-4 (Attachment #1).

Report and Discussion

Background:

As recommended by the Investment Oversight Committee, this item seeks Board approval of the proposed revisions to the Leon County Investment Policy No. 17-4 (Attachment #1). The revised policy provides more flexibility for liquidity, while ensuring the safety of the principal and earning a reasonable rate of return by modifying the portfolio sector maximums for specific security types. The proposed revision increases the maximum investment limit allowed within defined investment pools and modifies the per issuer maximum on specific security types (Exhibit A of Attachment 1).

At its March 5, 2019 meeting, the Investment Oversight Committee (IOC) discussed the importance of having the ability for sourcing liquidity during a natural disaster or crisis (e.g. Hurricane Michael). The State of Florida's Treasury Special Purpose Investment Account (SPIA), a major investment pool, requires a five-day notice for liquidations between \$20 and \$75 million and a 20-day notice for liquidations over \$75 million. In addition, a six-month notice is required for liquidations planned below a floor calculated as 60% of the previous three months average balance. The IOC requested Insight Investments, its external investment manager, work with the Finance staff in preparing cash flow projections for the remaining calendar year and to include the impact of a new hurricane to determine the liquidity needs for Leon County.

Analysis:

The Investment Policy provides for the IOC to work with the Clerk of the Circuit Court and Comptroller on the investment of the County's investment portfolio. The IOC is comprised of five members, of which two are appointed by the Board, Michael Kramer and Ben Watkins, and one by the Clerk, David Reid. In addition to the citizen appointees, the IOC includes Scott Ross, Director, Office of Financial Stewardship and Gwen Marshall, Clerk of the Circuit Court and Comptroller or her designee, Kenneth Kent, Director of Civil Courts.

The IOC met on June 13, 2019 and discussed the analysis related to the cash flow projections for Leon County and the need to increase the portfolio sector maximums for defined security types by adding more flexibility for liquidity due to the aforementioned SPIA constraints. The IOC approved recommending to the Board increasing the portfolio sector maximum to 20% from 15% for each pool for the Local Government Surplus Funds Trust Fund (Prime) and the FL Local Government Investment Trust (FLGIT).

The IOC also approved recommending to the Board an increase in the maximum per issuer on Mortgage-Backed Securities (MBS), including Collateralized Mortgage Obligations CMOs to 15% from 5%, and adding a 3% limit per specific issuance for these types of pooled securities. This will provide consistency with the policy on Federal Instrumentalities that has a 15% per issuer maximum. With only the three issuers for MBS including CMOs of Fannie Mae (FNMA), Freddie Mac (FHLMC) and Ginnie Mae (GNMA) the 5% per issuer in the current policy limits the amount that could be invested even though the portfolio sector maximum is 35%.

Options:

1. Adopt the proposed revised Leon County Investment Policy No. 17-4 (Attachment #1).
2. Do not adopt the proposed revised Leon County Investment Policy No. 17-4.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed revised “Leon County Investment Policy” No. 17-4
2. Section by Section Summary of Investment Policy Changes

Board of County Commissioners Leon County, Florida

Policy No. 17 – 4

Title: Leon County Investment Policy

Date Adopted: ~~July 11, 2017~~ July 9, 2019

Effective Date: ~~July 11, 2017~~ July 9, 2019

Reference: Florida Statutes Section 218.415, Ordinance 02-18

Policy Superseded: Policy No. 02-12, adopted September 17, 2002, Policy No. 02-12, revised January 11, 2005; Policy No. 02-12, Leon County Investment Policy, revised September 2, 2008; ~~Policy No. 02-12, Leon County Investment Policy~~, revised September 14, 2010; ~~Policy No. 02-12, Leon County Investment Policy~~, revised October 11, 2011; ~~revised February 25, 2014;~~ Policy No. 17-4 “Leon County Investment Policy”, adopted July 11, 2017

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. ~~02-12~~ 17-4, “Leon County Investment Policy”, ~~revised February 25, 2014~~ adopted on July 11, 2017, is hereby ~~superseded, and replaced in its entirety, and a new Policy No. 17-4 entitled “Leon County Investment Policy”~~ amended and a revised policy is hereby adopted in its place, ~~effective July 11, 2017~~, to wit:

I. SCOPE

This Policy was adopted using Florida Statutes Section 218.415 as a guideline and applies to all funds held by the County in excess of those required to meet current expenses.

II. INVESTMENT OBJECTIVES

The primary objectives of all investment activities for the County should be safety of principal, maintenance of adequate liquidity, and finally, return maximization.

A. Safety of Principal. This is the foremost investment objective. Investment transactions should seek to keep capital losses to a minimum, whether the result of security defaults or erosion of market value. This is best insured by establishing minimum acceptable credit ratings, limiting overall portfolio duration, setting maximum exposures by sector, defining appropriate levels of diversification, and limiting exceptions.

B. Maintenance of Liquidity. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately at least two months of anticipated disbursements will be kept in relatively short term investments. These would include investments in government pools with daily liquidity such as the Local Government Surplus Trust Fund ~~or~~ and money markets

Leon County Investment Policy
Policy No. 17-4

investments.

- C. Return Maximization. Return is of least importance compared to the safety and liquidity objectives above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

III. STANDARDS OF CARE

- A. Standards of Prudence. The "Prudent Person" Rule shall be applied in the management of the overall investment portfolio. The "Prudent Person" Rule states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The Clerk and Finance Department employees performing the investment functions, acting as a "prudent person" in accordance with established procedures and this Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that appropriate monitoring efforts are performed.
- B. Ethical Standards. Officers, employees and external investment advisors of the Clerk's Office who are involved in the investment process shall refrain from personal business activity that could conflict with State Statutes, County ordinances, proper management of the investment portfolio or which could impair their ability to make impartial investment decisions. Investment officials and employees, including members of the Investment Oversight Committee, shall disclose any material financial interests in any investment firms, or financial institutions that conduct business with the County and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

Limits of Liability. Other than by an action of the County, the County shall provide for the defense and indemnification of any Committee member who is made a party to any suit or proceeding or against whom a claim is asserted by reason of their actions taken within the scope of their service as an appointed member of this committee. Such indemnity shall extend to judgments, fines, and amounts paid in settlement of such claim suit, or proceeding, including any appeal thereof. This protection shall extend only to members who have acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interest of the County.

IV. AUTHORITY

Responsibility for the administration of the investment program is vested in the Clerk of the Circuit Court (Clerk), as provided in Section 28.33, Florida Statutes. The Clerk shall exercise this authority to invest surplus funds in accordance with Section 218.415, Florida Statutes. The Clerk hereby delegates the day-to-day responsibility for the administration of the investment program to the Finance Director. The Finance Director shall maintain an Investment Procedures and Internal Controls Manual based on this Policy.

V. INVESTMENT OVERSIGHT COMMITTEE

The Board is responsible for setting guidelines for the investment of the portfolio through the adoption of this Investment Policy. The Board recognizes that there is an expertise required both for setting the guidelines and the review of performance, which may exceed the technical background of individual commissioners and has, therefore, created the Investment Oversight Committee. This Committee is charged with the responsibility to review this Policy on a regular basis and to recommend changes. The Clerk will provide sufficiently detailed reports to the Committee in order for the Committee to review portfolio performance. The Committee will establish portfolio benchmarks in order to judge the performance of the portfolio with respect to the market and other portfolios of similar size and limitations. The Committee will provide the Board a report as of the close of the fiscal year recapping the performance of the portfolio and any external managers. The Board or the Committee may request additional meetings to discuss issues of concern or direction.

VI. PROCUREMENT OF EXTERNAL INVESTMENT MANAGERS

The County may utilize external investment managers to assist with management of the portfolio. External management may be employed in situations where, due to limitations in the areas of staff time or expertise, such outside resources would be in a better position to overcome such limitations. Securities purchased by the external manager on behalf of the County and other investments held by the fund must be in compliance with the constraints identified by this Policy. The average duration of the funds managed by any one external manager on behalf of the County as part of the portfolio shall not exceed three years.

The Clerk in her capacity as Chief Financial Officer of Leon County oversees the selection of external managers through a competitive selection process (an RFP). The RFP committee will include county and clerk staff along with investment experts from other governments or the community. In making this selection, consideration will be given to past investment performance, fees, assets under management, experience of the firm and the individuals managing portfolios of similar size, complexity and investment restrictions. Upon selection of an external manager, the Clerk will execute a contract with the firm. External managers will be evaluated and retained based upon their investment performance.

VII. THIRD-PARTY CUSTODIAL AGREEMENTS

The Clerk will execute a Third Party Custodial Safekeeping Agreement with a depository chartered by the United States Government or the State of Florida. All securities purchased, and/or collateral obtained by the Clerk shall be properly designated as an asset of the County and held in an account separate from other assets held by the depository. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by authorized staff. The Clerk will enter into a formal agreement with an institution of such size and expertise as is necessary to provide the services needed to protect and secure the investment assets of the County.

Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis,

Leon County Investment Policy
Policy No. 17-4

if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.

The Third Party Custodial Safekeeping Agreement shall include letters of authority from the Clerk and details as to responsibilities of each party. These responsibilities include notification of security transactions, repurchase agreements, wire transfers, safekeeping and transactions costs, procedures in case of wire failure and other unforeseen mishaps, including the liability of each party.

VIII. INTERNAL CONTROLS

The Treasury Manager shall establish and monitor a set of written internal controls designed to protect the County's funds and ensure proper accounting and reporting of the securities transactions. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs-payment" procedures.

No person may engage in an investment transaction except as authorized under the terms of this policy. All daily investment activity is performed by the Treasury Manager under supervision of the Finance Director.

Pursuant to Section 218.415 (13), Florida Statutes, independent auditors as a normal part of the annual financial audit to the County shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

IX. CONTINUING EDUCATION

The Clerk staff responsible for making investment decisions must annually complete eight hours of continuing education in subjects or courses of study related to investment practices and products.

X. POLICY REVIEW AND AMENDMENT

This Policy shall be reviewed annually by the Investment Oversight Committee and any recommended changes will be presented to the Board of County Commissioners for adoption.

XI. AUDITS

Certified public accountants conducting audits of units of local government pursuant to Section 218.39, Florida Statutes shall report, as part of the audit, whether or not the local government has complied with Section 218.415, Florida Statutes.

XII. MASTER REPURCHASE AGREEMENT

The County will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

XIII. INVESTMENT PERFORMANCE AND REPORTING

A quarterly investment report shall be prepared by the Finance Office and provided to the County Administrator and the Investment Oversight Committee. The report shall include an analysis of the portfolio by sector, maturity, yield, as well as its overall performance during that period with sufficient detail for a comprehensive review of investment activity and performance.

An annual report will be presented to the Board of County Commissioners (“Board”), which shall include securities in the portfolio by sector, book value, income earned, market value and yield. Investment performance shall measure risk characteristics, portfolio size, sector allocations, and year-to-date earnings to an appropriate benchmark.

The County Administrator shall be notified immediately of deviations from currently approved investment policies. In the event of a ratings agency downgrade to below the A or better requirement, a written notification and investment plan from the external manager must be submitted to the County Administrator. A forced or immediate sale of the downgraded asset is not required.

XIV. RISK DIVERSIFICATION AND PORTFOLIO COMPOSITION

The County recognizes that investment risks can result from issuer defaults, market price changes, change in credit ratings, reinvestment of principal and interest, or various technical complications leading to temporary illiquidity. For purposes of this Policy, the top nationally recognized statistical ratings organizations (NRSROs) for all credit-sensitive securities are Moody’s, Standard and Poor’s, and Fitch. Portfolio diversification and maturity limitations are employed as primary methods of controlling risk. Market value shall be the basis for determining portfolio percentages and compliance with this Policy.

The average range of duration for the County’s overall portfolio, inclusive of internally and externally managed investments, is defined as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above.

XV. AUTHORIZED INVESTMENTS

This section lists the authorized investments for the internal and external county portfolios. Details of key limitations on authorized investments are provided in Exhibit A. Investments not listed in this policy are prohibited.

Internal Investment Portfolio

- A. The Local Government Surplus Trust Fund (Florida Prime), Florida Treasury Special Purpose Investment Account (SPIA), or any intergovernmental investment pools authorized pursuant to the Florida Interlocal Cooperation Act of 1969 as provided in Section 163.01 Florida Statutes.
- B. Investments may be made in SEC qualified constant net asset value fixed income money market mutual funds rated AAAM or AAAG comprised of only those investment instruments as authorized in this Policy, provided that such funds do not allow derivatives.
- C. Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Section 280.02 Florida Statutes. This includes, but is not limited to, time deposit accounts, demand deposit accounts, and non-negotiable certificates of deposit.

External Investment Portfolio

- D. Direct obligations of the United States Treasury. Investments may be made in negotiable direct obligations or obligations the principal and interest of which are unconditionally guaranteed by the United States Government.
- E. Federal Agencies and Instrumentalities. United States Government Agencies and sponsored agencies which are non-full faith and credit.
- F. Corporate Debt Securities. Investments may be made in securities issued by any U.S. corporation provided that such instrument is rated A or better by at least two NRSROs.
- G. Municipal Bonds. Investments may be made in securities issued by governmental entities or territorial boundaries of the United States provided that such instrument is rated A or better by at least two NRSROs.
- H. Mortgage-Backed Securities (MBS). Only agency collateralized (FNMA, FHLMC and GNMA) MBS, including collateralized mortgage obligations (CMOs), may be purchased.
- I. Asset-Backed Securities (ABS). —Only ABS collateralized by traditional consumer receivables such as automobile, equipment, utility, and credit card loans may be purchased. The minimum credit rating for ABS must be AAA by at least two NRSRO at the time of purchase.
- J. Commercial Mortgage-Backed Securities (CMBS). Only agency collateralized CMBS may be purchased.

Leon County Investment Policy
Policy No. 17-4

- K. Repurchase Agreements. Investments whose underlying purchased securities consist of United States Treasury, Federal Agencies and/or Instrumentalities and based on the requirements set forth in the Clerk's Master Repurchase Agreement.
- L. Banker's Acceptances. Investments may be made in bankers' acceptances which are inventory based and issued by a bank, which has at the time of purchase, an unsecured, uninsured and un-guaranteed obligation rating of at least "Prime-1" and "A" by Moody's and "A-1" and "A" by Standard & Poor's.
- M. Commercial Paper. Investments may be made in commercial paper of any United States company, which is rated at the time of purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). Asset backed commercial paper is prohibited.

XVI. SUMMARY OF KEY LIMITATIONS ON AUTHORIZED INVESTMENTS

The detail guidelines for investments and limits on security issues, issuers, maturities, and credit quality as established by the Clerk are provided in **Exhibit A**. The Clerk or the Clerk's designee (Finance Director) shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Exceeding percentage limits due to changes in portfolio balance will not require liquidation of any asset, but will restrict further investing. Any changes to the portfolio composition guidelines or limits must be in writing from the Finance Director, directed to the appropriate parties and discussed at each quarterly Investment Oversight Committee meeting.

Additional Portfolio Limitations

- A. The limits for the Internally Managed portfolio apply to the combined internal and external portfolios.
- B. The External Manager's limits apply to external portfolio.
- C. The maximum combined portfolio allocation to MBS, CMBS and ABS securities is 45% at time of purchase.
- D. The maximum combined portfolio allocation to corporate debt and municipal securities is 45% at time of purchase.
- E. Portfolio securities may be purchased in either fixed or floating-rate form.
- F. All investments must be denominated in U.S. Dollars.
- G. Investments rated BBB and below are not permitted at the time of purchase. The lower rating shall apply in instances of split-rated securities.

**Leon County Investment Policy
Policy No. 17-4**

EXHIBIT A

IP Section	Authorized	Security Type	Portfolio Sector Maximum	Subsector Maximum	Per Issuer Maximum	Further Limited By	Maximum Maturity/WAL Limit	Quality Minimum
XVI.A.	IM	State of Florida Treasury Special Purpose Investment Account (SPIA);	100%	NA	NA	NA	NA	NA
XVI. A.	IM	Local Government Surplus Funds Trust Fund (Prime) FL Local Government Investment Trust (FLGIT); FL Municipal Investment Trust (FMIVT)	15% 20% each Pool	NA	NA	NA	NA	NA
<u>XVI. A</u>	<u>IM</u>	<u>FL Municipal Investment Trust (FMIVT)</u>	<u>15% each Pool</u>		<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
XIV. B.	IM	Constant Net Asset Value Money Market Mutual Funds	100%	NA	NA	NA	NA	SEC-qualified, must hold investments allowed by this Policy
XVI. C.	IM	Financial Deposit Instruments	30%	NA	NA	NA	2-Year Mat; 1 Year Avg Maturity	Florida Security for Public Dep. Act
XVI. D.	EM	United States Government Securities	100%	NA	NA	NA	10-Year Maturity	NA
XVI. E.	EM	United States Federal Agencies (full faith and credit)	100%	NA	20.0%	NA	5-Year Maturity	NA
XVI. E.	EM	Federal Instrumentalities (Non-full full faith and credit)	45%	NA	15.0%	NA	5-Year Maturity	NA
XVI. F.	EM	Corporate Debt Securities	25%	NA	3.0%	NA	5-Year Maturity	A3/A- by 2 NRSRO
XVI. G.	EM	Municipal Bonds	35%	NA	3.0%	NA	5-Year Maturity	A3/A- by 2 NRSRO
XVI. H.	EM	Mortgage-Backed Securities (MBS), including CMOs	35%	Agency-only	15.0%	3.0% per CUSIP	5-Year WAL	Agency-only
XVI. I.	EM	Asset-Backed Securities (ABS)	10%	NA	3.0%	NA	5-Year WAL	Aaa/AAA by 2 NRSRO
XVI. J.	EM	Commercial Mortgage-Backed Securities (CMBS)	8%	Agency-only	3.0%	NA	5-Year WAL	Agency-only
XVI. K.	EM	Repurchase Agreements	15%, if longer than 1-Day	NA	5.0%	NA	60-Days	Requires Master Repo Agreement
XVI. L.	EM	Bankers' Acceptances	15%	NA	5.0%	No ABCP	270-Days	A1/P1 by 2 NRSRO
XVI. M.	EM	Commercial Paper	20%	No-ABCP	5.0%	No ABCP	270-Days	A1/P1 by 2 NRSRO

EM. External Managers where limits apply to external portfolio.

IM. Internal Management where limits apply to combined internal and external portfolios.

WAL. Weighted Average Life.

The maximum combined portfolio allocation to MBS, CMBS and ABS securities is 45% at time of purchase.

The maximum combined portfolio allocation to corporate debt and municipal securities is 45% at time of purchase.

Portfolio securities may be purchased in either fixed or floating-rate form.

**Board of County Commissioners
Leon County, Florida
Policy No. 17-4
Leon County Investment Policy**

July 9, 2019

Section by Section Review of changes to the existing policy:

Preamble: Updated Date Adopted and Effective Date. Under Policy Superseded: deleted “Policy No. 02-12, Leon County Investment Policy” and “Policy No. 02-12, Leon County Investment Policy” and added “Policy No. 17-4 Leon County Investment Policy, adopted July 11, 2017”.

The policy is updated to reflect that “Policy No 17-4 Leon County Investment Policy adopted on July 11, 2017, is hereby amended, and a revised policy is hereby adopted in its place”. This deleted the repetitive wording of “No 02-12,” and deleted “revised February 25, 2014” “superseded, and replaced in its entirety, and a new Policy No. 17-4 entitled “Leon County Investment Policy” effective July 11, 2017”.

Section II. Investment Objectives:

B. Modified the wording in the sentence “These would include investments in government pools with daily liquidity such as the Local Government Surplus Trust Fund or money markets” to be “and money market investments.”

Section XV. Authorized Investments:

External Investment Portfolio:

E. Modified “Federal agencies and instrumentalities” to be “Federal Agencies and Instrumentalities”.

K. Modified wording for “Federal agencies and/or Instrumentalities” to be “Federal Agencies and Instrumentalities”

Section XVI. Summary of Key Limitations on Authorized Investments:

EXHIBIT A

Section XVI. A: Increased the Portfolio Sector Maximum for the Local Government Surplus Funds Trust Fund (Prime) and FL Local Government Investment Trust (FLGIT) to 20% from 15% for each Pool.

Section XVI. H: Modified to; “Mortgage-Backed Securities (MBS), including CMOs- Portfolio Sector Maximum of 35%, Per Issuer Maximum 15% and further limited by 3% per CUSIP”. From “Mortgage-Backed Securities (MBS), including CMOs-Portfolio Sector Maximum 35%, Per Issuer Maximum 5%”.

Column Header: “Subsector Maximum” was changed to “Further Limited By” to reflect the 3% per CUSIP on the Mortgage-Backed Securities (MBS), including CMOs and is now reflected in the third column in Exhibit A.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

July 9, 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 July 9, 2019 and pre-approval of payment of bills and vouchers for the period of July 10, 2019 through September 16, 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 July 9, 2019 and pre-approve the payment of bills and vouchers for the period of July 10, 2019 through September 16, 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 July 9th meeting, the morning of Monday, July 8, 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 September 17, 2019, it is advisable for the Board to pre-approve payment of the County's bills for July 10, 2019 through September 16, 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 July 9, 2019 and pre-approve the payment of bills and vouchers for the period of July 10, 2019 through September 16, 2019.
2. Do not approve the payment of bills and vouchers submitted for July 9, 2019, and do not pre-approve the payment of bills and vouchers for the period of July 10, 2019 through September 16, 2019.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

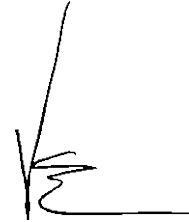
Leon County Board of County Commissioners

Agenda Item #4

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Resolution Adopting the Master Fee Schedule for Medical Examiner Services

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Attorney
Lead Staff/ Project Team:	Scott Ross, Director, Office of Financial Stewardship Shington Lamy, Director, Office of Human Services and Community Partnerships

Statement of Issue:

This item seeks Board approval of a Resolution adopting the Master Fee Schedule for Medical Examiner Services.

Fiscal Impact:

This item has a fiscal impact. Part of the master fee schedule includes the morgue-use facility fee, which will be collected by the Medical Examiner from other facility users on behalf of Leon County. This fee is expected to generate \$172,200 per year in support of the operation of the Leon County Medical Examiner Facility. These revenues are included in the tentative FY2020 Budget.

Staff Recommendation:

Option #1: Adopt the proposed Resolution adopting the Master Fee Schedule for Medical Examiner Services (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval of a Resolution adopting the Master Fee Schedule for Medical Examiner Services (Attachment #1). Approval of an annual fee resolution by the Board is required by the agreement between the Medical Examiner (ME) and the County.

On January 23, 2018, the Board awarded the contract to construct a new Medical Examiner District 2 Office at the site of the former Mosquito/Animal Control Building on Leonard Gray Way. With construction of the new County-owned ME facility now substantially complete, the District Medical Examiner and his staff are expected to move into the facility by mid-July. The new ME facility will house the entire ME District 2 operation including, but not limited to, its administrative offices and autopsy space. ME District 2 serves Leon County and seven surrounding counties: Franklin County, Gadsden County, Jefferson County, Liberty County, Taylor County, and Wakulla County. In addition, ME District 2 serves three counties in the abutting District 3 area: Lafayette County, Madison County, and Suwanee County.

As part of the transition process into the new ME facility, a new Agreement for Medical Examiner Services was approved by the Board on April 23, 2019. The Agreement establishes the terms and conditions upon which ME District 2 will continue to provide medical examiner services to Leon County; be compensated for its services provided to Leon County; be housed for its District 2 business operation in the new County ME facility; and remit facility-use fees to the County.

Article 3 of the Agreement for Medical Examiner Services provides that Leon County shall pay ME District 2 for the provision of ME services based on a schedule of fees adopted annually by Board resolution. County staff has worked with ME District 2 staff to develop the schedule of fees for ME services. The proposed Master Fee Schedule includes the fees to be charged to Leon County and the other District 2 and 3 counties for all ME Services that may be provided in the upcoming fiscal year. In accordance with the Agreement, the fees to be charged to the other District 2 and 3 counties for the use of the Leon County ME Facility for autopsies, external examinations, and for any other such examinations of deceased persons is developed by Leon County based on its past operating expenses actually incurred and any planned capital expenditures in future years. Accordingly, attached for the Board's consideration and approval is the Resolution adopting the Master Fee Schedule for Medical Examiner Services (Attachment #1).

Analysis:

The proposed Resolution adopting the Master Fee Schedule for Medical Examiner Services provides for the following:

- Charges for service to pay for the functions of the Medical Examiner Office, and
- The morgue use fee established by Leon County to fund the operation of the new Medical Examiner Facility.

The morgue use fee paid by other counties using the services of the Medical Examiner are anticipated to generate \$172,200 annually. These fees are included in the tentative FY 2020 Budget to offset the cost of the operating the new facility. In addition, Leon County will no longer pay a morgue-use facility fee to Tallahassee Memorial Hospital through the ME District 2. These fee savings will be used to support Leon County's share of the operating costs of the facility.

Options:

1. Adopt the proposed Resolution adopting the Master Fee Schedule for Medical Examiner Services (Attachment #1).
2. Do not adopt the proposed Resolution adopting the Master Fee Schedule for Medical Examiner Services.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Resolution

LEON COUNTY RESOLUTION NO. R2019-

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE MASTER FEE SCHEDULE FOR MEDICAL EXAMINER SERVICES; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Agreement for Medical Examiner Services was approved by the Board on April 23, 2019; and

WHEREAS, Article 3 of the Agreement provides that Leon County shall pay Medical Examiner District 2 for the provision of medical examiner services based on a schedule of fees adopted annually by Board resolution (the “Master Fee Schedule”); and

WHEREAS, in accordance with the Agreement, the Master Fee Schedule includes the fees to be charged to Leon County and the other counties in District 2 and District 3 for all Medical Examiner services that may be provided in the upcoming fiscal year; and

WHEREAS, the Agreement also provides that the Master Fee Schedule include the fees to be charged to the other District 2 and 3 counties for the use of the Leon County Medical Examiner facility for autopsies, external examinations, and any other such examinations of deceased persons performed within the scope of the Medical Examiner’s services; and

WHEREAS, the Master Fee Schedule for Medical Examiner Services attached hereto and made a part hereof as Exhibit “A” provides for the schedule of said fees to be charged to Leon County and the other District 2 and 3 counties for the upcoming fiscal year.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, that:

Section 1. Adoption of Master Fee Schedule for Medical Examiner Services.

The Master Fee Schedule for Medical Examiner Services, attached hereto as Exhibit “A” and made a part hereof, is hereby adopted.

Section 2. Effective Date.

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 9th day of July 2019.

LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, 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

Exhibit "A"
Office of the Medical Examiner, District II
County Fee Schedule
2019 - 2020

	Current	Effective 10/1/2019	2019/20 Increase
Autopsy	\$1,766	\$1,890	7%
Leon County Morgue Usage Fee (Autopsy)	\$550	<u>\$700</u>	27%
		\$2,590	
External Examination (No Autopsy)	\$666	\$713	7%
Leon County Morgue Usage Fee (External)	\$550	<u>\$700</u>	27%
		\$1,413	
Limited Investigation for Death Certificate	\$74	\$79	7%
Limited Investigation (i.e., bone identification)	\$79	\$85	7%
X-Rays (per view)	At Cost	\$50	
Toxicology Handling Fee - Per Case	\$26	\$28	7%
Toxicology Services	At Cost	At Cost	
Radiology Prof Services	At Cost	At Cost	
Laboratory Services	At Cost	At Cost	
Consult Services	At Cost	At Cost	
Professional (Photo Duplication, Etc.)	At Cost	At Cost	
Body Transport Services	At Cost	At Cost	
Copies of Records- Per One-Sided Page	\$0.15	\$0.15	0%
Per Florida Statute 119.07, an additional charge may be added for extensive labor or technology required to copy a specific record.			

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Revised Direct Emergency Assistance Program Guidelines



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

Statement of Issue:

This agenda item seeks Board approval of the proposed revised Direct Emergency Assistance Program (DEAP) Guidelines to reflect the increase in basic cost of living expenses. The proposed revisions will allow DEAP funds to assist more Leon County residents in need of short-term financial assistance to support basic household expenses.

Fiscal Impact:

This item has a fiscal impact. The FY 2019 budget includes \$40,000 for the Direct Emergency Assistance Program.

Staff Recommendation:

Option #1: Approve the proposed revisions to the Direct Emergency Assistance Program Guidelines (Attachment #1).

Report and Discussion

Background:

This agenda item seeks Board approval of the proposed revised Direct Emergency Assistance Program (DEAP) Guidelines to reflect the increase in basic cost of living expenses. The proposed revisions will allow DEAP funds to assist more Leon County residents in need of short-term financial assistance to support basic household expenses.

The County's Direct Emergency Assistance Program (DEAP) was established in March 2000 to provide short-term financial assistance to residents who are temporarily unable to pay for basic necessities such as rent/mortgage and utilities. The County provides this financial support to ensure that residents who may have experienced an unforeseen financial emergency can maintain their housing and/or utilities without disruption. On October 23, 2018, the Board approved an Agreement with the Capital Area Community Action Agency to administer the Direct Emergency Assistance Program for FY 2019 and allocated \$40,000 to support these efforts (Attachment #2).

Since the establishment of DEAP, the Human Services staff annually reviews expenses associated with the average basic cost of living necessities. Based upon staff's review, the Board periodically revises the Guidelines to ensure that the eligibility criteria adequately reflects basic costs of living expenses of Leon County residents. The DEAP Guidelines were last revised on October 23, 2012.

To be eligible for DEAP funds the applicant must demonstrate that their expenditure for basic household needs has exceeded their income for the most recent 30-day period. The applicant must also show responsible financial independence and that their current situation will improve. Basic household needs are defined as the essential services or items an individual or family requires to maintain self-sufficiency. Allowable necessity expenditures include, shelter, utility/fuel, childcare, transportation, telephone, and emergencies such as fire, flood, theft or medical costs. The DEAP Guidelines adhere to standard federal maximum costs for most basic needs, with the exception of utility/fuel, childcare, and emergency costs. The applicant's actual costs and expenditure for these services (utility/fuel, childcare, and emergencies) are considered when calculating eligibility. The applicant's actual expenditures are then compared to their net income to determine if they qualify for DEAP funds.

On June 4, 2019 staff met with several local human services partners including Big Bend Homeless Coalition, Big Bend Cares, and the Beatitude Foundation and the contract agency, Capital Area Community Action Agency to discuss DEAP funding and the current DEAP Guidelines and eligibility criteria. After sharing information and data regarding current basic living costs in the local area, the human services agencies recommended that the County consider revising the criteria for two basic necessity expenditures: telephone and transportation, to reflect the changes in how residents currently access and use these services. The proposed revisions to the DEAP guidelines are based on staff's independent review as well as input from human services partners and are detailed in the analysis section of this item.

Analysis:

Currently, the DEAP Guidelines allow a maximum of \$30 for telephone expenditures. A survey of the average costs for cell phones with voice, text and internet services is \$50 per month. The proposed revisions would increase the maximum allowance for monthly telephone and data service expenditures to \$50 for each working adult with a maximum of \$100 per household. This change recognizes the rising cost of cellular phone and data services which are essential and have replaced the traditional voice communication methods.

Transportation cost allowance is currently set at \$38 per working household member which reflects the monthly cost of a City of Tallahassee's StarMetro bus pass. A review of market data in this regard would show that many working family households utilize at least one personal vehicle for travel. The proposed revision for transportation allowance would also allow mileage for up to two working adults for each privately-owned vehicle in calculating travel between home and the workplace. The maximum mileage allowance would be based on the most recent U.S. General Service Administration (GSA) reimbursement rate of 0.58 per mile for privately-owned vehicles.

Additionally, the revised proposed Guidelines authorize an annual evaluation of any cost-of-living increases, as determined by the federal government and/or market data, and, upon that evaluation, authorize the County Administrator to approve increases to the Basic Necessity Expenditure limits used to determine eligibility. If approved, the proposed revised DEAP Guidelines will take effect immediately.

Options:

1. Approve the proposed revisions to the Direct Emergency Assistance Program Guidelines.
2. Do not approve the proposed revisions to the Direct Emergency Assistance Program Guidelines.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Revised Direct Emergency Assistance Program Guidelines
2. Agreement with Capital Area Community Action Agency

Leon County
Office of Human Services and Community
Partnerships Direct Emergency Assistance Program
Guidelines

The Direct Emergency Assistance Program (DEAP) is funded by the Leon County Board of County Commissioners to provide financial assistance to assist Leon County residents with payments for basic necessity expenditures, including shelter and utility costs. DEAP is designed to help residents who are in need of assistance during an emergency situation and have the ability to sustain payments for future expenditures.

The resident must complete a DEAP application and provide the required documentation to be considered for assistance. The applicant and his/her household must be “in need” of the assistance payment. Specifically, the applicant and his/her household are “in need” when the household’s net income is less than the household’s Basic Necessity Expenditures (as established below) for the most recent 30-day period. If the household’s net income exceeds the household’s Basic Necessity Expenditures, then the applicant and his/her household is ineligible. If the household income is less than the basic necessity expenditures, the applicant may be eligible for assistance. Applicant must have good likelihood of future independence and must demonstrate that the situation will be improved by the next payment date.

Maximum Payment Amounts

Maximum payment amounts have been established to ensure that funds may be used to assist the greatest number of residents, while still providing payment levels that will adequately assist clients with their specific need. The maximum payments for one service in a twelve-month period are as follows:

Shelter (Rent/Mortgage) Up to \$400

Payment is not to exceed the total monthly rental or mortgage payment. The funds cannot be used for rental/mortgage deposit assistance or late fee payments.

Utilities/Fuel Up to \$200

Payment is not to exceed the total expenditure for the 30-day period for which assistance is being provided. The funds cannot be used for utility connection deposit or late fee payments.

Eligibility Criteria

Applicants must meet the following eligibility criteria for DEAP assistance:

A. Residency

The applicant must be a Leon County resident.

B. Veterans

Emergency funding specifically allocated for Veterans is available through the County's Veteran Emergency Assistance Program (VEAP). Please call 850-606-1900 for VEAP assistance. A Veteran is defined as a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.

C. Employment

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

Unemployed or underemployed individuals must provide verification that they are actively seeking employment. The household member must identify places where he or she has sought employment within the last 30 days.

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

Employment Exceptions:

1. An individual who is 62 years old or older.
2. An individual who is physically unable to work. (*verification from a physician required*)
3. An individual who is needed in the home to care for an invalid adult or child. (*verification from a physician required*)
4. An individual who is employed but is currently not working or working fewer hours due to inclement weather, employer layoffs or downsizing. (*verification from employer required*)
5. An individual who has applied for or is receiving unemployment compensation.
6. An individual (*one adult per household*) who is needed in the home to care for an infant under 90 days old.

D. Identification

Proper identification will be required for all applicants. Proper identification includes,

but is not limited to, the following:

- Driver's License, or
- Florida Identification, and
one of the following:
- Social Security Card, or
- Birth Certificate.

E. Basic Necessity Expenditures

~~Only allowable Basic Necessity Expenditures are used when calculating eligibility. They are defined as follows:~~ Basic needs are the day-to-day necessities individuals and families require for self-sufficiency. Basic Necessary Expenditures are shelter, utility/fuel, food, childcare, transportation, telephone and emergency expenditures and are used as part of determining eligibility for DEAP. Annually, the Allowable Basic Necessity Expenditures may be reviewed to adjust for any Cost-of-Living increases reported by the federal government or by sound market data, and any limits herein may be amended upon approval of the County Administrator. Allowable Basic Necessity Expenditures are defined as follows:

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

1 Bedroom:	\$776
2 Bedrooms:	\$957
3 Bedrooms:	\$1,282
4 Bedrooms:	\$1,406
5 Bedrooms:	\$1,667

Limits are based on the FY 2019 Fair Market Rent Documentation System for the Tallahassee, Florida HUD Metro FMR Area. Units larger than four bedrooms are calculated by adding 15% to the four-bedroom fair market rate for each additional room.

Utility/Fuel: The household's actual utility/fuel/heating costs for the current month will be considered as a Basic Necessity Expenditure. Only the actual charges for the current month (one month only), including wood payment, will be considered. Late fees or utility connection deposits are not eligible to be used to determine current month's charges.

Food: The household's food cost for the current month will be considered a Basic Necessity Expenditure. The following food costs are credited to applicants based on the number of family members in the household listed on the DEAP application:

1 - \$192	5 - \$762
2 - \$353	6 - \$914
3 - \$505	7 - \$1,011
4 - \$642	8 - \$1,155

Household food costs are adapted from the 2019 USDA Supplemental Nutrition Assistance Program (SNAP) Guidelines. Add \$144 for each additional person in household.

Childcare: The household's childcare costs for the current month will be considered a Basic Necessity Expenditure only if all adults residing in the household are working the required 30 or more hours per week. No costs will be deducted if the household contains any non-working adults. Childcare must be verified prior to being considered and only the amount that is actually paid will be considered. A current childcare contract or recent payment receipt is required for consideration.

Transportation: Transportation (to and from work) costs for purposes of employment are considered a Basic Necessity Expenditure. ~~The household~~ Households that use public transportation will receive a credit of \$38 per working household member. Households with personal vehicles will receive credit up to the current U.S. General Services Administration mileage reimbursement rate for privately owned vehicles.

Telephone: The household will receive ~~a credit of \$30~~ a credit of \$50 for each working adult, with a maximum of \$100 for telephone and data services, which is considered a Basic Necessity Expenditure.

Emergency Expenditures: Expenditures incurred because of the applicant experiencing a situation, such as a fire, flood, theft, or a medical emergency will be considered as a Basic Necessity Expenditure. Verification is required in the form of receipts for goods or services rendered such as hospital bills or medication purchased. With proper documentation, emergency costs are determined as Basic Necessity Expenditures on a case-by-case basis.

F. Income Types Considered

The household's income will be determined by totaling all income received during the previous 30 days. Income is any cash, check or payment received by or made on behalf of a household member. Any income received or anticipated to be received in the current month will be considered.

Earned Income: any net income (cash, check, etc.) received in return for work performed or services rendered by any member of the household, excluding employed children 16 years or older who are students (excluding college students). Net income is defined as earnings for the pay period minus Social Security, Medicaid and Federal Income taxes. Earned income includes, but is not limited to the following:

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

Non-earned Income: any other cash, checks, or payment received. Non-earned income includes, but is not limited to the following:

1. Food Stamps
2. Temporary Assistance for Needy Families (TANF)
3. Social Security
4. Supplemental Security Income (SSI)
5. Social Security Disability
6. Veteran's Administration Benefits
7. Unemployment Compensation
8. Vocational Rehabilitation Benefits

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

1. Child Support or Alimony
2. Payment for rent and/or room and board
3. Non-governmental payments such as retirement pensions
4. Assistance received from family or friends

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

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

G. Income Calculation Exceptions

1. Income received less frequently than once a month will be considered for the period of time it is intended to cover. For example, school grants received once a semester will be divided by the number of months in the semester.

2. Applicants and spouses who are attending an institution of higher education are ineligible unless working the required 30 or more hours a week. Institutions include, but are not limited to, Florida A&M University, Florida State University, Tallahassee Community College, and Lively Vocational Technical School. Student status is also extended to those who are in-between school terms.

H. Verification

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

I. Sustainability

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

J. Other Reasons for Ineligibility

1. Caseworker is unable to determine the applicant's eligibility.
2. Applicant does not provide requested information or documentation.
3. Information or documentation provided is inaccurate or incomplete.
4. Caseworker is unable to verify information with third parties, as warranted.
5. The applicant has received assistance through DEAP within the last 12 months.
6. The rental assistance to be provided by DEAP is not adequate to prevent the household from being evicted.
7. The utilities assistance to be provided by DEAP is not adequate to prevent the utilities from being disconnected.
8. The applicant has received DEAP assistance 3 (three) times during the lifetime of the program.

LEON COUNTY DIRECT EMERGENCY ASSISTANCE PROGRAM AGREEMENT

This Agreement, entered into this 1st day of October, 2018 (“Effective Date”) by and between Leon County, Florida, a political subdivision of the State of Florida (hereinafter referred “County”) and Capital Area Community Action Agency, Inc. (hereinafter the “Agency”), collectively, the (“Parties”).

RECITALS

WHEREAS, the County has determined that it is in the best interest of the residents of Leon County, Florida that the County allocate funds to assist residents with basic necessities during emergencies to promote health and safety of the residents, and to help reduce hunger and homelessness; and

WHEREAS, in collaboration with community safety net agencies, the County has administered the Direct Emergency Assistance Program (DEAP) for three decades, providing assistance to thousands of residents; and

WHEREAS, the County desires to continue its partnership with local safety net agencies for the distribution of DEAP funds; and

WHEREAS, the County desires to contract with the Agency to provide assistance to residents with shelter (rent/mortgage) and utility expenses as described in the Scope of Services (Exhibit A); and

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, and the other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

SECTION 1: TERM

1. This Agreement shall begin on the Effective Date until September 30, 2019, hereinafter “Initial Term”.
2. After the Initial Term, the agreement may be extended for two additional one (1) year Term(s) upon the same terms and conditions as herein set forth, at the sole option of the County.

SECTION 2: SCOPE OF SERVICES

1. The Agency agrees to perform in a satisfactory and proper manner, as determined by the County, the services described in the Scope of Services (Exhibit A) in accordance with the Direct Emergency Assistance Program Guidelines (Exhibit B) and the Direct Emergency Assistance Program Monthly Report (Exhibit C), attached this Agreement.
2. The services are to be provided in a manner which meets the emergency needs of eligible resident applicants, while adhering to the intent of the program to provide temporary emergency assistance with basic needs but not on-going or regular support.

3. The Agency shall assist all resident applicants, whether they are eligible or ineligible for DEAP assistance, with social services including, but not be limited to, financial counseling, alternative resources, referrals to appropriate agencies for employment counseling, energy audits, and other related services to assist with long-term sustainability.

SECTION 3: PERSONNEL AND SUBCONTRACTING

1. The Agency represents that it has and will maintain adequate staffing to perform the services under this Agreement. The Agency is an independent contractor and its employees are not deemed to be employees or officials of the County.
2. All services required hereunder will be performed by the Agency and all personnel engaged in performance of work or services shall be fully qualified and properly authorized under appropriate state and local laws to perform such services.
3. The Agency shall not subcontract the services to be performed under this Agreement without prior written approval from the County.

SECTION 5: PAYMENTS AND PAYMENT DISPUTES RESOLUTION

Payment shall be made and payment disputes resolved in accordance with section 14, Leon County Policy 96-1, as amended. The performance of the County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement. Payment conditions shall include the following:

1. The County will provide the Agency a sum of Forty-Thousand Dollars (\$40,000) for the FY 2019 DEAP allocation.
2. No more than ten (10) percent of the total Forty-Thousand Dollars (\$40,000) DEAP allocation paid to the Agency can be used for the costs of providing administrative support to the program.
3. Upon termination of this Agreement, including all terms, the Agency shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination, unless otherwise determined by the County.

SECTION 5: EXPENSE REPORTS

1. The Agency shall submit reports in the form of Exhibit C to the County on a monthly basis documenting payment for shelter or utilities on behalf of the resident applicants and also submit reports showing payment for administrative support to the program.
2. The County will inspect all reports and conduct scheduled audits to ensure program and fiscal compliance and provide written notice of any findings and propose corrective action, if applicable, within thirty (30) days.

3. Upon execution of the Agreement, the Agency will provide in writing, the name and contact information of the Agency's staff person who will be responsible for the administration of this Agreement and submission of all Agency reports. Any changes shall also be provided in writing within five (5) business days of the change.
4. All invoices and reports must be submitted electronically by the 15th day of each month to Tiffany Robinson at RobinsonT@leoncountyfl.gov. All other related correspondence may be submitted electronically or to:

Leon County
Office of Human Services and Community Partnerships
Tiffany Robinson, Human Services Analyst
Attention: DEAP
918 Railroad Avenue
Tallahassee, FL 32310

SECTION 6: USE OF COUNTY FUNDS

1. Funds received by the Agency pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
2. Funds shall be deemed misused when the Agency does not fully comply with the use of funds in accordance with the Agreement. The Agency will repay to the County all misused funds.

SECTION 7: CONTRACT MANAGEMENT

1. The Human Services Analyst shall be and is hereby authorized as the representative of the County, responsible for the day to day operational management of the provisions of the Agreement, including all matters related to the payment for Primary Healthcare Services rendered by the Agency hereunder, unless or until a written notice is provided to the Agency stating otherwise.
2. No officer, employee, agent or representative of the Agency shall communicate, in any form or manner, with any County Commissioner or Commissioner's staff, regarding any particular matter related to the Parties performance under this Agreement.
3. For the purpose of this section, a Agency's representative shall include, but not be limited to, the Agency, an individual or its employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the Agency.
4. The provisions of this section shall not apply to oral communications or written materials presented at any public proceeding, including any public meetings of the Board of County Commissioners.

SECTION 8: MONITORING

1. The County will monitor the performance of the Agency annually with respect to completion of the services identified in Exhibit A: Scope of Services and Exhibit B: Direct Assistance Emergency Assistance Guidelines. The Agency shall permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the Agency which are relevant to this Agreement, and interview any clients and employees of the Agency to assure the County of the Agency's satisfactory performance of the terms and conditions of this Agreement. Following such evaluation, the County will deliver to the Agency a written report of its findings and will include written recommendations with regard to the Agency's performance of the terms and conditions of this Agreement. The Agency will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Agency's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Agency being deemed in breach or default of this Agreement; (2) the withholding of payments to the Agency by the County; and (3) the termination of this Agreement for cause.
2. The County reserves the right to conduct financial and program monitoring of all awards to the Agency and to perform an audit of all records. An audit by the County may encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this Agreement.

SECTION 7: NON-DISCRIMINATION

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

SECTION 8: INTEREST OF THE AGENCY

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

SECTION 9: AUDITS, RECORDS, AND RECORDS RETENTION

The Agency agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds reflected herein.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement

for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

3. Upon completion or termination of the Agreement and at the request of the County, the Agency will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 2 above. The County may reproduce any written materials generated as a result of the Agency's work.
4. To assure that all records required to be maintained by the Agency hereby shall be subject at all reasonable times to inspection, review, or audit by County, Federal, state, or other personnel duly authorized by the County.
5. To permit persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), to have full access to and the right to examine any of the Agency's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as those records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
7. Comply with public records access requirements set forth in section 119.0701(2), Florida Statutes, including the obligation to:
 - a. Keep and maintain public records required by the County to perform the Services required under this Agreement.
 - b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Agency does not transfer the records to the County.
 - d. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Agency or keep and maintain public records required by the County to perform the Services required hereunder. If the Agency transfers all public records to the County upon termination of the Agreement, the Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon termination of the Agreement, the Agency shall meet all applicable requirements for retaining public records. All records stored electronically

must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY
OFFICE OF HUMAN SERVICES AND COMMUNITY
PARTNERSHIPS
ATTN: TIFFANY ROBINSON,
HUMAN SERVICES ANALYST
918 RAILROAD AVENUE
TALLAHASSEE, FL 32310
PHONE: 850-606-1900
EMAIL: ROBINSONT@LEONCOUNTYFL.GOV**

SECTION 10: NOTICES

All notices provided hereunder shall be in writing sent by United States certified mail, or by hand delivery. All notices required under this Agreement shall be given to the parties at the addresses listed below or at such other place as the parties may designate in writing. Either party may change its notice address without amending this Agreement by sending the other party a notice in accordance with this Section setting forth such change.

Notice to Capital Area Community Action Agency, Inc.:

Tim Center, Esq.
Chief Executive Officer
309 Office Plaza Drive
Tallahassee, FL 32301

Notice to the COUNTY:

Shington Lamy, Director
Leon County Office of Human
Services and Community Partnerships
918 Railroad Avenue
Tallahassee, FL 32310

SECTION 11: INDEMINIFICATION

The Agency shall indemnify, hold harmless, and defend the County, its officials, officers, agents and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, reckless, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by the Agency, its agents, subcontractors, assigns, heirs, and employees during

performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to the County on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the County or any of its officials, officers, agents or employees by any employee of the Agency, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Agency or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. The County may, at its sole option, defend itself or require the Agency to provide the defense. The Agency acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Agency constitutes sufficient consideration for the indemnification of the County, its officials, officers, agents and employees. The provisions of this Section shall survive the expiration or termination of this Agreement.

SECTION 12: TERMINATION OF AGREEMENT FOR CAUSE

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

SECTION 13: TERMINATION OF AGREEMENT

The County reserves the right to terminate this Agreement at any time and for any reason whatsoever, by giving written notice specifying the date of termination to the Agency at least thirty (30) days prior to the effective date of such termination.

SECTION 14: UNAUTHORIZED ALIEN(S) AND E-VERIFY

The Agency agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for termination of this Agreement by the County.

1. The Agency agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification. The Agency further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. The Agency further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the

effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Agency and the subcontractor, whichever is later. The Agency shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen, indicating enrollment in the E-Verify Program and make such record(s) available to the County upon request.

3. The Agency will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Agency to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Agency to perform work pursuant to the Agreement.
 - a. The Agency must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Agency to perform employment duties within Florida within 3 business days after the date of hire.
 - b. The Agency must initiate verification of each person (including subcontractors) assigned by Agency to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
 - c. The Agency further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or any other authorized state agency consistent herewith.
 - d. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of this Agreement.

SECTION 15: MODIFICATION

It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

SECTION 16: ASSIGNMENT

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

SECTION 17: ENTIRE AGREEMENT

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

SECTION 18: SEVERABILITY

In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this Agreement or such other appropriate actions to implement and give effect to the intentions of the parties, as reflected herein, and the other provisions of this Agreement shall, as amended, modified, supplemented, or otherwise affected by such actions, remain in full force and effect as if the invalid, illegal or unenforceable part had not been included in this Agreement.

SECTION 19: GOVERNING LAWS; VENUE

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, or the laws, rules, and regulations of the United States if the Agency is providing services funded by the United States Government, and the venue shall be in Leon County, Florida.

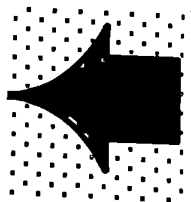
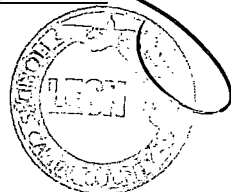
WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

Capital Area Community Action Agency

BY: Vincent S. Long
Vincent S. Long
County Administrator

BY: Tim Center
Tim Center, Esq.
Chief Executive Officer



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

BY: Gwendolyn Marshall

Approved as to Form:
Leon County Attorney's Office

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

EXHIBIT A

SCOPE OF SERVICES

1. The Agency will provide services to Leon County residents only who are in need of assistance with shelter (rent/mortgage) and utility expenses.
2. The Agency will perform the following services: respond to inquiries for assistance; receive and process assistance applications; provide resident applicants with application status updates; review and approve applications, coordinate payments with mortgage companies or landlords.
3. The Agency must make determinations for eligibility for assistance based on the Direct Emergency Assistance Program (DEAP) Guidelines.
4. The Agency will verify and document all information required to make eligibility determinations before any disbursement is made.
5. The Agency will confirm and document the mortgage company or landlord's agreement to accept payment, and ensure that the payment agreement will prevent eviction or foreclosure.
6. The Agency will not provide assistance if the payment does not prevent eviction or foreclosure.
7. The Agency will document and verify the customer's plan for sustainability after assistance has been awarded.
8. The Agency must not provide assistance to any residents of the same household who has received assistance during the last twelve (12) months or a total of three (3) times during the life of the program. **MAXIMUM OF THREE TIMES TOTAL FOR ALL SERVICES.**
9. The Agency will confirm with partner agencies the status of the applicant's past and current assistance to ensure no duplication of assistance at the time of the application for assistance.
10. The Agency will submit DEAP Expense Reports by the 15th day of each month.
11. The Agency will maintain a record of all DEAP assistance provided for tracking, auditing, and responding to inquiries regarding assistance status.
12. Agency will have appropriate supervisory and auditing protocols in place to ensure program compliance.

EXHIBIT B

Leon County Office of Human Services and Community Partnerships Direct Emergency Assistance Program Guidelines

The Direct Emergency Assistance Program (DEAP) is funded by the Leon County Board of County Commissioners to provide financial assistance to assist Leon County residents with payments for basic necessity expenditures, including shelter and utility costs. DEAP is designed to help residents who are in need of assistance during an emergency situation and have the ability to sustain payments for future expenditures.

The resident must complete a DEAP application and provide the required documentation to be considered for assistance. The applicant and his/her household must be "in need" of the assistance payment. Specifically, the applicant and his/her household is "in need" when the household's net income is less than the household's Basic Necessity Expenditures (as established below) for the most recent 30-day period. If the household's net income exceeds the household's Basic Necessity Expenditures, then the applicant and his/her household is ineligible. If the household income is less than the basic necessity expenditures, the applicant may be eligible for assistance. Applicant must have good likelihood of future independence and must demonstrate that the situation will be improved by the next payment date.

Maximum Payment Amounts

Maximum payment amounts have been established to ensure that funds may be used to assist the greatest number of residents, while still providing payment levels that will adequately assist clients with their specific need. The maximum payments for one service in a twelve month period are as follows:

Shelter (Rent/Mortgage) Up to \$400

Payment is not to exceed the total monthly rental or mortgage payment. The funds cannot be used for rental/mortgage deposit assistance or late fee payments.

Utilities/Fuel Up to \$200

Payment is not to exceed the total expenditure for the 30-day period for which assistance is being provided. The funds cannot be used for utility connection deposit or late fee payments.

Eligibility Criteria

Applicants must meet the following eligibility criteria for DEAP assistance:

A. Residency

The applicant must be a Leon County resident.

B. Veterans

Emergency funding specifically allocated for Veterans is available through the County's Veteran Emergency Assistance Program (VEAP). Please call 850-606-1900 for VEAP assistance. A Veteran is defined as a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.

C. Employment

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

Unemployed or underemployed individuals must provide verification that they are actively seeking employment. The household member must identify places where he or she has sought employment within the last 30 days.

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

Employment Exceptions:

1. An individual who is 62 years old or older.
2. An individual who is physically unable to work. *(verification from a physician required)*
3. An individual who is needed in the home to care for an invalid adult or child. *(verification from a physician required)*
4. An individual who is employed but is currently not working or working fewer hours due to inclement weather, employer layoffs or downsizing. *(verification from employer required)*
5. An individual who has applied for or is receiving unemployment compensation.
6. An individual *(one adult per household)* who is needed in the home to care for an infant under 90 days old.

D. Identification

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

- Driver's License, or
- Florida Identification, and

one of the following:

- Social Security Card, or
- Birth Certificate.

E. Basic Necessity Expenditures

Only allowable Basic Necessity Expenditures are used when calculating eligibility. They are defined as follows:

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

1 Bedroom:	\$776
2 Bedrooms:	\$957
3 Bedrooms:	\$1,282
4 Bedrooms:	\$1,406
5 Bedrooms:	\$1,667

Limits are based on the FY 2019 Fair Market Rent Documentation System for the Tallahassee, Florida HUD Metro FMR Area. Units larger than four bedrooms are calculated by adding 15% to the four bedroom fair market rate for each additional room.

Utility/Fuel: The household’s actual utility/fuel/heating costs for the current month will be considered as a Basic Necessity Expenditure. Only the actual charges for the current month (one month only), including wood payment, will be considered. Late fees or utility connection deposits are not eligible to be used to determine current month’s charges.

Food: The household’s food cost for the current month will be considered a Basic Necessity Expenditure. The following food costs are credited to applicants based on the number of family members in the household listed on the DEAP application:

1 - \$192	5 - \$762
2 - \$353	6 - \$914
3 - \$505	7 - \$1,011
4 - \$642	8 - \$1,155

Household food costs are adapted from the 2019 USDA Supplemental Nutrition Assistance Program (SNAP) Guidelines. Add \$144 for each additional person in household.

Child Care: The household’s child care costs for the current month will be considered a Basic Necessity Expenditure only all adults residing in the household are working the required 30 or more hours per week. No costs will be deducted if the household contains any non-working adults. Child care must be verified prior to being considered and only the amount that is actually paid will be considered. A current childcare contract or recent payment receipt is required for consideration.

Transportation: Transportation (to and from work) costs for purposes of employment are considered a Basic Necessity Expenditure. The household will receive a credit of \$38 per working household member.

Telephone: The household will receive a credit of \$30 for telephone services, which is considered a Basic Necessity Expenditure.

Emergency Expenditures: Expenditures incurred as a result of the applicant experiencing a situation, such as a fire, flood, theft, or a medical emergency will be considered as a Basic Necessity Expenditure. Verification is required in the form of receipts for goods or services rendered such as hospital bills or medication purchased. With proper documentation, emergency costs are determined as Basic Necessity Expenditures on a case-by-case basis.

F. Income Types Considered

The household's income will be determined by totaling all income received during the previous 30 days. Income is any cash, check or payment received by or made on behalf of a household member. Any income received or anticipated to be received in the current month will be considered.

Earned Income: any net income (cash, check, etc.) received in return for work performed or services rendered by any member of the household, excluding employed children 16 years or older who are students (excluding college students). Net income is defined as earnings for the pay period minus Social Security, Medicaid and Federal Income taxes. Earned income includes, but is not limited to the following:

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

Non-earned Income: any other cash, checks, or payment received. Non-earned income includes, but is not limited to the following:

1. Food Stamps
2. Temporary Assistance for Needy Families (TANF)
3. Social Security
4. Supplemental Security Income (SSI)
5. Social Security Disability
6. Veteran's Administration Benefits
7. Unemployment Compensation
8. Vocational Rehabilitation Benefits

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

1. Child Support or Alimony
2. Payment for rent and/or room and board
3. Non-governmental payments such as retirement pensions
4. Assistance received from family or friends

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

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

G. Income Calculation Exceptions

1. Income received less frequently than once a month will be considered for the period of time it is intended to cover. For example, school grants received once a semester will be divided by the number of months in the semester.
2. Applicants and spouses who are attending an institution of higher education are ineligible unless working the required 30 or more hours a week. Institutions include, but are not limited to, Florida A&M University, Florida State University, Tallahassee Community College, and Lively Vocational Technical School. Student status is also extended to those who are in-between school terms.

H. Verification

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

I. Sustainability

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

J. Other Reasons for Ineligibility

1. Caseworker is unable to determine the applicant's eligibility.
2. Applicant does not provide requested information or documentation.
3. Information or documentation provided is inaccurate or incomplete.
4. Caseworker is unable to verify information with third parties, as warranted.
5. The applicant has received assistance through DEAP within the last 12 months.
6. The rental assistance to be provided by DEAP is not adequate to prevent the household from being evicted.

7. The utilities assistance to be provided by DEAP is not adequate to prevent the utilities from being disconnected.
8. The applicant has received DEAP assistance 3 (three) times during the lifetime of the program.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

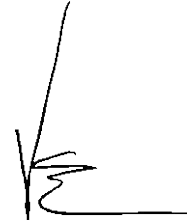
Agenda Item #6

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointments to the Water Resources Committee



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 Board's ratification of the appointment of citizens to the Water Resources Committee made by individual Commissioners.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Appoint citizens to the Water Resources Committee for four-year terms ending July 31, 2023 as follows:
- a. Ratify Commissioner Proctor's reappointment of Jeffrey Priddle
 - b. Ratify Commissioner Minor's reappointment of Alan Niedoroda
 - c. Ratify Commissioner Lindley's reappointment of Colleen Castille

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a consent item is presented to fill vacancies for individual Commissioner appointment of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Water Resources Committee (WRC)

Purpose: The WRC is responsible for addressing community-wide concerns, such as flooding, recreational and community economic value, watershed management, and funding priorities. Additionally, the WRC reviews waterbody conditions and impact of development. At its October 23, 2018 meeting, the Board reclassified the WRC as a Focus Group by adopting Resolution No. 18-33. Focus groups are created by the Board to be a fact-finding source of community input and technical resource for County staff in developing recommendations on matters which will be subsequently considered for Board approval.

Composition: The WRC consists of seven citizen members who represent a balance of community interests, as follows: conservation/environment, legal/planning, real estate/economic development, and boat/fishing. Each Commissioner appoints one citizen as a member of the WRC. Members serve a four-year term, expiring on July 31, with no member serving more than three consecutive four-year terms.

Vacancies: The terms of three WRC Members are due to expire on July 31, 2019: Jeffrey Priddle, Alan Niedoroda and Colleen Castille. All three members are seeking reappointment. The individual Commissioners have reviewed the applications of the eligible applicants and have selected the applicants listed in Table #1.

Table #1: Water Resources Committee

Vacancy	Term Expiration	Eligible Applicant	Recommended Action
Jeffrey Priddle <i>Seeking reappointment, has served one term</i>	7/31/2019	Jeffrey Priddle <i>(Attachment #1)</i>	Ratify Commissioner Proctor’s reappointment for a four-year term ending July 31, 2023.
Alan Niedoroda <i>Seeking reappointment, has served one term</i>	7/31/2019	Alan Niedoroda <i>(Attachment #2)</i>	Ratify Commissioner Minor’s reappointment for a four-year term ending July 31, 2023.
Colleen Castille <i>Seeking reappointment, has served one term</i>	7/31/2019	Colleen Castille <i>(Attachment #3)</i>	Ratify Commissioner Lindley’s reappointment for a four-year term ending July 31, 2023.

Options:

1. Appoint citizens to the Water Resources Committee for four-year terms ending July 31, 2023 as follows:
 - a. Ratify Commissioner Proctor's reappointment of Jeffrey Priddle
 - b. Ratify Commissioner Minor's reappointment of Alan Niedoroda
 - c. Ratify Commissioner Lindley's reappointment of Colleen Castille
2. Board direction.

Recommendation:

Option #1 a.-c.

Attachments:

1. Priddle application
2. Niedoroda application
3. Castille application & resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
WATER RESOURCES COMMITTEE**

**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: Mr. Jeffrey Priddle		Date: 6/12/2019 3:42:19 PM	
Home Address:	5169 Holly Fern Trace Tallahassee, FL 32312	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) 264-8215	Do you own property in the Tallahassee City Limits?	Yes
Email:	ercfla@live.com	How many years have you lived in Leon County?	25

(EMPLOYMENT INFORMATION)

Employer:	Ecology & Environment, Inc.	Work Address:	
Occupation:	Professional Geologist		
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:	M	Age:	69
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Ed Canup	Name:	
Address:	217 N. Calhoun Street, Tallahassee	Address:	
Phone:	(850) 402-8490	Phone:	

Resume Uploaded?	No
<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>Florida Professional Geologist, License # 1760, 1994-present</p> <p>Life Member of Florida Springs Institute</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.

Are you currently serving on a County Advisory Committee?* **Yes**

If Yes, on what Committee(s) are you a member? *Water Resources*

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**

Members represent the four interest groups listed below. Please indicate which interest group you would represent.

- Conservation/environment
- Legal/planning
- Real estate/ economic development
- Boating/fishing

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

Signature: *Mr. Jeffrey Priddle*

The application was electronically sent: 6/12/2019 3:42:19 PM



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
WATER RESOURCES COMMITTEE**

**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: Dr. Alan W Niedoroda		Date: 6/26/2019 12:44:22 PM	
Home Address:	6000 Miller Landing Cove Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 544-9365	Do you own property in the Tallahassee City Limits?	No
Email:	a23nied@embarqmail.com	How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	retired	Work Address:	6000 Miller Landing Cove Tallahassee, FL 32312
Occupation:	oceanographer		
Work/Other Phone:	(850) 544-9365		

(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:	M	Age:	76
District:	District III	Disabled?			

(RESUME AND REFERENCES)

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

Name:	Rick Minor	Name:	
Address:		Address:	
Phone:	(850) 606-5363	Phone:	

Resume Uploaded? No

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

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee?* **Yes**

If Yes, on what Committee(s) are you a member? *water res*

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? *water res*

Are you willing to complete a financial disclosure if applicable?* **No**

Your application will only be considered for those committees/boards/authorities that do not require members to complete the Financial Disclosure Form 1.

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**

Members represent the four interest groups listed below. Please indicate which interest group you would represent.

- Conservation/environment
- Legal/planning
- Real estate/ economic development
- Boating/fishing

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

Signature: *Dr. Alan W Niedoroda*

The application was electronically sent: 6/26/2019 12:44:22 PM



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
WATER RESOURCES COMMITTEE**

**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. Colleen M. Castille		Date: 6/26/2019 11:42:11 AM	
Home Address:	3209 Adwood Drive Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 386-5508	Do you own property in the Tallahassee City Limits?	Yes
Email:	colleen@colleencastille.com	How many years have you lived in Leon County?	33

(EMPLOYMENT INFORMATION)

Employer:	Terra Land Group, LLC	Work Address:	1939 West Sharon Street 1400 Village Square Blvd, Ste 3-302 Tallahassee, FL 32312
Occupation:	Real Estate Agent		
Work/Other Phone:	(850) 566-5791		

(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:	60
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Al Russell	Name:	Florence Snyder
Address:	1400 Village Square Blvd. Tallahassee, FL 32312	Address:	7325 Oxbow Circle, Tallahassee, FL 32312
Phone:	(850) 508-4242	Phone:	(850) 591-1490

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

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee?* **Yes**

If Yes, on what Committee(s) are you a member? **Water Resources Committee**

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**

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- Conservation/environment
- Legal/planning
- Real estate/ economic development
- Boating/fishing

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

Signature: *Ms. Colleen M. Castille*

The application was electronically sent: 6/26/2019 11:42:11 AM

Current Private Sector Work

- **Colleen M. Castille, Inc. Consulting** (Tallahassee, FL)
Engaged in representing clients before state, local and federal environmental regulatory and grant-making bodies. Specializing in energy policy, environmental policy and permitting, land use consulting within a broad range of private, corporate, local government client needs. With twenty years of former senior level management in state government, I have helped varying clients navigate the statutory, rule making and legislative budgetary paths to meeting their needs. **(January 2015 to the present)**
- **Terra Land Group, LLC** (Tallahassee and statewide, FL)
Licensed Real Estate Agent specializing in exchanging and selling private land to state and federal conservation buyers. In addition, also engaged in commercial and land sales to investors. **(January 2015 to the present)**

Former Private Sector Work

- **EarthSteps, LLC, Owner and Board Member** (Tallahassee, FL)
Engaged in energy efficiency retrofits for existing buildings, green design for new buildings and demand side management for utilities and renewable energy. **(July 2007 to December 2017 – during the years served as managing board member, vice president and CEO. Company was sold.)**
- **The Fiorentino Group,** (Tallahassee, FL)
Expanded reach for policy, rule and law making in government. In addition to alternative energy, energy efficiency, and environmental policy, I have broad-end involvement in general government, law enforcement equipment, emergency management and limited social services matters. **(March 2011 to December 2012)**
- **Castille & DeFoor, d/b/a Go Green Strategies,** (Tallahassee, FL)
Engaged in policy, rule and law making in the energy and environment field. Specializing in solar energy, biomass and energy efficiency. Consulting with business in start-up and growth phases. Representing land owners in conservation sales to public and private purchasers. Consulting with commercial industry real estate developers and homebuilders in growth management and permitting to focus on green development. **(February 2008 to March 2011)**
- **Gamma North America (Red Holdings Company)** (Miami, FL/Quebec)
Represented and partnered in an international corporate buyout for equity investors and subsequently held Board Secretary Positions for a group of companies operating in Miami, New York and Quebec Canada. Company engaged in manufacture of hurricane proof, glass curtain wall, window wall design, fabrication, construction, and recladding of multi-story buildings. **(February 2007 to May 2012. Sold company.)**

Former Public Sector Work

- **City of Pensacola** (Pensacola, FL)
• **City Administrator**
Reported to Mayor Ashton Hayward and the City Council on matters pertaining to the operations of the city's \$200 million budget. Oversaw general, financial, recreational and public works operations of a 35 square mile city with 93 parks. Also responsible for oversight of city enterprises, such as the airport, seaport, and natural gas company. Brought in three significant economic development projects with the addition of a national air carrier, an international aircraft maintenance and overhaul company and an international flexible pipe manufacturer. **(July 2012 to September 2014)**

Governor Jeb Bush, Florida Department of Environmental Protection*(Tallahassee, FL)*

- **Secretary:** Reported to Governor of the on all local, state and federal matters regarding the environment in Florida. Responsible for managing 4,700-employee, \$2.6 Billion agency budget balanced each year. Implemented new alternative water supply development program leveraging state dollars with local dollars to initiate over \$600 million in new projects over a ten year period. Oversaw the implementation of Florida's water quality improvement program, including co-chairing the South Florida Ecosystem Restoration Management Task Force leading the clean-up of America's Everglades. Lead the team to purchase over 600,000 acres of land for permanent preservation including Babcock Ranch, the state's largest acquisition at 72,000 acres. Oversaw, the state's environmental and economic recovery from with eight hurricanes in 14 months, including developing the nation's largest beach nourishment and re-nourishment plan – over \$417 million - with federal, state and local governments impacted by erosion due to storm surge. Guided the administration's team in formulating and passing the 2006 Florida Energy Act, the first energy policy since 1978. Lead and coordinated a twelve-member senior management team on necessary actions for implementing the agency's strategic plan in regulating water quality, water quantity and land protection policies. Directed the negotiation and closing of government to government/non-government agreements. Formed strategic alliances with government, non-government and business groups to achieve environmental goals. **(March 2004 to January 2007)**

Florida Department of Community Affairs*(Tallahassee, FL)*

- **Secretary:** Advised the Governor of the State of Florida on all local and state policy and budget matters regarding growth management, housing and emergency management. Responsible for managing 350-employee, \$750 million budget. Oversaw a fourteen-member senior management team responsible for evaluating and deciding over 200 community growth and development proposals per week, distributing over \$500 million in community and emergency grant money annually; and preparation, response and recovery operations for natural and man-made disasters. Oversaw Florida BuildingCommission development of Florida's new building code. Collaborated with multiple public boards to align the state's strategic Comprehensive Plan across myriad oversight boards. **(January 2003 to February 2004)**

PUBLIC POLICY/PUBLIC AFFAIRS**Chief Cabinet Aide, Governor Jeb Bush, Florida***(Tallahassee, FL)*

Reported directly to Governor on all elected Cabinet related issues. Advised Governor on all voting related matters pertaining to 13 agencies reporting to the Florida Cabinet. Agency responsibilities included the state's pension fund investments, conservation land acquisition and management, K-12 education, growth management, law enforcement and revenue collections. Participated on the Governor's internal management team as well as the Governor's Agency Head board. Represented Governor on boards and commissions throughout the state. Managed office of four employees. **(January 1999 to December 2002)**

Chief Cabinet Aide, Education Commissioner Frank Brogan*(Tallahassee, FL)*

Reported directly to the Commissioner on all elected Cabinet related issues – twenty three state agencies. Advised the Commissioner on voting related matters before the State Board of Education (consisting of the Florida Cabinet.). Participated on the strategic management team responsible for implementing Florida's renowned education reform plan. This plan has transformed education policy in American which led to the federal No Child Left Behind Act. Managed an office of five employees. **(January 1995 to December 1998)**

Senior Cabinet Aide, Insurance Commissioner and Treasurer Tom Gallagher*(Tallahassee, FL)*

Reported directly to Treasurer Gallagher on Cabinet related issues. Advised the Treasurer on environmental-related matters appearing before the Florida Cabinet. Lead and coordinated workers compensation loss reduction total quality management team for all state agencies achieving significant reduction in losses in subsequent year. **(January 1989 to December 1994)**

- **Vice President and Senior Associate, Hebrockand Associates** (Tallahassee, FL)
Developed and implemented client strategies concerning state regulatory issues. Assisted clients in researching and writing responses to state-issued Requests For Proposals. Developed fund-raising plans for political candidates. *(January 1987 to December 1988)*

EDUCATION/PERSONAL INFORMATION

- **Licensed Florida Real Estate Associate**
- **Working on Broker's Licensing**
- **Bachelor of Arts in International Affairs, Florida State University**
- **Married to Jessie D. Bostick**

Current Community Positions

- Foundation for Florida's Future (Jeb Bush's Education Foundation) –member
- Leon County Water Resources Committee - member

Current Board Positions

- Canopy Community Development District Board –Tallahassee
- Energy Florida – non-profit energy policy council –Statewide

Former Board Positions

- Red Holdings Group, Inc. Board Secretary
(Construction materials manufacturing company) – For Profit
- Le Moyne Center for the Visual Arts, Board President – Not-for-profit art education center
- Leadership Florida, Class XX Alumnus,
- Leroy Collins Institute, Board Member – Not-for-profit government policy thinktank
- Chairman, Acquisition and Restoration Council -Strategic planning for conservation lands, Florida
- Chairman, Florida Communities Trust Board - Urban recreation acquisition board
- Co-Chairman, Florida Ocean's Council – State of Florida Ocean Policy council
- Member, Gulf of Mexico Alliance – Federal Ocean Policy council
- Co-Chairman, South Florida Ecosystem Restoration Task Force – Everglades restoration board
- Florida Housing Finance Corporation – Co-Chair, Statewide affordable housing board
- Mentor, Governor's Fellows Program
- Transplant Lifeline for Children – Board Member,
- Florida State Employees Charitable Campaign - Co-Chairman,
- Rotary Club of Tallahassee – Member
- EarthSTEPS, LLC, an energy efficiency company – North Florida – CEO and Board Member
-

Recognitions

- Girl Scouts of America (Honorary Founding Board Member Florida Chapter) -2006
- Florida Sterling Council - 1994 Finalist Team Mission – Reduce Slips and Falls
- Conservationist of the Year, Florida Audubon -2002

E N D

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

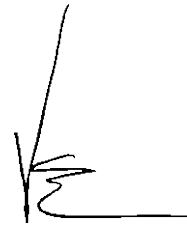
Agenda Item #7

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Report on Pharmaceutical and Biomedical Waste Disposal



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Richard Lobinske, Hazardous Waste Manager Erin Kenney, Management Intern

Statement of Issue:

As requested at the April 23rd Budget Workshop, this agenda item provides a report on pharmaceutical and medical waste regulations as well as ongoing and planned efforts to promote proper disposal.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Report on pharmaceutical and biomedical waste disposal.

Report and Discussion

Background:

At the April 23, 2019 Budget Workshop, during discussion on the County's recycling program budget discussion item, the Board directed staff to prepare an agenda item regarding pharmaceutical and medical waste regulations, as well as efforts to promote proper disposal.

Pharmaceutical waste is defined as expired or unwanted medications which may include prescription or over-the-counter medicines. Biomedical waste is defined in Florida Statute as "any solid or liquid waste which may present a threat of infection to humans" and includes laboratory and veterinary waste, disposable sharps, human blood, blood products, and body fluids. Proper disposal of both pharmaceutical and biomedical wastes is important to ensure public health and safety in addition to preventing negative environmental impacts.

As discussed in detail throughout this item, multiple state and federal agencies are responsible for regulating the generation, transportation, treatment, storage, and disposal of these types of wastes by businesses and healthcare providers. However, households and individuals are exempt from these requirements. Currently, the State of Florida preempts local governments from regulating both pharmaceutical or biomedical wastes.

Analysis:

As stated previously, local governments are preempted by the State from regulating pharmaceutical and biomedical wastes. Instead, multiple state and federal agencies have regulatory authority over businesses and healthcare providers that generate these wastes or provide disposal services.

With regard to biomedical waste, Florida Statute 381.0098 designates the Florida Department of Environmental Protection (FDEP) primary responsibility for regulating incineration and final disposal. The Florida Department of Health (FDOH) likewise has primary authority and responsibility for regulating facilities that generate, transport, store, or treat biomedical waste through processes other than incineration. For example, county health departments are responsible for conducting inspections of businesses and healthcare providers that generate biomedical waste, including clinics, hospitals, veterinarian offices, funeral homes, and tattoo parlors. Their inspectors work to ensure that all biomedical waste is stored properly, picked up by a licensed transporter every 30 days, and taken to a permitted disposal facility to prevent the spread of disease or injury to sanitation workers from needles or other sharps. To assist with meeting the established State requirements, the Leon County Health Department provides free training to local businesses and healthcare providers.

Healthcare providers in Florida are also required to inform their home user clients, verbally and in writing, of the recommended methods for handling, segregating, and packaging their biomedical waste to reduce the chance of exposure to the public. FDOH publishes an educational guide to assist healthcare providers in meeting this requirement, and most local health departments also offer sharps disposal program, which are discussed further in the following section.

For hazardous pharmaceutical wastes, the U.S. Environmental Protection Agency (EPA) is authorized under the Resource Conservation and Recovery Act (RCRA) to regulate this and all other types of hazardous waste from "cradle-to-grave." This includes generation, transportation, treatment, storage, and disposal by an authorized facility. Often businesses will contract with a reverse distributor to determine if the pharmaceuticals can be reused and returned to manufacturers for credit. If the pharmaceuticals cannot be reused, the reverse distributor will coordinate proper disposal, which may include incineration or transportation to a hazardous waste landfill depending upon the type of pharmaceutical. It is important to note that these requirements only apply to pharmaceutical wastes that have been deemed hazardous, which includes common drugs such as such as warfarin, nicotine, cyclophosphamide, and lindane.

To ensure individuals or households properly dispose of controlled substances, which may or may not be hazardous, the U.S. Drug Enforcement Administration (DEA) authorizes retail pharmacies, law enforcement, manufacturers, drug distributors, reverse distributors, narcotic treatment programs, hospitals, and clinics with an on-site pharmacy to voluntarily establish take-back programs. The EPA highly recommends that individuals participate in take-back programs to dispose of their medications. This method is preferred because the pharmaceutical waste will then be disposed of by an approved incinerator whose high burn temperatures and effective emission-control systems prevent unused drugs from cycling back into our water. If a take-back program is not accessible, the EPA recommends placing the medication in a sealed container, mixing it with an undesirable substance like coffee grounds or cat litter, and placing the container in the trash.

In addition to preventing water contamination, these recommended disposal methods prevent accidental poisoning of children and pets; misuse by teenagers and adults; and health problems related to accidentally taking the wrong medicine, too much of the same medicine, or a medicine that is too old to work well.

Local Initiatives to Promote Proper Disposal

To prevent the negative health, safety, and environmental impacts that result from improper disposal of pharmaceutical and biomedical wastes, Leon County Government and local community partners participate in a variety of programs and public education initiatives.

For several years, the Leon County Office of Resource Stewardship has published the Waste Disposal Guide as well as a separate printed and digital flyer that provides detailed information about proper disposal and why it is important. These publications direct residents to participate in local drug take-back programs, as well as the Leon County Health Department's free sharps disposal program both of which are described in detail as follows.

Drug Take-Back Programs: Currently, Leon County has five (5) permanent DEA authorized collection programs, which collect both prescription and over-the-counter medications:

- Tallahassee Police Department
- Walgreens (N. Magnolia Drive)
- Walgreens (Thomasville Road)
- Walgreens (Tennessee Street)
- CVS (Thomasville Road)

The DEA also works with local law enforcement agencies to coordinate two annual take-back events: (1) Operation Medicine Cabinet in April and (2) National Prescription Drug Take Back Day in October. Both events aim to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications. Both the Tallahassee Police Department and Leon County Sheriff's Office (LCSO) participate in these events by hosting a collection site in the community.

Additionally, Walgreens announced this summer that the company is expanding its safe drug disposal program. All Walgreens pharmacies that do not currently offer a "safe medication disposal kiosk" will offer DisposeRx packets to safely discard unwanted medications at home. When water and the DisposeRx powder are added to unwanted medications in the prescription vial and shaken, the drugs are rendered unavailable and unusable, allowing for the safe disposal at home.

Sharps Disposal Program: Leon County Health Department's sharps disposal program was established in 2002 in collaboration with Leon County Government. Following an analysis of other county's programs, the Board directed staff to assist the Health Department in establishing a free program for Leon County residents to dispose of medical sharps such as needles, syringes, and lancets.

To participate in the program currently, proof of residency must be provided before a free sharps container can be obtained. When the container is full, participants can return the closed box and receive a new one at no charge. The box of used sharps is then transported to and disposed of by the Health Department's approved incinerator. This program is limited to households and is not available to businesses or healthcare providers.

In addition, as requested by the Board at the June 18, 2019 meeting, staff is also preparing a separate agenda item for late summer regarding needle exchange programs.

Additional Outreach

Leon County will continue to support community partners in their efforts and provide public education on proper disposal through our Solid Waste Management Division and Office of Sustainability. Staff also has engaged LCSO to determine if there are opportunities to host additional drug take-back events throughout the year. As noted previously, county governments are not approved by the DEA to establish independent take-back programs and must collaborate with approved entities, such as law enforcement agencies.

LCSO reached out to the DEA to determine if the agency could assist with disposal services as it does for both the Operation Medicine Cabinet and National Prescription Drug Take Back Day events. However, due to budgetary constraints, the DEA is currently unable to assist law enforcement with additional take-back events. LCSO will continue to evaluate other possible opportunities to expand their take-back program and work with staff when possible to identify opportunities for collaboration with the County.

Options:

1. Accept the Report on Pharmaceutical and Biomedical Waste Disposal.
2. Do not accept the Report on Pharmaceutical and Biomedical Waste Disposal.
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

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Negotiate a Contract for Energy Savings Performance Contractor Services



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:	Maggie Theriot, Office of Resource Stewardship Shelly Kelley, Purchasing Director

Statement of Issue:

In response to a Request for Proposals, this item seeks Board approval for the County Administrator to negotiate and execute a contract with Energy Services Group for an Energy Savings Performance Contract.

Fiscal Impact:

This item has a fiscal impact. The contracted services and facility improvements will be paid by the guaranteed energy savings.

Staff Recommendation:

Option #1: Authorize the County Administrator to negotiate and execute a contract with Energy Services Group for the provision of Energy Savings Performance Contractor Services, in a form approved by the County Attorney.

Report and Discussion

Background:

This agenda item is essential to the following FY2017-FY2021 Strategic Initiative:

- *Develop an action plan to further reduce the County Government's carbon footprint. (2018-2)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priorities:

- *(EN4) Reduce our carbon footprint.*

This item seeks Board authorization for the County Administrator to negotiate and execute a contract for the Energy Savings Performance Contractor Services with Energy Services Group as a result of the Request for Proposals BC-06-11-19-26.

The Board recently adopted the Integrated Sustainability Action Plan (ISAP) during the April 23, 2019 Budget Workshop. An ISAP is a sustainability strategic plan that contains specific goals and strategies for a variety of topics, including energy, water, waste, and transportation. The Action Plan contains 18 goals and 94 action items which are collectively intended to foster a more sustainable future as well as reduce the County's GHG emissions 30% by the year 2030. In order for the reduction goal to be met, specific actionable and measurable activities are included within the Action Plan such as pursuit of an Energy Services Contract (ESCO).

An ESCO provides a financing mechanism to make a large investment in aging building infrastructure which results in corresponding energy savings. These savings are used to repay the infrastructure financing. An ESCO project uses the reduced cost of annual utilities to pay for the capital improvements over a period of ten to fifteen years. As with any ESCO, energy savings are guaranteed by the competitively selected contractor, thereby leaving the County with no financial exposure.

In 2005, Leon County entered into an ESCO with two additional phases being completed over 7 years. The agreement included Energy Conservation Measures (ECMs) with a total cost of \$5.8 million. This investment significantly contributed to achieving the 20% GHG emissions reduction goal outlined in the 2008 Climate Action Plan and has yielded more than \$8 million in verified cost savings.

Analysis:

In the creation of the 2019 Sustainability Action Plan a preliminary study was conducted to evaluate whether pursuing a new ESCO could result in similar, significant energy and cost savings for the County. Results of the study revealed that pursuing a new ESCO has a large savings potential for energy and energy costs. As buildings and facilities represent the largest proportion of the County's greenhouse gas emissions, pursuing a new ESCO has the additional benefit of contributing greatly to the 30% reduction goal by 2030. The preliminary study's conservative estimate shows that the County could realize at least a 25% reduction in energy by 2030.

Additional energy and fuel efficiency measures included in the ISAP provide strategies for the County to achieve the full 30% reduction goal.

Another advantage of pursuing a new ESCO is that it supports the bundling of multiple projects that have additive savings potential. The type of simultaneous investment in complementary projects available through an ESCO support greater energy and cost savings than the County would realize through traditional retrofits over time. Currently, the County has multiple capital improvement projects (CIPs) scheduled over the next several years that could be included in the new ESCO, such as replacing key mechanical systems which have reached end of life. Projects include roof, HVAC, and chiller upgrades as well as lighting and water efficiency retrofits at buildings such as the Leon County Detention Center, the Concord School, the Courthouse, and various libraries.

With Board approval during the April Budget Workshop, staff released a Request for Qualifications (RFQ) for an Energy Services Contract. Solicitation number BC-06-11-19-26 was advertised through DemandStar and in the local newspaper. There were 567 vendors notified through the automated procurement system and twenty (20) vendors downloaded documents for this solicitation. This resulted in three vendors, Energy Systems Group, Honeywell International, and Trane U.S., submitting responses on June 11, 2019. An evaluation committee was appointed by the County Administrator consisting of:

- Maggie Theriot, Office of Resource Stewardship
- Scott Ross, Office of Financial Stewardship
- Ken Cureton, Department of Public Works

The Committee met with the Leon County Purchasing Division on June 14, 2019 to accept proposals and be given information on procedures to be followed. The Committee met again on June 19, 2019 to evaluate and score the proposals.

First, the Committee reviewed the submissions of each vendor to determine if they met the minimum qualifications stated in the solicitation document. After discussing the vendors' responses to each qualification, the group made a determination as to whether the vendor met all criteria items or not. It was determined that Honeywell International did not meet the minimum qualifications because it could not be verified that the project that they submitted for a Florida project with a payback of at least ten (10) years, actually had that payback period. Neither the information in their response or a call to the Project Manager for that project could verify the required payback period. Energy Systems Group and Trane U.S. were determined to have met the minimum qualifications.

The responses from Energy Systems Group and Trane U.S. were then further evaluated by the Committee. Each evaluator scored the proposals individually and then the scores were combined to determine the highest score. The raw scores and average ranking are below:

Respondent	Raw Score	Average Ranking
Energy Systems Group	278	1.33
Trane U.S.	270	1.67

The tabulation sheet (Attachment #1) and the summary score sheet (Attachment #2) are provided as attachments to this agenda item. The Committee reached the unanimous consensus to recommend Energy Systems Group, as the 1st ranked vendor, for contract award.

Consistent with the County Purchasing Policy, the MWSBE Division set no aspirational targets for the RFP, as there are no locally qualified MWBE vendors to perform the energy audit. Therefore, no goals are applicable at this time for this specialized project. As discussed in the following paragraph, if specific capital projects are implemented, staff will work with the contractor to facilitate the utilization of MWBE vendors on those projects.

Upon Board approval of the top ranked vendor, it is anticipated detailed project development will be completed by the contractor in early winter and implementation of related energy reduction projects beginning in early 2020. As with any ESCO, energy savings would be guaranteed by the contractor and require no upfront capital investment by the County. The projects selected for inclusion in an ESCO must result in savings equal to or greater than the cost of equipment. Prior to implementation of any capital projects, final recommendations will be brought to the Board for approval.

Options:

1. Authorize the County Administrator to negotiate and execute a contract with Energy Services Group for the provision of Energy Savings Performance Contractor Services, in a form approved by the County Attorney.
2. Do not Authorize the County Administrator to negotiate and execute a contract with Energy Services Group for the provision of Energy Savings Performance Contractor Services, in a form approved by the County Attorney.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. BC-06-11-19-26 Tabulation Sheet
2. BC-06-11-19-26 Summary Score Sheets

**LEON COUNTY PURCHASING DIVISION
TABULATION SHEET
BC-06-11-19-26**

**Title: Request for Qualifications for Energy Savings Performance Contractor Services
Opening Date: Tuesday, June 11, 2019 at 2:00 PM**

Item/Vendor	Energy Systems Group	Honeywell Int'l	Trane US	
Manual Signature/Proposal Response Cover Sheet	✓	✓	✓	<div style="background-color: yellow; padding: 10px; text-align: center;"> <p>RECEIVED</p> <p>2019 JUN 11 PM 2:01</p> <p>PURCHASING DIVISION LEON COUNTY</p> </div>
Addendum #1	✓	✓	✓	
Equal Opportunity/Affirmative Action Statement	✓	✓	✓	
Insurance Certification	✓	(Incopies) ✓	✓	
Certification Regarding Debarment	✓	✓	✓	
Affidavit Certification Immigration	✓	✓	✓	
Local Vendor Certification	N/A	✓	✓	
Non-Collusion Affidavit	✓	✓	✓	
Identical Tie Bids/Drug Free Workplace	✓	✓	✓	
No Bid Document				

Tabulated By:

Kevin Forshud

Shelly Kelley

Summary Scoresheet and Ranking
RFP BC-06-11-19-26
Energy Savings Performance Contractor Services

	<i>Evaluator (KC) Score</i>	<i>Evaluator (KC) Rank</i>	<i>Evaluator (SR) Score</i>	<i>Evaluator (SR) Rank</i>	<i>Evaluator (MT) Score</i>	<i>Evaluator (MT) Rank</i>	<i>Raw Score</i>	<i>Average Rank</i>
Energy Services Group	90	2	93	1	95	1	278	1.33
Trane US	94	1	83	2	93	2	270	1.67

Vendor Ranking:

EVALUATION CRITERIA SCORESHEET
RFP BC-06-11-19-26
Energy Savings Performance Contractor Services

Respondent's Name: **Energy Systems Group**

	Maximum Raw Score Possible	Evaluator (KC) Score	Evaluator (SR) Score	Evaluator (MT) Score
1. Qualifications of Firm	30	26	30	30
2. Qualifications of Project Team	20	20	18	20
3. Project Experience/References	20	20	20	20
4. Project Approach	25	24	25	25
5. Local Preference	5	0	0	0
Total Score	100	90	93	95

EVALUATION CRITERIA SCORESHEET
RFP BC-06-11-19-26
Energy Savings Performance Contractor Services

Respondent's Name: **Trane U.S.**

	Maximum Raw Score Possible	Evaluator (KC) Score	Evaluator (SR) Score	Evaluator (MT) Score
1. Qualifications of Firm	30	27	30	25
2. Qualifications of Project Team	20	19	15	20
3. Project Experience/References	20	20	15	20
4. Project Approach	25	25	20	25
5. Local Preference	5	3	3	3
Total Score	100	94	83	93

Minimum Qualifications			
Vendor/Criteria	Energy Systems Group	Honeywell International	Trane U.S.
The vendor must be accredited by the National Association of Energy Services Companies (NAESCO), at the ESCO level or higher.	Yes	Yes	Yes
The vendor must list at least three (3) government related energy performance contracting projects located in the State of Florida currently under contract with your company that are in the repayment phase with at least one full year's worth of guaranteed savings data.	Yes	Yes	Yes
In addition to the three projects listed above, the vendor must list at least one government related energy performance contracting project located in the State of Florida that has completed its guarantee performance period. The guaranteed performance period must have been for a minimum of ten(10) years.	Yes	No	Yes

Local Preference Points			
Vendor	Home Office in Leon, Gadsden, Wakulla or Jefferson	Local Business in Market Area (not home office)	Points Awarded
Energy Systems Group	No	No	0
Honeywell	No	Yes	3
Trane	No	Yes	3

Legend:

- Home office - 5 points
- Local Business (not home office) - 3 points
- Not Local - 0 points

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

Leon County Board of County Commissioners

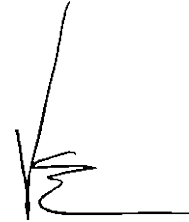
Agenda Item #9

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule the First and Only Public Hearing to Consider a Fifth Amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director of Development Support and Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Ryan Guffey, Concurrency Mgt. Planner, Development Services

Statement of Issue:

This agenda item seeks approval to schedule the first and only Public Hearing to consider a fifth proposed amendment to the Southwood Integrated Development Order to re-designate a portion of the existing Development of Regional Impact (DRI) from Mixed Use Industrial to Mixed Use Educational and Institutional. The amendment would allow education/institutional uses on a proposed 10 acre parcel located south of Tram Road for the future home of the Tallahassee Classical School. The proposed fifth amendment to the Integrated Development Order requires the approval of both the County and City Commissions.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only Public Hearing to consider a fifth amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.

Report and Discussion

Background:

On June 7, 2019, Carlton Fields Jordan Burt P.A., on behalf of the St. Joe Company, submitted an application to amend the Southwood Development of Regional Impact (Attachment #1). County and City approval are required to amend the Southwood Integrated Development Order as requested by the applicant.

Southwood is a 3,222-acre mixed-use development located in the southeast area of the City of Tallahassee and Leon County. Due to the size and scope of the Southwood development, it is a Development of Regional Impact (DRI), pursuant to Florida Statutes Chapter 380. The DRI Development Order (DO) for Southwood was adopted by the City and County in 1999. The DO defines the plan of development of the Southwood DRI and requires the developer to fund a number of associated infrastructure improvements. The entirety of the site is zoned Planned Unit Development (PUD). The adopted PUD zoning district implements the specific requirements of the DRI DO and establishes the development standards for the project.

In 2018, Chapter 380.06, Florida Statutes, was amended to eliminate the DRI review process. Amendments to DRI's are no longer reviewed by the State of Florida or the Apalachee Regional Planning Council. Amendments to DRI's are strictly within the purview of the local governments in which a DRI is located.

This is the fifth amendment to the Southwood DRI DO. The first amendment was for the Independence Landing Project to serve adults with cognitive and developmental disabilities and was approved by the Board on October 23, 2018. The second amendment allowed a proposed 82,000 square foot addition to the Florida State University School (FSUS) and was approved on March 12, 2019. A third amendment, which consisted of a proposed 9,000 square foot addition to Creative Day Care, an additional fifteen (15) beds for Pruitt Healthcare, and a change to the DRI transportation conversion table, was approved at the Board's May 14, 2019 regular meeting. The fourth amendment to re-designate a 17 acre Mixed Use Office Commercial parcel to Medium Density Residential was approved by the Board on June 18, 2019.

Analysis:

The St. Joe Company is seeking to amend the master plan as part of the Southwood DRI DO. The amendment would re-designate a portion of property located south of Tram Road and west of Capital Circle Southeast (PID # 31-20-20-002-0010) from MUI-1 to MUEI-5. This change would allow a new 10 acre parcel to be utilized for education/institution use, for the future home of the Tallahassee Classical School. In addition, the applicant plans on converting 60,000 square feet of industrial square footage in trip generation entitlements to 50,000 square feet of education/institution use for no net increase in traffic.

The fifth amendment to the Southwood Integrated Development Order is tentatively scheduled for consistency review by the Planning Commission at their September 3, 2019 Public Hearing. The outcome of the Planning Commission's Public Hearing will be included in the agenda item for the

Title: Request to Schedule the First and Only Public Hearing to Consider a Fifth Amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.

July 9, 2019

Page 3

Board's Public Hearing on September 17, 2019. In addition, the City of Tallahassee will also hold a Public Hearing on the proposed Amendment, which is tentatively scheduled for September 25, 2019.

Options:

1. Schedule the first and only Public Hearing to consider a fifth amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.
2. Do not schedule the first and only Public Hearing to consider a fifth amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Application for the fifth amendment to the Southwood Integrated Development Order



Darrin Taylor
(850) 425-3398 – Direct
dtaylor@carltonfields.com

ATTORNEYS AT LAW
215 S. Monroe Street | Suite 500
Tallahassee, Florida 32301-1866
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850.224.1585 | fax 850.222.0398
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Atlanta
Hartford
Los Angeles
Miami
New York
Orlando
Short Hills, NJ
Tallahassee
Tampa
Washington, DC
West Palm Beach

June 7, 2019

Dave McDevitt, Director
Development Support and Environmental Management
Renaissance Center
435 North Macomb, Second Floor
Tallahassee, Florida 32301

Dave:

On behalf of the St. Joe Company, we are submitting an application to amend the Southwood Development of Regional Impact (DRI). The purpose of the amendment is to re-designate a portion of DRI parcel MUI-1 as MUEI-5. MUI-1 (Parcel ID#3120200020010) is located along Tram Road west of Capital Circle Southeast. MUI-1 is currently approved for industrial use. This change would carve out a new 10 acre education parcel MUEI-5 from a portion of the existing MUI-1. The amendment would also convert 60,000 square feet of industrial entitlements into 50,000 square feet of education/institutional. A location map highlighting the location of the proposed change is included as **Exhibit 1**. An analysis to support the proposed change is also attached. An application is also being submitted to the City of Tallahassee since both jurisdictions must approve this amendment.

If you have any questions please contact me at (850) 425-3398 or via email at dtaylor@carltonfields.com.

Sincerely,

Darrin F. Taylor

**REQUEST FOR DEVELOPMENT ORDER AMENDMENT TO
THE SOUTHWOOD DRI**

(5th Amendment to the Integrated Development Order)

Prepared for:

**THE ST. JOE COMPANY
133 SOUTH WATERSOUND PARKWAY
WATERSOUND, FLORIDA 32413**

Prepared by:

**CARLTON FIELDS, P.A.
215 SOUTH MONROE, SUITE 500
TALLAHASSEE, FLORIDA 32302**

JUNE 2019

PROPOSED 5TH AMENDMENT TO THE INTEGRATED SOUTHWOOD DRI DEVELOPMENT ORDER

The St. Joe Company is the master developer of the Southwood DRI. Southwood is a 3,322 acre development of regional impact (DRI) located in both the City of Tallahassee and unincorporated Leon County along Capital Circle Southeast. A location map for the Southwood DRI is included as **Exhibit 1**. The Developer is proposing the 5TH Amendment to the Integrated Southwood DRI Development Order. The amendment is to re-designate a portion of DRI parcel MUI-1 to create MUEI-5. MUI-1 (Parcel ID#3120200020010) is located along Tram Road west of Capital Circle Southeast. MUI-1 is currently approved for industrial use. This change would create a new 10 acre parcel MUEI-5 which would include 10 acres of the existing MUI-1. The amendment would also convert 60,000 square feet of industrial to create 50,000 square feet of education/institutional use. A location map highlighting the location of the proposed change is included as **Exhibit 1**.

Applicant (name, address, phone).

John M. Curtis, Jr., Community Manager
The St. Joe Company
3196 Merchants Row Boulevard
Suite 140
Tallahassee, Florida 32311
(850) 402-5148

Authorized Agent (name, address, phone).

Darrin Taylor, AICP
Carlton Fields, P.A.
215 South Monroe, Suite 500
P.O. Drawer 190
Tallahassee, Florida 32302
(850) 224-1585
dtaylor@carltonfields.com

Location of approved DRI and proposed change.

See attached Location Map – see **Exhibit 1**

Provide a complete description of the proposed change. Include any proposed changes to the plan of development, phasing, additional lands, commencement date, build-out date, development order conditions and requirements, or to the representations contained in either the development order or the Application for Development Approval. Indicate such changes on the project master site plan, supplementing with other detailed maps, appropriate.

The Developer is proposing to re-designate a portion of the existing DRI parcel MUI-1 to create MUEI-5. MUI-1 is currently approved for industrial use. This change would carve out 10 acres of MUI-1 to create the new DRI parcel. The amendment would also convert 60,000 square feet

of industrial to create 50,000 square feet of education/institutional. The site is planned as the future home of the Tallahassee Classical School.

The revised DRI master plan showing the new MUEI-5 and the revised boundary for MUI-1 is included as **Exhibit 2**. Kimley Horn's traffic analysis is included as **Exhibit 3**.

List all the dates and resolution numbers (or other appropriate identification numbers) of all modifications or amendments to the originally approved DRI development order that have been adopted by the local government.

The City of Tallahassee and Leon County have both adopted the development order for the Southwood DRI. The City adopted the DRI development order on April 28, 1999 and Leon County adopted the development order on April 27, 1999. There have been eight amendments (7 Notification of Proposed Change and 1 administrative amendment) which were all incorporated into the Integrated Development Order adopted by the City of Tallahassee on October 25, 2017 and Leon County on November 14, 2017.

The First Amendment to the Integrated Development Order was adopted on October 17, 2018 by the City of Tallahassee and by Leon County on October 23, 2018. This amendment added the Independence Landing project to Southwood.

The St. Joe Company in conjunction with the Florida State University School submitted the 2nd amendment to the Integrated Development Order on December 11, 2018. This amendment was adopted on March 27, 2019 by the City and County Commissions.

The St. Joe Company submitted the 3rd amendment to the Integrated Development Order on February 8, 2019. This amendment was adopted on May 15, 2019 by the City and County Commissions.

The St. Joe Company submitted the 4th amendment to the Integrated Development Order on March 8, 2019. This amendment is currently under review and is scheduled for adoption hearings in June, 2019 by the City and County Commissions.

There have also been numerous permit extension notification notices filed by St. Joe extending the DRI phase, buildout and termination dates as well as required mitigation. These extensions were Legislature authorized extensions.

Does the proposed change result in a change to the buildout date or any phasing date of the project? If so, indicate the proposed new buildout or phasing dates.

No change in dates proposed.

Will the proposed change require an amendment to the local government comprehensive plan?

No.

An updated master site plan or other map of the development portraying and distinguishing the proposed changes to the previously approved DRI or development order conditions.

See **Exhibit 2** for the updated master plan.

Include the precise language that is being proposed to be deleted or added as an amendment to the development order.

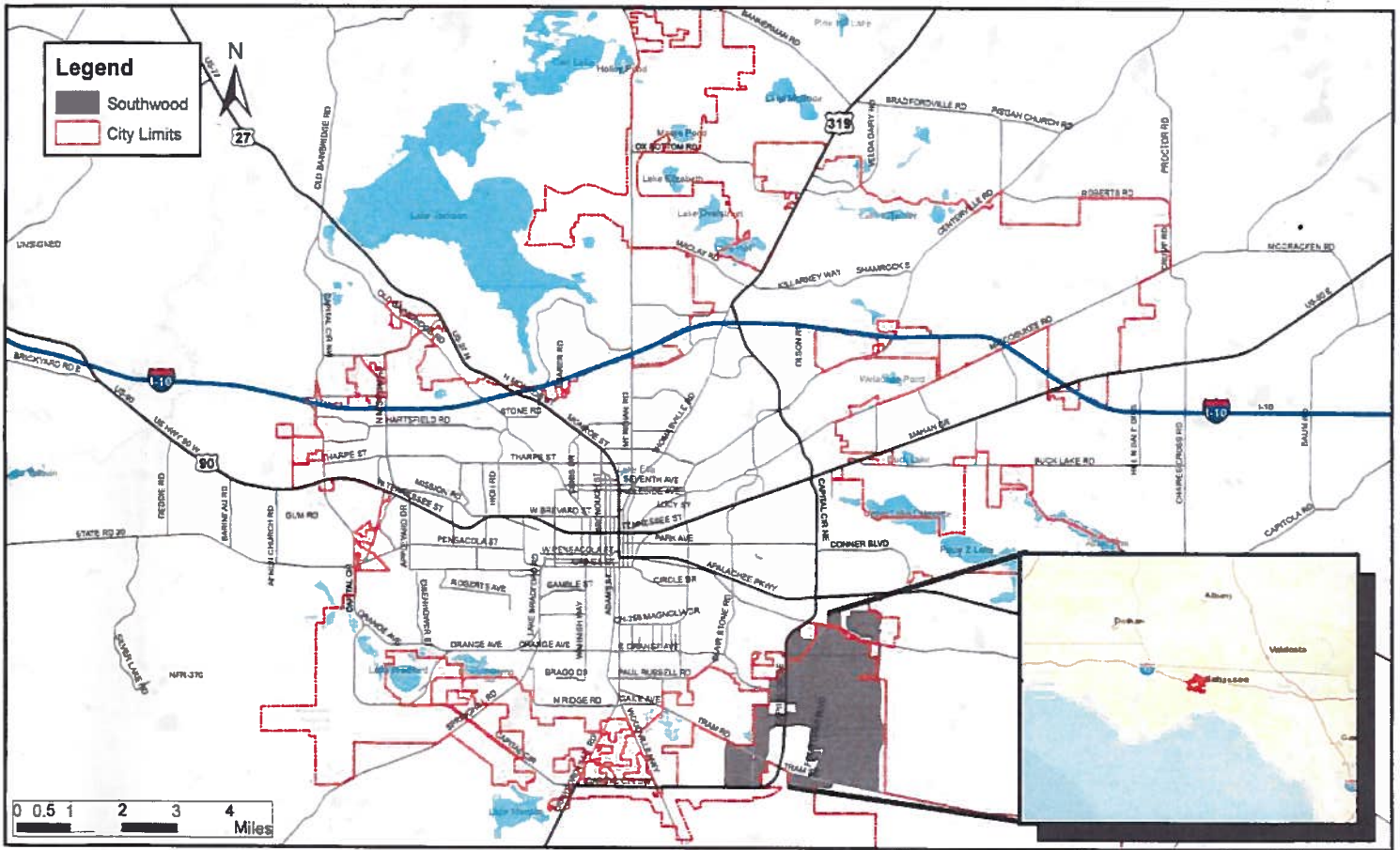
Language changes related to this proposed DO amendment are found in the proposed ordinance adopting this amendment to the Southwood DRI Development Order attached as **Exhibit 2**.

EXHIBITS

- EXHIBIT 1** LOCATION MAP OF SOUTHWOOD DRI
- EXHIBIT 2** PROPOSED DRI DO AMENDMENT WITH REVISED EXHIBITS
- EXHIBIT 3** TRANSPORTATION ANALYSIS

EXHIBIT 1

LOCATION MAP OF SOUTHWOOD DRI



Southwood STJOE

Southwood Location Map

Kimley»Horn

EXHIBIT 2
PROPOSED DRI DO AMENDMENT

**FIFTH AMENDMENT TO THE INTEGRATED DEVELOPMENT ORDER
FOR THE SOUTHWOOD DEVELOPMENT OF REGIONAL IMPACT**

WHEREAS, the Southwood Development of Regional Impact (DRI) is a mixed use development on approximately 3,322 acres located in the City of Tallahassee and in unincorporated Leon County, Florida; and

WHEREAS, the original development order for the Southwood DRI was issued in 1999; and

WHEREAS, the original development order was amended by the Integrated Development Order, 1999-2017 (the "Integrated Development Order"), approved by the Tallahassee City Commission on October 25, 2017 and the Leon County Board of County Commissioners on November 14, 2017; and

WHEREAS, the first amendment to the Integrated Development Order was approved by the Tallahassee City Commission on October 17, 2018 and the Leon County Board of County Commissioners on October 23, 2018 which approved the Independence Landing project; and

WHEREAS, the second amendment to the Integrated Development Order was approved by the Tallahassee City Commission on March 27, 2019 and the Leon County Board of County Commissioners on March 12, 2019 which approved the FSUS school expansion; and

WHEREAS, the third amendment to the Integrated Development Order was approved by the Tallahassee City Commission on May 15, 2019 and the Leon County Board of County Commissioners on May 14, 2019 which approved the conversion of commercial and hotel rooms to create additional day care and ALF, the creation of a conversion matrix and an amendment to the trails map; and

WHEREAS, the fourth amendment to the Integrated Development Order was approved by the Tallahassee City Commission on June 19, 2019 and the Leon County Board of County Commissioners on June 18, 2019 which approved the re-designation of DRI parcel MUOC-1 as MDR-17 making a new 17 acre multi-family parcel within the DRI; and

WHEREAS, the St. Joe Company on June 7, 2019 submitted an application to amend the Integrated Development Order (the "Amendment") to re-designate a portion of DRI parcel MUI-1 as MUEI-5 making a new 10 acre education/institutional parcel within the DRI; and

WHEREAS, the Tallahassee City Commission held a public hearing on **DATE**, considered the Amendment, and addressed the criteria set forth in the Comprehensive Plan and land development regulations; and

WHEREAS, the Leon County Board of County Commissioners held a public hearing on **DATE**, considered the Amendment, and addressed the criteria set forth in the Comprehensive Plan and the land development regulations.

NOW THEREFORE, IT IS HEREBY ORDERED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE, FLORIDA AND THE LEON COUNTY, BOARD OF COUNTY COMMISSIONERS:

Section 1. Exhibit B-1 to the Integrated Development Order is deleted and replaced with Amended Exhibit B-1, attached hereto.

Section 2. Exhibit B-2 to the Integrated Development Order is deleted and replaced with Amended Exhibit B-2, attached hereto.

Section 3. Exhibit C to the Integrated Development Order is deleted and replaced with Amended Exhibit C, attached hereto.

Section 4. Except as amended herein, the terms and provisions of the Integrated Development Order shall remain in full force and effect.

Section 5. This Amendment shall take effect upon approval by the Tallahassee City Commission and the Leon County Board of County Commissioners.

Passed and Approved by the City of Tallahassee City Commission on **DATE**, 2019.

CITY OF TALLAHASSEE

By: _____
John Dailey
Mayor

ATTEST:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM:
Tallahassee City Attorney's Office

By: _____
Cassandra K. Jackson
City Attorney

DULY PASSED AND APPROVED by the Leon County, Florida, Board of County Commissioners this **DATE** day of **Month**, 2019.

LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, Chairman
Board of County Commissioners

ATTESTED BY:

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

APPROVED AS TO FORM:
Leon County Attorney's Office

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

EXHIBIT B-1
SOUTHWOOD DRI DEVELOPMENT PROGRAM

DRI LAND USES	Phase 1 (1999-2010)		Phase 2a (2005-2027)		Phase 2b (2020-2027)		PROJECT TOTAL	
	Acres	BU/GSF	Acres	BU/GSF	Acres	BU/GSF	Acres	BU/GSF
Residential 1)								
Single Family	455	1,048 DU	489	1,026 DU			944	2,074 DU
Multi-Family	96	777 DU	311	2,319 DU			407	3,096 DU
SUBTOTAL	551	1,825 DU	800	3,345 DU			1,351	5,170 DU
Commercial (Wholesale, Retail & Service) (2)								
	149	287,000 GSF	191	480,728 GSF	197	12,502 GFS	537	780,230 GSF
Office (2)	130	500,000 GSF	174	150,000 gfs	197	1,544,117 GSF	491	2,194,117 GSF
Hotel (2)			191	162 rooms	197		388	162
Industrial			545	402,000 GFS <u>342,000</u>	138	2,328,381 GSF	193	2,630,381 GSF
Educational/Institutional								
Educational	148	230,000 GFS	<u>10</u>	25 <u>305,000</u> GFS	29		177	485,000 GSF
Institutional (3)								
SUBTOTAL		230,000 GFS						485,000 GFS
Recreation & Open Space								
Central Park (4)	125						125	
Community Park (5)	195						195	
North Park			36				36	
Golf Course/Clubhouse	214						214	
Other Open Space & Buffers (6)	772		25				797	
SUBTOTAL	1306		61				1,367	
TOTALS (7)	2,125		1,003		194		3,322	

Notes:

1. Single family and multi-family residential acreages include 59 acres of Town Center. The remaining 32 acres of Town Center is included in both the Commercial and Office category.
2. Acreage identified for Office and Commercial in the original development order did not reflect the land necessary to support Office or Commercial. The mixed-use pods were always intended to be the location for Office and Commercial uses. In addition, 17,000 GSF of Commercial may be located at the Historic House overlay as a sales center.
3. Up to 31,000_GSF of Phase 1 Commercial may be converted into Phase 1 Institutional to be located in all pods except areas designated for Recreation and Open Space at a rate of 203 GSF Institutional for 100 GSF Commercial. Any conversion of Commercial to Institutional must be reported in the next required Annual Report.
4. Central Park includes 22 acres of active recreation uses and 103 acres of passive recreation/open space uses. Refer to ADA Figure 26.1.
5. Community Park includes 42 acres of active recreation uses and 153 acres of passive recreation/open space/conservation uses. Refer to ADA Figure 26.2.
6. Other Open Space and Buffers includes open space corridors throughout the project (see ADA Figure 26.1) as well as the 86 acre stormwater management facility site south of Tram Road.
7. Commercial, Office, Hotel and Industrial Acreages may include the same pods in multiple categories to reflect the wide range of allowable uses within various land uses. Refer to exhibit B-2 for specific pod acreages.

EXHIBIT B-2 SOUTHWOOD DRI PHASING PROGRAM

PHASE 1			PHASE 2a			PHASE 2b ¹		
POD	LAND USE	ACRES ²	POD	LAND USE	ACRES ²	POD	LAND USE	ACRES ²
LSF-6	LARGE LOT RESIDENTIAL	14	LSF-1	LARGE LOT RESIDENTIAL	44	TC-1 ^{4,5}	TOWN CENTER (MIXED USE)	See Ph.1
LSF-8	LARGE LOT RESIDENTIAL	27	LSF-3	LARGE LOT RESIDENTIAL	62	TC-2 ^{4,5}	TOWN CENTER (MIXED USE)	See Ph.1
LSF-9	LARGE LOT RESIDENTIAL	53	LSF-5	LARGE LOT RESIDENTIAL	30	SUBTOTAL		0
LSF-10	LARGE LOT RESIDENTIAL	101	LSF-7	LARGE LOT RESIDENTIAL	32	NVC-1 ⁵	NEIGHBORHOOD VILLAGE CENTER	See Ph.2a
SUBTOTAL		195	SUBTOTAL		168	SUBTOTAL		0
LDR-6	LOW DENSITY RESID.	23	LDR-1	LOW DENSITY RESID.	24			
LDR-10	LOW DENSITY RESID.	53	LDR-2	LOW DENSITY RESID.	82	MUI-1 ⁵	RESEARCH & DEVELOPMENT	See Ph.2a
LDR-11	LOW DENSITY RESID.	23	LDR-3	LOW DENSITY RESID.	63	MUI-3 ⁵	RESEARCH & DEVELOPMENT	See Ph.2a
LDR-12	LOW DENSITY RESID.	27	LDR-4	LOW DENSITY RESID.	13	SUBTOTAL		0
LDR-13a	LOW DENSITY RESID.	11	LDR-5	LOW DENSITY RESID.	89	MUEI-1 ⁵	EDUCATIONAL/INSTITUTIONAL	See Ph.2a
LDR-14	LOW DENSITY RESID.	7	LDR-7	LOW DENSITY RESID.	16	SUBTOTAL		0
LDR-15	LOW DENSITY RESID.	46	LDR-8	LOW DENSITY RESID.	7		DEVELOPED ^{4,5}	194
LDR-16	LOW DENSITY RESID.	32	LDR-9	LOW DENSITY RESID.	23	SUBTOTAL		194
SUBTOTAL		222	LDR-13b	LOW DENSITY RESID.	4		TOTAL	194
MDR-6a	MED. DENSITY RESID.	8	SUBTOTAL		321			
MDR-7	MED. DENSITY RESID.	24	MDR-1	MED. DENSITY RESIDENTIAL	33			
MDR-8	MED. DENSITY RESID.	15	MDR-3	MED. DENSITY RESIDENTIAL	18			
MDR-9	MED. DENSITY RESID.	5	MDR-4	MED. DENSITY RESIDENTIAL	21			
MDR-12	MED. DENSITY RESID.	23	MDR-5	MED. DENSITY RESIDENTIAL	25			
SUBTOTAL		75	MDR-6b	MED. DENSITY RESIDENTIAL.	15			
TC-1	TOWN CENTER (MIXED USE)	59	MDR-10	MED. DENSITY RESIDENTIAL.	20			
TC-2	TOWN CENTER (MIXED USE)	32	MDR-11	MED. DENSITY RESIDENTIAL.	74			
SUBTOTAL		91	MDR-13	MED. DENSITY RESIDENTIAL	8			
MUOC-2	OFFICE/COMMERCIAL	33	MDR-14	MED. DENSITY RESIDENTIAL	47			
MUOC-4	OFFICE/COMMERCIAL	22	MDR-15	MED. DENSITY RESIDENTIAL	13			
			MDR-16	MED. DENSITY RESIDENTIAL	20			
			MDR-17	MED. DENSITY RESIDENTIAL	17			
MUOC-6	OFFICE/COMMERCIAL	29	SUBTOTAL		314			
MUOC-7	OFFICE/COMMERCIAL	4	TC-1 ⁴	TOWN CENTER (MIXED USE)	See Ph.1			
SUBTOTAL		88	TC-2 ⁴	TOWN CENTER (MIXED USE)	See Ph.1			
MUEI-2	EDUCATIONAL/INSTITUTION	53	SUBTOTAL		0			
MUEI-3	EDUCATIONAL/INSTITUTION ³	86	MUOC-3	OFFICE/COMMERCIAL	28			
MUEI-4	EDUCATIONAL/INSTITUTION	9						
MUEI-5	EDUCATIONAL/INSTITUTION	10	MUOC-5	OFFICE/COMMERCIAL	29			
SUBTOTAL		15848	MUOC-8	OFFICE/COMMERCIAL	47			
REC	COMMUNITY PARK	42	SUBTOTAL		104			
REC	CENTRAL PARK/COMM. CTR	22	NVC-1	NEIGHBORHOOD VILLAGE CTR	10			
REC	GOLF COURSE	214	SUBTOTAL		10			
SUBTOTAL		278	MUI-1	RESEARCH & DEVELOPMENT	871			
	DEVELOPED	42,0097	MUI-2	RESEARCH & DEVELOPMENT	55			
	OPEN SPACE	1,028	MUI-3	RESEARCH & DEVELOPMENT	57			
TOTAL		2,13526	SUBTOTAL		18393			
			MUEI-1	EDUCATIONAL/INSTITUTIONAL	29			
			MUEI-2 ⁵	EDUCATIONAL/INSTITUTIONAL	53			
			MUEI-3 ⁵	EDUCATIONAL/INSTITUTIONAL	86			
			SUBTOTAL		168			
			PARK	NORTH PARK (OPEN SPACE)	36			
			SUBTOTAL		36			

	DEVELOPED ^{4,5}	1,26576
	OPEN SPACE	61
	TOTAL	1,32636

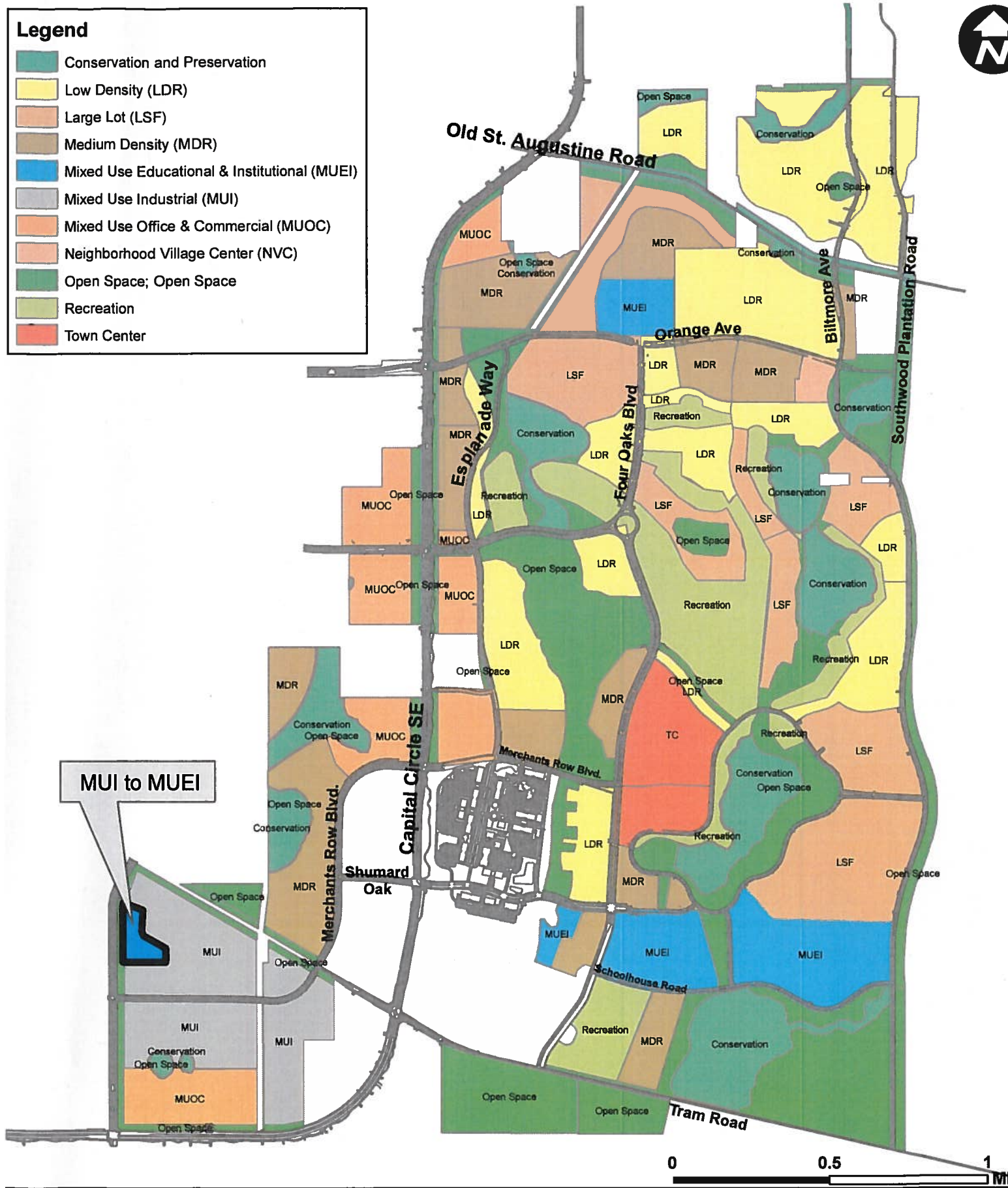
NOTES

1. Prior to commencement of development of Phase 2b entitlements, an updated traffic analysis that addresses cumulative impacts of Phases 1 through 2b will be provided by the Developer to the review agencies as a substantial deviation for review for transportation impacts only. Until such time as the Phase 2b entitlements are sought, the lands identified as being in Phase 2b may be developed with available entitlements from Phase 2a.
2. Acreage projections for each development pod on this table and on Map H are approximate and may vary based upon final survey and platting.
3. Phase 1 development of MUEI-3 limited to 56,000 GSF and ancillary athletic fields.
4. The referenced pod, land use, and acreage is inclusive of the same pod referenced in Phase 1, and represents developer's ability to develop up to the stated acreage in Phases 2a and 2b.
5. The referenced pod, land use, and acreage is inclusive of the same pod referenced in Phase 1, and represents developer's ability to develop up to the stated acreage in Phase 2a.
6. The referenced pod, land use, and acreage is inclusive of the same pod referenced in Phase 2a, and represents developer's ability to develop up to the stated acreage in Phase 2b.



Legend

- Conservation and Preservation
- Low Density (LDR)
- Large Lot (LSF)
- Medium Density (MDR)
- Mixed Use Educational & Institutional (MUEI)
- Mixed Use Industrial (MUI)
- Mixed Use Office & Commercial (MUOC)
- Neighborhood Village Center (NVC)
- Open Space; Open Space
- Recreation
- Town Center



MUI to MUEI



The best is still to come...

Kimley»Horn



Exhibit for Land Use Change

June 6, 2019

EXHIBIT 3

TRANSPORTATION ANALYSIS

Kimley»Horn

June 6, 2019

Mr. John Curtis
Director of Development
The St. Joe Company
3251 Hemingway Blvd
Tallahassee, FL 32311

RE: Southwood DRI - Proposed Land Use Conversion for Charter School

Dear Mr. Curtis:

A 50,000 square foot K-5 Charter School is being proposed to be located on 10 acres west of Capital Circle, adjacent to and south of Tram Road within the boundaries of the Southwood Development of Regional Impact (DRI). This parcel is part of the currently designated MUI-1 parcel allowing for mixed-use industrial land uses. See the attached Southwood DRI land use map that shows the location of the proposed land use change. These 10 acres are being proposed as a MUEI land use, allowing for educational uses.

Similar to several previous land use changes in the DRI, to accommodate this expansion some of the approved land uses within the DRI are being converted such that the traffic impacts to the surrounding transportation network are trip neutral. The approved DRI utilized trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 7th Edition* and local survey data. These trip generation rates were summarized in a Cumulative Trip Generation Summary table in the DRI, from which land use conversion rates can be calculated. These effective trip generation rates are the basis of the Land Use Conversion (LUC) table that has been approved for use to provide flexibility for change in land uses in this DRI. For example, the Cumulative Trip Generation Summary table indicated that 500,000 gross square feet of Research and Development (aka mixed-use industrial) land use would result in 502 PM peak hour trips, for an effective trip rate of approximately one (1.00) trip per thousand square feet of gross floor area.

The trip rates existing in the DRI may not applicable to a K-5 Charter School. Using methodology consistent with the January 21, 2019 memorandum for the FSU School expansion and land use change, the rate (1.19 per 1,000 square feet) that was used in this conversion is from the ITE Trip Generation Manual 10th Edition.

The proposed development of the K-5 Charter School of 50,000 square feet will generate approximately 60 PM peak hour trips. The additional 60 trips for the K-5 Charter School land use will require the conversion of 60,000 square feet of Research and Development (industrial) land use to remain trip neutral and avoid new traffic impacts on the surrounding transportation network. The Cumulative Trip Generation Summary from the DRI has been updated with this conversion explained above and is attached.

If you have any questions regarding these conversion calculations, please feel free to contact me.

Sincerely,



Richard R. Barr, AICP
Senior Vice President

Attachments:
Southwood DRI Land Use Map
Updated Cumulative Trip Generation Summary

SouthWood Phase 2a
Cumulative Trip Generation Summary
SouthWood Phase 2a
Cumulative Trip Generation Summary - Updated

	Pod Code	Units/ Square Feet	Total Trips	5% TDM Trips	Enter Trips	Exit Trips
Single-Family Housing	LSF	491 units	545	518	326	192
Single-Family Housing	LDR	1,585 units	1,675	1,591	1,002	589
Multi-Family Housing	MDR	2,694 units	1,672	1,588	1,032	556
Office	MUOC/TC	650,000 gsf	1,043	991	168	823
Retail/Commercial	MUOC/TC	750,728 gsf	3,999	3,800	1,824	1,976
Southwood House	HHO	17,000 gsf	25	23	10	13
Catholic School	MUEI	79,000 gsf	149	141	52	89
FSU High School	MUEI	316,000 gsf	606	576	357	219
Public K-8 School	MUEI	90,000 gsf	72	68	31	37
Research & Development	MUI	342,000 gsf	342	325	23	302
Hotel	MUOC/TC/HHO	162 rooms	86	82	40	42
Community Center		12,800 gsf	22	21	7	14
Central Park		123 acres	5	5	2	3
Community Park		215 acres	13	12	5	7
Golf Course		18 holes	49	47	21	26
Assisted Living Facility		15 beds	4	4	1	3
Day Care Center		9,000 gsf	100	95	45	50
K-5 Charter School	MUEI	50,000 gsf	60	57	26	31
Total			10,468	9,944	4,973	4,971

Updated 6/6/2019

TRIP GENERATION ASSUMPTIONS

Land Use and Trip Assumptions based on ITE Trip Generation Manual, 7th Edition with the exception of the schools, which are based on local survey data.

The Trip Rate applied to each land use is derived from ITE trip equations (if available) or average trip rates.

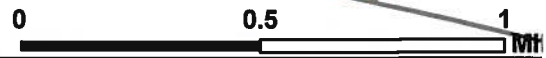
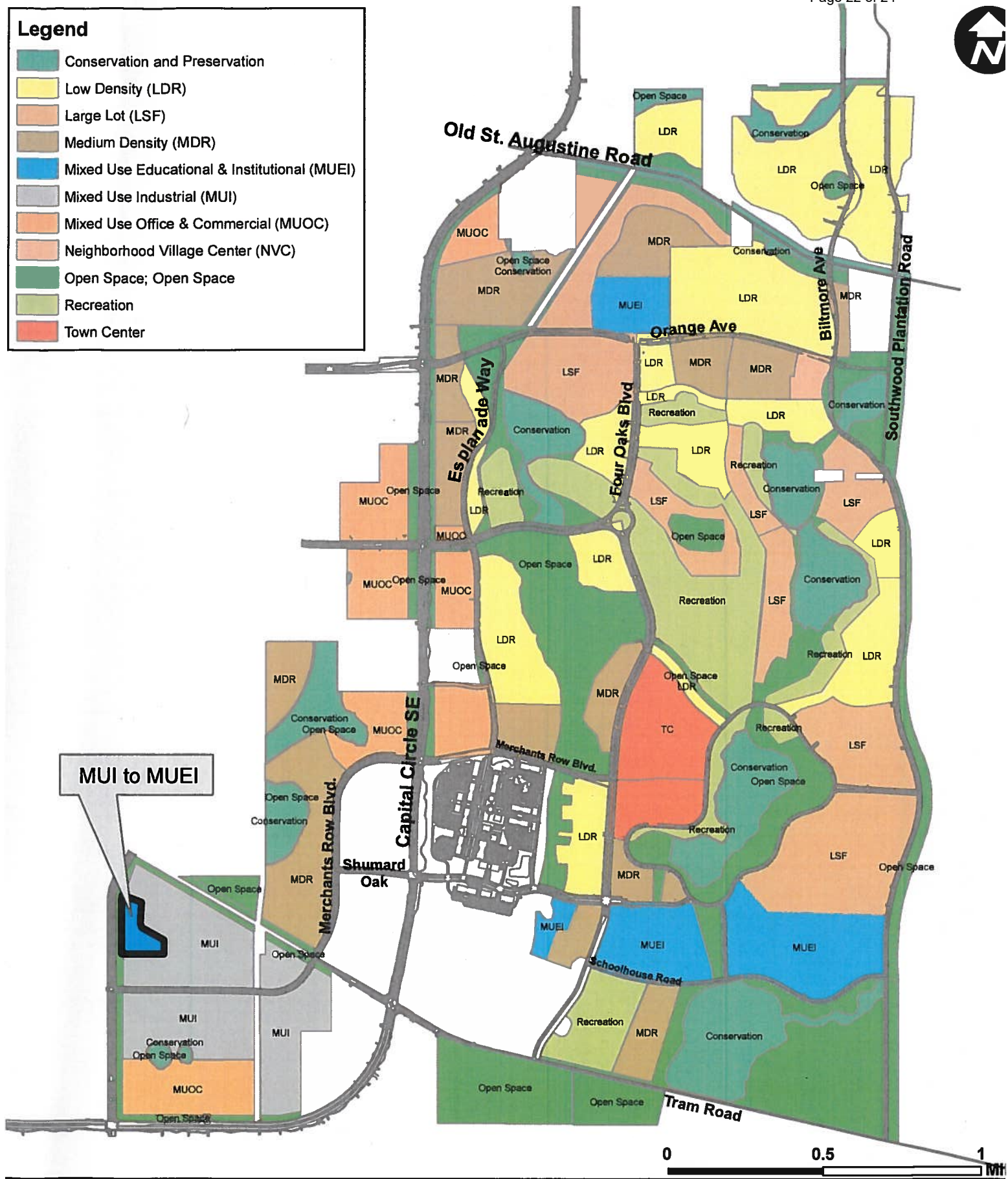
The office uses may include typical accessory uses as provided for in the MUOC and TC zoning districts of the Southwood PUD.

Trips reduced by 5% to reflect higher than average bicycle and pedestrian use.



Legend

- Conservation and Preservation
- Low Density (LDR)
- Large Lot (LSF)
- Medium Density (MDR)
- Mixed Use Educational & Institutional (MUEI)
- Mixed Use Industrial (MUI)
- Mixed Use Office & Commercial (MUOC)
- Neighborhood Village Center (NVC)
- Open Space; Open Space
- Recreation
- Town Center



The best is still to come...

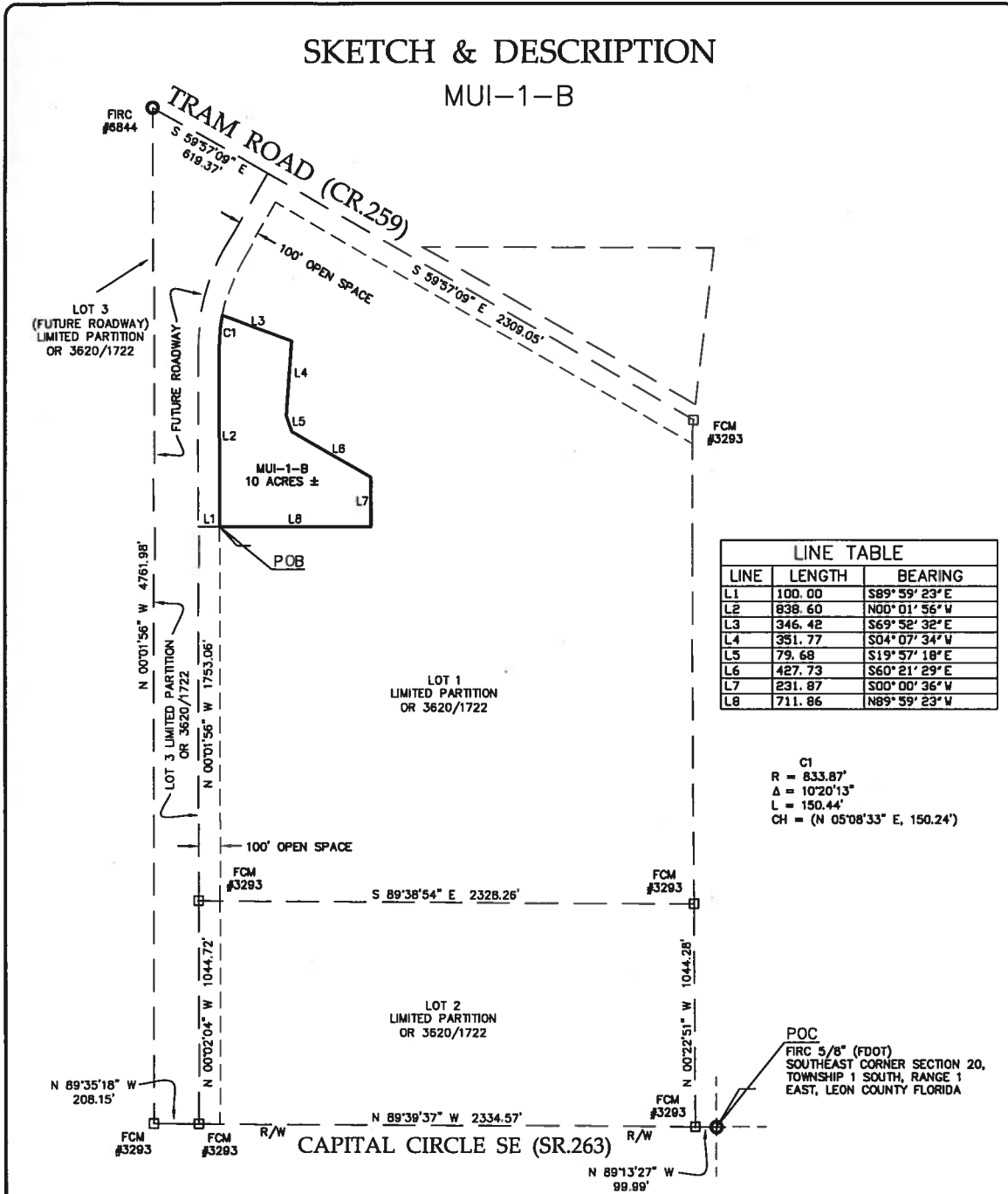
Kimley»Horn



Exhibit for Land Use Change

June 6, 2019

SKETCH & DESCRIPTION MUI-1-B



LINE TABLE		
LINE	LENGTH	BEARING
L1	100.00	S89°59'23"E
L2	838.60	N00°01'56"W
L3	346.42	S69°52'32"E
L4	351.77	S04°07'34"W
L5	79.68	S19°57'18"E
L6	427.73	S60°21'29"E
L7	231.87	S00°00'36"W
L8	711.86	N89°59'23"W

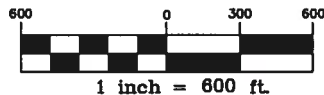
C1
R = 833.87'
Δ = 10°20'13"
L = 150.44'
CH = (N 05°08'33" E, 150.24')

POC
FIRC 5/8" (FDOT)
SOUTHEAST CORNER SECTION 20,
TOWNSHIP 1 SOUTH, RANGE 1
EAST, LEON COUNTY FLORIDA

SKETCH & DESCRIPTION NOT COMPLETE WITHOUT SHEETS 1&2

LEGEND

- POC - POINT OF COMMENCEMENT
- POB - POINT OF BEGINNING
- FCM - FOUND CONCRETE MONUMENT 4" X 4"
- FIRC - FOUND IRON ROD & CAP 5/8"
- R/W - RIGHT OF WAY



PREPARED FOR:

ST. JOE COMPANY

I hereby certify that this survey meets the standards of practice as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

NOTES

1. THIS SKETCH AND DESCRIPTION IS BASED ON RECORDED DOCUMENTS FOUND IN OFFICIAL RECORDS BOOK 3620, PAGE 1722 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
2. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN.
3. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
4. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



3201 Shamrock Street South, Suite #102
Tallahassee, Florida 32309
Office: (850) 688-7641 Fax: (850) 688-7648

DRAWN BY : KO	SHEET NO.
CHECKED BY : S. STINSON	1
DATE : 06/06/19	OF 2
REVISED:	
SCALE 1" = 600'	JOB NO.
FIELD BOOK: N/A PAGE: N/A	304506.07
DATE OF SURVEY: 06/04/19	

STEVEN W. STINSON DATE
FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457
FLORIDA LICENSED BUSINESS No. 7834

SKETCH & DESCRIPTION

MUI-1-B


LEGAL DESCRIPTION MUI-1-B

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 1 EAST, LEON COUNTY, FLORIDA MARKED BY A FOUND 5/8" IRON ROD & CAP (FDOT) ALSO LAYING ON THE NORTH RIGHT OF WAY OF CAPITAL CIRCLE SOUTHEAST (SR. 263); THENCE NORTH 89 DEGREES 13 MINUTES 27 SECONDS WEST, 99.99 FEET ALONG SAID RIGHT OF WAY TO A FOUND 4"X4" CONCRETE MONUMENT (#3293); THENCE NORTH 89 DEGREES 39 MINUTES 37 SECONDS WEST, 2334.57 FEET TO A FOUND 4"X4" CONCRETE MONUMENT (#3293); THENCE LEAVING SAID RIGHT OF WAY RUN NORTH 00 DEGREES 02 MINUTES 04 SECONDS WEST, 1044.72 FEET TO A FOUND 4"X4" CONCRETE MONUMENT (#3293) AND THE SOUTHWEST CORNER OF LOT 1 OF A LIMITED PARTITION RECORDED IN OFFICIAL RECORDS BOOK 3620, PAGE 1722 OF THE PUBLIC RECORDS OF LEON COUNTY FLORIDA; THENCE ALONG THE WEST BOUNDARY OF SAID LOT 1 RUN NORTH 00 DEGREES 01 MINUTES 56 SECONDS WEST, 1753.06 FEET; THENCE LEAVING SAID WEST BOUNDARY RUN SOUTH 89 DEGREES 59 MINUTES 23 SECONDS EAST, 100.00 FEET TO THE EAST LINE OF A 100 FOOT "OPEN SPACE" EASEMENT SHOWN IN SAID LIMITED PARTITION AND TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN NORTH 00 DEGREES 01 MINUTES 56 SECONDS WEST, 838.60 FEET ALONG SAID EAST "OPEN SPACE" LINE TO A POINT OF CURVE TO THE RIGHT THENCE ALONG THE ARC OF SAID CURVE HAVING A CENTRAL ANGLE OF 10 DEGREES 20 MINUTES 13 SECONDS, A RADIUS OF 833.87 FEET AND AN ARC LENGTH OF 150.44 FEET, (CHORD BEARING NORTH 05 DEGREES 08 MINUTE 33 SECONDS EAST, 150.24 FEET); THENCE SOUTH 69 DEGREES 52 MINUTES 32 SECONDS EAST, 346.42 FEET; THENCE SOUTH 04 DEGREES 07 MINUTES 34 SECONDS WEST, 351.77 FEET; THENCE SOUTH 19 DEGREES 57 MINUTES 18 SECONDS EAST, 79.68 FEET; THENCE SOUTH 60 DEGREES 21 MINUTES 29 SECONDS EAST, 427.73 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 36 SECONDS WEST, 231.87 FEET; THENCE NORTH 89 DEGREES 59 MINUTES 23 SECONDS WEST, 711.86 FEET TO THE POINT OF BEGINNING. CONTAINING 10.00 ACRES MORE OR LESS.

SKETCH & DESCRIPTION NOT COMPLETE WITHOUT SHEETS 1&2

NOTES

1. THIS SKETCH AND DESCRIPTION IS BASED ON RECORDED DOCUMENTS FOUND IN OFFICIAL RECORDS BOOK 3620, PAGE 1722 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
2. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN.
3. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
4. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

 <p>Meridian SURVEYING and MAPPING INC.</p> <p>3201 Shamrock Street South, Suite #102 Tallahassee, Florida 32309 Office: (850) 688-7641 Fax: (850) 688-7648</p>	DRAWN BY : KO	SHEET NO.
	CHECKED BY : S. STINSON	2
	DATE : 06/06/19	OF 2
	REVISD:	JOB NO.
SCALE 1" = 600'	304506.07	
FIELD BOOK: N/A PAGE: N/A DATE OF SURVEY: 06/04/19		

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

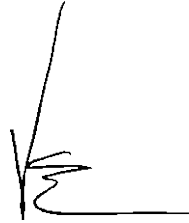
Agenda Item #10

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Policy for “Safe Passage of Emergency Vehicles on Unpaved Private Roads”



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Brent Pell, P.E., Public Works Director Nicki Paden, Management Analyst

Statement of Issue:

This item seeks the Board’s adoption of a Policy for Public Works to ensure the immediate safe passage of emergency vehicles by authorizing minimal repairs for private unpaved roads.

Fiscal Impact:

This item has a fiscal impact. Based on the limited number of calls that are verified each year showing unpaved private road conditions to be an impediment for the access of emergency vehicles, the costs of minimal repairs needed to restore accessibility for these roadways is available in the Public Works Operations’ budget.

Staff Recommendation:

Option #1: Adopt the proposed Policy No. 19-X “Safe Passage of Emergency Vehicles on Unpaved Private Roads” (Attachment #1).

Report and Discussion

Background:

This item seeks the Board’s adoption of a Policy for Public Works to ensure the immediate safe passage of emergency vehicles on unpaved private roads (Attachment #1).

The County’s existing roadway repair and maintenance programs including the new Rural Road Stabilization Program approved by the Board at the June 18th Budget Workshop, are tailored for non-emergency service needs and offer moderate-to-long-term planned and designed roadway improvements. However, in reviewing the County’s existing programs and policies, staff identified the lack of policy that provides the authority for Public Works’ to respond when the conditions of unpaved private roads prevent the passage of emergency vehicles and therefore require immediate attention. While road conditions often deteriorate over time without maintenance, this item and draft policy addresses the County’s role and responsibility to provide a short-term repair to a private road in response to a sudden event (often weather-related) only to ensure the passage of emergency vehicles. This draft policy would not apply during a declared state of emergency as the County already has measures in place for such circumstances.

The unincorporated area of Leon County contains over 550 miles of private roads, of which 351 miles are classified as dirt roads and encompass various segments that are not properly maintained. In certain situations, dirt roads have deteriorated to the point of causing safety concerns for emergency vehicles with limited accessibility due to washed-out roads with unstable sand/clay, impassable depths, or wheel-path width. Such conditions can lead to adverse impacts to the accessibility and response time of emergency vehicles responding to citizens on these roads.

The County offers programs for the repair and routine maintenance of private roads such as the Private Paved Road Preventive Maintenance and Repair Program and the 2/3 Roadway Improvement Program. These programs offer varying levels of maintenance conducted through the County to be funded by the requesting property owner(s) either through the establishment of a special assessment or payment in full prior to commencement of work. However, due to limited financial ability, some neighborhoods are unable to participate in these programs despite their expressed interest. At the June 18, 2019 Budget Workshop, in response to the identified need and paramount public purpose to maintain safe passages for emergency vehicles, the Board approved the Rural Road Stabilization Program to assist financially-restricted property owners in restoring unsafe private unpaved roads. As an alternative to the County’s 2/3 Roadway Improvement Program, a portion of L.I.F.E. funding will be dedicated to the five-year plan program to support the restoration of deteriorated road segments abutted by low-income residents.

Analysis:

As private roads, the maintenance of dirt roads is the responsibility of the abutting property owners; however, each month the County receives calls and emails from residents that live on private roads seeking the County’s assistance in their road repair or maintenance. Only a handful of calls and emails received throughout the year are in regard to concerns about the accessibility for emergency vehicles. In each case, Public Works inspects the unpaved private road to evaluate the conditions. In the few instances where Public Works validated the inability of emergency vehicles to traverse

the private road, the sudden lack of accessibility was directly related to heavy rainfall in the area. While the County has broad powers during a declared State of Local Emergency to repair roads, staff is seeking policy guidance to clarify the County’s role and responsibility outside of a declared State of Local Emergency regarding immediate and minimal repairs of private roads only to ensure the passage of emergency vehicles.

Recognizing that road conditions can deteriorate over time without maintenance and/or suddenly as a result of extreme weather events, the proposed County Policy entitled, “Safe Passage of Emergency Vehicles on Unpaved Private Roads” would authorize immediate repairs to private roadway conditions that prevent access for emergency vehicles (Attachment #1). The proposed Policy would empower the Public Works Director, or designee, to make the determination regarding the accessibility of the roadway for first responders and take immediate action so that the repairs can take place as they are needed, including after-hours and on weekends. The repairs to the private unpaved road would be minimal such as laying down gravel and grading it for safe passage.

The proposed policy is designed for the County to be responsive and, when warranted, respond accordingly to an urgent condition. In recent years, many counties across the state have sought to address this issue and delineate the roles and responsibilities of local government versus private property owners. Staff examined the various approaches by county governments in Florida to address unsafe conditions of private unpaved roads ranging from the advancement of County funds for emergency repairs, to proactive taxation for future emergency repairs, and the pronouncement of property owners’ maintenance responsibilities.

Policies and Practices of Florida Counties

Across the state, several counties authorize the expenditure of public funds to conduct emergency repairs of private roads outside of a declared state of emergency. Bay, Sarasota, and Duval Counties designate various staff to make a determination regarding the damage or inaccessibility of a roadway and to make the necessary immediate repairs to ensure safe passage of emergency vehicles as follows:

- Bay County: Authorizes the Chief of Emergency Services to make such determination;
- Sarasota County: Authorizes the County Administrator to make such determination; and,
- Duval County: Authorizes the Director of Public Works to make such determination.

Similar to the County’s proposed policy, public funds authorized under these programs in Bay, Sarasota, and Duval Counties are not utilized for routine, preventative, or planned maintenance, but rather small-scale repairs to stabilize roads only to the extent to ensure the accessibility of emergency response vehicles. The scope of these programs are limited to emergency situations and are not applicable to ensuring accessibility of non-emergency response vehicles such as school busses and mail carriers.

Other Florida counties use Municipal Service Taxing Units (MSTUs) and Municipal Service Benefit Units (MSBUs) for road improvements and maintenance. Marion County has a dedicated MSTU Department to manage over 50 MSTUs and MSBUs. Collier County recently considered,

but did not adopt, an Ordinance to create an MSTU to address deteriorating conditions of unpaved private roads. The following is a brief summary and contrast of the two different approaches:

- Marion County: Taxing units levied at the request of property owners for maintenance and improvements. Proactive approach to avoid private maintenance issues and obstructed roadways.
- Collier County: Taxing units that would have been levied (if adopted) without the consent of property owners. Included an exemption from the tax if the county found the road not likely to require maintenance within the next five fiscal years or upon submission and acceptance of a sustainable maintenance plan by a group of property owners.

Marion County’s efforts are similar to Leon County’s existing programs in that both counties provide a mechanism, at the request of property owners, to repay the County for the maintenance, repair, and improvements to private roads. These programs are proactive and require the participation of property owners to avoid maintenance issues and obstructed roadways. Staff does not support the levying of an MSTU or MSBU to improve or maintain unpaved private roads without the consent of property owners, as these roads are considered private property and the County would not have the authority, barring an emergent need, to make any repairs or improvements to said property.

In contrast with the various approaches utilized by Florida counties to address unsafe conditions on private roads, Volusia and Seminole Counties explicitly declare no responsibility in ensuring acceptable access for residents or emergency service vehicles on private roads. With exception to a declared state of local emergency, their Administrative Codes offer the following:

- Seminole County: *“The County has no responsibility or authority for maintenance of private roads. Maintenance of such roads, including emergency measures, is solely the responsibility of the owners.”*
- Volusia County: *“The County is not responsible for the maintenance, repair, upkeep, or improvements of any private roadway that is neither dedicated to nor accepted by Volusia County and that the maintenance of the road is not the responsibility of the County, regardless of use by public service vehicles. The County is not responsible to ensure acceptable access for residents or emergency services.”*

This approach clearly delineates the responsibility of the county versus the private property owners no matter the condition of a private unpaved road. However, as described in the next section, staff has prepared a proposed policy that would authorize the County, in very limited circumstances, to make minimal repairs on private unpaved roads to ensure the safe passage of emergency vehicles.

Proposed Policy “Safe Passage of Emergency Vehicles on Unpaved Private Roads”

Based on the review and analysis of the County’s policies and practices and examining the practices of other Florida counties related to unsafe road conditions that prevent emergency vehicles access on private unpaved roads, staff has prepared a draft policy for the Board’s approval to provide for the immediate restoration of emergency vehicle access. Similar to the policy approaches adopted by Bay, Sarasota, and Duval County, the proposed policy authorizes repairs “only to the extent as needed to temporarily allow the passage of such emergency vehicles” in

order to strictly and intentionally limit the use of public funds on a private roadway. The proposed policy, entitled “Safe Passage of Emergency Vehicles on Unpaved Private Roads” effectuates the following:

- Designates the Director of Public Works, or designee, to make the determination regarding the condition of an unpaved private road and impacts to the accessibility of emergency response vehicles.
- Authorizes expenditure of County funds and resources for small-scale repairs to stabilize roads only to the extent to ensure the accessibility of ambulances, fire trucks, and other first-responder emergency vehicles.

The need for clear policy guidance on this matter is not based on the volume of requests received by the County but rather the urgency and potential life and death consequences of first responders not being able to reach residents in a timely matter, if at all. Unlike the County’s existing roadway maintenance and repair programs, a singular resident would be able to effectuate the immediate restoration of the road by contacting Public Works to inspect the accessibility of emergency vehicles. Given this dynamic, along with the understanding that private roads are the responsibility of the abutting property owners and the deterioration of private roads generally occur over long periods of time, staff will continue to use the opportunity to inform residents about all the County’s private road repair and maintenance programs which offer more reliable and longer lasting solutions for the maintenance of their private roadway. Based on the limited number of calls that are verified each year showing unpaved private road conditions to be an impediment for the access of emergency vehicles, the minimal repairs needed to restore accessibility for these roadways can be absorbed in the Public Works Operations’ budget.

Options:

1. Adopt the proposed Policy No. 19-X “Safe Passage of Emergency Vehicles on Unpaved Private Roads” (Attachment #1).
2. Do not adopt the proposed Policy No. 19-X “Safe Passage of Emergency Vehicles on Unpaved Private Roads.”
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Policy No. 19-X "Safe Passage of Emergency Vehicles on Unpaved Private Roads”

Board of County Commissioners Leon County, Florida

Policy No. 19-

Title: Safe Passage of Emergency Vehicles on Unpaved Private Roads

Date Adopted: July 9, 2019

Effective Date: July 9, 2019

Reference: None

Policy Superseded: None

It shall be policy of the Board of County Commissioners of Leon County, Florida that a new policy entitled "Safe Passage of Emergency Vehicles on Unpaved Private Roads" is hereby adopted, to wit:

Determination of Need for Emergency Repair of Private Unpaved Roads

In instances when the County is not in a declared local state of emergency, and the Director of Public Works, or his/her designee, has determined that a private unpaved road in unincorporated Leon County has become blocked or impassable such that ambulances, fire trucks, and other such first-responder emergency vehicles would be unable to get through, the Board hereby approves the use of County funds and resources to make a repair to the unpaved private road, but only to the extent as needed to temporarily allow the passage of such emergency vehicles.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

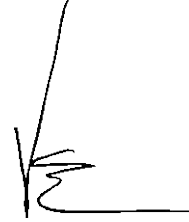
Agenda Item #11

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Agreement with Florida Department of Corrections for Use of Inmate Crews



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 of Operations

Statement of Issue:

This agenda item seeks the Board's approval of an agreement with the Florida Department of Corrections for use of inmate crews to assist the Public Works department with roadside maintenance and other related services.

Fiscal Impact:

This item has a fiscal impact. All costs associated with utilization of the inmate crews are included in the Division of Operations' existing operating budget. Operation of one inmate crew saves the County approximately \$120,000 a year in personnel costs.

Staff Recommendation:

Option #1: Approve the Agreement with the Florida Department of Corrections for use of Inmate Crews (Attachment #1) and authorize the County Administrator to execute.

Report and Discussion

Background:

This agenda item seeks the Board's approval of an agreement with the Florida Department of Corrections (FDOC) for use of inmate crews to assist the Public Works department with roadside maintenance and other related services (Attachment #1). The Public Works Division of Operations has utilized FDOC inmates since 2004, and inmates from their Wakulla Correctional Institution since 2012. FDOC has notified the County that the existing Local Agreement will need to be replaced to account for changes in FDOC's agreement management and other conditions.

Inmates from FDOC are classified as minimal custody prisoners who have voluntarily chosen to work in order to gain early release. These inmates perform duties for the Division that includes mowing right-of-way, weed eating and making and laying sandbags. Historically, FDOC crews have proven to be very dependable and productive. An additional advantage provided by these crews is that the inmates tend to stay with the crews for longer durations. This is due primarily to sentences being longer for FDOC inmates versus jail inmates who tend to have much shorter sentences. Having the inmates on the crews for longer durations allows for better training of inmates who can, in turn, perform higher skilled tasks.

Analysis:

Currently, the Division of Operations utilizes a total of seven inmate crews. Six crews are provided from the Leon County Detention Facility through a separate agreement with the Leon County Sheriff's Office, and one crew is provided by FDOC. Inmate crews perform approximately 75% of all small machine mowing, hand cutting, weed eating, and clear zone maintenance for the County. Inmates are also heavily utilized during storm events to make sand bags and perform other essential work activities. This allows Public Works staff to operate more complicated equipment and perform more skilled tasks. Each crew saves the County approximately \$120,000 annually in personnel costs.

The agreement with FDOC, among other provisions related to communications and safety, requires the County to provide properly certified inmate supervisors, transportation, and equipment for each inmate. The agreement is for a three-year period, with one three-year extension option. Staff recommends approval of the Agreement and authorization for the County Administrator to execute the agreement.

Options:

1. Approve the agreement with the Florida Department of Corrections for use of Inmate Crews (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the agreement with the Florida Department of Corrections for use of Inmate Crews.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Florida Department of Corrections Interagency/Public Works Agreement (Local Agreement)

WSA1430

**FLORIDA DEPARTMENT OF CORRECTIONS
INTERAGENCY/PUBLIC WORKS AGREEMENT
(LOCAL AGREEMENT)**

This Local Agreement made and entered into this ____ day of _____, 2019, by and between the State of Florida, Department of Corrections, through its institution/facility, Wakulla Correctional Institution (hereinafter referred to as "Department"), and the Leon County, Florida, a charter county and political subdivision of the State of Florida (hereinafter referred to as "Agency"), is done so in accordance with section 946.40, Florida Statutes (F.S.) and Rule 33-601.201, Inmate Work Program, and 33-601.202, Use of Inmates in Public Works, Florida Administrative Code (F.A.C.).

Work performed under this Local Agreement is determined to be value added or cost savings as defined in the Community Work Squad Manual (check one).

____ Value Added X Cost Savings

I. TERM/RENEWAL

- A. The Agreement shall begin on the date of the last signature by all parties, and shall end at midnight three (3) years from the last date of signature by all parties.
- B. This Agreement may be renewed for one additional three (3) year period after the initial agreement period upon the same terms and conditions contained herein. The Agreement renewal is at the Agency's initiative with the concurrence of the Department. The decision to exercise the option to renew should be made no later than 60 calendar days prior to the expiration.

II. FINANCIAL OBLIGATIONS

The Department and the Agency acknowledge that this Local Agreement is not intended to create financial obligations between the parties. However, in the event that costs are incurred as a result of either or both of the parties performing their duties or responsibilities under this Local Agreement, each party agrees to be responsible for their own costs.

III. DEPARTMENT'S RESPONSIBILITIES

The Department agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Department is not responsible shall be marked "N/A" to the left of the number.

- X 1. Screen inmates for the work to be performed in order to assign inmates who do not present a danger to property or persons.
- X 2. Provide up to 5 inmates each workday for the period of the Local Agreement. Community custody (); Minimum custody (); Both (X).
- N/A 3. Provide Correctional Officer supervision of the work squad while performing work under this Local Agreement.
- N/A 4. Provide 0 vehicle(s) and 0 Correctional Officer(s) each workday to transport inmates to and from the work site.
- X 5. Provide food and drinks for inmate lunches.
- N/A 6. Provide drinking water for inmates.

- X 7. Apprehend escapees and handle problem inmates.
- X 8. Provide transportation from the work site to the correctional facility for inmates who refuse to work, become unable to work, or cause a disruption in the work schedule.
- X 9. Administer all disciplinary action to be taken against inmate(s) for infractions committed while performing work under this agreement.
- X 10. Provide for medical treatment of ill or injured inmates and transportation of such inmates.
- X 11. Conduct a background check, which includes a criminal history check, and obtain approval of the Department's Agreement Manager, or designee prior to authorizing Non-Department Supervisors to participate in training to supervise inmates.
- X 12. Provide orientation and training to Non-Department Supervisor(s) approved to supervise inmates prior to their assuming supervisory responsibility of an inmate work squad. Training will be in accordance with the Department's guidelines for Non-Department Supervision of Inmates and will include annual refresher training during each successive year of supervision by the Non-Department Supervisor.
- X 13. Notify the Agency in the event that an Agency employee fails to provide proper supervision of inmate(s).
- X 14. Provide inmates with all personal items of clothing appropriate for the season of the year.
- X 15. Have inmates ready for transportation/work at the appropriate times regardless of temperature or inclement weather, unless notified by the Agency of suspended work operations, or when the Department determines that a work squad should not check out or should be re-directed.
- N/A 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.
- X 17. Orient each inmate in the use of equipment regardless of the inmate's claim to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and by the Department's Contract Manager.
- X 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

IV. AGENCY'S RESPONSIBILITIES

The Agency agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Agency is not responsible shall be marked "N/A" to the left of the number.

- X 1. Provide the Department with a schedule of hours that inmates will work in accordance with the established workday for the Agency and the transportation time required. Any deviation from the established schedule will be reported to, and coordinated with, the Department.
- X 2. Provide supervision of inmates in accordance with the Department's rules and regulations while performing work under this Local Agreement. Non-Department Supervisors may supervise Community and Minimum Custody inmates. Each Non-Department Supervisor must successfully pass a background check that includes a criminal history check, and must be approved by the Department's Agreement Manager, or designee and complete required orientation/training in the supervision of inmates, prior to assuming supervision.

Inmate Labor Agreement

- X 3. Provide transportation of inmates each workday to and from the work site.
- X 4. Provide all tools, equipment, materials and safety personal items such as gloves, rubber boots, hard hats, etc., necessary and appropriate for performance of the work under this Local Agreement.
- X 5. Ensure that licensing or permits are obtained if required for the work to be performed under this Local Agreement. Provide necessary supervision and guidance for projects that require a permit and require technical assistance to complete the project.
- X 6. Immediately notify the Department in the event of an escape while the inmate is under supervision of the Agency. Report any inappropriate behavior displayed by inmates or any inmate who fails to perform tasks in an acceptable manner.
- X 7. Complete the "Community Work Squad Activities Report," DC6-239 (to be provided by the Department) daily and submit the form on a weekly basis to the Department.
- X 8. Report all inmate injuries, regardless of how minor in nature, to the Department as soon as possible. Report any medically related complaints made by an inmate to the Department as soon as practical. In cases of emergency, render first aid, within the scope of the supervisor's medical training, to work squad inmates and provide emergency health care and related assistance to the Department.
- X 9. Provide inmates with a fifteen-minute rest break in the morning and afternoon. Lunch breaks shall normally begin at Noon and last at least 30 minutes. Ensure inmates are supervised during rest and lunch breaks.
- X 10. Provide drinking water for inmates.
- X 11. Require each Non-Department Supervisor approved to supervise inmates and other appropriate staff members, to attend orientation/training in the supervision of inmates prior to assuming supervision of inmates and refresher training annually thereafter. Training will be provided at a Department location. Upon the Department's issuance of a Training Certification Card, the Agency shall require non-department personnel to carry this card when supervising inmate labor.
- X 12. Ensure that all work assignments/projects utilizing inmates are authorized projects of the municipality, city, county, governmental agency or non-profit organization and that private contractors employed by the Agency do not use inmates as any part of their labor force.
- X 13. Agency hereby agrees to be liable for, and shall indemnify, defend and hold the Department harmless from all claims, suits, judgments or damages including court costs and attorney's fees arising out of intentional acts, negligence or omissions by the Agency in its supervision of inmates pursuant to this Local Agreement. If agency is an agency or subdivision of the State of Florida, this paragraph shall not be interpreted as altering the state's waiver of immunity in tort pursuant to section 768.28, F.S., or to otherwise impose liability on Agency for which it would not otherwise by law be responsible.
- X 14. Orient each inmate in the use of equipment regardless of whether the inmate claims to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training Documentation," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and a copy shall be provided to the Department.

- X 15. It is the intent of this Local Agreement that the agency/work squad has and maintains communications with the institution at all times. A method of communication (radios, cellular phone, etc.) shall be provided at no cost to the Department. The Agency shall provide a primary method of communication that shall be approved by the Department's Agreement Manager in writing prior to assignment of the work squad. Dependent upon the method of communication provided, the Agreement Manager may require a secondary or back-up method of communication.

Type of Communication utilized in this Local Agreement: Cellular Phone

- X 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.
- X 17. Ensure that the Work Squad does not work on school property or primary elementary or secondary education institutions where students are present.
- X 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

V. AGREEMENT MANAGEMENT

A. Department's Agreement Manager

The Field Office Manager of the Correctional Institution represented in this Local Agreement is designated Department's Agreement Manager and is responsible for enforcing performance of the Local Agreement terms and conditions and shall serve as a liaison with the Agency. The title, location, address, and telephone number of the Department's Agreement Manager for this Local Agreement is:

Title: Field Office Manager
Location: Wakulla Correctional Institution
Address: 110 Melaleuca Drive
Crawfordville, Florida 32327-4963
Telephone: (850) 410-1895
Fax: (850) 410-0203
Email: William.Daughtry@fdc.myflorida.com

B. Community Work Squad Coordinator

The Assistant Warden designated by the Warden, is responsible for ensuring compliance with the requirements of this Local Agreement.

C. Department's Agreement Administrator:

The title, address, and telephone number of the Department's Agreement Administrator is:

Contract Administrator
Bureau of Procurement
Florida Department of Corrections
501 South Calhoun St.
Tallahassee, Florida 32399-2500
Telephone: (850)717-3681
Fax: (850)488-7189

D. Agency's Representative

The name, title, address and telephone number of the Agency's Representative is:

Name: Andrew Riley
Title: Director of Operations
Address: 2280 Miccosukee Road
Tallahassee, Florida 32308
Telephone: (850) 606-1400
Fax: (850) 606-1401
Email: riley@leoncountyfl.gov

VI. CONDITIONS

A. Records

The Agency agrees to allow the Department and the public access to any documents, papers, letters, or other materials subject to the provisions of Chapter 119 and Section 945.10, F.S., made or received by the Agency in conjunction with this Contract. The Agency's refusal to comply with this provision shall constitute sufficient cause for termination of this Contract.

B. Disputes

Any dispute concerning performance of the Contract shall be resolved informally by the Department's Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Assistant Deputy Secretary of Institutions. The Assistant Deputy Secretary shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency with a copy to the Department's Contract Administrator and Department's Contract Manager.

C. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

D. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

E. Verbal Instructions

No negotiations, decisions, or actions shall be initiated or executed by the Agency as a result of any discussions with any Department employee. Only those communications which are in writing from the Department's administrative or project staff identified in Section IV., AGREEMENT MANAGEMENT, of this Agreement shall be considered as a duly authorized expression on behalf of the Department. Only communications from the Agency that are signed and in writing will be recognized by the Department as duly authorized expressions on behalf of the Agency.

F. No Third Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

G. Prison Rape Elimination Act (PREA)

The Agency shall report any violations of the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115, to the Department of Corrections' Agreement Manager.

H. Cooperation with Inspector General

In accordance with Section 20.055(5), F.S., the Agency understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

I. Americans with Disabilities Act

The Agency shall comply with the Americans with Disabilities Act. In the event of the Agency's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Agency may be declared ineligible for further Agreements.

VII. SUSPENSION OR TERMINATION OF LOCAL AGREEMENT

The Department or the Agency may suspend or terminate this Local Agreement, in whole or in part, with immediate written notice to the other party when the interests of the Department or Agency so require.

VIII. AGREEMENT MODIFICATION

After execution of this agreement, any changes in the information contained in Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be provided to the other party in writing and a copy of the written notification shall be maintained in the official agreement record.

Modifications to the provisions of this agreement, with the exception of Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be valid only through execution of a formal agreement amendment.

Inmate Labor Agreement

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

**AGENCY:
LEON COUNTY, FLORIDA**

SIGNED BY: _____

NAME: Vincent S. Long

TITLE: County Administrator

DATE: _____

FEIN: 59-6000708

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

APPROVED AS TO FORM:
Leon County Attorney's Office

BY: _____

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

FLORIDA DEPARTMENT OF CORRECTIONS

SIGNED BY: _____

NAME: _____

TITLE: Warden

DATE: _____

SIGNED BY: _____

NAME: Richard Comerford

TITLE: Assistant Deputy Secretary of Institutions

DATE: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

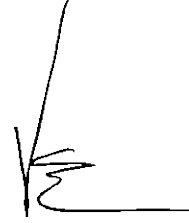
Leon County Board of County Commissioners

Agenda Item #12

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Proposed New Policy, “Springs Restoration Grants and Septic System Upgrades Policy”

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant 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 Shington Lamy, Director, Office of Human Services and Community Partnerships

Statement of Issue:

This agenda item seeks Board adoption of a proposed new policy, “Springs Restoration Grants and Septic System Upgrades Policy” to be used in the selection of existing septic tanks to be upgraded to advanced nitrogen reducing systems in the Wakulla Springs Priority Focus Area in compliance with the Upper Wakulla River and Wakulla Springs Basin Management Action Plan.

Fiscal Impact:

This item is associated with a grant. The Advanced Septic System Pilot project grant funds of \$1.5 million from the State have been budgeted through prior Board action. The proposed policy would also be utilized to implement any future state grant funding.

Staff Recommendation:

Option #1: Adopt the proposed Policy No. 19-X “Springs Restoration Grants and Septic System Upgrades Policy” (Attachment #1).

Report and Discussion

Background:

This Springs Restoration Grants and Septic System Upgrades Policy is essential to the following FY2017-FY2021 Strategic Initiatives and Bold Goal:

- *Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)*
- *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)*
- *Bold Goal: Upgrade or eliminate 500 septic tanks in the PSPZ (BG2)*

These particular Strategic Initiatives align with the Board’s Environmental Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

On October 24, 2017 and September 4, 2018, the Board accepted state grants funds totaling \$1.5 million for the County’s Advanced Septic System Pilot program, in partnership with the Florida Department of Environmental Protection (FDEP), to assist homeowners that are repairing or replacing failing septic tanks with passive technology higher performing nitrate-reducing systems. No County funding match was required for the additional \$1.5 million. The initial grant acceptance focused on the Wilkinson Woods neighborhood for the pilot project, with the balance of the grant to be spent throughout the BMAP Priority Focus Area (PFA) (Attachment #2) to assist homeowners. Based on costs reported to FDEP for septic upgrades, the Pilot Project is estimated to address 150 septic system upgrades in the BMAP PFA.

Staff is seeking Board adoption of the proposed Springs Restorations Grants and Septic System Upgrade Policy (Attachment #1), which provides eligibility and implementation criteria to be used in the selection of areas to upgrade the existing septic systems funded through the Advanced Septic System Pilot project grant and anticipated future grants and expenditures for additional septic system upgrades in the Wakulla Springs Priority Focus Area.

Analysis:

The initial Septic Systems Upgrades projects are envisioned to assist property owners with septic systems in the BMAP PFA to upgrade to advanced treatment systems. In addition to the Wilkinson Woods neighborhood, which was identified in the initial grant acceptance for participation in the Septic Systems Upgrade Program, Public Works staff will work with the Office of Human Services and Community Partnerships and the Leon County Environmental Health Unit to identify additional property owners in the unincorporated area of Leon County who would benefit from the

program. Areas will be evaluated based on eligibility criteria outlined in the proposed policy, including:

- Properties with existing on-site sewage treatment and disposal systems (OSTDS) (septic systems); and
- Properties located within Leon County’s portion of the BMAP Priority Focus Area.

Priority for assistance under the Program will be failing OSTDS, properties with a high number of systems per acre, and systems which have been in service for an extended period of time. These systems are considered to discharge the greatest nitrogen levels to the aquifer. This is a voluntary program intended to create an economic incentive for property owners to upgrade to the nutrient-reducing systems.

The BMAP OSTDS Remediation Plan requires that all conventional septic tanks within the PFA be upgraded to advanced treatment or connected to central sanitary sewer. This funding program will be used to assist property owners who cannot be served by central sewer. An education and outreach program will be developed to encourage property owners not experiencing septic tank failures to participate in the program in order to comply with the Remediation Plan. The OSTDS upgrades will be constructed by a septic tank installer under contract to Leon County. This process will involve bidding for construction services with award recommendations anticipated to come back to the Board by January 2020. Following installation, the system operation and maintenance will be the responsibility of the property owner.

After the Pilot Project grant dollars are expended, the OSTDS technology for the “Springs Restoration Grants and Septic System Upgrade Policy” can be modified to incorporate the findings and strategies associated with the ongoing Comprehensive Wastewater Treatment Facilities Plan (CWTF Plan). The CWTF Plan is a study to develop recommendations countywide for nitrogen-reducing wastewater management technologies, ranging from advanced OSTDS to Septic-to-Sewer conversions. The OSTDS technology recommendations will be based on various criteria including technical feasibility and cost-effectiveness.

The Board has previously committed and approved the “Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan” which identifies \$3.5 million to upgrade OSTDS to nutrient-reducing systems through FY 2025. The Improvement Plan demonstrates the County’s commitment to improving water quality and was designed to leverage sales tax funds for state matching grants.

Options:

1. Adopt the proposed Policy No. 19-X “Springs Restoration Grants and Septic System Upgrades Policy” (Attachment #1).
2. Do not adopt the proposed Policy No. 19-X “Springs Restoration Grants and Septic System Upgrades Policy”.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Policy No. 19-X “Springs Restoration Grants and Septic System Upgrades Policy”
2. Wakulla Springs BMAP Priority Focus Area Map

Board of County Commissioners Leon County, Florida

Policy No. 19-

Title: Springs Restoration Grants and Septic System Upgrades Policy
Date Adopted: July 9, 2019
Effective Date: July 9, 2019
Reference: N/A
Policy Superseded: None

It shall be policy of the Board of County Commissioners of Leon County, Florida that a new policy entitled “Springs Restoration Grants and Septic System Upgrades Policy” is hereby adopted, to wit:

Section 1. Purpose and Intent

- A. The purpose of this policy is to provide a procedure for expending the Springs Restoration Grant Funds and associated local match for the Septic System Upgrades Program. The use of the Grant Funds and local match are to assist property owners in the Wakulla Springs Priority Focus Area to upgrade existing septic systems to advanced treatment for nitrogen removal in compliance with the Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP).
- B. The intent of this policy is to develop eligibility and implementation criteria for selection of upgrade sites.

Section 2. Program Eligibility

- A. Eligible properties for consideration of funding are those with existing on-site sewage treatment and disposal systems (OSTDS), also known as septic systems. Funding shall be limited to replacement of the OSTDS supporting existing, currently habitable structures on a parcel of record.
- B. Properties shall be located within Leon County’s portion of the BMAP Priority Focus Area adopted by the Florida Department of Environmental Protection (FDEP).
- C. Properties shall be located in the unincorporated area of Leon County.

**Section 3.
Program Selection Criteria**

- A. Wilkinson Woods Subdivision. Initial priority shall be given to properties located in the Wilkinson Woods Subdivision as designated in the original grant agreement before soliciting participation from other properties within the Priority Focus Area.
- B. Failing system. Priority shall be given to properties with documented failing OSTDS.
- C. Density of property. Priority shall be given to properties commensurate with the number of existing OSTDS per acre on the parcel of record.
- D. Age of system. Priority shall be given to properties proportionate with the age of the existing OSTDS.

**Section 4.
Program Funding**

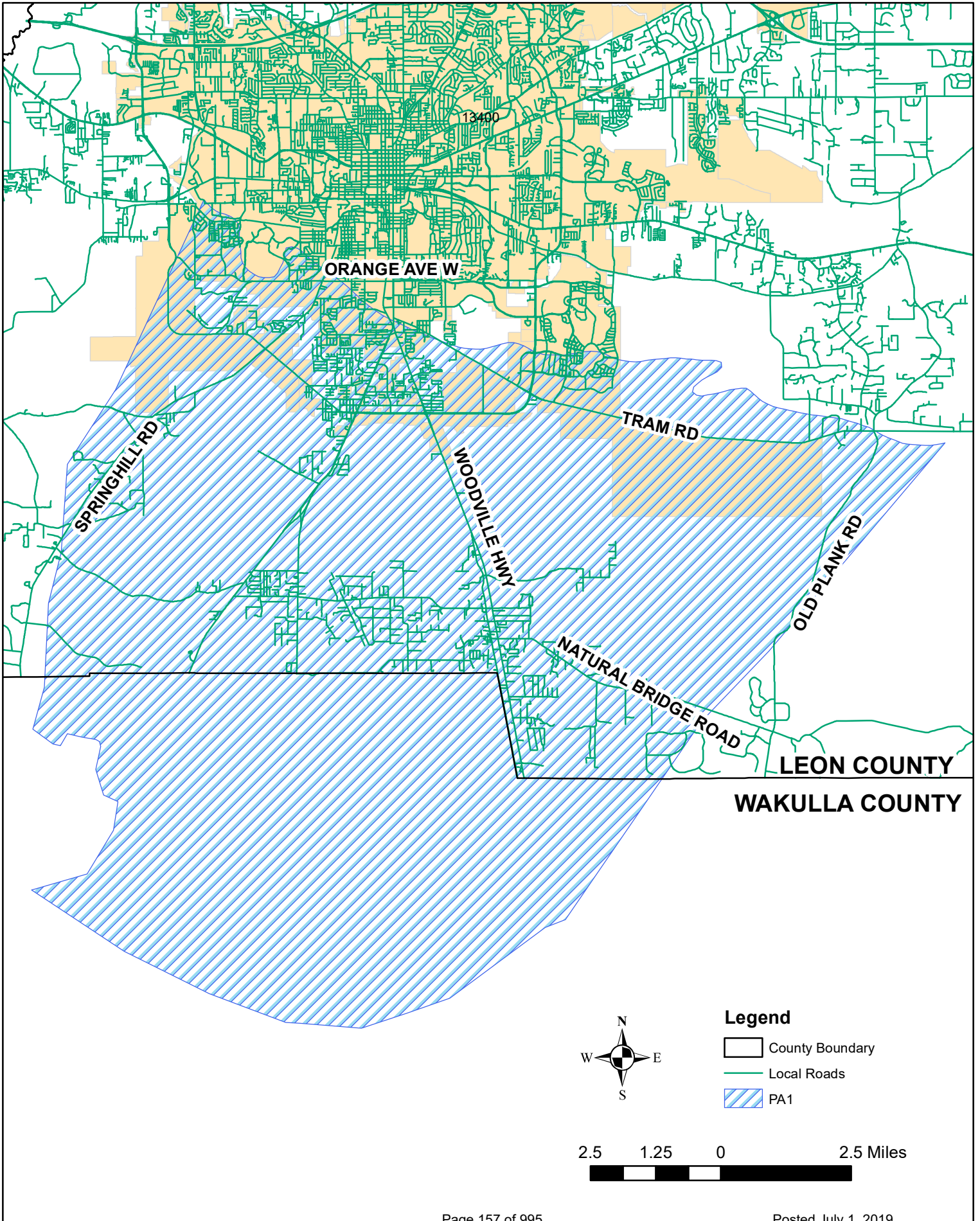
- A. Funding from the State of Florida's Springs Restoration Grant for Advanced Septic Systems Pilot Project is to be utilized for the placement of passive treatment systems such as the In-ground Nitrogen-reducing Biofilters.
- B. Future funding is anticipated to be augmented by FDEP allocations for Septic Systems Upgrades. These future grants will require up to 50% local match dollars. Replacement system technology will be selected based on site-appropriateness and cost-effectiveness.

**Section 5.
Program Implementation**

- A. Applications for assistance will be accepted in Fall 2019. They shall be reviewed monthly and prioritized in accordance with Criteria listed in Section 3.
- B. A list of funding requests shall be maintained by staff.
- C. Property owners participating in the Advanced Systems Pilot Project will be requested to agree to a one-year sampling effort by FDEP staff.
- D. System installers will be under direct contract with Leon County, where property owners have granted permission for access.
- E. Operation and maintenance of advanced systems shall be the responsibility of property owners upon completion of the project installation.

Adopted July 9, 2019

Basin Management Action Plan Priority Focus Area



**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Voluntary Collection Agreements of Tourist Development Taxes

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	LaShawn Riggans, Deputy County Attorney Kerri Post, Director, Division of Tourism Dionte Gavin, Senior Operations Manager, Division of Tourism Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board authorization for the County Administrator to enter into Voluntary Collection Agreements with HomeAway and TripAdvisor Rentals for the Collection of Tourist Development Taxes (Attachment #1 and #2), in a form to be approved by the County Attorney. This item also seeks Board authorization for the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms, in a form approved by the County Attorney.

Fiscal Impact:

This item has a fiscal impact to the County. The additional Tourist Development Taxes to be collected through these agreements are anticipated to be between \$40,000 - \$50,000 per year. HomeAway and TripAdvisor Rentals will begin collecting and remitting TDT revenues on September 1, 2019 and the additional revenue will be contemplated once collection commences.

Staff Recommendation:

- Option #1: Authorize the County Administrator to finalize and execute Voluntary Collection Agreements with HomeAway and TripAdvisor Rentals for the collection of Tourist Development Taxes (Attachment #1 and #2), in a form to be approved by the County Attorney.
- Option #2: Authorize the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms under the same general terms, in a form approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board authorization for the County Administrator to enter into Voluntary Collection Agreements with HomeAway and TripAdvisor Rentals for the Collection of Tourist Development Taxes (Attachment #1 and #2), in a form to be approved by the County Attorney. This item also seeks Board authorization for the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms, in a form approved by the County Attorney.

Short-term rental platforms, like HomeAway and TripAdvisor, have become an increasingly popular alternative method utilized by consumers to lease short-term vacation properties around the country. However, the increased use of online short-term rental platforms in recent years has created unique challenges for local governments regarding the collection and remittance of Tourist Development Taxes (TDT).

Short-term rental platforms use modern information technology, such as mobile apps or websites, to connect lodging hosts with renters to transact business without the use of traditional rental companies. Various short-term rental platforms have classified their services akin to matchmaker services or classified ads, simply pairing hosts and renters for a nominal fee/commission for the transaction rather than a financial consideration for the nightly lodging, and have thereby denounced the responsibility to collect and remit TDT. While such alternative lodging options may be increasingly popular with short-term renters, the regulatory framework has not kept pace which has resulted in numerous litigation battles in an attempt to clarify roles and responsibilities for short-term rental platforms. In addition to impacting growth in TDT collections for local governments, the lack of clarity has also placed short-term rentals at an unfair advantage by evading regulatory measures currently imposed on traditional commercial rental lodging establishments.

By late 2016, many Florida counties were considering a class action lawsuit over the collection and remittance of TDT. At the time, Airbnb began aggressively pursuing agreements with individual jurisdictions across the country and state revenue agencies, including the Florida Department of Revenue, to voluntarily collect and remit taxes on a prospective basis. To avoid litigation and capture a share of the uncollected TDT generated by the largest online short-term rental platform in the local market, Leon County welcomed the opportunity to negotiate a Voluntary Collection Agreement with Airbnb to ensure the prospective remittance of TDT.

In response to these challenges, the County has continued to pursue opportunities to negotiate voluntary collection agreements with online short-term rental platforms to capture a share of the uncollected TDT generated in the local market. On May 23, 2017, the Board approved the negotiated terms and conditions for a Voluntary Collection Agreement with Airbnb, the largest short-term rental platform in Leon County, to ensure the prospective collection and remittance of TDT beginning in July 2017. Following the approval of the agreement, the Board requested staff to explore opportunities to secure voluntary collection agreements with other providers. As reported in the status update at the October 24, 2017 meeting (Attachment #3), staff found that

Airbnb was the only short-term rental platforms to have executed a collection agreement with local jurisdictions in Florida. Since that time, however, other short-term rental platforms have begun pursuing voluntary collection agreements with individual jurisdictions across the country and state.

The analysis also found the most effective and holistic approach to address the collection and remittance of TDT would be through statutory changes by the Florida Legislature. Specifically, by amending the provisions of Section 125.0104, Florida Statutes governing TDT to acknowledge the market shift to the online sales of residential listings and clearly define the roles and responsibilities of short-term rental platforms and individual property owners to charge, collect, and remit TDT to their respective local government. However, despite the continuously evolving market of web-based booking platforms and the sharing economy, there has still yet to be an adequate regulatory framework established in state law or indication of interest by the Legislature to do so. As a result, the County has continued to pursue voluntary collection agreements with individual platforms as presented in this item.

Analysis:

HomeAway & TripAdvisor Voluntary Collection Agreements

Since October 2017, staff has become aware of other short-term rental platforms that have begun pursuing voluntary collection agreements with individual jurisdictions across the nation including HomeAway, Flipkey, TripAdvisor Rentals, Mister B&B, Booking.com. As HomeAway and TripAdvisor Rentals began pursuing voluntary collection agreements with individual jurisdictions across the country and state, staff identified the opportunity to negotiate agreements with both platforms to capture the TDT required to be collected and remitted to Leon County. HomeAway projects over \$40,000 would have been generated if TDT was remitted to Leon County in FY 2018 and projects higher collection in subsequent years as this technology platform for booking overnight stays becomes more commonplace and HomeAway's market share continues to expand in Leon County. At this time, TripAdvisor Rentals estimates less than \$5,000 of TDT will be remitted annually. Anticipated collections for both companies are likely to increase in the future as the utilization of online platforms grow and these companies continue to evolve by acquiring additional online platforms.

To date, HomeAway has entered into voluntary collection agreements with the Florida Department of Revenue on behalf of 24 counties and another handful of individual counties across the state, effectively eliminating the platform's liability for past unpaid TDT and agreeing to voluntarily collect and remit taxes only on a prospective basis in over 30 counties. TripAdvisor has entered into agreements with four counties. Similar to the County's agreement with Airbnb, staff has negotiated collection agreements with HomeAway and TripAdvisor Rentals which alleviate legal concerns related to the waiver of back taxes and penalties and interest and prescribe the County's auditing function related to the remittance of TDT. The draft Voluntary Collection Agreements require HomeAway and TripAdvisor Rentals to collect and remit TDT on behalf of property owners, alleviate property owners from individually registering with the County since these platforms will serve as their agents, and preserves the County's ability to audit collection and remittance data. All of these terms are consistent with the County's existing agreement with Airbnb.

The negotiated collection agreements with HomeAway and TripAdvisor Rentals also apply to the subsidiaries under each platform. Staff recommends the Board authorize the County Administrator to enter into Voluntary Collection Agreements obligating HomeAway and TripAdvisor Rentals to collect and remit TDT in compliance with the County’s Ordinance and the provisions of Section 125.0104, Florida Statutes beginning on September 1, 2019.

Update on Local Short-Term Rentals Available Through Online Platforms

To assess the current local market for short-term rentals of residential properties and the market share of platforms such as HomeAway and TripAdvisor, staff conducted a comparative analysis to provide the most up-to-date information regarding the scale of these platforms in Leon County. Similar to the analysis conducted in 2017, staff compared the number of online available listings for each provider across five separate booking dates during Spring 2019 utilizing the following parameters to fully capture a sense of the market:

- Individual weeknight stay during the 2019 Legislative Session.
- Individual weeknight stay that does not coincide with 2019 Legislative Session.
- Two-night weekend stay (Friday and Saturday) that coincide with the FSU 2019 Spring Football Game.
- Two-night weekend stay (Friday and Saturday) that coincide with the FSU’s and FAMU’s Spring 2019 Graduation Ceremonies.
- Two-night weekend stay (Friday and Saturday) that does not coincide with a major community event.

As reflected in Table #1, Airbnb continues to maintain the majority of the total listings available with an average of over 176 properties available per search. HomeAway and TripAdvisor also have a considerable market share as the second and third most utilized platforms for short-term rentals in Leon County. Since the last comparative analysis in 2017, both of these platforms have experienced growth in their market share with HomeAway increasing from an average of 25 listings in 2017 to 32 listings and TripAdvisor Rentals increasing from an average of 3 listings in 2017 to 17 listings this year.

Table #1: Short-Term Rental Availability in Leon County as of April 3, 2019

Platform	Weekday Availability (# of Listings)		Weekend Availability (# of Listings)		
	Wednesday 4/24/19 (Legislative Session)	Wednesday 5/8/19	Fri & Sat 4/5/19-4/6/19 (FSU Spring Football Game)	Fri & Sat 5/3/19-5/4/19 (FSU & FAMU Spring Graduation)	Fri & Sat 5/10/19 - 5/11/19
Airbnb	186	211	159	27	300
HomeAway ¹	14	21	33	8	80
TrippAdvisor ²	7	10	15	5	46
Flipkey	1	1	3	4	18
MisterB&B	0	1	0	0	0
Booking.com (Priceline)	1	1	5	0	2

¹ HomeAway is owned by Expedia and its subsidiaries include VRBO, VacationRentals.com

² TripAdvisor Rentals Subsidiaries include FlipKey, VacationHomeRentals.com, HouseTrip.com, HolidayLettings.co.uk, Niumba

As reflected in the Table #1 footnote, HomeAway is owned by industry giant Expedia and has two subsidiaries, VRBO and VacationRentals.com, which share the same online platform and identical listings (the HomeAway Platform). Similarly, TripAdvisor Rentals owns several subsidiaries including Holiday Lettings, House Trip, and FlipKey. However, the listing results for TripAdvisor Rentals and its subsidiary Flipkey do not mirror each other as Flipkey focuses on residential property listings while TripAdvisor Rentals has traditionally offered a portfolio of commercial hotel listings incorporated with its share of non-commercial lodging listings.

By design, a ‘total’ row at the bottom of Table #1 is not provided because it would misrepresent the total number of listings available due to the relationship between TripAdvisor and Flipkey as well as the fact that hosts often list their properties on multiple platforms simultaneously in order to maximize exposure and increase the potential of finding a renter. To ensure TDT revenues are remitted, Leon County would have to enter into voluntary collection agreements with every willing platform that collects payment for short-term rentals in the existing and evolving marketplace.

Authorization for Future Voluntary Collection Agreements

As reported during the October 24, 2017 meeting, staff found various local jurisdictions across the nation and state had been unsuccessful in securing voluntary collection agreements with short-term rental platforms other than Airbnb. However, more and more platforms have become willing to enter collection agreements with local jurisdictions in recent years. As this interest continues to grow, staff will continue to identify additional opportunities to capture TDT generated by other emerging platforms. To support these efforts, this item seeks the Board to authorize the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms, in a form approved by the County Attorney. As authorized, future agreements will align with the County’s existing collection agreements approved by the Board.

Options:

1. Authorize the County Administrator to finalize and execute Voluntary Collection Agreements with HomeAway and TripAdvisor Rentals for the collection of Tourist Development Taxes (Attachments #1 and #2), in a form to be approved by the County Attorney.
2. Authorize the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms under the same general terms, in a form approved by the County Attorney.
3. Do not authorize the County Administrator to execute or pursue Voluntary Collection Agreements for the collection of Tourist Development Taxes.
4. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Voluntary Collection Agreement for Leon County Tourist Development Tax with HomeAway
2. Voluntary Collection Agreement for Leon County Tourist Development Tax with TripAdvisor
3. October 24, 2017 Status Update on Short-Term Rental Platforms in Leon County

HOMEAWAY.COM, INC. VOLUNTARY COLLECTION AGREEMENT

THIS VOLUNTARY COLLECTION AGREEMENT ("Agreement") is made and entered into as of this ____, 2019, by and between Leon County, Florida, a political subdivision of the State of Florida (hereinafter the "County") and HOMEAWAY.COM, INC., a Delaware corporation (hereinafter "HomeAway") and collectively (the "Parties").

WHEREAS, HomeAway and its subsidiaries operate an internet based platform that allows homeowners ("Homeowners") to advertise the availability of their properties to travelers ("Guests") seeking accommodations through various brands and websites, including, but not limited to, HomeAway, Vrbo, and VacationRentals.com ("HomeAway Platform").

WHEREAS, HomeAway and the County enter into this Agreement voluntarily in order to facilitate the reporting, collection, and remittance of the tourist development tax (the "TDT") as set forth in Section 125.0104, Florida Statutes and Leon County Code of Ordinances Section 11-46, as may be amended from time to time, for the booking of accommodations located in Leon County by Homeowners and Guests on the HomeAway Platform.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein, the sufficiency of which is hereby acknowledged, the County and HomeAway do hereby agree as follows:

Section 1. Effective Date

- A. Starting on September 1, 2019 (the "**Effective Date**"), HomeAway agrees to commence collecting and remitting TDT, at the applicable rate, pursuant to the terms of this Agreement.
- B. Except as set forth in Section 4 below, the County agrees, for the purpose of facilitating this Agreement, that it shall not make any assessment, supplemental assessment, or claim for TDT as to HomeAway for any period preceding the Effective Date of this Agreement; and it releases and discharges any claims against HomeAway (and its present or former: successors, direct or indirect members, parents, subsidiaries, affiliates, agents, legal representatives, insurers, employees, officers, directors and shareholders) from any and all past, present, or future assessments, causes of action, claims, demands, expenses, damages, or losses, of whatever kind or nature, known or unknown, asserted or unasserted, in law or equity, whether statutory or common law, which existed, accrued, or arose related to TDT for the period preceding the Effective Date of this Agreement.

Section 2. Remittance of TDT

- A. With respect to any transaction between a Homeowner and a Guest booked and paid for through the HomeAway Platform for accommodations for which TDT is due, and during the period in which this Agreement is in effect (as defined below), and solely pursuant to the terms and conditions of this Agreement, HomeAway agrees to collect and remit TDT.

- B. TDT shall be collected and remitted at the applicable rate by HomeAway based upon the entire amount charged by the Homeowner in connection with the transaction, including but not limited to the following fees charged by a Homeowner: rental fee, service fee, booking fee, cleaning fee, property damage fee, and any other use-related fee; but excluding refundable damage deposits. HomeAway shall file returns on the form and in the time and manner described in the TDT or as agreed between the parties in writing.
- C. HomeAway agrees to commence collecting and remitting TDT starting on (the "Effective Date"). This Agreement shall not extend to any period or transaction prior to the Effective Date or after the termination of this Agreement, or to any user's transaction completed through any means, method, or platform other than the HomeAway Platform.

Section 3. Notification to Platform Users

HomeAway agrees, for the purposes of facilitating this Agreement, that it will notify (i) Homeowners and guest using the HomeAway Platform that the TDT will be collected and remitted to the County, or its designee, as of the Effective Date pursuant to the terms of this Agreement; and (ii) Guest and Homeowners of the amount of TDT collected and remitted on each booking for accommodations for which TDT is due.

Section 4. HomeAway Liability

Upon the Effective Date of this Agreement, and during any period in which this Agreement is in effect, in accordance with the terms of this Agreement, HomeAway agrees contractually to assume liability for any failure to report, collect, and/or remit the correct amount of TDT, including, but not limited to, penalties and interest, lawfully and properly imposed in compliance with law. Nothing contained herein nor any action taken pursuant to this Agreement, including but not limited to the collection or remittance of TDT, shall impair, restrict, or prevent HomeAway from asserting that any TDT and/or penalties, interest, fines, or other amounts assessed against it were not due or are the subject of a claim for refund under applicable law, or from enforcing any and all rights accorded to it pursuant to law.

Section 5. Homeowner and Guest Responsibility

During any period in which this Agreement is in effect, and on the condition that HomeAway has not breached its obligations under this Agreement, and solely with respect to a Homeowner's activity on the HomeAway Platform, said Homeowner shall not be required to individually register with the County to collect, remit, and report TDT. However, nothing in this Agreement shall relieve Guests or Homeowners from any responsibilities with respect to TDT, including, without limitation, any obligation to register with the County or to collect, remit, and report TDT for transactions completed through any other means, method, device, or platform, or restrict the County from investigating or enforcing any provision of applicable law against any such person or entity for any occupancy arranged directly or indirectly through any other means.

Section 6. Audit

- A. During any period in which this Agreement is in effect, and without waiving any audit rights provided to the TDT, with respect to any transaction for which TDT is due and paid

pursuant to this Agreement, the County agrees to audit HomeAway on the basis of TDT returns and supporting documentation, and agrees not to directly audit any individual Guest or Homeowner relating to booking transactions unless and until an audit of HomeAway by the County, or its designee, has been exhausted with the matter unresolved. HomeAway acknowledges that a complete record of the property must be contained in its records pursuant to Sections 125.0104, 212.03 and 212.13, Florida Statutes.

- B. The County, or its designee, reserves the right to audit an individual who (or entity that) happens to be a Homeowner based upon transactions that has been brought to the attention of the County, or its designee, in the form of a complaint or other means independent of this Agreement or independent of data or information provided pursuant to this Agreement.
- C. Upon the County's request in connection with an audit, HomeAway shall submit all applicable transaction data based on reservation ID, or other type of transaction ID, as maintained by HomeAway in its ordinary course of business. The Parties agree that HomeAway is not required to produce any Homeowner or Guest name or address relating to any transaction in connection with an audit or otherwise, unless and until an audit of HomeAway by the County, or its designee, has been exhausted with the matter unresolved and then only pursuant to a lawfully issued subpoena.

Section 7. Records

- A. Any and all tax returns, information, data, records or documents provided to the County in connection with this Agreement, including but not limited to any audit, shall be deemed confidential and shall not be shared with any third party, including but not limited to any other governmental agency or any other jurisdiction. In the event of freedom of information request, public records law request or similar request, the County agrees to provide advance written notice prior to any such disclosure to HomeAway in accordance with the provision below in sufficient time to allow HomeAway to seek protective or other relief.
- B. HomeAway acknowledges that a complete record of the property must be contained in its records pursuant to Sections 125.0104, 212.03 and 212.13, Florida Statutes.
- C. Nothing in this Section shall be construed to hinder, prohibit or to cause unreasonable delay in the County's response to a public records request pursuant to Chapter 119, Florida Statutes.

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Section 8. Limitation of Application

This Agreement is solely for the purpose of facilitating the administration and collection of TDT booked and paid for through the HomeAway Platform. It is expressly understood and agreed by the Parties that neither Party has made any concessions regarding the merits of its respective positions nor the merits of the other Party's positions with respect to the collection of TDT addressed in this Agreement.

Section 9. Termination

This Agreement may be terminated by HomeAway or the County upon 30 days' written notification to the other Party. Such termination will be effective on the first day of the calendar month following the 30-day written notification to the other Party. Any termination under this Paragraph shall not affect the duty of HomeAway to remit to the County any TDT collected from Guests up through and including the effective date of termination of this Agreement, even if not remitted by HomeAway to the County as of the date of termination.

Section 10. Miscellaneous Provisions

- A. Modification. No modification of this Agreement shall be effective unless in writing and signed by both parties.
- B. Choice of Law. This Agreement, its construction and any and all disputes arising out of or relating to it, shall be interpreted in accordance with the substantive laws of the State of Florida without regard to its conflict of law principles.
- C. Venue. Venue for all actions at law or in equity shall lie in Leon County, Florida.
- D. Merger and Integration. This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, and understandings with respect thereto.
- E. Authority. The Parties represent and warrant that they each have the legal authority to enter this Agreement, that the person executing the Agreement on behalf of either Party is authorized to do so, and that the Agreement shall be binding and enforceable when duly executed and delivered by each Party.
- F. Counterparts. This Agreement may be executed in any number of counterparts, and each executed counterpart shall have the same force and effect as an original instrument.
- G. Construction. This Agreement has been jointly prepared by the Parties hereto and shall not be construed more strictly against either Party.
- H. Assignment. Neither Party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other Party which consent shall not be unreasonably withheld. Notwithstanding the foregoing, HomeAway

may assign this Agreement in its entirety without the County's consent in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets, provided the assignee has agreed to be bound by all of the terms of this Agreement and all TDT and all other sums due at the time of the attempted assignment have been paid in full. Any attempt by a Party to assign its rights or obligations under this Agreement in breach of this section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the Parties, their respective successors, and permitted assigns.

- I. Notice. All notices under this Agreement shall be in writing and shall be deemed to have been given upon: (i) personal delivery; (ii) the third business day after first class mailing, postage prepaid; or (iii) the second business day after sending by overnight mail, by facsimile with telephonic confirmation of receipt, or by email. Notices shall be addressed to the attention of the following persons, provided each Party may modify the authorized recipients by providing written notice to the other Party:

To HomeAway: HomeAway.com, Inc.
Attn: Tom Pucci
333 108th Avenue NE
Bellevue, WA 98004
Email: tpucci@expediagroup.com

With a copy to: HomeAway.com, Inc.
Attn: Christy Vernor
11800 Domain Blvd, Ste 300
Austin, TX 78758
Email: cvernor@expediagroup.com

To the County: Kerri Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 540
Tallahassee, FL 32301

- J. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all the remaining terms, shall remain in full force and effect as if such invalid or unenforceable term had never been included.
- K. Waiver. Failure by any Party to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts but the same shall be and remain at all times, in full force and effect.
- L. Sovereign Immunity. Nothing herein shall be construed as a waiver of any rights and privileges afforded the County, as a political subdivision of the State of Florida, under section 768.28, Florida Statutes, as amended.

- M. Relationship of the Parties. The Parties are entering into an arm's-length transaction and do not have any relationship, employment or otherwise. This Agreement does not create nor is it intended to create a partnership, franchise, joint venture, agency, or employment relationship between the Parties. There are no third-party beneficiaries to this Agreement.
- N. Force Majeure. Neither Party shall be liable for any failure or delay in performance under this Agreement for causes beyond that Party's reasonable control and occurring without the Party's fault or negligence, including, but not limited to, acts of God, acts of government, flood, fire, civil unrest, acts of terror, computer attacks or malicious acts, such as attacks on or through the Internet, any Internet service provider, telecommunications or hosting facility. Dates by which performance obligations are scheduled to be met will be extended for a time period equal to the time lost due to any delay so caused as contained herein.

WHERETO, the Parties have set their hands and seals and executed this Agreement the date set forth below.

LEON COUNTY, FLORIDA

HOMEAWAY.COM, INC.
a Delaware Corporation

BY: _____

BY: _____
TOM PUCCI

JIMBO JACKSON, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

As its: _____

Date: _____

Date: _____

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

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

DRAFT

TRIP ADVISOR, LLC VOLUNTARY COLLECTION AGREEMENT

THIS VOLUNTARY COLLECTION AGREEMENT ("Agreement") is made and entered into as of July __, 2019, by and between Leon County, Florida, a political subdivision of the State of Florida (hereinafter the "County") and TripAdvisor LLC, a Delaware limited liability company and its Subsidiaries (as defined below) (hereinafter "TripAdvisor") and collectively (the "Parties"). "Subsidiaries" means FlipKey, Inc., a Delaware corporation, and Holiday Lettings Limited, a company organized under the laws of England and Wales under company number 5282912.

WHEREAS, TripAdvisor and its Subsidiaries operate an internet based platform that allows homeowners ("Homeowners") to advertise the availability of their properties to travelers ("Guests") seeking accommodations through various brands and websites, including, but not limited to, www.flipkey.com, www.holidaylettings.co.uk, www.housetrip.com, www.niumba.com, www.tripadvisor.com, and www.vacationhomerentals.com and all applicable related domains ("TripAdvisor Platform").

WHEREAS, TripAdvisor and the County enter into this Agreement voluntarily in order to facilitate the reporting, collection, and remittance of the tourist development tax (the "TDT") as set forth in Section 125.0104, Florida Statutes and Leon County Code of Ordinances Section 11-46, as may be amended from time to time, for the booking of accommodations located in Leon County by Homeowners and Guests on the TripAdvisor Platform.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein, the sufficiency of which is hereby acknowledged, the County and TripAdvisor do hereby agree as follows:

Section 1. Effective Date

- A. Starting on September 1, 2019 (the "**Effective Date**"), TripAdvisor agrees to commence collecting and remitting TDT, at the applicable rate, pursuant to the terms of this Agreement.
- B. Except as set forth in Section 4 below, the County agrees, for the purpose of facilitating this Agreement, that it shall not make any assessment, supplemental assessment, or claim for TDT as to TripAdvisor for any period preceding the Effective Date of this Agreement; and it releases and discharges any claims against TripAdvisor (and its present or former: successors, direct or indirect members, parents, subsidiaries, affiliates, agents, legal representatives, insurers, employees, officers, directors and shareholders) from any and all past, present, or future assessments, causes of action, claims, demands, expenses, damages, or losses, of whatever kind or nature, known or unknown, asserted or unasserted, in law or equity, whether statutory or common law, which existed, accrued, or arose related to TDT for the period preceding the Effective Date of this Agreement.

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Section 2. Remittance of TDT

- A. With respect to any transaction between a Homeowner and a Guest booked and paid for through the TripAdvisor Platform for accommodations for which TDT is due, and during the period in which this Agreement is in effect (as defined below), and solely pursuant to the terms and conditions of this Agreement, TripAdvisor agrees to collect and remit TDT.
- B. TDT shall be collected and remitted at the applicable rate by TripAdvisor based upon the entire amount charged by the Homeowner in connection with the transaction, including but not limited to the following fees charged by a Homeowner: rental fee, service fee, booking fee, cleaning fee, property damage fee, and any other use-related fee; but excluding refundable damage deposits. TripAdvisor shall file returns on the form and in the time and manner described in the TDT or as agreed between the parties in writing.
- C. TripAdvisor agrees to commence collecting and remitting TDT starting on (the "Effective Date"). This Agreement shall not extend to any period or transaction prior to the Effective Date or after the termination of this Agreement, or to any user's transaction completed through any means, method, or platform other than the TripAdvisor Platform.

Section 3. Notification to Platform Users

TripAdvisor agrees, for the purposes of facilitating this Agreement, that it will notify (i) Homeowners and guest using the TripAdvisor Platform that the TDT will be collected and remitted to the County, or its designee, as of the Effective Date pursuant to the terms of this Agreement; and (ii) Guest and Homeowners of the amount of TDT collected and remitted on each booking for accommodations for which TDT is due.

Section 4. TripAdvisor Liability

Upon the Effective Date of this Agreement, and during any period in which this Agreement is in effect, in accordance with the terms of this Agreement, TripAdvisor agrees contractually to assume liability for any failure to report, collect, and/or remit the correct amount of TDT, including, but not limited to, penalties and interest, lawfully and properly imposed in compliance with law. Nothing contained herein nor any action taken pursuant to this Agreement, including but not limited to the collection or remittance of TDT, shall impair, restrict, or prevent TripAdvisor from asserting that any TDT and/or penalties, interest, fines, or other amounts assessed against it were not due or are the subject of a claim for refund under applicable law, or from enforcing any and all rights accorded to it pursuant to law.

Section 5. Homeowner and Guest Responsibility

During any period in which this Agreement is in effect, and on the condition that TripAdvisor has not breached its obligations under this Agreement, and solely with respect to a Homeowner's activity on the TripAdvisor Platform, said Homeowner shall not be required to individually register with the County to collect, remit, and report TDT. However, nothing in this Agreement shall relieve Guests or Homeowners from any responsibilities with respect to TDT, including, without limitation, any obligation to register with the County or to collect, remit, and report TDT for transactions completed through any other means, method, device, or platform, or restrict the

County from investigating or enforcing any provision of applicable law against any such person or entity for any occupancy arranged directly or indirectly through any other means.

Section 6. Audit

- A. During any period in which this Agreement is in effect, and without waiving any audit rights provided to the TDT, with respect to any transaction for which TDT is due and paid pursuant to this Agreement, the County agrees to audit TripAdvisor on the basis of TDT returns and supporting documentation, and agrees not to directly audit any individual Guest or Homeowner relating to booking transactions unless and until an audit of TripAdvisor by the County, or its designee, has been exhausted with the matter unresolved. TripAdvisor acknowledges that a complete record of the property must be contained in its records pursuant to Sections 125.0104, 212.03 and 212.13, Florida Statutes.
- B. The County, or its designee, reserves the right to audit an individual who (or entity that) happens to be a Homeowner based upon transactions that has been brought to the attention of the County, or its designee, in the form of a complaint or other means independent of this Agreement or independent of data or information provided pursuant to this Agreement.
- C. Upon the County's request in connection with an audit, TripAdvisor shall submit all applicable transaction data based on reservation ID, or other type of transaction ID, as maintained by TripAdvisor in its ordinary course of business. The Parties agree that TripAdvisor is not required to produce any Homeowner or Guest name or address relating to any transaction in connection with an audit or otherwise, unless and until an audit of TripAdvisor by the County, or its designee, has been exhausted with the matter unresolved or pursuant to a lawfully issued subpoena.

Section 7. Records

- A. Any and all tax returns, information, data, records or documents provided to the County in connection with this Agreement, including but not limited to any audit, shall be deemed confidential and shall not be shared with any third party, including but not limited to any other governmental agency or any other jurisdiction. In the event of freedom of information request, public records law request or similar request, the County agrees to provide advance written notice prior to any such disclosure to TripAdvisor in accordance with the provision below in sufficient time to allow TripAdvisor to seek protective or other relief.
- B. TripAdvisor acknowledges that a complete record of the property must be contained in its records pursuant to Sections 125.0104, 212.03 and 212.13, Florida Statutes.
- C. Nothing in this Section shall be construed to hinder, prohibit or to cause unreasonable delay in the County's response to a public records request pursuant to Chapter 119, Florida Statutes.
- D. TripAdvisor agrees to indemnify and hold harmless the County, its officials, designees, officers and employees, from and against any and all liabilities, damages, losses and costs,

including, but not limited to, reasonable attorney's fees, to the extent caused by the County's statutory obligation to release information pursuant to Chapter 119, Florida Statutes public records request.

Section 8. Limitation of Application

This Agreement is solely for the purpose of facilitating the administration and collection of TDT booked and paid for through the TripAdvisor Platform. It is expressly understood and agreed by the Parties that neither Party has made any concessions regarding the merits of its respective positions nor the merits of the other Party's positions with respect to the collection of TDT addressed in this Agreement.

Section 9. Termination

This Agreement may be terminated by TripAdvisor or the County upon 30 days' written notification to the other Party. Such termination will be effective on the first day of the calendar month following the 30-day written notification to the other Party. Any termination under this Paragraph shall not affect the duty of TripAdvisor to remit to the County any TDT collected from Guests up through and including the effective date of termination of this Agreement, even if not remitted by TripAdvisor to the County as of the date of termination.

Section 10. Miscellaneous Provisions

- A. Modification. No modification of this Agreement shall be effective unless in writing and signed by both parties.
- B. Choice of Law. This Agreement, its construction and any and all disputes arising out of or relating to it, shall be interpreted in accordance with the substantive laws of the State of Florida without regard to its conflict of law principles.
- C. Venue. Venue for all actions at law or in equity shall lie in Leon County, Florida.
- D. Merger and Integration. This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, and understandings with respect thereto.
- E. Authority. The Parties represent and warrant that they each have the legal authority to enter this Agreement, that the person executing the Agreement on behalf of either Party is authorized to do so, and that the Agreement shall be binding and enforceable when duly executed and delivered by each Party.
- F. Counterparts. This Agreement may be executed in any number of counterparts, and each executed counterpart shall have the same force and effect as an original instrument.
- G. Construction. This Agreement has been jointly prepared by the Parties hereto and shall not be construed more strictly against either Party.

H. Assignment. Neither Party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other Party which consent shall not be unreasonably withheld. Notwithstanding the foregoing, TripAdvisor may assign this Agreement in its entirety without the County's consent in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets, provided the assignee has agreed to be bound by all of the terms of this Agreement and all TDT and all other sums due at the time of the attempted assignment have been paid in full. Any attempt by a Party to assign its rights or obligations under this Agreement in breach of this section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the Parties, their respective successors, and permitted assigns.

I. Notice. All notices under this Agreement shall be in writing and shall be deemed to have been given upon: (i) personal delivery; (ii) the third business day after first class mailing, postage prepaid; or (iii) the second business day after sending by overnight mail, by facsimile with telephonic confirmation of receipt, or by email. Notices shall be addressed to the attention of the following persons, provided each Party may modify the authorized recipients by providing written notice to the other Party:

To TripAdvisor: TripAdvisor LLC
Attn: Seth Kalvert
400 1st Ave.
Needham, MA 02494
Email: skalvert@tripadvisor.com

With a copy to: TripAdvisor LLC
Attn: Joseph DeAngelo
400 1st Ave
Needham, MA 02494
jdeangelo@tripadvisor.com

To the County: Kerri Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 540
Tallahassee, FL 32301

J. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all the remaining terms, shall remain in full force and effect as if such invalid or unenforceable term had never been included.

K. Waiver. Failure by any Party to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts but the same shall be and remain at all times, in full force and effect.

- L. Sovereign Immunity. Nothing herein shall be construed as a waiver of any rights and privileges afforded the County, as a political subdivision of the State of Florida, under section 768.28, Florida Statutes, as amended.
- M. Relationship of the Parties. The Parties are entering into an arm's-length transaction and do not have any relationship, employment or otherwise. This Agreement does not create nor is it intended to create a partnership, franchise, joint venture, agency, or employment relationship between the Parties. There are no third-party beneficiaries to this Agreement.
- N. Force Majeure. Neither Party shall be liable for any failure or delay in performance under this Agreement for causes beyond that Party's reasonable control and occurring without the Party's fault or negligence, including, but not limited to, acts of God, acts of government, flood, fire, civil unrest, acts of terror, computer attacks or malicious acts, such as attacks on or through the Internet, any Internet service provider, telecommunications or hosting facility. Dates by which performance obligations are scheduled to be met will be extended for a time period equal to the time lost due to any delay so caused as contained herein.

WHEREUTO, the Parties have set their hands and seals and executed this Agreement the date set forth below.

LEON COUNTY, FLORIDA

TRIPADVISOR LLC

a Delaware limited liability company,
on behalf of itself and its Subsidiaries

BY: _____

BY: _____

JIMBO JACKSON, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

Kari Jorgenson

As its: VP and Associate
General Counsel

Date: _____

Date: _____

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

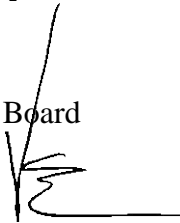
BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

DRAFT

Leon County Board of County Commissioners

Agenda Item #14

October 24, 2017

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Status Update on Short-Term Rental Platforms in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri Post, Director, Tourism Development Nicki Paden, Management Analyst

Statement of Issue:

As requested by the Board following its approval of a Voluntary Collection Agreement with Airbnb on May 23, 2017 to remit Tourist Development Taxes, this item provides a status update on opportunities to secure voluntary collection agreements with other short-term rental platforms that have a market share in Leon County.

Fiscal Impact:

This item has no current fiscal impact.

Staff Recommendation:

Option #1: Accept the status update on short-term rental platforms in Leon County.

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Report and Discussion

Background:

On May 23, 2017 the Board approved a Voluntary Collection Agreement with Airbnb for the collection of Tourist Development Taxes (TDT). The increased use of online short-term rental platforms in recent years has created unique challenges for local governments regarding the enforcement of short-term rental providers collecting and remitting TDT. Subsequently, staff negotiated terms and conditions for an agreement with Airbnb, the largest short-term rental platform, to ensure the prospective collection and remittance of TDT to Leon County. Leon County is among nearly 40 other Florida counties that have entered in to a voluntary agreement with Airbnb. As a result, Leon County is projected to collect an additional \$46,000 in TDT revenue for FY 2018.

Following the approval of the agreement, the Board requested staff to explore opportunities to secure voluntary collection agreements with other providers such as HomeAway/VRBO, Flipkey, TripAdvisor, Gameday Housing, Rent Like a Champion, and Booking.com. The analysis compares and contrasts how these popular online platforms operate and provides samples of their market share in Leon County.

Analysis:

Section 125.0104, Florida Statutes allows local governments to enact ordinances to impose TDT on the renting, leasing, or letting of accommodations for six months or less. By Ordinance, Leon County levies all five cents authorized by state law on overnight stays. TDT is to be charged by the property owner receiving the consideration collected from the lessee, tenant, or customer at the time of payment. The property owner receiving the consideration then accounts for and remits TDT to the Tax Collector.

In the continuously evolving market of web-based booking platforms and the sharing economy, residential property owners are competing for business with traditional hotels by renting out their home, or a single room, to overnight guests for a little extra money. In some cases, real estate professionals and property managers utilize these rental platforms to mitigate the cost of vacant and investment properties. As with most new technologies, the regulatory framework has not kept pace which has resulted in numerous litigation battles in an attempt to clarify roles and responsibilities for short-term rental platforms. Further delaying an adequate regulatory framework is the variety of different business models employed by these websites. Many companies consider their online platforms to be akin to matchmaker services or classified ads, simply pairing hosts and renters for a nominal fee/commission for the transaction. These booking suppliers thereby denounce any responsibility because they do not collect the financial consideration for the nightly lodging, thereby renouncing any responsibility with regard to TDT and placing the host property owner with the obligation to collect and remit these taxes.

Fortunately, Airbnb has been aggressively pursuing agreements with individual jurisdictions across the country and state revenue agencies, including the Florida Department of Revenue, to voluntarily collect and remit taxes on a prospective basis. Leon County welcomed the

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opportunity to capture a share of the uncollected TDT generated by the largest online short-term rental platform in the local market and negotiated a Voluntary Collection Agreement with Airbnb to ensure the prospective remittance of TDT.

Based on the Board's direction to explore the opportunity to secure voluntary collection agreements with other providers, staff first conferred with the Florida Association of Destination Marketing Organizations who confirmed that Airbnb is the only platform operating in Florida that is executing collection agreements at this time.

To assess the local market for short-term rentals of residential properties, staff identified other prominent, national, short-term rental brands including HomeAway/VRBO, Flipkey, TripAdvisor, Gameday Housing, Rent Like a Champion, and Booking.com to gauge their market share in Leon County. For this analysis, staff compared the number of online available listings for each provider across six separate booking dates during Fall 2017. Table #1 illustrates the number of short-term rentals available as of September 5, 2017 for each online platform, excluding traditional hotel properties, but does not capture the total number of listings that may have been booked prior to September 5th. Determining the actual share of the market among these brands is difficult since many of the home owners list properties on multiple platforms. However, as shown on the data cited in this survey, Airbnb listings account for 84% of the non-FSU Football Weekends and 93% of Weekday listings.

To compare and contrast the number of available local listings on these national websites, staff sought availability data for select dates throughout the Fall of 2017 and identified the following search parameters to fully capture a sense of the market:

- Two-night weekend stays (Friday and Saturday) that coincide with an FSU home game.
 - Staff intentionally selected one high profile game against the University of Louisville and a lower profile game against Delaware State University.
- Two-night weekend stays (Friday and Saturday) that do not coincide with a home FSU football game.
- Individual weeknight stay during a scheduled legislative committee week.
- Individual weeknight stay that does not coincide with a legislative committee week.

As illustrated in Table #1, Airbnb accounted for the majority of the total listings available with an average of over 176 properties available per search, 123 properties on weeknights and over 200 rentals on three of the four weekends surveyed by staff. As anticipated, there were significantly less listings available the weekend of the Louisville game (95 listings) than the other three weekends (average of 238 listings) suggesting that visitors for this game may have already booked overnight stays through Airbnb. Likewise for HomeAway and VRBO, which is one company owned by industry giant Expedia and therefore shares the same online platform and identical listings, making it the second most utilized platform for listing short-term rentals in Leon County. HomeAway/VRBO had an average of 25 rentals available per search with only three properties remaining for the FSU football game against Louisville. As a higher profile game of the season, it is likely that Airbnb and HomeAway/VRBO listings were booked prior to the analysis.

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Table #1: Available Short-Term Residential Rental Listings in Leon County as of September 5, 2017.

Platform	Number of Listings Available					
	FSU Football Game Weekends		Non- FSU Football Weekends		Weekdays	
	Friday & Saturday 10/20 & 10/21 *	Friday & Saturday 11/17 & 11/18 **	Friday & Saturday 09/29 & 09/30	Friday & Saturday 10/27 & 10/28	Thursday (CW) 10/12	Wednesday 11/01
Airbnb	95	224	236	253	107	139
HomeAway/VRBO	3	26	35	35	4	8
Gameday Housing	10	17	0	0	1	2
Rent Like a Champion	47	65	0	0	0	0
TripAdvisor	0	10	2	2	0	1
Flipkey	1	5	7	9	0	1
Booking.com (Priceline)	0	0	1	0	1	1

* Weekend of high profile home Florida State football game against Louisville

** Weekend of lower profile home Florida State football game against Delaware State
(CW) Weekday during a Florida Legislature committee week.

Some online platforms cater to specialty markets with seasonal demands such as beach or skiing communities as well as professional sporting events and collegiate athletics. In Leon County, platforms such as Rent Like a Champion and Gameday Housing tailor their marketing efforts and listings to collegiate football fans with minimal, if any, listings available on weekdays or non-game weekends. Based on the findings illustrated in Table #1, these websites offered a significant amount of listings for home game weekends but much less than the number of properties available through Airbnb.

The demand for weeknight accommodations can fluctuate greatly much like the weekend demand based on events and activities taking place in the community. Many of the short-term rental listings in the local market require a two night stay and offer weekly and monthly discounts to visitors wishing to stay in Leon County for extended periods of time. The weekday listings for both Airbnb and HomeAway/VRBO reflected less availability on Thursday, October 12th, which coincides with a scheduled legislative committee week, than Wednesday, November 1st when no legislative activity is planned. For November 1st, Airbnb showed 21% more listings and HomeAway/VRBO shows 100% more listings (from four to eight listings).

Given the seasonality of the part-time Florida Legislature, residential properties within commuting distance of the Capitol are attractive options for legislators, staff, lobbyists, and advocacy groups that must regularly travel to Leon County throughout the year. Conversely, some of these part-time residents may own property in Leon County and seek to list it on short-term rental websites while they are not required to be in town for legislative business. The volatile demand associated with weekend football games, legislative committee weeks, and the

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legislative session fosters a bountiful short-term rental market which may also contribute to the higher number of available listings on the non-committee week date.

The remaining platforms of TripAdvisor, Flipkey, and Booking.com do not have a substantial market share for residential property listings (or non-commercial lodging) in Leon County. TripAdvisor owns several subsidiaries including Holiday Lettings, House Trip, and FlipKey which is included in Table #1. The listing results for TripAdvisor and Flipkey (a subsidiary for Trip Advisor Rentals) do not mirror each other because Flipkey focuses on residential property listings while TripAdvisor has traditionally offered a portfolio of commercial hotel listings. Booking.com, with only one residential listing, requires the property owner to collect and remit all taxes. The one home in Leon County listed on Booking.com disclosed the appropriate amount of state and local taxes that would be collected including the TDT.

Online travel agencies (OTA) traditionally represent commercial properties (hotels, motels, resorts), accept payment on their behalf, and have the authority to instantly confirm a reservation through a secure interface with the hotel corporation's online reservation network. In short, OTAs are formal agents for commercial hotels and motels, airlines, and car rental companies. A common alternative model for short-term residential rentals include Home Away, VRBO, Flipkey, Gameday Housing, and Rent Like a Champion which pairs hosts and renters for a nominal fee, is often transacted by a third party payment service, and assigns the responsibility to collect and remit TDT to the host property owner. Unlike the OTAs, booking supplier platforms require the acceptance or confirmation by the host property owners in order to finalize the reservation which can take anywhere from 24 to 48 hours depending on the website. In summary, all online platforms receive a booking fee/commission for the transaction and at this time Airbnb is the only platform that has voluntarily agreed to collect and remit state and local taxes on behalf of the property owner. All other platforms require the property owner to collect and remit all taxes.

As the industry evolves and online platforms are acquired by their competitors, they are continually testing new business models to generate revenue but these changes may come with new requirements. For example, HomeAway bought VRBO in 2000 and was considered a listing service that placed the TDT collection and remittance responsibilities on the property owner. Since then, HomeAway was acquired by Expedia in 2015 and has begun shifting its business model to include payment processing on behalf of the host property owner which has drawn the attention of local tax assessors with regard to the remittance of TDT.

Noticeably omitted from Table #1 is a row at the bottom of the table indicating the total number of listings available in Leon County. This was intentional due to the relationship between TripAdvisor and Flipkey as well as the fact that hosts often list their properties on multiple platforms simultaneously in order to maximize exposure and increase the potential of finding a renter. Attachment #1 demonstrates this with an ad for a two bedroom, one bathroom, home that was simultaneously listed on both Airbnb and Homeway. This presents collection challenges with regard to TDT should a renter book a property through Gameday Housing rather than Airbnb. To ensure TDT revenues are remitted, Leon County would have to enter into voluntary collection agreements with every willing platform that collects payment for short-term rentals in the existing and evolution of the future marketplace. However, according to the Florida

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Association of Destination Marketing Organizations, Airbnb is the only platform to have executed a collection agreement in Florida. In addition, various local jurisdictions across the nation have been unsuccessful in securing voluntary collection agreements with other short-term rental platforms aside from Airbnb. As a result, some local jurisdictions have issued subpoenas to short-term rental platforms for information on their business practices and suspicion that they have failed to remit taxes. Further complicating litigation efforts as described previously in this item, many websites only match hosts with renters for a nominal fee leaving the host property owner responsible to remit the TDT based on the financial consideration received for the lodging.

In response to this evolving industry, many local jurisdictions have modified their regulations of short-term rentals to include registration requirements, licensing fees, inspections and licensing by health departments, and limits to the number of days per year a residential property may serve as a rental. Leon County requires hosts, with the exception of Airbnb users, to register their property with the Tax Collector but does not proactively search for violators who fail to register or remit TDT. The County's Tourism Ordinance includes fines for hosts found to be renting their property without registering with the Tax Collector and empowers the County to authorize the Clerk of Court to conduct a financial audit to determine the delinquent taxes. The identification, audit, remediation, and potential litigation of these matters are extremely staff intensive often for minimal gains, even more so with regard to the collections enforcement for a residential listing.

Approximately 18 months ago, prior to negotiations with Airbnb on the Voluntary Collection Agreement, Tourism staff met with a local group of Airbnb hosts seeking clarification on their legal requirements as hosts. Staff took the opportunity to educate the group about their responsibility to register with the County Tax Collector and to charge, collect, and remit TDT when receiving payment for short-term rentals. Some hosts were surprised by this information, others were confused or believed that Airbnb and the other online platforms they used were remitting TDT on their behalf. In this relatively new marketplace where any homeowner can instantly become the proprietor of a lodging establishment by listing their home or apartment for rent a few times a year, the education of host responsibilities and obligations will be warranted to maximize voluntary compliance.

A growing market of fraud-prevention services that identifies potential violators of local lodging ordinances now exists for communities seeking more aggressive enforcement of residential listings. These companies utilize the latest technology to identify potential violators whom may be renting unregistered property to overnight guests without remitting TDT. Staff does not recommend utilizing these services as they predominately cater to high tourism and/or very exclusive communities, and given the fact that the County already has a voluntary collection agreement with the largest conduit for short-term rentals in the market.

The most effective and holistic approach to address the collection and remittance of TDT would be through statutory changes to the provisions of Section 125.0104, Florida Statutes governing TDT acknowledging the market shift to the online sales of residential listings. Specifically, the Legislature should clearly define the roles and responsibilities of short-term rental platforms and individual property owners to charge, collect, and remit TDT to their respective local government.

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Options:

1. Accept the status update on short-term rental platforms in Leon County.
2. Do not accept status update on short-term rental platforms in Leon County.
3. Board direction.

Recommendation:

Option #1.

Attachment:

1. Listing on Airbnb and HomeAway

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

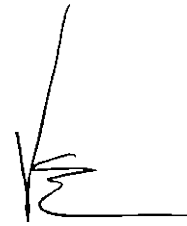
Leon County Board of County Commissioners

Agenda Item #14

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on Heavy Equipment Training and Authorization to Transfer a Surplus Vehicle to Lively Technical College

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Ben Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Brent Pell, Director, Public Works Director
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Cristina Paredes, Director, Office of Economic Vitality Josh McSwain, Director, Fleet Management

Statement of Issue:

As requested at the December 10, 2018 Board Retreat, this agenda item provides a status report on community efforts to develop a heavy equipment training program and presents the possible use of alternative training technologies. Additionally, this item seeks approval to transfer a surplus vehicle to Lively for their Compressed Natural Gas (CNG) Maintenance Program.

Fiscal Impact:

This item has a minimal fiscal impact. Typically, the County is able to sell the surplus vehicle at auction. However, because the CNG tank needs to be recertified the vehicle cannot be sold or would have to be sold as a non-repairable vehicle for approximately \$600 to \$700.

Staff Recommendation:

- Option #1: Accept the status report on heavy equipment training.
- Option #2: Authorize the transfer of a surplus Compressed Natural Gas vehicle to Lively Technical College.

Report and Discussion

Background:

This status report supports the following FY2017-FY2021 Strategic Initiative:

- *Continue to pursue opportunities for workforce development, including:*
 - *Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting skilled jobs. (2016-4B)*

This particular Strategic Initiative aligns with the Board's Economy Strategic Priority:

- *(EN2) Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.*

This item seeks the Board's approval of a status report on community efforts to develop a heavy equipment training program. Additionally, this item seeks approval to transfer a surplus vehicle to Lively for their Compressed Natural Gas Maintenance Program.

During the Annual Retreat on December 10, 2018, the Board directed staff to explore opportunities to provide heavy equipment training in cooperation with the City, Leon County Schools, and Lively Technical College including the possible use of alternative training technologies. As discussed in more detail in the analysis section of this item, currently Leon County works to support Lively's programs and students through a variety of existing initiatives and cooperative efforts including the Leon Works Expo and the Junior Apprenticeship program.

Additionally, Leon County's Director of Fleet Management serves on the Occupational Advisory Committee for Lively's automotive programs. Through this ongoing relationship, the County has been able to coordinate donations of surplus equipment to support students' training. The most recent donation of a surplus ambulance to Lively's Diesel Truck Maintenance Program was approved by the Board on October 23, 2018.

Analysis:

The following section includes an overview of County programs that promote skilled jobs, an update on community efforts to establish a heavy equipment training program, as well as analysis regarding the possible donation of a surplus vehicle to Lively Technical College.

Leon County Programs that Promote Skilled Jobs

As noted previously in this item, Leon County has an ongoing Strategic Initiative to promote skilled career fields through the Leon Works programs, which includes both an annual Expo and Junior Apprenticeship. The Leon Works Expo is a one-day event that connects employers, academic institutions, and students and provides opportunities for individuals to explore skilled careers. The Expo was first held in 2015 at the then Lively Technical Center with 85 exhibitors and participation from approximately 300 Leon County Schools students. The Expo has become a

regional program and grown so substantially that it was moved to the FSU Civic Center. The most recent Expo held in March 2019, had participation from 130 exhibitors and nearly 500 students from Leon, Gadsden, and Wakulla County.

In the Spring of 2017, Leon Works was expanded to include a Junior Apprenticeship program for Leon County high school students. For one semester, students work in a County department shadowing and assisting a staff member in a skilled career field. Currently, students have an opportunity to explore a range of career fields including graphic and digital design, information technology, web development, computer aided design (CAD), construction management, emergency management services (EMS), and automotive mechanic services.

While gaining work experience, Junior Apprentices also earn an hourly salary and elective credit toward their high school in addition to completing CareerSource's Dynamic Futures training to prepare them for entering the workforce after graduation. As of May 2019, 50 students have successfully completed the program. Over half of these students are from low-income families or live in high-poverty areas and approximately 25% are living below the poverty line and have additional barriers to employment (arrests, disability, pregnancy, foster care, etc.) To ensure their success, this latter group of students receives support services from CareerSource both during and after the program.

Both Leon Works programs compliment, or support programs offered by other organizations in the community including Leon County Schools and Lively Technical College, Tallahassee Community College, CareerSource, and the City of Tallahassee.

Heavy Equipment Training

Following the Board's direction, County staff engaged both the City of Tallahassee and Lively in evaluating the equipment needs to establish a heavy equipment training program. The County offered to provide equipment during weekend hours and encouraged Lively and the City to evaluate providing the training during these times, as well. Currently, the County has a limited inventory of dump trucks (29) and backhoes (5), which are assigned to Public Works crews on active worksites during the work week. If equipment were shared during normal work week hours, the County would need to suspend work on a job site, which would impact Public Works' ability to complete work in a timely manner.

To cover the costs of instructor salaries and to purchase equipment for a possible program, Lively Technical College and the City submitted an appropriations project request for \$688,313 during the 2019 Legislative Session. However, the appropriations request was not approved by the Legislature.

Recently, the City launched a specific heavy equipment training program, and on June 27, 2019, announced the "Build Up Tallahassee" initiative. This is a 12-week program where participants work alongside City crews on construction and maintenance projects while receiving instruction to prepare for the Commercial Driver License (CDL) exam. The first class of 12 participants will start the program on July 15th. As stated previously, the County has offered County heavy equipment to both the City and Lively, but at this time, neither has identified any additional need.

Alternative Training Technologies

As part of the County's Multi-City/State Tour of Innovative Public Library Systems, new training technologies such as heavy equipment simulators are being evaluated. As noted in an update to the Board on April 23, 2019, the County received a grant from the Knight Foundation to examine best practices of public library systems and explore how other communities have strategized to maintain and increase the relevancy of libraries. In May 2019, a tour was held at the Orlando Public Library, whose Simulation Lab provides patrons with free access to a hydraulic excavator simulator, forklift simulator, flight simulator, and driving simulator. Staff from Library Services, Facilities, Community and Media Relations, County Administration, and the Tallahassee-Leon County Office of Economic Vitality (OEV) participated in the tour.

Depending upon the manufacturer and type of simulator, prices range from \$10,000-\$20,000 per device. Alternatively, purchasing a piece of heavy equipment can cost several hundred-thousand dollars not including the cost of maintenance and fuel. In addition to being a cost-effective alternative, simulators provide inexperienced students with an opportunity to learn in a safe and controlled environment. For these reasons, simulators are frequently used in high schools, technical schools, and community colleges as part of their heavy equipment operator programs. Several correctional facilities also use simulators to provide offenders with occupational training.

In cooperation with local workforce development partners, OEV will evaluate opportunities to implement new training tools and programs, including heavy equipment simulators. Part of this evaluation will include identifying whether there are programs used by other organizations that can be replicated in Leon County, and what funding options may exist for these training initiatives. Working with local partners and evaluating new training opportunities aligns directly with the goals and objectives outlined in the OEV Strategic Plan, specifically:

- **Strategy C. Better identify, understand and align all available assets, organizations and resources towards shared economic growth objectives.**
 - Encourage collaboration among the many entities impacting the economic development environment to work together for maximum competitiveness.

OEV will provide an update on heavy equipment simulators to the Blueprint Intergovernmental Agency (IA) at a future meeting. Further analysis of this technology will also be included in the final report of findings and recommendations from the library tour, which will be presented to the Board in September.

Transfer of a Surplus Leon County Vehicle to Lively Technical College

As noted previously, Leon County continues to offer surplus equipment to support Lively Technical College programs whenever possible. Most recently, on October 23, 2018, the Board approved the donation of a surplus ambulance to Lively's Diesel Truck Maintenance Program. Similarly, Lively staff has indicated that a vehicle is needed for their Compressed Natural Gas (CNG) Maintenance Program, which began due to a nationwide shortage of trained CNG technicians. The vehicle requested is a Honda Civic dedicated CNG vehicle, meaning that it only runs on CNG, which is a major component in reducing Greenhouse Gas emissions. The vehicle is available and has been recommended for transfer as surplus.

Pursuant to Section 274.05 Florida Statutes, the County may classify any of its tangible property as surplus that it finds to be obsolete or the continued use is found to be uneconomical, inefficient, or serves no useful function. In these instances, the surplus property may be sold or donated to any other governmental agency or nonprofit organization upon Board approval per Section V of the Tangible Personal Property Policy.

This donation will have a minimal fiscal impact to the County. Typically, this type of surplus vehicle would be sold at auction; however, the CNG tank needs to be recertified so the vehicle could only be to be sold as a non-repairable vehicle for approximately \$600 to \$700. Pursuant to Section 274.05 Florida Statutes, the additional costs related to transferring the vehicle, such as tag and registration fees, shall be paid by Lively Technical Center.

Options:

1. Accept the status report on heavy equipment training.
2. Authorize the transfer of a surplus Compressed Natural Gas vehicle to Lively Technical College.
3. Board direction.

Recommendation:

Options #1 and #2

**Leon County
Board of County Commissioners**

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Update on the Amphitheater Support Space



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Nicki Paden, Management Analyst

Statement of Issue:

As directed by the Board during the June 18, 2019 Budget Workshop, this item provides a status update on the Capital City Amphitheater Support Space to be constructed as part of the North American Properties redevelopment project adjacent to Cascades Park.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Update on the Amphitheater Support Space.

Report and Discussion

Background:

During the June 18, 2019 Budget Workshop, the Board directed staff to provide a status update on the Capital City Amphitheater Support Space to be constructed with Tourist Development Taxes (TDT).

On October 24, 2017, the Board approved the Community Redevelopment Agency's (CRA) request to utilize up to \$2.75 million of TDT funds previously set aside for the Performing Arts Center, to provide Amphitheater support and flexible event space for future concerts as part of North American Properties (NAP) redevelopment of two square blocks adjacent to the Cascades Park (Attachment #1).

As approved by the Board and City Commission in October 2017, the public space is being constructed as part of the NAP redevelopment to provide a greenroom overlooking the Amphitheater, equipped with dressing rooms, private restrooms with showers, a VIP lounge, and convenient access to the Amphitheater stage. In addition, a climate-controlled and easily accessible area for material, equipment, and personnel will be located on the ground floor directly behind the Amphitheater.

As requested by the Board, this item provides a status update on the Capital City Amphitheater Support Space and the ongoing coordination with the City regarding the construction, design, and planned operation of the support space.

Analysis:

From November 2011 through August 2012, the Board approved a total investment of \$1.53 million of TDT to support the construction of the Capital City Amphitheater as part of the Blueprint 2000 Cascades Park project. To make the venue more suitable for concerts and performances featuring national-acclaimed artists, the County's investment provided various improvements to the Amphitheater including the stage covering, electrical upgrades, permanent sound system, and permanent seating near the stage. Consistent with the County's Interlocal Agreement with the City governing public projects constructed with Blueprint sales taxes, the City is charged with the day-to-day maintenance and operation of Cascades Park and the Amphitheater.

In July 2013, to ensure a return on this investment of TDT funds, the County entered into an agreement with the City of Tallahassee regarding the programming and operations of the Amphitheater at Cascades Park. The Capital City Amphitheater Interlocal Agreement (formerly referred to as the STAGE Agreement) authorized the County, through the Division of Tourism, to facilitate the booking and promotion of up to 10 regional, ticketed concerts per year at the Amphitheater. The Capital City Amphitheater Interlocal Agreement supports the County's strategic effort to utilize the Amphitheater to attract regional visitors and enhance economic development through tourism.

On March 14, 2014, Cascades Park was officially dedicated, and the Amphitheater hosted its first ticketed concert less than a month later. Since that time, the Amphitheater has become an important asset to the Tallahassee-Leon County community, serving as a unique venue for high quality performances across the entertainment industry. Beyond the County's Concert Series events, the Amphitheater serves as a community venue managed by the City of Tallahassee and utilized throughout the year by a wide range of organizations for cultural and civic events.

Meridian Point Building

Recognizing the potential redevelopment opportunities for the abandoned Firestone and Bloxham Annex state office buildings consisting of two square blocks adjacent to Cascades Park, and to support the anticipated needs associated with the opening of the Park in 2014, the City entered into a lease with the State of Florida for year-round access to the Firestone Building (also known as the Meridian Point Building) to support the Park. Like the Park and Amphitheater, the Meridian Point Building was managed by the City's Parks, Recreation, and Neighborhood Affairs Division and made available for public use. The building, which at that time was immediately adjacent to the rear portion of the Capital City Amphitheater stage, offered over 5,300 square feet for Park and Amphitheater needs including three dressing areas, production offices, private restrooms, dining space to feed the stage crew, and a greeting area for performers to interact with fans and sponsors.

The Capital City Amphitheater Interlocal Agreement provided the County first right of refusal for use of the greenroom and dressing room space in the Meridian Point Building for Concert Series performances. The proximity of the greenroom space immediately adjacent to the backstage of the Amphitheater, proved vital for the County's Concert Series. In addition to the County sponsored events, the Meridian Point Building supported other large and small performances, festivals, and events in need of storage space for their materials, equipment, and personnel. The original version of the Capital City Amphitheater Interlocal Agreement contemplated the future space and resource needs of the Amphitheater given the uncertainty of the City's lease of the Meridian Point Building and the potential redevelopment opportunities associated with the site. Specifically, the Interlocal Agreement states that both parties recognized that the Amphitheater would benefit from dressing rooms, restrooms, a production and box office, and catering space should the Meridian Point Building be redeveloped.

Amphitheater Support Space as part of the North American Properties Redevelopment

In October 2017, the Board approved the utilization of up to \$2.75 million TDT for the construction of Amphitheater support space as part of the \$160 million redevelopment of the Firestone and Bloxham Annex properties by NAP (Attachment #1). Approximately 14,000 square feet of operational support and event space was purchased to be developed within the building directly adjacent to Cascades Park. The support space will include three distinct areas across two different floors of the building.

On the plaza level (3rd floor view of the Park), approximately 10,700 square feet will be utilized as a performer space overlooking the Amphitheater. This area will include a greenroom area for performers with dressing rooms, private restrooms with showers, a warming kitchen, VIP lounge, reception area, a covered patio, and an elevator to the park level for convenient access to the Amphitheater. The plaza level will also include a modern, attractive, and befitting public event

space flexible for large and small gatherings including business meetings, community gatherings, and social events. On the park level, approximately 3,600 square feet will be dedicated to support the Amphitheater operations and space needs for the City's Parks and Recreation operations. This area will include a small production office, equipment storage area, small Ticket Office/County Visitor Information Center, and an office for City Park and Recreation. County funds are not being utilized for the construction of the City Parks and Recreation spaces.

The Board's approval of the \$2.75 million of TDT for the Amphitheater support space requires the County and City to collaboratively work together on the interior design and decoration of the spaces to be funded by TDT. This includes artwork and/or images highlighting the destination, partners involved in the project, and any naming or branding of the spaces. Along with approving the investment of TDT to support the construction of the support space, the County and City also approved the framework for the ownership, management, access, and responsibilities associated with the new facilities. Consistent with the framework established for the Cascades Park and the Amphitheater, the new support space will be owned and operated by the City of Tallahassee so that each of the available public spaces at the Park are managed under one umbrella organization as was the case when the City controlled the Meridian Point Building. Prior to demolition, the Meridian Point Building was utilized in conjunction with the Amphitheater for 31 community events and musical performances in 2016, accounting for nearly half of all the events that took place at Cascades Park.

The City will be responsible for the day-to-day operations and management of the new support space which will be utilized for various public and private events throughout the year, including the County's Concert Series events. This structure will be an extension of the existing Capital City Amphitheater Interlocal Agreement with some considerations, as explained in the next section of this item, to be brought back to the Board as this redevelopment project moves forward.

Second Amended Capital City Amphitheater Interlocal Agreement & Project Status

Following the County and City approval of the Amphitheater support space to be constructed as part of the NAP redevelopment in October 2017, the Board and City Commission approved several modifications to the Capital City Amphitheater Interlocal Agreement in May 2018 (Attachment #2). These modifications included the replacement of outdated references to the Meridian Point Building with "amphitheater support space" to acknowledge the planned redevelopment surrounding Cascades Park and an expansion of the City's responsibilities for the Amphitheater to include the planned amphitheater support space. The Second Amended and Restated Capital City Amphitheater Interlocal Agreement provides a framework for the ownership, operations, and programming of the new support space to be fulfilled by the City consistent with the Board's direction from October 2017 (Attachment #3).

Similar to the operation of Cascades Park and the Amphitheater, the new support space will be City-owned and operated; therefore, public access and utilization of the support space will be determined in accordance with City's policies and procedures. In light of the County's role and investment of TDT funds in the construction of the support space, access for the space will be reserved for the County's 10 ticketed concerts per year and up to an additional 10 additional days per year for other official County events at no cost. Upon finalization of the design and

configuration of the support space, the City anticipates the development of an operational plan to begin in early 2020 to finalize room rental rates, booking procedures, and usage estimates.

The Board's May 22, 2018 agenda item also stated that additional modifications to the Interlocal Agreement will be brought back to the Board by the end of 2019, when the redevelopment project is further along, related to the staffing, operations, ongoing maintenance needs, and any ancillary costs associated with the new Amphitheater support space. Since that time, staff has and/or will continue coordinating with the City on the following elements related to the Amphitheater support space:

- The interior design, decoration, and branding of the spaces funded by TDT;
- A booking policy for the support space that will reserve certain priority dates for the County's Concert Series events;
- Consideration to share some of the operating costs for the benefit of the Amphitheater; and
- A master calendar of Amphitheater support space uses for rentals and other approved uses.

In January 2018, the City and CRA finalized and executed the sale and development agreement with NAP for the \$160 million redevelopment. County and City staff have been in coordination with NAP to plan the design of the three distinct spaces on the two floors. Scott Carswell, the County's Program Manager for the Amphitheater Concert Series, has also been closely involved in the design and space planning for the support space.

A professional interior designer was contracted to assist the County-City-NAP design team with the floor plans, dimensioned layout drawings, and special features including the furnishing, decoration, and branding of both the Amphitheater support space and small Ticket Office/County Visitor Information Center. The interior designer has provided guidance and expertise on equipment, appliances for the warming kitchen, and other fixtures/furnishings including the materials, colors, and location of electrical needs to ensure that these spaces are of the caliber to host a variety of business meetings, community gatherings, and social events. NAP anticipates the design plans to be 90% complete by fall 2019. Substantial completion of the Amphitheater Support Space is anticipated by June 2020 with a certificate of occupancy by fall 2020.

Upon completion of the final design plans and negotiations with the City to modify the Interlocal Agreement regarding the support space, staff will bring back an agenda item along with the Third Amended and Restated Capital City Amphitheater Interlocal Agreement for Board consideration.

Options:

1. Accept the Status Update on the Amphitheater Support Space.
2. Do not accept the Status Update on the Amphitheater Support Space.
3. Board direction

Recommendation:

Option #1

Attachments:

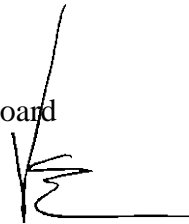
1. October 24, 2017 Agenda item on the Utilization of TDT for the Capital City Amphitheater Support Space including a memorandum from the Director of Tourism.
2. May 22, 2018 Agenda Item on Amendments to Capital City Amphitheater Interlocal Agreement
3. Second Amended and Restated Capital City Amphitheater Interlocal Agreement

Leon County Board of County Commissioners

Agenda Item #21

October 24, 2017

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Utilization of Tourist Development Taxes for the Capital City Amphitheater Support Space

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri L. Post, Director, Tourism Development Chris L. Holley II, Assistant to the Director

Statement of Issue:

This item seeks the Board's approval to utilize approximately \$2.75 million in Tourist Development Taxes (TDT) toward the construction and purchase of up to 12,995 +/- square feet of operational support and event space for the Capital City Amphitheater associated with the \$160 million redevelopment of the Firestone and Bloxham Annex properties adjacent to Cascades Park. The TDT was previously dedicated to the construction of the Performing Arts Center (PAC) and the expenditure of these funds requires approval of the CRA, County, and City. Based on the funding recommendations herein related to the Capital City Amphitheater, this item also seeks the Board's approval to modify the County's STAGE Interlocal Agreement with the City regarding the term, ownership, operation, and access to the Amphitheater facilities.

Fiscal Impact:

This item has a fiscal impact and adequate TDT resources are available to satisfy the funding request.

Staff Recommendations:

- Option #1: Approve the CRA's request to utilize up to \$2.25 million of TDT toward the Capital City Amphitheater Support Space, excluding space specifically designated for City Parks & Recreation.
- Option #2: Authorize the City to utilize the \$502,573 owed to the County for prior demolition expenses toward the Capital City Amphitheater Support Space.
- Option #3: Direct staff to revise the STAGE Interlocal Agreement to reflect the ownership, management, maintenance, access, and responsibilities associated with the new facilities constructed with TDT funds and bring back for Board approval.

Report and Discussion

Background:

As part of the process of redevelopment of the Firestone and Bloxham Annex properties, the CRA has sought to utilize a portion of the Tourist Development Taxes (TDT) funds previously set aside for the Performing Arts Center (PAC) to purchase dedicated support space and flexible event space for the Capital City Amphitheater within the proposed North American Properties (NAP) development adjacent to Cascades Park. Any use of these TDT funds is subject to approval by the CRA Board, County, and City Commissions.

During Commission discussion at the April 4, 2017 meeting, the Board raised the issue of the CRA's processes regarding the sale and development of the Firestone/Bloxham Annex site and the possible utilization of TDT funds to construct public event and support space for the Capital City Amphitheater as part of the redevelopment. At that time, staff prepared a status report for the Commission meeting on May 9, 2017 providing a chronology of CRA Board actions related to the redevelopment of the Firestone and Bloxham Annex properties adjacent to Cascades Park, an extensive overview of the Board's prior guidance relating to TDT, along with the terms and conditions of several interlocal agreements related to the expenditure of these funds (Attachment #1).

On May 25, 2017, the CRA Board initially approved a total expenditure of \$2,608,425 for the redevelopment of the Firestone/Bloxham Annex to provide operational support and event space. Since that time, NAP revised their initial estimate and lowered the cost for the Amphitheater support space to \$2.5 million. On September 25, 2017, the CRA considered utilizing an additional \$440,000 of TDT for construction of an access road to the Amphitheater (\$240,000) and the Civil Rights Memorial (\$200,000). The CRA Board approved the additional TDT dedication of \$240,000 for the construction of road access; however, concerns were raised about the eligibility of the Civil Rights Memorial/Public Plaza to be funded with TDT under the statutory requirements of section 125.0104, Florida Statutes. As a result, the CRA Board authorized CRA staff to utilize \$200,000 from the CRA's fund balance to support the memorial (Attachment #2).

In total, this item seeks the Board's approval to utilize approximately \$2.75 million in TDT toward the construction and purchase of up to 12,995 +/- square feet of operational support and event space for the Capital City Amphitheater associated with the \$160 million redevelopment of the Firestone and Bloxham Annex properties adjacent to Cascades Park. Nearly \$2.25 million of the TDT was previously dedicated to the construction of the PAC and the expenditure of these funds requires approval of the CRA, County, and City. This includes \$240,000 for the construction of an access road along the property toward the back of the Amphitheater providing direct entry to the new spaces. The City would contribute an additional \$502,573 to this project based on an Interlocal Agreement associated with the utilization of TDT funds for the demolition costs of the former PAC site.

This item does not contemplate the \$200,000 funding request for the Civil Rights Memorial/Public Plaza as the staff finds that it is not an eligible expense of TDT under section 125.0104, Florida Statutes. However, the CRA Board anticipated this potential conflict and authorized CRA staff to utilize the CRA's fund balance for this project.

Based on the funding recommendations herein related to the Capital City Amphitheater, this item also seeks the Board's approval to modify the County's STAGE Interlocal Agreement with the City regarding the term, ownership, operation, and access to the Amphitheater facilities.

As previously mentioned, Leon County is a party to several active interlocal agreements related to the use of TDT once collected for the exclusive purpose of constructing and operating a PAC:

- First Amendment to the Demolition and Site Preparation for the Performing Arts Center – City of Tallahassee and the CRA
- Third Amendment to the Downtown CRA Interlocal Agreement – City of Tallahassee and the CRA
- First Amendment to the Strategic Team for Amphitheater Grand Entertainment (STAGE) Interlocal Agreement – City of Tallahassee

Each of these interlocal agreements stem from the original Downtown CRA Interlocal Agreement from June 2004 whereby the Board agreed to levy an additional one-cent TDT (4th penny) to be segregated from other TDT revenues and dedicated exclusively for the costs associated with the construction and operation of a PAC to be located in the Downtown CRA. Ten years later at a December 9, 2014 Commission meeting, the Board made several policy decisions which reallocated the TDT once collected exclusively for a PAC and provided the financial resources currently being considered by the CRA, County, and City for the public space needs associated with the redevelopment of the Firestone and Bloxham Annex properties adjacent to the Amphitheater and Cascades Park. These interlocal agreements, and how they provide funding for the aforementioned improvements, are discussed in greater detail in the Analysis section of this item.

Analysis:

Cascades Park was officially dedicated on March 14, 2014 and hosted its first ticketed concert less than a month later. The Amphitheater has become an important community asset to a wide range of organizations and is being utilized throughout the year for much more than the County's Concert Series events. The City of Tallahassee Parks, Recreation and Neighborhood Affairs staff coordinates the rental reservations for all available public spaces at Cascades Park including the Amphitheater and Meridian Point Building (also known as the Firestone Building). To support the anticipated needs associated with the opening of Cascades Park in 2014, the City entered into a lease with the State of Florida for year-round access to the Meridian Point Building which is immediately adjacent to the rear portion of the Capital City Amphitheater stage. For Concert Series performances, the County has first right of refusal for use of the space in the Meridian Point Building as a green room and dressing room. In addition to proximity, the building offers over 5,300 square feet for Park and Amphitheater needs including three dressing

areas, production offices, private restrooms, dining space to feed the stage crew, and a greeting area for performers to interact with fans and sponsors.

The public space in the Meridian Point Building supports both large and small performances at the Capital City Amphitheater as well as events in Cascades Park. The ability to utilize this climate controlled building in proximity to the Amphitheater and Park is critically important for concerts, large festivals, and community events in need of storage space for their materials, equipment, and personnel, hence the importance of having contemplated future space and resource needs at this site in two interlocal agreements between the County and City for the redevelopment of the Firestone and Bloxham Annex properties. During the 2016 calendar year, 66 community and cultural events were held in Cascades Park. Of these, 39 utilized the Amphitheater for musical performances including the County's seven concerts and 31 of these events utilized the Meridian Building. The beneficiaries of these public spaces include organizations such as Capital City Runners, Gulf Winds Track Club, FAMU, FSU, Opening Nights, Word of South, Southern Shakespeare Company, Tallahassee Downtown Improvement Authority, Tallahassee Symphony Orchestra, Florida Jazz & Blues Festival, Hola Tallahassee Festival, American Cancer Society, and numerous schools and churches. This excludes other activities such as birthday parties that also utilize the Meridian Building for private events.

Since the execution of the aforementioned interlocal agreements, the opening of Cascades Park and the Capital City Amphitheater, the CRA Board has discussed the utilization of the TDT previously set aside for the PAC on several occasions related to the redevelopment of the site and investment for other cultural needs. On November 3, 2016, North American Properties (NAP) submitted a proposal in response to the CRA's RFP which included green rooms, Amphitheater support facilities and public event space. On January 26, 2017, the CRA Board approved the sale and redevelopment of the Firestone and Bloxham Annex properties to NAP assuming mutually acceptable terms could be negotiated for the Purchase and Sales Agreement (PSA), CRA Development Agreement, and PUD/UPUD conditions. This included determining the type and design of Amphitheater support facilities required as part of the development, and their cost. Since that time, staff from the CRA, County, and City have been working to refine the costs for the proposed improvements.

As approved by the CRA Board earlier this year and supported by the Tourist Development Council, the support space would offer a combined space of 12,955 +/- square feet Amphitheater operations, secluded performer space, and public event space as follows (Attachment #3):

- Approximately 4,664 square feet will be used to support Amphitheater operations by providing accessible areas for equipment, service bays and loading docks, and a small production office. In addition, this space will include a single restroom and an area for limited general parking.
- Approximately 6,205 square feet will be used as a performer space overlooking the Amphitheater. This area will include four dressing rooms, three private restrooms with showers, two public restrooms, a green room, a warming kitchen, VIP lounge, reception area, a covered patio, and an elevator to the plaza level for convenient access to the Amphitheater.

- Approximately 2,700 square feet will be utilized as an event space to support Amphitheater performances and other events at Cascades Park. The event space will serve as an area for large and small gatherings including performances, rehearsals, weddings, small concerts, and business and social gatherings.

The floor plan contemplates limited space needs for City Parks and Recreation within the project but TDT funds will not be utilized for the construction of these spaces. For the improvements supporting the Amphitheater, staff is recommending approval from distinct funding sources under interlocal agreements with the CRA and City.

Third Amendment to the Downtown CRA Interlocal Agreement

On December 9, 2014 the Board approved the Third Amendment to the original Interlocal Agreement that created the Downtown CRA which required the County to dedicate one-cent of the TDT exclusively for the PAC. This amendment discontinued the County's obligation to the PAC and redirected TDT funds as follows:

- Required all TDT funds collected on or after October 1, 2014 to be retained by the County for utilization consistent with Florida law.
- Required the balance of the TDT funds previously collected for the PAC through September 30, 2014 to be utilized for projects, programs and expenses related to culture, visual arts, heritage, performing arts space as part of the convention center, or performing arts projects in the Downtown and Frenchtown/Southside CRAs, which includes recommendations being subject to final approval by the County and City Commissions.
- Requires the funds (current balance is \$5.1 million) to be held in an interest bearing account and the accrued interest accumulate to the funds.

This amendment to the Downtown CRA Interlocal Agreement earmarked the TDT funds previously collected for the PAC through the end of FY 2014 to be utilized for other purposes within the Downtown and Frenchtown/Southside CRAs. In recognition of the agreed upon geographic boundaries to invest these monies, the Agreement calls for the CRA to initiate and facilitate the process for which the \$5.1 million in TDT funds will be utilized subject to approval by both Commissions:

The Funds shall be utilized for projects, programs and expenses recommended by the Agency, and subject to the approval of the County and City...

Since the FY 2014 investment in the Capital City Amphitheater, no formal recommendations have been made seeking to utilize these funds which would require the Board's approval. However, as shared with the Board in the May 9th status report, the CRA has been in negotiations with NAP regarding the redevelopment of the Firestone and Bloxham Annex properties and the provision of public space to support the Amphitheater operations. At this time, the CRA is requesting to utilize up to \$2.25 million of TDT from this fund for the construction of Amphitheater support space as part of the Firestone-Bloxham Annex redevelopment.

Staff Recommendation: Approve the CRA's request to utilize up to \$2.25 million of TDT toward the Capital City Amphitheater Support Space, excluding space specifically designated for City Parks & Recreation.

First Amendment to the Demolition and Site Preparation of the PAC Interlocal Agreement

In recognition that the PAC project would not come to fruition, the County and City revisited the \$502,573 in expenses associated with the demolition and site preparation of the former Johns property due to the prescribed statutory uses for TDT funds. Since the site was no longer to be used for a PAC, the County initiated conversations with the City for repayment of these expenses.

On December 9, 2014, the Board approved the First Amendment to the Interlocal Agreement for the Demolition and Site Preparation of the PAC providing the City an alternative to making a direct repayment at the time. Instead, the City was provided five years to make improvements to the Capital City Amphitheater and/or the amphitheater support facilities in the Meridian Point Building, for the purpose(s) requested by the County, in an amount equal to the \$502,573 spent on the demolition of the Johns Building as follows:

The improvements for the benefit of the Capital City Amphitheater may include, but are not limited to, dressing rooms, green rooms and storage space. Prior to commencement of the improvements, such improvements shall be approved by the City and the County.

In addition, the amended Interlocal Agreement requires any remaining balance not utilized by September 30, 2019 to be refunded by the City to the County's Tourist Development Trust Fund. The Board's authorization is required at this time, under this Interlocal Agreement, to utilize the \$502,573 owed to the County for improvements associated with the proposed Amphitheater support space.

Staff Recommendation: Authorize the City to utilize the \$502,573 owed to the County for prior demolition expenses toward the Capital City Amphitheater Support Space.

First Amendment to the STAGE and Amphitheater Interlocal Agreement

The County's role in the construction and promotion of ticketed concerts at the Capital City Amphitheater resulted in the investment of \$1,526,604 of TDT from the former PAC fund for the construction of the Capital City Amphitheater. Given the joint nature of the TDT funds at that time, previously committed to the PAC, the City of Tallahassee and CRA concurred on the reallocation of the TDT funds which led to the execution of the STAGE Interlocal Agreement between Leon County and the City. The Interlocal Agreement included the creation of the STAGE Committee to provide guidance to staff and the County's contracted promoter with regard to the venue, concert booking, marketing, etc.

In order to achieve a return on investment from the construction of the Amphitheater with TDT funds, the STAGE Interlocal Agreement with the City authorizes the County to host up to 10 ticketed events each year. The City is responsible for the day-to-day maintenance and operation of Cascades Park and the Amphitheater. For the operation of the County's Concert Series,

recurring TDT revenues are budgeted each year and approved by the Board as part of the Division of Tourism Development's annual budget. Although it predates the opening of Cascades Park and the City's acquisition of the Firestone and Bloxham Annex properties, the First Amendment to the STAGE Interlocal Agreement does contemplate use of the Meridian Point Building to support Amphitheater concerts once the building is acquired by the City (Attachment #4). In addition, both parties explicitly recognized that:

“Amphitheater operations would benefit from dressing rooms restrooms, production office, box office, catering space, which therefore shall be incorporated, if feasible, into the design of any proposed redevelopment of the first level of the Meridian Point Building.”

The 'feasibility' of said improvements is to be determined initially by the CRA, followed by the County and City Commissions based on their desired level of investment, funding source(s), and negotiations with the developer. Should the Board approve the aforementioned recommendations listed in this item to provide the funds necessary to construct the Amphitheater support space, the STAGE Interlocal Agreement should be revised to reflect the ownership, management, maintenance, access, and responsibilities associated with the new facilities constructed with TDT funds. Staff recently presented an update to the Tourist Development Council regarding these negotiations with the City (Attachment #5). In following the framework established in the existing Interlocal Agreement, the support space would be owned and operated by the City of Tallahassee so that each of available spaces at the venue are managed under one umbrella organization.

The day-to-day responsibilities for this site alongside Cascades Park will rest with City Parks, Recreation, and Neighborhood Affairs. With the initial term scheduled to expire in July 2018, staff will also seek to extend the life of the STAGE Agreement prolonging and further defining the County access to the Amphitheater facilities in order to continue hosting premier concerts. Staff does not recommend increasing the number of authorized ticketed concerts at the Amphitheater, currently set at a maximum of 10 per year.

Staff Recommendation: Direct staff to revise the STAGE Interlocal Agreement to reflect the ownership, management, maintenance, access, and responsibilities associated with the new facilities constructed with TDT funds and bring back for Board approval.

Should the Board approve the recommendations presented herein, the City Commission will take up this matter the following night on October 25, 2017. Once the development agreement and UPUD are executed by the CRA and City respectively, NAP plans to immediately begin the demolition process on the Firestone-Bloxham Annex sites. County and City staff are finalizing plans to accommodate park patrons for given activities including concerts, festivals, and daily recreational uses throughout the demolition and construction processes.

Options:

1. Approve the CRA's request to utilize up to \$2.25 million of TDT toward the Capital City Amphitheater Support Space, excluding space specifically designated for City Parks & Recreation.
2. Authorize the City to utilize the \$502,573 owed to the County for prior demolition expenses toward the Capital City Amphitheater Support Space.
3. Direct staff to revise the STAGE Interlocal Agreement to reflect the ownership, management, maintenance, access, and responsibilities associated with the new facilities constructed with TDT funds and bring back for Board approval.
4. Board Direction.

Recommendation:

Options #1, #2 and #3.

Attachments:

1. May 9, 2017 Status Report on the Use of Tourist Development Taxes Formerly Designated for a Performing Arts Center
2. September 25, 2017 CRA Agenda Item 5.02 on the Approval of CRA Financial Assistance Terms with NAP for Redevelopment of Firestone/Bloxham
3. North American Properties' Floor Plan of the Amphitheater Support Space
4. First Amendment to the STAGE Interlocal Agreement, 2013
5. June 22, 2017 Memorandum to the Tourist Development Council, Update on the Firestone/Bloxham Redevelopment



MEMORANDUM

DATE: 06/22/2017

TO: Leon County Tourist Development Council

FROM: Kerri L. Post, Director, Leon County Tourism Development

SUBJECT: Additional Information and Update on the CRA TDT/PAC Funding support for the Firestone/Bloxham Redevelopment, as requested at the TDC Meeting May 4, 2017.

Background:

As discussed at the May 4, 2017 TDC meeting and encompassed in a letter from the TDC Chair (Attachment #1) to both County and City Commissioners, the TDC was supportive of the purchase of the A, B, and C Amphitheater Support Spaces and convening a special meeting specifically to review more information on the recommended ownership, maintenance, projected operational structure and public use for the new Amphitheater Support Space.

On May 25, 2017 the CRA authorized the use of up to \$2.1 million in Tourist Development Tax - Performing Arts Center funds and \$508,425 in Johns/Clemons funds for the purchase of Spaces A, B and C: up to 12,995 +/- square feet of amphitheater operational support space and flexible event space (Attachment #2). Additionally, the CRA authorized staff to continue to work with the City of Tallahassee, Leon County staffs and the developer to refine the design and develop final costs, which will be brought back for final CRA Board, City and County Commission approvals. The CRA also authorized staff to include this space in the CRA-North American Properties development agreement subject to final CRA Board approval. Further, the CRA Board gave direction for staff to provide additional information at their next meeting on the ownership, maintenance, and management of the space, in addition to considering the needs of the cultural community.

Analysis: Bloxham/Firestone Redevelopment/Amphitheater Support Space

Ownership of the new Amphitheater Support Space:

The new Amphitheater Support Space is recommended to be paid for with the use of Leon County Tourist Development Tax and owned/operated by the City of Tallahassee (COT), managed by the Parks, Recreation and Neighborhood Affairs Department (PRNA). This structure will be an extension of the existing Intergovernmental Agency agreement for the Amphitheater at Cascades furthering that model so that it will all be managed under one

umbrella. The Interlocal Agreement also outlines the relationship between Leon County and the City of Tallahassee regarding programming for the 10 ticketed events in the Capital Cascades Stage and Concert Series at the amphitheater, which all utilize the support space.

Programming and Maintenance of the new Amphitheater Support Space:

Staffing, operations and on-going maintenance costs associated with managing the new Amphitheater Support Space would be provided by the City of Tallahassee (COT). The day-to-day operations and management of the new space is envisioned to be an extension and expansion of the existing Interlocal Agreement between Leon County and the City of Tallahassee regarding programming and responsibilities for the Capital Cascades Stage and Concert Series.

As provided by City of Tallahassee PRNA and referenced during discussions in May TDC and CRA meetings, the Amphitheater hosted a total of 39 musical/theatrical performances in 2016, 31 of which utilized the existing Meridian Point Building as support space. The organizations renting the available public space include FSU, FAMU, Opening Nights, Tallahassee Symphony Orchestra, Southern Shakespeare Company, Tallahassee Downtown Improvement Authority, Hola Tallahassee Festival, and numerous schools and churches. It is recognized there will be costs to the City of Tallahassee to operate, maintain, staff, provide programming, and all costs associated with booking and managing the new Amphitheater Support Space. As with all city-owned public facilities available to rent (i.e., Dorothy Oven Park), the City of Tallahassee would retain the revenues from rentals of the Amphitheater Support Space to help offset the cost of annual operation and programming.

At this time, PRNA is developing operational estimates for the new Amphitheater Support Space based on:

- The final configuration of the space
- Projecting usage by day of week and the various different space options
- Projecting room rental rates based on estimated rates at that time

Naming and branding of the new Amphitheater Support Space:

Naming and branding of the space will be determined jointly by the County and City, and will also include collaborative input on the interior design and decoration of the space, including artwork and/or images highlighting the destination, partners involved, etc.

Public Access/Use of Amphitheater Support Space:

Uses will be determined in accordance with City of Tallahassee policies, procedures, allowable uses and rates, subject to the terms and conditions of an updated agreement with Leon County. This language will mirror the existing Interlocal Agreement between Leon County and the City of Tallahassee regarding programming for the Capital Cascades Stage and Concert Series. It is important that the space and programs in the Amphitheater Support Space be managed by one entity. For the new Amphitheater Support Space, it is envisioned the public may rent the large space (Space "C" in the renderings) and/or small

space (Space "B" in the renderings) and/or add-on one or more of the smaller rooms in the small space. Public rentals of the new space are envisioned to include:

- Corporate/Non-Profit/Government Staff Retreats & Meetings (Board Meetings, Large Groups, etc.)
- Corporate Luncheons and/or Receptions
- Government Recognition Programs/Receptions (Neighborhood of the Year, Silver Stars, Volunteer of the Year, for example)
- Non-Profit Fundraising Reception, Awards Banquets, Kick-Off Events, Luncheons
- School Programs such as Athletic Banquets, Fundraising Receptions, Civic Group Receptions
- Private Rentals such as birthday parties, baby showers, family reunions, alumni reunions, wedding receptions
- Park Special Event Uses – VIP Receptions, Indoor exhibits (arts/cultural, book fair, etc.), small indoor performance group, staff & volunteer operations.

Leon County Access for Amphitheater Support Space

It is anticipated that the County will continue to have the rights for use of the Amphitheater Support Space at no cost for up to the 10 concerts as well as the right to use the Amphitheater Support Space for up to 10 additional days per year at no cost for official County events. The County is not seeking additional concerts beyond the 10 ticketed events outlined in the Interlocal Agreement, however extending the term of the existing agreement will be needed.

Conclusion:

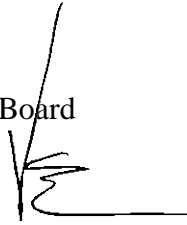
TDC staff is seeking any additional guidance and recommendations from the TDC on the items above. It is anticipated these items will be presented for further review at the July 11, 2017 BOCC meeting and it is anticipated to be presented at the City of Tallahassee Commission meeting to be held later in July. This timeline would allow CRA staff to finalize the development agreement for approval by the CRA Board and City Commission within the 180-day due diligence period (concluding in September) as specified in the Bloxham/Firestone Annex purchase sales agreement with North American Properties. Updates on the Bloxham/Firestone Redevelopment project will be provided to the TDC as they are available.

Leon County Board of County Commissioners

Agenda Item #6

May 22, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Kerri Post, Director, Tourism Division
Lead Staff/ Project Team:	Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board approval of the Second Amended and Restated Capital City Amphitheater Concert Series Interlocal Agreement with the City of Tallahassee that dissolves the STAGE Committee as previously approved by the Board, broadens the special exceptions to extend the curfew for Amphitheater events, and prohibits concert entertainment starting earlier than 10 a.m.

Fiscal Impact:

This item has no fiscal impact to the County.

Staff Recommendation:

- Option #1: Approve the Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series (Attachment #1).
- Option #2: Approve the proposed Resolution dissolving the STAGE Advisory Committee (Attachment #2).

Title: Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the
Capital City Amphitheater Concert Series
May 22, 2018
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Report and Discussion

Background:

This item seeks Board approval to execute the Second Amended and Restated Interlocal Agreement for the Capital City Amphitheater (Attachment #1). Dissolution of the STAGE Committee also requires the Board's adoption of a Resolution (Attachment #2).

At the July 9, 2013 meeting, the Board entered an Interlocal Agreement with the City regarding the County's use and concert programming at the Capital City Amphitheater at Cascades Park (Amphitheater) and creation of the Strategic Team for Amphitheater Grand Entertainment Advisory Committee (STAGE Committee). The STAGE Committee is a focus group created prior to the opening of the Capital City Amphitheater to advise staff on entertainment booking policies, seasonal concert plans, and strategies for the County and City to address noise concerns raised by adjacent neighborhoods.

Since the opening of the Amphitheater and implementation of operational improvements following the first few concerts, staff found that the STAGE Committee was no longer necessary to resolve neighborhood issues or recommend programmatic guidance. These findings combined with the City's creation of a similar citizens group led to the Board's approval to remove the responsibilities and requirements of the STAGE Committee from the Interlocal Agreement with the City. Thus, on April 4, 2017, the Board directed the County Administrator to work with the City in removing the responsibilities and requirements of the STAGE Committee from the Interlocal Agreement (Attachment #3).

Since that time, the County and City identified the need to amend a provision of the Interlocal Agreement related to early morning entertainment and special exception requests for curfew extensions for Amphitheater events. An amendment to the Interlocal Agreement is required to modify the hours of entertainment and allow the City and County to consider requests for curfew extensions for events that are not scheduled on a holiday.

Analysis:

Based on the Board's direction on April 4, 2017, this item seeks to ratify the elimination of the responsibilities and requirements of the STAGE Committee as set forth in the Second Amended and Restated Interlocal Agreement with the City for the Capital City Amphitheater. Upon approval of the Agreement, effectuation of such changes requires the Board's adoption of the Resolution dissolving the STAGE Committee.

Concert entertainment provided at the Amphitheater may begin at 8 a.m. any day of the week and is to be completed by 11:00 p.m. on Friday and Saturdays and 10:00 p.m. on Sundays through Thursdays. The Agreement specifies that special exceptions requests may only be considered for holidays and are subject to approval by the County Administrator and City Manager. Thus, the proposed amendment broadens the special exceptions to extend the curfew for Amphitheater events by removing the holiday requirement. The amendment also prohibits

Title: Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the
Capital City Amphitheater Concert Series
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concert entertainment before 10 a.m. on any day of the week. The City Commission approved these changes at its meeting on May 9, 2018.

Throughout the amendment, outdated references to the Meridian Point Building were replaced with 'amphitheater support space' to acknowledge the ongoing development surrounding Cascades Park. It should be noted that additional changes to the Interlocal Agreement will come back to the Board in 2019 related to the staffing, operations, and ongoing maintenance costs to be borne by the City for the new amphitheater support space as part of the North American Properties redevelopment project.

Options:

1. Approve the Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series (Attachment #1).
2. Approve the proposed Resolution dissolving the STAGE Advisory Committee (Attachment #2).
3. Do not approve the execution of changes to the Second Amended and Restated Interlocal Agreement with the City of Tallahassee for the Capital City Amphitheater Concert Series.
4. Do not approve the Resolution dissolving the STAGE Advisory Committee.
5. Board direction.

Recommendation:

Options #1 and #2.

Attachments:

1. Second Amended and Restated Interlocal Agreement for the Capital City Amphitheater with strike-through and underlined changes
2. Resolution dissolving the STAGE Advisory Committee
3. April 4, 2017 Agenda Item on the Repeal of the STAGE Committee

SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE AND LEON COUNTY REGARDING PROGRAMMING FOR THE CASCADES CONCERT SERIES AT THE CAPITAL CITY AMPHITHEATER AT CASCADES PARK

THIS SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT (“Second Amended Agreement”) is made and entered into this 24th day of July, 2018, pursuant to the authority of Section 163.01, Florida Statutes, by and between the CITY OF TALLAHASSEE, a Florida municipal corporation (the “City”) and LEON COUNTY, Florida, a charter county and political subdivision of the State of Florida (the “County”) for the purpose of developing operational guidelines for the Leon County Division of Tourism Development Sponsored Events at the Capital City Amphitheater at Cascades Park (“Amphitheater”) to be known as the Cascades Concert Series. The City and County may be referred to collectively as “Parties”.

RECITALS

WHEREAS, the Amphitheater has been created as an amenity in Cascades Park, utilizing both Blueprint 2000 funds and Leon County Tourist Development Tax proceeds; and,

WHEREAS, programming of the Amphitheater will include local festivals and local events as well as regional ticketed concerts, the Cascades Concert Series; and,

WHEREAS, the City and County agree that the Amphitheater has been constructed as a venue for large outdoor concerts drawing the caliber of entertainment suitable to be a regional attraction in an effort to drive economic development through tourism; and that up to a maximum of ten (10) ticketed events will be scheduled to occur annually within the Parties’ fiscal year, (“Cascades Concert Series”); and,

WHEREAS, the Parties also agree that the Amphitheater is intended to attract events that are oriented to the entire community in all of its diversity; and

WHEREAS, the Parties recognize the benefits of hiring a management company to develop and manage the programming of the Cascades Concert Series at the Amphitheater and,

WHEREAS, the Parties recognize the need to establish guidelines and responsibilities for City staff and County staff related to the Cascades Concert Series. This Second Amended Agreement is intended to re-establish and amend those guidelines, which are limited to the Cascades Concert Series Events; and,

WHEREAS, the Parties entered into the Interlocal Agreement Between the City of Tallahassee and Leon County Regarding Programming for the Cascades Concert Series at the Capital City Amphitheater at Cascades Park (“Initial Agreement”), which is dated July 11, 2013 and as amended on or about April 12, 2016 (“First Amended Agreement”); and,

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WHEREAS, the Parties have operated under the First Amended Agreement since, on or about April 12, 2016, and now agree that it is advantageous to both Parties and to the community to amend the First Amended Agreement to effectuate the County's determination to terminate the STAGE Committee and address the use of amphitheater support space.

NOW, THEREFORE, in consideration of the following mutual promises, and representations set forth below, the sufficiency of which being acknowledged, the City and County do hereby agree as follows:

SECTION 1. INCORPORATION OF RECITALS.

The Recitals set forth above are hereby incorporated into this Second Amended Agreement and made a part hereof as if set forth below.

SECTION 2. CITY STAFF RESPONSIBILITIES.

City staff shall:

- A. Conduct regular maintenance of the Amphitheater as part of routine Cascades Park operations.
- B. Establish price lists for services provided by the City for the Cascades Concert Series.
- C. Allow the Cascades Concert Series consisting of a maximum of ten (10) ticketed outdoor concerts to occur at the Amphitheater annually, within a fiscal year, provided all City permitting requirements are complied with.
- D. Implement use agreements with owners of parking lots and facilities surrounding the park.
- E. Create a traffic control plan which may include parking limitation signs in surrounding neighborhoods to limit ingress to adjacent neighborhoods during the Cascades Concert Series events.
- F. As amphitheater support space is available by the City and designated for Amphitheater operations including dressing rooms, restrooms, production office, box office, and catering space, work with County staff in developing a booking policy for the space that will reserve certain priority dates for the Cascades Concert Series events.
- G. Conduct regular maintenance of the amphitheater support space as part of routine Cascades Park operations.
- H. Operate and maintain the amphitheater support space for rentals and other approved uses.
- I. Coordinate and maintain a master calendar for amphitheater support space use.

J. Work with County staff to develop an agreement to share the costs of operating the amphitheater support space for the benefit of the Amphitheater.

K. Invoice the County, after completion of each Cascades Concert Series event for the cost of City services, as specified in the City's Special Events Permit process.

L. Work with the Leon County Division of Tourism Development, the management company, if any, and the concert/event promoter(s) on all aspects of each Cascades Concert Series event staging and production.

M. Provide services for the Cascades Concert Series, as agreed upon in City's Special Events Permit process.

N. Work with the Leon County Division of Tourism Development to address neighborhood concerns, if any.

O. Adjust neighborhood trash pickup schedules following a Cascades Concert Series event, if necessary.

P. Work with County staff in developing a plan, providing that profits from the Cascades Concert Series are used for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee for the Cascades Concert Series.

SECTION 3. COUNTY STAFF RESPONSIBILITIES.

County staff shall:

A. Provide for a private management company retained through a competitive selection process or budget for salary and benefits for a program manager, who shall be an employee of the County.

B. As amphitheater support space is available by the City and designated for Amphitheater operations including dressing rooms, restrooms, production office, box office, and catering space, work with City staff to develop an agreement to share the costs of operating the building for the benefit of the Amphitheater.

C. Work with concert promoters to establish ticket prices and make all final decisions on booking entertainment for each Cascades Concert Series event.

D. After completion of each Cascades Concert Series event and upon receipt of an invoice from the City, pay such approved costs to the City for services as agreed upon in City's Special Events Permit in accordance with the City's price list.

E. Provide any advance funding, where appropriate or necessary to book a Cascades Concert Series event.

F. Provide funding, where appropriate, to enter into self-promotion or co-promotion agreements with concert promoters.

G. Maintain profit and loss records for each Cascades Concert Series event. Revenues may consist of ticket revenues, sponsorships, concession fees, percentage of food and beverage sales, VIP hospitality area income, percentage of merchandise sales and other sources as identified. Costs may include, but are not limited to, fees due to the concert or event, promoter/entertainment, and related concert costs.

H. Work with City staff to develop a plan, which will provide that profits from the Cascades Concert Series are used for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee for the Cascades Concert Series.

I. Retain all profits earned, if any, from the Cascades Concert Series events, in an account to be managed by the County, specifically to use for Amphitheater capital improvements and costs related to marketing the Amphitheater to attract performers and visitors to Leon County and the City of Tallahassee. The County shall make available an annual statement of earned revenues from the Cascades Concert Series for interested parties.

J. Issue a Request For Proposals, if necessary, and enter into an agreement for electronic ticketing.

K. Operate a box office and reconcile concert ticket sales and associated event costs with the concert promoter.

L. Through the Leon County Division of Tourism Development, market the Cascades Concert Series events to regional audiences.

M. Develop and sell possible Cascades Concert Series sponsorship opportunities, subject to PRNA approval, within the Amphitheater.

N. Unless a special exception is submitted to and approved by the City Manager and County Administrator pursuant to this Second Amended Agreement, require all entertainment provided at the Cascades Concert Series to be completed no later than 11:00 p.m. on Fridays and Saturdays, and no later than 10:00 p.m. on Sundays through Thursdays. No Cascades Concert Series event shall begin earlier than 10:00 a.m. on any day of the week.

O. Require the management company, if any, to comply with any noise ordinance enacted by the City or the County.

P. Obtain a City Special Events Permit for each Cascades Concert Series event.

Q. For each concert, it is the County's intent to utilize the full stage curtain, and therefore the County will ensure that its management company works with the artist's stage manager and utilizes all 10 panels unless technical setup requirements of the band mandate otherwise, in which case the maximum amount of curtain panels that the production will allow will be utilized.

SECTION 4. CITY MANAGER AND COUNTY ADMINISTRATOR.

This Amended Agreement authorizes the City Manager and the County Administrator to resolve all programming, policy, and governance matters that may arise during the planning, implementation, and operation of the Amphitheater for the Cascades Concert Series. However, should the City Manager and County Administrator be unable to resolve such matters, then the provisions of Section 7B shall apply.

SECTION 5. EFFECTIVE DATE.

This Second Amended Agreement shall be effective (“Effective Date”) when filed with the Clerk of the Circuit Court pursuant to Section 163.01(11), Florida Statutes after approval and execution by both Parties.

SECTION 6. TERM, RENEWAL, TERMINATION, REVIEW.

The term of the Second Amended Agreement shall be for a period of five (5) years commencing upon the Effective Date and shall be renewed automatically thereafter for two (2) year terms, unless either the City or County provides written notice to the other Party of its intent not to renew this Second Amended Agreement, not later than sixty (60) days prior to the end of the then current term.

If either Party fails to comply with any of the material terms or conditions of this Second Amended Agreement or otherwise defaults in any of its material obligations under this Second Amended Agreement and shall fail, within sixty (60) calendar days after written notice from the other Party to correct such default or noncompliance, the non-defaulting Party may, at its option, terminate this Second Amended Agreement.

SECTION 7. MISCELLANEOUS.

A. Amendments.

The Parties hereby acknowledge that the terms hereof constitute the entire understanding and agreement of the Parties with respect to the subject matter hereof. No modification hereof shall be effective unless in writing, executed with the same formalities as the Initial Agreement, in accordance with general law.

B. Conflict Resolution.

1. The Parties shall attempt to resolve all disputes that arise under this Second Amended Agreement in good faith and in accordance with this section. The provisions of the “Florida Governmental Conflict Resolution Act” shall not apply to disputes under this Second Amended Agreement, as an alternative dispute resolution process is hereby set forth in this section. The aggrieved Party shall give notice to the other Party in writing, setting forth the name of the Party involved in the dispute, the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the “Dispute Notice.”

2. Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.

3. If a dispute is not resolved by the foregoing steps within forty-five (45) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

4. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

- a. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.
- b. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.
- c. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as

may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

This Second Amendment to the Agreement shall be effective upon full execution hereof by all Parties,

IN WITNESS WHEREOF, the Parties have caused this Second Amended Agreement to be executed by their duly authorized representatives this 24th day of July, 2018.

CITY OF TALLAHASSEE

Attest:

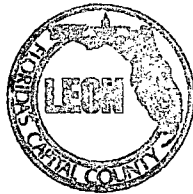
By: James O. Cooke IV
James O. Cooke, IV
City Treasurer-Clerk

By: Andrew D. Gillum
Andrew D. Gillum
Mayor

APPROVED AS TO FORM:

By: Cassandra K. Jackson
Cassandra K. Jackson, Esq.
City Attorney

LEON COUNTY, FLORIDA

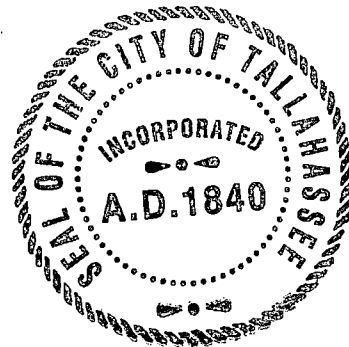


By: Nick Maddox
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:

Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

By: Gwendolyn Marshall



APPROVED AS TO FORM:
Leon County Attorney's Office

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

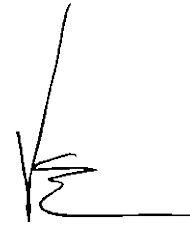
Leon County Board of County Commissioners

Agenda Item #16

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on the 2018 Leon County Real Estate Portfolio

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:	Michael Battle, Real Estate Specialist

Statement of Issue:

This agenda item seeks the Board's acceptance of the 2018 Leon County Real Estate Portfolio status report.

Fiscal Impact:

This item has a no fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Report on the 2018 Leon County Real Estate Portfolio (Attachment #1).

Report and Discussion

Background:

In January 2013, the Board directed that a report of all real estate related activities occurring with Leon County real property be prepared and submitted on an annual basis. The following item is a summary of the real estate related activities during 2018 (Attachment #1).

Analysis:

Portfolio of the County-Owned Properties

As of December 31, 2018, the County real estate portfolio consisted of 590 parcels of property totaling 6,330 acres and 147 buildings containing 2,455,572 square feet. These buildings have various capabilities including 86 buildings, totaling 2,136,684 square feet used to directly support the staff and the daily business of Leon County government, Constitutional Officers and agencies. Twenty-eight buildings containing 280,058 square feet have long- and short-term leases to tenants. There are also 33 various structures containing 38,830 square feet (primarily residential and mobile homes) acquired through escheatment, a result of the delinquent property tax process.

During 2018, 91 parcels were added to the Leon County Real Estate Portfolio and 4 parcels were modified or sold to another entity. Unless project specific, the County acquires most properties through the tax deed escheatment process. These lots enter the County's portfolio through property owners not paying their taxes, investors not purchasing the property for back taxes or purchasing these properties off the list of lands available for purchase maintained by the Clerk of Courts and Comptroller.

Once acquired, a determination of property use is made. For example, if a parcel can be used for a project it is categorized as facility owned; if it is flood prone and should not be developed; it is categorized as wetlands/floodplains; if the property is suitable for affordable housing it is categorized as such; or if it is surplus it can be sold. Details regarding these distinct categories and a summary of all County properties follows.

County Buildings

The Real Estate Portfolio contains 147 building containing 2,455,572 square feet.

- 86 are used for the direct support of the daily business of Leon County; 84 are County-owned (2,081,326 square feet) and two are leased (Voting Operation Center and Fort Braden Community Center) that contain 55,358 square feet.
- The remaining 61 buildings contain 318,888 square feet:
 - 28 buildings containing 280,058 square feet that are leased to other entities
 - 33 buildings (primarily residential) totaling 38,830 square feet. These buildings were brought into the portfolio by escheatment and donation.

Leasing Activity

Leon County Real Estate Division continues to manage County's Real Estate Portfolio and generates revenue from these efforts. One of Real Estate's main functions is the leasing of

underutilized space in County-owned buildings. There are two properties that are primarily used for the purpose, the Leon County Government Annex, and the Lake Jackson Town Center at Huntington. To facilitate the leasing of these facilities, Leon County has entered into a contract for commercial broker services to market the properties. A summary of the leased space for each of these properties follows:

- Leon County Government Annex - A complex of three buildings located at 315 S. Calhoun Street
 - A three-story building containing 17,134 rentable square feet; currently 92.5% occupied by County functions with 7.5% vacant
 - An eight-story office tower containing 120,456 rentable square feet and an 83,130 square foot parking garage; the Tower Building is currently 95.5% occupied (4.5% vacancy rate) with 35.5% of the space occupied by County offices and private tenants occupying 60.0% of the rentable square feet. For the year ended December 31, 2018, the rental income generated by the leasing activity in the building provided revenue of \$1,796,339.
- Lake Jackson Town Center at Huntington
 - A retail shopping center containing 69,215 rentable square feet, that is currently 44.5% occupied. 28.4% of the available space is occupied with County offices including the Lake Jackson Library, Community Center and a satellite Tax Collector's Office; 16.1% is leased to private tenants and 55.5% vacant.
 - For the year ended December 31, 2018, the rental income generated by the leasing activity in the center provided revenue of \$134,054.

Eminent Domain/ Property Acquisition for County Projects

Real estate works in tandem with Public Works to acquire property rights for capital improvement projects performed by Leon County. These projects require both temporary and permanent property rights. Leon County acquires property rights through donations, direct purchases, and in some cases eminent domain. Real Estate works with the County Attorney's Office to acquire these property rights.

Major projects recently completed and currently underway are:

- Completed Easement Acquisitions
 - Phase 1 of an easement for Multi-use trail along Magnolia Drive
 - Raymond Tucker, Golden Pheasant, Windwood Hills Drainage Improvements
 - Lonnie Road sidewalk project
 - Meridian Road/Fords Arm South Drainage Improvements
- Easement Acquisitions in Progress
 - Tower Oaks Subdivision 2/3 Paving Project
 - Keystone Court, part of Fred George Basin project
 - St. Augustine Road sidewalk project
 - Linene Woods Drainage Improvements

- Old St. Augustine Rd/Blair Stone Rd Intersection Improvements
- Crowder Rd/N. Monroe St Intersection Improvements
- Safe Route to School – Sidewalk Improvement Projects
 - Woodville Elementary School Area
 - Chaires Elementary School Area
- Septic tank to Sewer projects
 - Woodside Heights/Belair/Annawood subdivision
 - Northeast Lake Munson
 - Woodville Community

Affordable Housing and Surplus Properties

Over the last several years, Real Estate has been working closely with the Division of Housing to create a process where more County-owned properties could be identified to assist with affordable housing. As of December 31, 2018, there were 55 County-owned properties suitable for and designated for affordable housing. During 2018, two affordable housing parcels were sold for \$13,000.

Real Estate and the Division of Housing reviewed parcels that escheated to the County during 2018 for their suitability for affordable housing. As required by Florida Statute, the final list is scheduled for a Public Hearing on July 9, for Board approval to add these parcels to the “Affordable Housing” list. In addition, once added to the list, these properties may be suitable for the Community Land Trust, which is presented in a separate agenda item on July 9.

Two notable surplus property transactions occurred during the year.

- The 2.5-acre parcel at the northeast corner of Blair Stone and Miccosukee roads sold in 2018 for \$1.425 million. The proceeds from this sale off-set the cost to construct the new Medical Examiner Facility.
- On May 2018, the 4-story building at 106 E. Jefferson St (also known as the Welcome Center) was declared Surplus and marketed for a sale. In December 2018, an Agreement for the Purchase Sale of the building was accepted for the price of \$2,250,000. The transaction closed in January 2019. Proceeds from this sale are budgeted for improvements to the Historic Train Station, which will house the Tourism Division.

Tax Deed Parcel Acquisitions

The County acquired 82 parcels of property through escheatment as part of the delinquent tax deed process during 2018. These parcels contain 54.8 acres and 24 structures containing 35,820 square feet.

As of December 31, 2018, the Real Estate Portfolio has 121 parcels characterized in “Tax Deeds”. Issues such as unpaid ad valorem taxes and special assessments, ownership of title, access and liens are some of the common problems with these properties. Real Estate continues to work with the County Attorney’s office to resolve these property issues to make the properties marketable again and to find alternatives uses. As the local real estate market has improved and fewer owners

are delinquent in their property taxes, the trend indicates that the County will be receiving a reduced number of escheatment properties in coming years.

As Leon County acquires properties, all departments including Public Works, the Division of Housing, Parks and Facilities Management are notified by Real Estate. Real Estate is constantly working to find alternative uses for the properties such as affordable housing, projects, stormwater management expansion, conservation, recreation, etc.

Tables #1 and #2 reflect a summary of the changes to Leon County’s Real Estate Portfolio. A detailed summary of all Leon County’s Real Estate Portfolio including the list of the Tax Deed properties as well as all other categories is included in the Real Estate Portfolio Annual Status Report (Attachment #1).

Table #1: Changes to Leon County Real Estate Portfolio - 2018

Net Change in Parcels	Portfolio Classification	Description
1	Facilities Owned (County Project Related)	Parcel containing 0.339 acres located in the south-central part of the County just east of Woodville Hwy and north of Capital Circle SE, obtained for the site of a future lift station as part of the Woodville sewer project.
3	Parks & Recreation	<p>Boat Landing – Added 3 parcels containing 3.5 acres located in the west central part of the County 0.83 miles north of Blountstown Highway at the end of Coe Landing Rd. The parcels were purchased for \$149,900 in November 2018, for the expansion of the Coe Landing Boat Landing.</p> <p>Parks – Leased – Removed 1 parcel containing 10.13-acre parcel with a 7,626 square foot building known as the Old Concord School, located at 15011 Cromartie Rd., 0.18 miles east of Veterans Memorial formerly Leased from Leon County School Board.</p> <p>Park – Added 1 parcel containing 10.13-acre parcel with a 7,626 square foot building known as the Old Concord School, located at 15011 Cromartie Rd., 0.18 miles east of Veterans Memorial Dr. The parcel was conveyed to Leon County by Leon County School Board in January 2018.</p>
18	Surplus	<p>Added - 19 parcels containing 11.9 acres located in various locations throughout Leon County.</p> <p>Removed – 1 parcel located a Miccosukee & Blair Stone Rd, containing 2.47 acres, parcel was sold for \$1,425,000 in June 2018</p>
50	Tax Escheatment	<p>Added - 52 Parcels containing 30.282 acres and 17 structures containing 21,676 square feet located in various locations throughout Leon County.</p> <p>Removed - 2 Parcels containing 0.77 acres</p> <ul style="list-style-type: none"> • 6009 Sam’s Ln. parcel contained 0.57 acres, sold May 2018 for \$3,000 • 3689 Ballard Road, parcel containing 0.2 acres with a 1,620 square foot mobile home, sold for \$10,000 in November 2018
11	Water Management	<p>Added - Flood – 6 parcels containing 4.2 acres located in various locations within the County. These parcels were acquired through escheatment from the Tax Deed statutory process.</p> <p>Wetlands – 5 parcels containing 12.2 acres located in various locations within the County.</p>

Table 2: Modifications to the Existing Portfolio

Parcels	Portfolio Classification	Description
111	Total Portfolio	During 2018 Property Appraisers modified the acreage of 111 parcels reducing the portfolio by 1.458 acres.

Options:

1. Accept the Status Report on the 2018 Leon County Real Estate Portfolio (Attachment #1).
2. Do not accept the Status Report on the 2018 Leon County Real Estate Portfolio.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. 2018 Leon County Real Estate Report

Leon County Real Estate Portfolio

For Calendar Year 2018
Annual Status Report
For Year ended December 31, 2018

The Leon County Real Estate Portfolio is comprised of 590 parcels of land containing 6,329.9 acres, 147 buildings with 2,453,572 square feet. This report is a review and highlights of the activity that took place in the real estate portfolio during calendar year ended December 31, 2018.

Mike Battle
Real Estate Specialist
Office of Financial Stewardship
Division of Real Estate Management
Leon County, Florida
April 15, 2019

Annual Status Report For Year ended December 31, 2018

This purpose of this report is to provide the highlights and changes in the Leon County Land Portfolio, leasing activity and Tax Deed activities during the period ending December 31, 2018.

The Portfolio

The Leon County Land Portfolio is comprised of several different land types and uses, from vacant and under developed land, to a variety of developed properties that are improved with multi-story office buildings, retail centers, along with industrial and warehouse buildings. The total portfolio contains over 6,329 acres, comprised of 590 parcels. There are 147 buildings within the portfolio containing over 2,455,572 square feet. These buildings have in various capabilities, eighty-six (86) buildings, totaling 2,136,684 square feet are used to directly support the staff and the daily business of Leon County government. Twenty-eight (28) buildings containing 280,058 square feet have long and short-term leases to tenants. There are also Thirty-Three (33) various structures containing 38,830 square feet (primarily residential and mobile homes) acquired through escheatment, a result of the delinquent property tax process.

At the close of 2018, the Leon County Land Portfolio has grown by eighty-three (83) parcels from the previous year-end and the total acreage of the portfolio has increased by 61 acres. The activity in the portfolio brings the total parcels owned and controlled by Leon County to 590 parcels from the 507 parcels at the end of 2017.

The Leon County Land Portfolio has been categorized into different uses to help the user to quickly and easily identify the use of the property within the County.

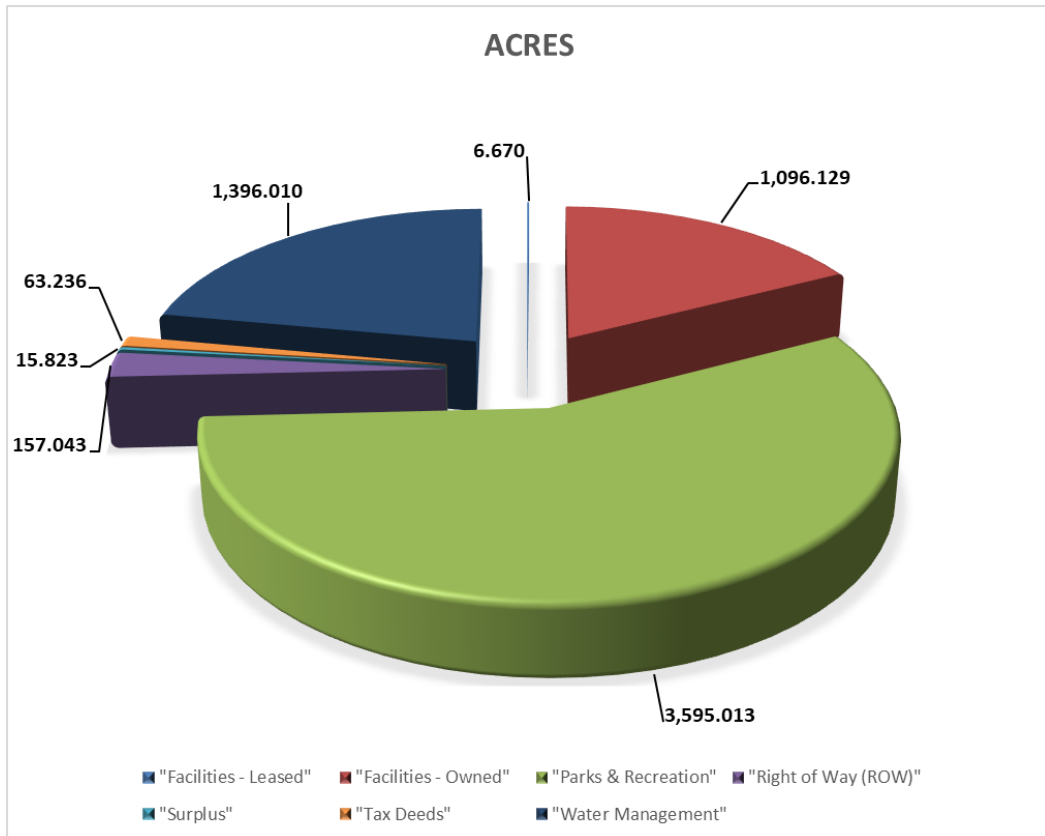
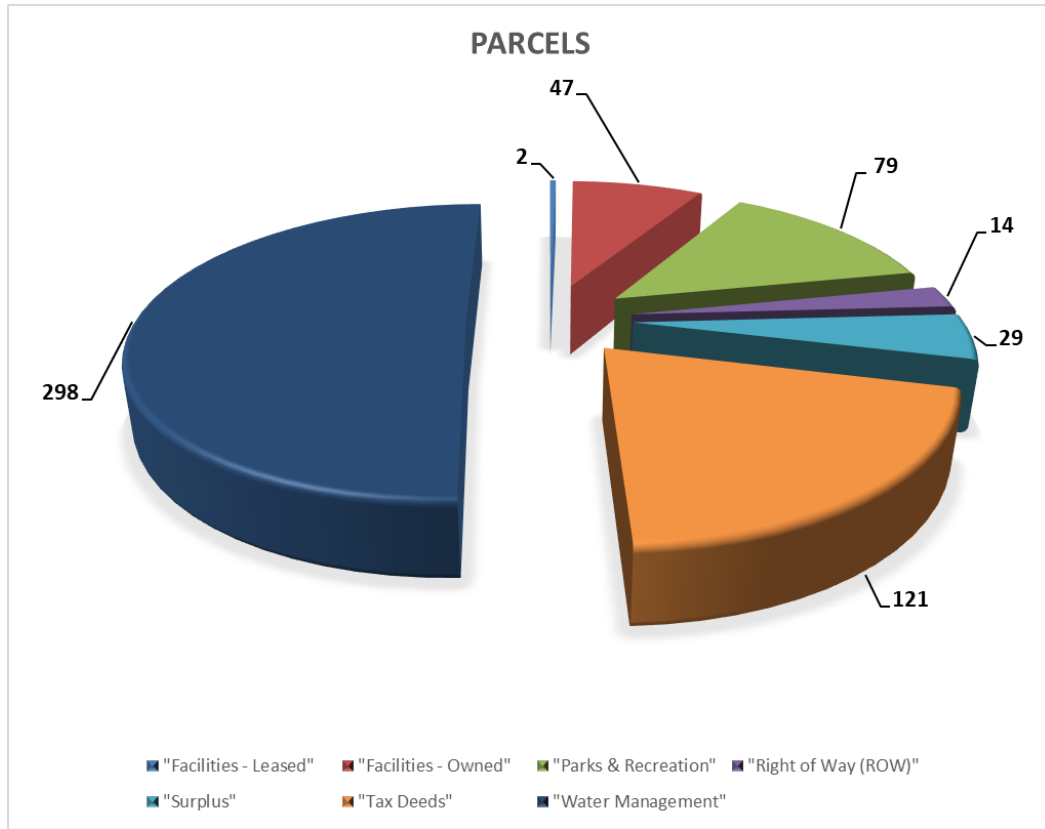
Figures 1 & 2 below illustrate the categorization of all Leon County owned properties. Figure 1 illustrates the net change in the number of parcels, acreage, buildings and their square footage that occurred during 2018. Figure 2 reflects the composition of the portfolio by the number of parcels and the corresponding number of acres encumbered in each category.

(Figure 1)

Total Real Estate Portfolio as of December 31, 2018
Year-to-Year Portfolio Change

Use Category	Real Estate Portfolio as of December 31, 2017				Real Estate Portfolio as of December 31, 2018				Net Portfolio Change			
	Parcels	Acreage	Buildings	Square Footage	Parcels	Acreage	Buildings	Square Footage	Parcels	Acreage	Buildings	Square Footage
"Facilities"												
"Facilities - Leased"	2	8.300	1	45,286	2	6.670	1	45,286	-	(1.630)	-	-
"Facilities - Owned"	46	1,096.096	87	2,273,702	47	1,096.129	87	2,273,499	1	0.033	-	(203)
Total "Facilities"	48	1,104.396	88	2,318,988	49	1,102.799	88	2,318,785	1	(1.597)	-	(203)
"Parks & Recreation"												
"Boat Landing"	18	57.310	4	3,594	21	61.259	5	4,362	3	3.949	1	768
"Community Center"	6	62.370	6	26,732	6	62.370	6	26,732	-	-	-	-
"Parks - Leased"	7	1,419.230	1	7,626	6	1,409.100	-	-	(1)	(10.130)	(1)	(7,626)
"Park"	45	2,052.154	14	54,225	46	2,062.284	15	66,863	1	10.130	1	12,638
Total "Parks & Recreation"	76	3,591.064	25	92,177	79	3,595.013	26	97,957	3	3.949	1	5,780
"Right of Way (ROW)"	14	157.057	-	-	14	157.043	-	-	-	(0.015)	-	-
"Surplus"												
"Affordable Housing"	1	0.750	-	-	1	0.750	-	-	-	-	-	-
"Developable"	7	4.630	-	-	15	9.440	2	2,834	8	4.810	2	2,834
"Undevelopable"	3	1.030	1	713	13	5.633	1	713	10	4.603	-	-
Total "Surplus"	11	6.410	1	713	29	15.823	3	3,547	18	9.413	2	2,834
"Tax Deeds"												
"Affordable Housing"	24	9.554	1	930	55	22.106	11	11,364	31	12.552	10	10,434
"Developable"	37	18.500	11	11,364	58	35.742	18	22,646	21	17.242	7	11,282
"Undevelopable"	10	3.163	2	3,037	8	5.388	1	1,273	(2)	2.225	(1)	(1,764)
Total "Tax Deeds"	71	31.217	14	15,331	121	63.236	30	35,283	50	32.019	16	19,952
"Water Management"												
"Drainage"	30	22.711	1	1,176	30	22.711	-	-	-	-	(1)	(1,176)
"Drainage - Federal"	-	-	-	-	-	-	-	-	-	-	-	-
"Flood"	31	41.978	-	-	37	46.163	-	-	6	4.185	-	-
"Flood - County"	54	35.814	2	2,560	54	35.824	-	-	-	0.010	(2)	(2,560)
"Flood - Federal"	44	113.549	1	1,364	44	113.519	-	-	-	(0.030)	(1)	(1,364)
"SWMF"	101	336.818	-	-	101	337.270	-	-	-	0.452	-	-
"SWMF - Federal"	5	27.670	-	-	5	27.670	-	-	-	-	-	-
"Wetlands"	21	740.680	-	-	26	752.853	-	-	5	12.173	-	-
"Wetlands - Federal"	1	60.000	-	-	1	60.000	-	-	-	-	-	-
Total Water Management	287	1,379.220	4	5,100	298	1,396.010	-	-	11	16.790	(4)	(5,100)
Total County Controlled Properties	507	6,269.364	132	2,432,309	590	6,329.923	147	2,455,572	83	60.559	15	23,263

(Figure 2)



Changes to the Portfolio during Calendar Year 2017

During 2018 the Leon County Land Portfolio had a net increase of eighty-three (83) parcels containing an increase of sixty-three (61) acres, eighty-seven (87) parcels were added and four (4) parcels were sold. At the end of 2017 the portfolio contained 503 parcels comprised of 6,269.4 acres, while at the end of 2018 the portfolio has grown to 590 parcels comprised of 6,329.923 acres.

- 1) **Facilities Leased & Owned** – Any parcel of land or assemblage of land and buildings that is leased or owned and operated by Leon County to provide a clean, safe and fully functional governmental system that serves the citizens and users of Leon County governmental services.

There was one (1) parcel added totaling 0.339 acres to the Facilities subcategory during 2018. As of December 31, 2018, there were 49 parcels assigned to the category containing 1,102.8 acres, 88 buildings with 2,318,785 square feet of space.

Late in 2018 a Purchase & Sale Agreement was executed between the County and Southern Strategy Group for the purchase of the Tourist Development Building at 106 E Jefferson St for \$2,250,000. The closing took place January 14, 2019.

Appendix 1 contains a detailed list of all parcels in the Facilities Category.

- 2) **Parks & Recreation** – Any parcel of land, or an assemblage of parcels of land, that has been acquired and will be utilized for the recreation, well-being and entertainment of the citizens of Leon County.

The Parks & Recreation category is subdivided in four subcategories, Boat Landing, Community Centers, Parks-Leased and Parks. Overall there are 79 parcels classified in this category, during 2018 four parcels were added and one parcel was removed

- a) **Boat Landing** – any parcel of land located in Leon County that is owned or leased by the County that serves as a facility for the launching and recovery of boats or any other amphibious vehicles into a body of water.

At the end of 2018 the Boat Landing subcategory consisted of 21 parcels, totaling 61 acres, with five buildings containing 4,362 square feet of space. During 2018 the Property Appraiser's office adjusted the acreage provided on Property Information sheet, this adjustment caused a decrease of 0.2 acres from 2017.

During 2018, three parcels were purchased for \$149,900 to enlarge Coe Landing Park.

- b) **Community Centers** – any parcel of land, or assemblage of parcels where members of the community can gather for group activities, social support, public information, and other purposes.

At the end of 2018 the Community Center subcategory consisted of 6 parcels (5 owned and 1 Leased), totaling 62.4 acres, with six buildings containing 26,732 square feet of space.

- c) Parks Leased – any parcel of land, or an assemblage of parcels of land that is leased from a third-party, that has developed facilities on the site that are actively being used and maintained as a recreation area for the citizens of Leon County.

At the end of 2018, the Park-leased subcategory consisted of 6 parcels, totaling 1,409.1 acres, with no buildings. This is a reduction of one parcel from 2017. The County had been leasing from Leon County School Board the Old Concord School and its surrounding 10.13 acres as part of the Miccosukee Community Park. In January 2018 the school board conveyed the property to the County for \$100.00

- d) Parks – A parcel of land, or an assemblage of parcels of land specifically purchased to be used and maintained as a recreation area for the citizens of Leon County.

At the end of 2018, the Parks subcategory consisted of 46 parcels, totaling 2,062.5 acres, with 15 buildings containing 66,863 square feet of space. Due to Property Appraiser's reassessment of acreage during 2018, this subcategory has increased .26 acres.

During 2018, one parcel was added due to the conveyance of the Old Concord School property from LCSB. Also, even though there was an addition of the Old Concord School building, there was a building in J. Lee Vause Park that was demolished for net change in buildings of 0.

Appendix 2 contains a detailed list of all parcels in the Parks & Recreation Category.

- 3) **Right of Ways (ROW)** – any parcel taken or dedicated for use as a public way or such use as is set forth in the instrument establishing the right-of-way. Any parcel of land area acquired for its use by Leon County to provide temporary and/or permanent access to any other county owned property or county owned projects constructed on public lands.

At the end of 2018, Right of Ways (ROW) category consisted of 14 parcels, totaling 157.1 acres, with no buildings. During 2018, there were no parcels added. Due to Property Appraiser's reassessment of acreage during 2018, this subcategory has decreased by 0.15 acres.

Appendix 3 contains a detailed list of all parcels in the ROW Category.

- 4) **Surplus** - Any parcel of land or building owned by Leon County for which the Real Estate Management Director, with input from appropriate County staff, has determined that there is no intended or proposed County use. Upon designating a parcel as Surplus, the Division of Real Estate Management may proceed with its disposition in accordance with the Leon County Real Estate Policy.

The Surplus category is subdivided in three subcategories "Affordable Housing", "Developable", and "Undevelopable". At the end of 2018 the Surplus category consisted of 29 parcels, totaling 15.8 acres. Activity during 2018 consisted of:

- a) Added 19 Parcels totaling 11.9 acres located throughout Leon County. Eighteen of these parcels are a result of escheatment to the County due to the non-payment of associated

property taxes, fees and interest. An additional parcel was obtained by in leu of foreclosure for code violations.

- b) Sold a parcel located at the corner of Miccosukee Road & Blair Stone Road, a remnant parcel that was created when the extension of Blair Stone Road cut through the Public Works site. In late 2015, it was determined that this parcel was surplus and was placed on the market to be sold. In September 2016, the County accepted an offer for the parcel of a \$1,425,000 to be used for a medical facility, the transaction close in June 2018.

Appendix 4 contains a detailed list of all parcels categorized in the Surplus Category.

- 5) **Tax Deeds** - Any parcel of land or building conveyed to Leon County through the delinquent property tax process as defined in Florida Statue 197. The parcels are assumed to be immediately disposable with limited action by the County to clear title issues.

Beginning in 2018, in an attempt to reduce the length of time that these parcels are in the Portfolio and to try and get them back on the Tax Roll, the Real Estate Division began new procedures for marketing these parcels. When the parcel is conveyed to the County by an Escheatment Tax Deed the Real Estate Division will notify County staff that the parcel is now a County parcel and ask them to review and evaluate to determine if it may be useable by the County and if it should remain in the Leon County Land Portfolio. If the parcel is not suitable for future County use, the Real Estate Division will evaluate the parcel for marketability, Code Violations, Encroachments or possible flooding. If no hindrance is noted, Real Estate Division will notify adjacent property owners that if they have interest in purchasing the parcel they will need to submit a bid and the parcel will be sold to the highest bidder. If no bids are received the parcel is offered to the Housing Division as available for affordable housing.

Furthermore, during late 2018 it was decided to advertise for a residential RE agent to list and help sell those parcels that have been identified as suitable affordable housing. March 2019 the initial list of 15 parcels was provided to Ketcham Realty Group to market for sale.

At the end of 2018 the Tax Deed category consisted of a total of 121 parcels consisting of 63.2 acres with 30 structures containing 35,283 square feet. During 2018 there were a net of 54 parcels added to the category. The Tax Deed category is sub-divided into four subcategories; "Affordable Housing-Developable", "Affordable Housing-Undevelopable", "Developable" and "Undevelopable".

During the year the following activity took place.

- (i) 52 parcels added during 2018
 1. RO CO CO RD, parcel ID # 1626202110000, consisting of 3.33 acres
 2. 5071 MEADOWLARK LN, Parcel # 243025 F0190, consisting of 0.570 acres, 1 mobile home of 1,612 SF
 3. 317 RIDGE RD, Parcel # 411352 B0010, consisting of 0.343 acres, 1 residential home of 1,467 SF
 4. WILDRIDGE DR, parcel ID # 210340 D0131, consisting of 0.170 acres
 5. CLAY ST, parcel ID # 2126200590000, consisting of 0.150 acres
 6. IDAHO ST, parcel ID # 2126202120000, consisting of 0.143 acres
 7. 1494 NASHVILLE DR, Parcel # 213061 B0250, consisting of 0.111 acres, 1 mobile home of 1,296 SF
 8. MONDAY RD, parcel ID # 3109202220000, consisting of 5.000 acres

9. 1383 MCCULLOUGH DR, Parcel # 4126130000170, consisting of 1.207 acres, 1 mobile home of 2,039 SF
10. 6992 CRYSTAL BROOK CT parcel ID # 243025 H0110, consisting of 0.6837 acres, Residential of 870 SF
11. 4065 MORGAN RD parcel ID # 412406 A0160, consisting of 0.2793 acres with no buildings
12. 714 STAFFORD ST parcel ID # 411137 D0180, consisting of 0.2155 acres, Residential of 1,780 SF
13. PUTNAM DR parcel ID # 3107203480000, consisting of 0.159 acres with no buildings
14. CLAY ST parcel ID # 2126200530000, consisting of 0.15 acres with no buildings
15. CRUMP RD parcel ID # 1533204510000, consisting of 2.8 acres with no buildings
16. COLLINS LANDING RD parcel ID # 4308202280000, consisting of 2.5 acres with no buildings
17. 5012 SARAY WAY parcel ID # 412680 K0150, consisting of 0.3009 acres, Residential of 800 SF
18. 4036 BUSTER RD parcel ID # 4123060000430, consisting of 0.2823 acres, Mobile Home of 1644 SF
19. LILLY RD parcel ID # 4123060000200, consisting of 0.2657 acres with no buildings
20. IDAHO ST parcel ID # 2126202130000, consisting of 0.1533 acres with no buildings
21. 818 FLORAL ST parcel ID # 4101750220011, consisting of 0.13 acres with no buildings
22. WAKULLA ST parcel ID # 410127 U0070, consisting of 0.103 acres with no buildings
23. RESHARD CT parcel ID # 1528204920000, consisting of 1 acre with no buildings
24. 1765 BALKIN RD parcel ID # 4123206290000, consisting of 0.572 acres with no buildings
25. 7433 BOOKOUT CV parcel ID # 2235202100000, consisting of 0.5685 acres, Residential of 1336 SF
26. CRAFT ST parcel ID # 4123120001100, consisting of 0.4829 acres with no buildings
27. 9523 LANCE RD parcel ID # 331740 E0120, consisting of 0.4641 acres with no buildings
28. 3515 SUNKISSED RD parcel ID # 411480 B0030, consisting of 0.208 acres, Mobile Home of 528 SF
29. 3529 SUNBURST LOOP parcel ID # 411480 B0290, consisting of 0.1339 acres with no buildings
30. 919 GRIFFIN ST parcel ID # 212635 A0270, consisting of 0.3443 acres with no buildings
31. Sundown Rd parcel ID # 411480 D0030, consisting of 0.1318 acres with no buildings
32. 3641 W W KELLEY RD parcel ID # 321410 D0010, consisting of 1.0949 acres, Mobile Home of 1426 SF
33. 13588 CAPITOLA RD parcel ID # 1317206400000, consisting of 1-acre, Mobile Home of 1152 SF
34. 1832 T AND T RD parcel ID # 3317200370000, consisting of 0.22 acres with no buildings

35. 8812 DIVINE WAY parcel ID # 1608202040000, consisting of 0.51 acres with no buildings
36. 1418 SEVILLE ST parcel ID # 4123140000140, consisting of 0.2801 acres, Mobile Home of 1064 SF
37. 3584 SUNDOWN RD parcel ID # 411480 B0570, consisting of 0.1514 acres with no buildings
38. 2113 WAKULLA ST parcel ID # 410127 U0090, consisting of 0.0984 acres with no buildings
39. 2142 NATURAL WELLS DR parcel ID # 332103 B0020, consisting of 0.7012 acres with no buildings
40. 3085 ADKINS FOREST LN parcel ID # 310328 A0020, consisting of 0.2439 acres with no buildings
41. DELAWARE ST parcel ID # 2126530140050, consisting of 0.1826 acres with no buildings
42. HOLLYBROOK TRL parcel ID # 1407202430000, consisting of 0.17 acres with no buildings
43. 4029 MORGAN RD parcel ID # 412406 A0070, consisting of 0.2853 acres with no buildings
44. 4025 MORGAN RD parcel ID # 412406 A0060, consisting of 0.2852 acres with no buildings
45. Moore Woods Rd parcel ID # 4610180000210, consisting of 1.5931 acre with no buildings
46. 1088 MCCULLOUGH DR parcel ID # 4126130000230, consisting of 1.041 acres, Mobile Home of 1248 SF
47. 8716 WIDE RD parcel ID # 4609204010000, consisting of 0.95 acres, Mobile Home of 1272 SF
48. 4704 CROSSWAY CT parcel ID # 4124050000080, consisting of 0.2873 acres with no buildings
49. 101 RITZCRAFT AVE parcel ID # 411316 I0030, consisting of 0.242 acres with no buildings
50. MICCOSUKEE RD parcel ID # 1605510110060, consisting of 0.2185 acres, No Buildings of 0 SF
51. Calloway St parcel ID # 212664 L0090, consisting of 0.1498 acres with no buildings
52. Calloway St parcel ID # 212664 L0080, consisting of 0.1485 acres with no buildings

(ii) 2 Parcels removed during 2018

1. 6009 SAMS LN parcel ID # 1425200450000, consisting of 0.57 acres, 05/2018 Parcel sold for \$3,000
2. 3689 BALLARD RD parcel ID # 411404 A0030, consisting of 0.2 acres, Mobile Home of 1620 SF 11/2018 Parcel sold for \$10,000

(iii) Property Appraiser adjusted 46 parcels adding 0.029 acres and 941 SF

- (iv) During 2018 1 mobile home containing 480 square feet at 1820 DEER TREE DR was removed by demolition.

Appendix 5 contains a detailed list of all parcels categorized in the Tax Deed Category.

- 6) **Water Management** - Any parcel of land, or an assemblage of parcels of land acquired to manage and direct storm water away from urban and residential areas to reduce flooding, protect rivers, lakes and vital landscape and spur economic revitalization. The water Management Category is subdivided into nine subcategories "Drainage", "Drainage - Federal", "Flood", "Flood - County", "Flood - Federal", "Storm Water Management Facilities - SWMF", "Storm Water Management Facilities - SWMF - Federal", "Wetlands" and "Wetlands - Federal".

At the end of 2018 there were a total 298 parcels in this category, consisting of 1,396 acres, with no structures.

- a) Drainage - A parcel or an assemblage of parcels with a natural or artificial means for the removal of surface and sub-surface water from an area. Usually acquired for stormwater control and prevent flooding to adjacent parcels or contribute to the overall storm water plan for Leon County.

At the end of the 2018 there were a total 30 parcels in this subcategory, consisting of 22.7 acres, with no structures.

During the year the following activity took place.

- (i) No parcels added during 2018
- (ii) Property Appraiser made no adjustments during 2018
- (iii) During 2018 1 building containing 948 square feet at 4400 Bright Dr. was removed by demolition.

- b) Drainage - Federal - A parcel or an assemblage of parcels of land that meets the drainage criteria through a Federal Grant Program. Usually if acquired with federal grant funds there are severe restrictions placed within the deed that limits any future conveyance or development of the parcel.

During the year the following activity took place.

- (i) No parcels added during 2018
- (ii) Property Appraiser made no adjustments during 2018

- c) Flood - A parcel or an assemblage of parcels of land acquired for the following reasons: (i) its nature of being susceptible to flooding from storm water. (ii) any property designated for future acquisition by the County (in accordance with any of the Board's current or future policies, programs, or ordinances) intended to provide relief to owners of homesteaded residential properties prone to flooding, or (iii) any property acquired by the County by tax deed, foreclosure, exchange, or other such means and which thereafter is determined to be unsuitable for resale or other disposition because of its tendency to flood.

At the end of 2018 there were a total 37 parcels in this subcategory, consisting of 46.2 acres, with no buildings.

During the year the following activity took place.

- (i) 6 Parcels Added during 2018

1. Christy Cary Ln, parcel ID # 2225030000070, a 1.49-acre parcel obtained by Escheatment, parcel located in an "A" FEMA Flood Zone
2. N NATURAL WELLS DR, parcel ID # 3321030000110, a 1.17-acre parcel obtained by Escheatment, appears to be a natural depression that is subject to flooding
3. COMPASS LN, parcel ID # 3107203010000, a 0.52-acre parcel obtained by Escheatment, parcel located in an "AE" FEMA Flood Zone
4. Putnam Dr. parcel ID # 3107202910000, a 0.475-acre parcel obtained by Escheatment, parcel located in an "AE" FEMA Flood Zone
5. HUNTINGTON Woods Blvd, parcel ID # 2116080000460, a 0.31-acre parcel, obtained by Escheatment, parcel located in an "A" FEMA Flood Zone
6. 4414 Bright Dr, parcel ID # 2106130000080, a 0.29-acre parcel, obtained by Escheatment, parcel located in an "A" FEMA Flood Zone

- (ii) Property Appraiser made an adjustment to 1 parcel decreasing it by 0.010 acres
- (iii) During 2018, no buildings were removed by demolition

- d) Flood - County - A parcel or an assemblage of parcels of land that meets the Flood criteria that are acquired via County funded programs. When these parcels are conveyed to the County, restrictive covenants may be placed on the property similar to the land acquired by Federal Funds, However, if a higher and better use is found the restriction may be removed by the county.

At the end of 2018, there were a total 54 parcels in this subcategory, consisting of 35.8 acres, with 2 buildings containing 2,560 square feet.

- (i) No parcels added during 2018
- (ii) Property Appraiser adjusted 3 parcels by adding 0.020 acres during 2018
- (iii) During 2018 removed 2 buildings containing 2,187 square feet were removed by demolition.
 1. Tomberlin Rd parcel ID # 461115 B0090, 1170 SF Structure
 2. 2936 Nepal Dr parcel ID # 210370 C0100, 1017 SF Structure

- e) Flood - Federal - A parcel or an assemblage of parcels of land that meets the Flood criteria acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their limited use as pocket parks or community gardens. If not used for one of the above, the parcel must be returned to its natural state.

At the end of the current calendar year there were a total 44 parcels in this subcategory, consisting of 113.6 acres.

- (i) No parcels added during 2018
- (ii) Property Appraiser adjusted 4 parcels adding 0.110 acres during 2018
- (iii) During 2018 removed 1 building containing 1,364 square feet, 9028 Celia Ct parcel ID # 331845 M0040, 1364 SF Structure demolished

- f) Storm Water Management Facilities - SWMF - A parcel or an assemblage of parcels of land, acquired for the management of storm water runoff or watershed through natural and engineered structures. These can be any structure that collects, conveys, channels, diverts,

stores, absorbs, inhibits, treats, uses, or reuses storm water to control erosion, ponding or flooding.

At the end of the 2018 there were a total 101 parcels in this subcategory, consisting of 337.13 acres.

During the year the following activity took place.

- (i) No parcels added during 2018
- (ii) Property Appraiser adjusted 13 parcels adding 0.312 acres during 2018
- (iii) During 2018 removed 1 building containing 1,584 square feet, 3359 JOHN HANCOCK DR parcel ID # 211250 U0130, consisting of 0 acres, of 1585 SF Structure Demold

- g) SWMF - Federal - A parcel or an assemblage of parcels of land that meets the SWMF criteria above acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their use as Storm Water Management Facilities.

At the end of 2018 there were a total five parcels in this subcategory, consisting of 27.7 acres, with no buildings. Property Appraiser adjusted 1 of the 5 Parcels adding 0.07 acres.

During the year the following activity took place.

- (i) No parcels added during 2018
- (ii) Property Appraiser made no adjustments during 2018

- h) Wetlands - Any area that is inundated or saturated by surface water or groundwater that does not have any natural method of drainage and would not be financially feasible to develop. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, wet meadows, river overflows, mud flat, sand flats, beaches, seepage slopes, and temporary natural ponds.

At the end of 2018 there were a total 26 parcels in this subcategory, consisting of 752.7 acres, with no buildings.

During the year the following activity took place.

- (i) 5 parcels added during 2018
 1. 5285 TRAILS END LN parcel ID # 2131200060000, consisting of 10 acres, obtained through the Land Development Code, Grace Program
 2. CAPITOLA RD parcel ID # 1319206040000, consisting of 1.84 acres, obtained by Escheatment
 3. BLOUNTSTOWN HWY parcel ID # 2131204150000, consisting of 1.24 acres obtained by Escheatment
 4. LAKE IAMONIA DR parcel ID # 173308 A0160, consisting of 0.62 acres, obtained through the Land Development Code, Grace Program
 5. 3651 ERIN DR parcel ID # 321410 C0170, consisting of 0.46 acres obtained by Escheatment

- (ii) Property Appraiser made 1 adjustment during 2018 that decreased the acreage by 1.987
- i) Wetlands - Federal - a parcel or an assemblage of parcels of land that meets the Wetland criteria above acquired through a Federal Grant Program. If conveyed to the County under one of these programs there are restrictions on any future conveyance or development except for their use as Wetlands Preservation.

At the end of the year there were a total one parcels in this subcategory, consisting of 60 acres, with no buildings.

During the year the following activity took place.

- (i) No parcels added during 2018
- (ii) Property Appraiser made no adjustments during 2018

Appendix 6 contains a detailed list of all parcels categorized in the Water Management Category.

Buildings in the Portfolio

There are a total 147 buildings within the Real Estate Portfolio, containing 2,455,572 square feet. Eighty-six of the buildings are used for the direct support of the daily business of Leon County these buildings are comprised of governmental. Commercial offices, retail, industrial and warehousing space, in addition to specialized uses such as libraries, health services, public safety, jail and fleet maintenance and service. Additionally, there are 28 buildings containing 280,058 square feet on County owned parcels that are encumbered by long term leases or agreements with others for their use.

Finally, there are 33 buildings (primarily residential) containing 38,830 square feet that the County received when the parent parcel was escheated to the County due to delinquent taxes.

A detailed review of the building within the Real Estate Portfolio can be found in Appendix 7.

Leased Parcels from Others

The County is currently leasing nine locations throughout the county containing 1,409.3 acres with two buildings containing 54,605 square feet.

During 2018 the Leon County School Board conveyed the Old Concord School site, 15011 Cromartie Rd to Leon County. The parcel contains 10.13 acres and one 10,072 square foot building, this parcel is an important part of the Miccosukee Sense of Place project.

Two locations and one building for the direct support of the daily business of Leon County [figure 6].

(Figure 6)

Parcel Name	Location	Acres	Buildings	Square Footage	Notes
"Facilities - Leased" as of December 31, 2018					
Trinity United Methodist Church (Parking)	120 Park Ave W	1.260	-	-	Leased from Trinity United Methodist Church, 30 parking spaces - original lease dated August 1, 1989, contains automatic 1-yr renewals with \$500.00 per year inc; current rent \$20,500.00 per yr
Supervisor of Elections Ops Center	2990 APALACHEE PKWY	5.410	1	45,286	Lease 45,286 SF of s 60,000 SF retail bldg for Voter Operations Center & Warehouse
Total "Facilities - Leased" as of December 31, 2018		6.670	1	45,286	

Four locations leased from the State of Florida for Parks & Recreation [Figure 7].

(Figure 7)

Parcel Name	Location	Acres	Buildings	Square Footage	Notes
"Parks - Leased" as of December 31, 2018 from the State of Florida					
Micosukee Road Greenway Park	4996 Crump Road	501.970	-	-	Leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
J. R. Alford Greenway - 1231209010000	2500 Pedrick Road	395.510	-	-	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
J. R. Alford Greenway - 1232209020000	Rutledge Road	293.540	-	-	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
J. R. Alford Greenway - 1230209010000	Rutledge Road	198.080	-	-	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
Total "Parks - Leased" as of December 31, 2018 from the State of Florida		1,389.100	-	-	

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Three (3) locations leased from Leon County School Board, also for "Parks & Recreation"

(Figure 8)

Parcel Name	Location	Acres	Buildings	Square Footage	Notes
"Parks - Leased" as of December 31, 2018 from Leon County School Board					
Canopy Oaks Community Park	3250 Point View Dr	10.700	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; the 7,184 SF bldg on the property is not included in the Lease.
Ft Braden Elementary School (Ft Braden Com 15100 Blountstown Hwy		9.300	-	-	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
Ft Braden Community Center	16387 Blountstown Hwy	4.250	1	9,319	Building count from Prop App Site is 0; contains 1 building containing as est 10,072 SF - Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
Total "Parks - Leased" as of December 31, 2018 from Leon County School Board		13.550	1	9,319	

One Leased parcel from Leon County School Board has been removed, the parcel contained 10.13-acre parcel with a 7,626 square foot building known as the Old Concord School, located at 15011 Cromartie Rd., 0.18 miles east of Veterans Memorial Leon County School Board conveyed the parcel to the County for \$100.00 in January 2018.

Leasing Activity

In an effort to produce more revenue from its assets, the Real Estate Division continues its efforts to find the highest and best use for any identified underutilized space in the County's real estate portfolio. Through a commercial real estate contract, Real Estate markets these locations to find qualified tenants for the vacant and leasable space existing in County owned buildings at current market rates for similar properties.

There are usually two types of leases; **Gross Lease**, is a lease in which all expenses associated with owning and operating the property are paid by the landlord and are passed on to the tenant through the periodic rent the Landlord charges. The other is a **Net Lease**, a lease in which the tenant pays, in addition to base rent, a proportional share of operating expenses such as real estate taxes, insurance premiums, and maintenance costs associated with property. The majority of the leases that Leon County has entered into are Gross Leases. Some leases are a modification of the Gross Lease, which is done with the leases at the Lake Jackson Town Center at Huntington. Certain direct expenses related to the operation of the center, such as parking lot maintenance & lighting, landscaping and common area utilities are passed through to the Tenants by virtue of a Common Area Maintenance Charge (CAM) that can be adjusted on a periodical bases based actual expenses incurred.

There are currently two locations in the portfolio that are being leased to third-party tenants:

- 1) **Leon County Government Annex Plaza** (f/n/a Bank of America Building) is a 240,111 square foot office complex located on South Calhoun Street just east of the Leon County Courthouse. The complex is comprised of two office buildings, a

3-story 20,171 square foot building and an 8-story 136,810 square foot Class "A" office building with an accompanying 83,130 square foot parking garage.

- a) Plaza Building (Annex) – Current rent roll for the Annex is in Figure 12 below. The Annex has 17,154 of its total 15,873 leasable square feet occupied or 92.5% occupied and 1,280 square feet vacant or 7.5%. All the occupied square feet are County or Constitutional functions. Please see the detail Rent Roll for the Plaza Building as of December 2018 in the following Figure 9.
- b) Tower Building - Current rent roll for the Tower portion of the complex is in Figure 10, on the following page. The building is 95.5% occupied with both County offices, 35.5% of the leasable square feet and third-party tenants 60.0% of the leasable square feet. The rental income for 2018 was \$1,796,339.

Marketing of the remaining 5,373 leasable square feet of vacant space in the Tower continues. In 2016, the County hired NAI/Talcor to market and lease the vacancies. Interest in the tower remains strong due to its close proximity to the Leon County Courthouse, the downtown core and the State Capital and its support buildings.

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(Figure 10)

Unit	Name	Lease Commencement	Lease Expiration Date if all Renewals are Exercised	Unit Size	Occupied by			Annual Rent		
					County Offices	Third Party Tenants	Vacant	Per Sq Ft	Monthly	Annual
Leon County Government Annex - Tower Building										
Tower Building - Parking Levels										
P-1 100	County - Vacant			2,232	2,232	-	-	\$ -	\$ -	\$ -
P-2 100	Bank of America	April-17	March-37	1,732	-	1,732	-	20.19	2,913.05	34,956.64
P-2 110	County - Vacant			3,785	3,785	-	-	-	-	-
P-2 120	Leon County MIS			541	541	-	-	-	-	-
Occupancy - Tower Building - Parking Levels				8,289	6,557	1,732	-	\$ 20.19	\$ 2,913.05	\$ 34,956.64
					79.1%	20.9%	0.0%			
Tower Building - First Floor										
1-Suite 100	Bank of America	April-17	March-37	8,655	-	8,655	-	24.74	17,839.82	214,077.89
1-Suite 110	OEV - BP2000	January-20	December-35	4,362	-	4,362	-	15.95	5,797.83	69,573.90
1-Suite 120	OEV - BP2000 - License Area	January-20	December-35	771	-	771	-	-	-	-
Occupancy - Tower Building - First Floor				13,788	-	13,788	-	\$ 20.57	\$ 23,637.65	\$ 283,651.79
					0.0%	100.0%	0.0%			
Tower Building - Second Floor										
2-Suite 200	Leon County Human Resources			5,742	5,742	-	-	\$ -	\$ -	\$ -
2-Suite 210	SAO-Victim Advocate area			2,465	2,465	-	-	-	-	-
2-Suite 230	Bank of America	April-17	March-37	5,794	-	5,794	-	23.97	11,572.94	138,875
Occupancy - Tower Building - Second Floor				14,000	8,206	5,794	-	\$ 23.97	\$ 11,572.94	\$ 138,875.32
					58.6%	41.4%	0.0%			
Tower Building - Third Floor										
3-Suite 300	Leon County Property Appraiser			14,032	14,032	-	-	-	-	-
Occupancy - Tower Building - Third Floor				14,032	14,032	0	-	\$ -	\$ -	\$ -
					100.0%	0.0%	0.0%			
Tower Building - Fourth Floor										
4-Suite 400	ATF - GSA	April-12	March-22	6,475	-	6,475	-	25.06	13,520.35	162,244.23
4-Suite 450	BluePrint 2000	January-16	December-35	7,569	-	7,569	-	25.01	15,775.17	189,301.98
Occupancy - 4-Suite 400				14,044	-	14,044	-	\$ 25.03	\$ 29,295.52	\$ 351,546.21
					0.0%	100.0%	0.0%			
Tower Building - Fifth Floor										
5-Suite 500	CenturyLink	January-20	January-20	3,675	-	3,675	-	25.50	7,811.06	93,732.73
5-Suite 510	Visit Tallahassee (Tourist Development)			2,800	2,800	-	-	-	-	-
5-Suite 520	County - Vacant			1,034	1,034	-	-	-	-	-
5-Suite 525	Leon County MIS			101	101	-	-	-	-	-
5-Suite 530	Vacant			4,072	-	-	4,072	-	-	-
5-Suite 540	Visit Tallahassee (Tourist Development)			2,358	2,358	-	-	-	-	-
Occupancy - Tower Building - Fifth Floor				14,041	6,293	3,675	4,072	\$ 6.68	\$ 7,811.06	\$ 93,732.73
					44.8%	26.2%	29.0%			
Tower Building - Sixth Floor										
6-Suite 600	Holland & Knight	December-20	December-20	14,039	-	14,039	-	24.05	28,137.70	337,652.38
Occupancy - Tower Building - Sixth Floor				14,039	-	14,039	-	\$ 24.05	\$ 28,137.70	\$ 337,652.38
					0.0%	100.0%	0.0%			
Tower Building - Seventh Floor										
7-Suite 700	Clerk of the Court			7,479	7,479	-	-	\$ -	\$ -	\$ -
7-Suite 740	Holland & Knight			6,559	-	6,559	-	21.85	11,942.71	143,312.56
Occupancy - 7-Suite 700				14,038	7,479	6,559	-	\$ 10.21	\$ 11,942.71	\$ 143,312.56
					53.3%	46.7%	0.0%			

(Figure 10)

Unit	Name	Lease Commencement	Lease Expiration Date if all Renewals are Exercised	Unit Size	Occupied by			Annual Rent		
					County Offices	Third Party Tenants	Vacant	Per Sq Ft	Monthly	Annual
Tower Building - Eight Floor										
8-Suite 800	HDR Engineering, Inc	September-20	September-26	1,617	-	1,617	-	\$ 27.10	\$ 3,652.36	\$ 43,828.30
8-Suite 810	Cisco Systems	February-21	February-30	1,130	-	1,130	-	29.66	2,792.77	33,513.25
8-Suite 830	Lewis, Longman & Walker	July-22	July-32	8,057	-	8,057	-	27.38	18,384.19	220,610.23
8-Suite 840	Leon County MIS			221	221	-	-	-	-	-
8-Suite 848	Vacant			1,301	-	-	1,301	-	-	-
8-Suite 850	Kurkin Forehand Brandes	June-20	June-27	1,609	-	1,609	-	29.18	3,912.54	46,950.52
Occupancy - Tower Building - Eight Floor				13,935	221	12,413	1,301	\$ 24.75	\$ 28,741.86	\$ 344,902.30
					1.6%	89.1%	9.3%			
Tower Building -Penthouse										
Penthouse	Cingular Wireless	June-10	July-26	250	-	250	-	\$ 270.84	\$ 5,642.45	\$ 67,709.44
Occupancy - Tower Building -Penthouse				250	-	250	-	\$ 270.84	\$ 5,642.45	\$ 67,709.44
					0.0%	100.0%	0.0%			
Occupancy Summary - Leon County Government Annex - Tower Building				120,456	42,789	72,294	5,373	\$ 14.91	\$ 149,695	\$ 1,796,339
					35.5%	60.0%	4.5%			

2) **Lake Jackson Town Center at Huntington (f/n/a Huntington Oaks Plaza)** is a 69,215 square retail shopping center located at 3840 North Monroe Street. The shopping center houses the Lake Jackson Branch Library and Community Center as well as a local Leon County Tax Collector’s office and several third-party tenants.

The center is 44.5% occupied with both County offices (28.4% of the lease-able square feet) and third-party tenants (16.1% of the lease-able square feet). The rental income for 2018 was \$134,054.

As with the Leon County Government Center, NAI/Talcor was procured to market and lease this location. They have been successful in placing a fitness center and a restaurant in the center, inquiries remain strong.

In Figure 11 below, is the current rent roll for the center. The Real Estate Division continues to receive strong interest from local business owners wanting to lease space in the center.

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(Figure 11)

Unit	Name	Lease Commencement	Lease Expiration Date if all Renewals are Exercised	Unit Size	Occupied by			Annual Rent		
					County Offices	Third Party Tenants	Vacant	Per Sq Ft	Monthly	Annual
Lake Jackson Town Center at Huntington										
100	Ace Massage Clinic	Sep-19	Aug-29	900	-	900	-	\$ -	\$ -	\$ -
101,102, 103 & 104	County Tax Collector			5,636	5,636	-	-	-	-	-
105	Country Kitchen Café	Aug-18	Jul-38	4,314	-	4,314	-	9.75	3,505.13	42,061.50
200	Fuel Fitness Training & Bootcamp	Jan-18	Dec-22	3,804	-	3,804	-	14.00	4,438.00	53,256.00
201	Vacant			1,200	-	-	1,200	-	-	-
202	Vacant			1,800	-	-	1,800	-	-	-
203	Fashion Nails	Apr-13	Mar-20	900	-	900	-	21.71	1,628.03	19,536.42
204	China King	Apr-13	Mar-20	1,200	-	1,200	-	16.00	1,600.00	19,200.00
205	Vacant			960	-	-	960	-	-	-
206	Vacant			2,362	-	-	2,362	-	-	-
207	Vacant			2,387	-	-	2,387	-	-	-
300	Lake Jackson Branch Library			10,539	10,539	-	-	-	-	-
301	Lake Jackson Community Center			3,495	3,495	-	-	-	-	-
302	Vacant			3,440	-	-	3,440	-	-	-
303, 304 & 305	Vacant			3,600	-	-	3,600	-	-	-
400	Vacant			8,100	-	-	8,100	-	-	-
500	Vacant			14,578	-	-	14,578	-	-	-
Occupancy Summary - Lake Jackson Town Center at Huntington				69,215	19,670	11,118	38,427	\$ 1.94	\$ 11,171.16	\$ 134,053.92
					28.4%	16.1%	55.5%			

In summation, the Leasing activity that is taking place within the portfolio is generated annual gross rental revenues of over \$1,947,561 during 2018. Leon County continues to profit from the utilization of underutilized buildings and properties in the portfolio.

OTHER REAL ESTATE ISSUES

Parcels without formal conveyance

Leon County continues to have several parcels within the land portfolio that have questionable documentation on the true ownership of the parcels. At the end of the 2018, there are 36 parcels with this status. The Real Estate Management Division is continuing to review and research these parcels to determine proper ownership. Twenty-three of the 36 parcels seem to be under County Ownership as designated by the Leon County Property Appraiser because they were dedicated for public use by the plat map filed with the subdivision site plans; these areas are commonly stormwater ponds, drainage and easements, sidewalks and roads, etc. within the subdivision required by the Development Service & Environmental Management Department. The ownership is usually changed when the U. S. Postmaster returns mailings to the registered owner that are undeliverable. A dedication by plat does not constitute ownership and is not a formal conveyance of title. The ownership rights, to a parcel, remains with the dedicating entity or surviving Homeowners Association that controls the subdivision.

Parcels with Reversion Clauses in their Deed

The portfolio also contains seven parcels that have reversion clauses within their agreements, which will revert the ownership of the parcel back to original owner or their heirs if the County stops using the parcel for the intended purpose that the donor intended it to be used.

Delinquent Taxes, Tax Certificates and Tax Deeds

The greatest contributor to the growth of the Real Estate Portfolio has been the Tax Deed Process through the escheatment of parcels to Leon County via the non-redemption of delinquent property taxes related to the parcels.

Because of its importance, the Real Estate Division has become more involved in the delinquent tax process procedure. Potential problems that have been discovered from parcels that are escheat to the county;

- i. They are still occupied
- ii. Code violations have to be addressed and corrected
- iii. Environmental issues
- iv. Federal Liens
- v. Other issues to obtaining marketable title

Real Estate Division works with the County Attorney's Office to resolve these conditions and reduce the County's liability exposure.

As part of this Annual review a detail explanation of the delinquent property tax process is discussed in Appendix 8.

Portfolio Summary

In summary, the portfolio continues to grow and serve as a source of revenue to the County, during 2018 the Real Estate Portfolio contributed in revenue directly from the sale of Surplus and Tax Deed properties \$1,438,000 and \$1,947,561 from the leasing underutilized space in County owned buildings. In addition, the Real Estate Division is indirectly involved the collection of \$1,092,736 in delinquent taxes, fees and interest, from the Tax Deed process as detailed in Appendix 8 of this report. These delinquent taxes are paid back to the original taxing authority, e.g. the Leon County School Board or the City of Tallahassee. Leon County budgets its share of delinquent taxes during the budget process. Late in 2018, a contract for the sale of 106 E Jefferson St was accepted for \$2,250,000, the transaction closing took place in January 2019 and will be reflected in the 2019 annual report.

Total parcels in the Real Estate Portfolio as of December 31, 2018 reached 590 parcels, containing 6,329.9 acres. The total number of structures within the Real Estate Portfolio is 147 containing 2,455,572 square feet, these structures range from the largest single structure, the Leon County Courthouse, that contains 541,810 square feet to the smallest at 528 square feet.

The Real Estate Division and Leon County GIS have re-organized the TLCGIS Mapping Program. This reorganization has created a more productive and informative source of information regarding the Leon County Land Portfolio and buildings. This enhancement of GIS has given users the ability to locate any piece of land owned or leased by the County, by parcel ID, address or use. Once the property is located the user can determine its primary use, Tax ID, location, ownership, status, developmental potential, flood status, purchase date, location of the deed in the Official Records, size, the number of buildings included on each parcel, the total building square footage and the type of building on the parcel without having to go to several different sites.

In Conclusion

The Division of Real Estate Management will continue to update and evaluate the portfolio to search for opportunities to maximize the value of the properties under County ownership.

Additional information pertaining to activity within the County land portfolio can be obtained in the attached appendices;

(Appendix 1)
Current "Facilities - Leased" Portfolio
As of December 31, 2018

	Parcel	Acres	Buildings	Square Feet
Total	2	6.424	1	45,286

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Facilities - Leased"									
1	Trinity United Methodist Church (Parking)	120 Park Ave W	Downtown Library Parking		1.014	0	-	No Buildings	Leased from Trinity United Methodist Church, 30 parking spaces - original lease dated August 1, 1989, contains automatic 1-yr renewals with \$500.00 per year inc; current rent \$20,500.00 per yr
2	Supervisor of Elections Ops Center	2990 APALACHEE PKWY	Offices & Warehouse-Supervisor of Elections		5.410	1	45,286	Office-Warehouse	Lease 45,286 SF of a 60,000 SF retail bldg for Voter Operations Center & Warehouse
Total "Facilities - Leased" Review as of December 31, 2018					2	6.424	1	45,286	

(Appendix - 2)
Current "Facilities - Owned" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Facilities - Owned"									
				Parcels	Acres	Buildings	Square Feet		
				Total	47	1,096.129	87	2,273,499	
1	US 27 Landfill	7550 Apalachee Pkwy	Solid Waste Collection	Jan-77	600.620	8	13,495	Warehouse	8 bldgs 12,845 SF & 650 aux SF-Seminole Radio Control Club leases +/- 3.01 acres 5-yr term with an auto 5-yr renewal expires 2/2019-Apalachee Regional Park 160 Ac
2	F.A. Ash Borrow Pit Borrow Pit	10600 F A ASH WAY	Borrow Pit	Dec-88	110.000	-	-	No Buildings	County Barrow Pit; HAMLIN SAND MINE; 9200 - MINING, PETROLIUM/GAS; Zoned R Rural
3	North Florida Fairgrounds-853	411 E Paul Russell Rd	Fairgrounds	May-54	107.090	14	132,342	Recreation	Contains 14 Buildings containing 130,648 base SF & 1,694 aux SF; Use; 8600 Zoned; MULTIP; Under long-term lease to the North Florida Fair Assoc
4	Public Works Center	1800 N Blair Stone Rd	Public Works Center	Jun-68	32.693	7	87,845	Office-Warehouse	Parcel contains 7 buildings totaling 50,696 Base SF & 37,149 Aux SF; 8600 - COUNTY; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
5	Jail - Health Dept - Sheriff HQ -851	501 Appleyard Dr	Jail/Health Dept./Mosquito Control	Jan-91	32.030	17	500,673	Public Safety	County Jail & Support buildings containing 500,232 base SF & 441 aux SF; 8600 - COUNTY; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
6	Eisenhower Rd borrow pit	Tyson Rd	Borrow Pit	Dec-97	28.630	-	-	No Buildings	County Barrow Pit; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned M-1 Light Industrial
7	National Guard Armory	1225 Easterwood Dr	Land Lease-Armory Board Of The State Of Florida	Feb-72	19.180	1	38,820	Warehouse	Contains 1 building with 38,820 base SF; Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831; 8100 - MILITARY; Zoned M-1 Light Industrial
8	Gum Road Transfer Station -611	4900 Gum Rd	Solid Waste Collection	Mar-00	15.050	4	30,849	Warehouse	1 of 2 parcels that make up Gunm Rd Transfer Station containing 4 buildings containing 29,856 base SF & 993 aux SF; 8600 - COUNTY; Zoned M-1 Light Industrial
9	Lake Jackson Town Center At Huntington	3840 N Monroe St	Nw Library, Tax Collector & Retail	Oct-09	11.560	1	75,716	Retail	Retail strip Center with 72,470 base Sf & 3,246 aux SF with third party leases and County Offices
10	Woodville roll-off site	549 Henry Jones Rd	Solid Waste Collection	Nov-74	10.050	1	956	Office-Warehouse	Waste Collection Site; 8600 - COUNTY; Zoned UF Urban Fringe; 1b;dg 140 Base SF with 816 aux sf
11	Eisenhower Rd Borrow Pit	3969 Tyson Rd	Borrow Pit	Dec-97	10.000	-	-	No Buildings	aka City of Tallahassee Firing range; 1 of 2 parcels totaling 38.63 Ac
12	Leon Serenity Cemetery (Paupers Cemetery)	5479 Crawfordville Rd	Cemetery	Jan-21	9.650	-	-	No Buildings	Serenity Cemetery (Paupers Cemetery); 8000 - VACANT GOVERNMENTAL; Zoned OS Open Space

(Appendix - 2)
Current "Facilities - Owned" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
13	Ft. Braden Library	16327 Blountstown Hwy	Branch Library	Nov-99	9.510	1	6,532	Library	Contains 1 building containing 5,796 base SF & 736 aux SF; Use; 8600 Zoned; MULTIP
14	Public Safety Complex	911 Easterwood Dr	Public Safety Complex	Feb-72	7.890	3	110,356	Public Safety	Contains 3 buildings with 103,672 base SF & 6,684 aux SF; BK4022 PG665 50% ownership deeded to COT; 1 OF 3 Lot Partition OR4025 PG745; Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831
15	Gene Cox Stadium	601 Paul Russell Rd	Stadium	Nov-59	7.800	-	-	Recreation	Leased to School Board of Leon County for 40-Years beginning 05/30/1989 and ending 05/29/2029; 8600 - COUNTY: Zoned OS Open Space
16	Ft. Braden roll-off site	2485 E Joe Thomas Rd	Solid Waste Collection	Oct-74	7.205	-	-	No Buildings	County Barrow Pit; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned M-1 Light Industrial
17	Miccosukee Roll-off Site	13051 Miccosukee Rd	Solid Waste Collection	May-74	7.030	-	-	No Buildings	Waste Collection Site; 8600 - COUNTY; Zoned R Rural
18	Blount Roll-off -851	4363 Holder Ln	Solid Waste Collection	Nov-61	5.500	-	-	No Buildings	-
19	Tallahassee Developmental Center	455 Appleyard Dr	Leased to Pensacola Care under 25-yr Capital Lease	Feb-89	5.000	5	30,933	Medical	Contains 5 buildings containing 28,413 base SF & 2,520 aux SF; Leased for 25-yrs as a Capital Lease to Pensacola Care, Inc term June 30, 2036
20	Juvenile Detention Center	2303 Ronellis Dr	Juvenile Corrections	Feb-91	5.000	1	24,065	Public Safety	Land Lease to Florida Department of Health & Rehabilitative Services; 50-yr term; expiration date June 9, 2043; 8600 - COUNTY; Zoned M-1 Light Industrial
21	NE Branch Library	5513 Thomasville Rd	Branch Library	Oct-97	4.540	1	19,802	Library	Contains 1 building containing 18,300 base SF & 1,502 aux SF; Use: 8600 Zoned: MULTIP
22	Facilities Management	1907 S Monroe St	Offices & Warehouse	Apr-68	4.230	2	20,188	Office-Warehouse	Building count from Prop App site is 0-parcel actually Contains 2 building containing 20,391 SF
23	Agricultural Center	615 Paul Russell Rd	Offices	Jun-62	4.130	1	13,289	Office	Contains 1 building containing 13,289 SF; Use; 8600 Zoned; OR-2
24	B.L. Perry Library	2817 S Adams St	Branch Library	Oct-96	3.790	1	13,684	Library	B. L. Perry Library site, 1 building containing 12,350 base SF & 1,334 aux SF; Use: 8600 Zoned; MULTIP
25	Gum Road Transfer Station -205	4858 Gum Rd	Solid Waste Collection	Mar-00	3.700	-	-	No Buildings	1 of 2 parcels that make up Gum Rd Transfer Station

(Appendix - 2)
Current "Facilities - Owned" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
26	American Red Cross	1115 Easterwood Dr	Land Lease to American Red Cross	Feb-72	3.650	1	21,639	Office	Contains 1 building containing 20,378 base SF & 1,261 aux SF; Land Lease to The American National Red Cross; 90-yr term; expiration date September 30, 2098;
27	Public Health Unit	1515 Old Bainbridge Rd	Public Health	Jun-91	3.210	1	19,406	Medical	Contains 1 building containing 18,201 & 1,206 aux SF Sq Ft ; Use: 8600 - COUNTY: Zoned RP-2 Residential Preservation-2
28	Renaissance Center	435 N Macomb St	Office Building	Mar-06	3.000	2	148,032	Office	Building count Prop App site is 2 - 107,488 base SF & 1,664 aux SF building & parking deck, Undivided 1/3rd interest (33.4%) deeded to Leon County by COT 03/2006
29	Orange Ave Health Center	872 Orange Ave W	Public Health	Dec-97	2.610	1	16,179	Medical	Contains 1 building containing 15,423 base SF & 756 aux SF; Use: 8600 Zoned: MULTIP
30	Leon County Courthouse	301 S Monroe St	Office Building	Dec-89	2.465	2	541,810	Office	Building count from Prop App site is 2 - Contains 1 building 276,910 SF & a parking garage 264,900 SF; totaling 541,810 SF, Currently 3 active leases
31	Amtrak Station	918 Railroad Ave	Train Station, Offices & Warehouse	Sep-09	2.292	3	26,266	Office-Warehouse	Contains 3 buildings totaling 23,358 base SF & 2,908 aux SF; Parcel is encumbered by 1 lease to National Railroad Passenger Corporation & 1 License Agreement to Tallahassee Film Society, and a 1992 JPA with the FDOT for improvements to the depot.
32	Leroy Collins Library	200 Park Ave W	Library - Downtown	Dec-79	2.230	1	88,230	Library	Contains 1 building totaling 88,230 SF (650 SF leased to Friends of the Library)
33	Williams Rd Fire Station	6370 Williams Rd	Public Safety	Dec-01	1.905	1	800	Public Safety	Contains 1 building containing 840 base SF; Use; 8600 - COUNTY; Zoned; UF-Urban Fringe; Used by to Chaires-Capitola Volunteer Fire Department by agreement between VFD & County
34	Tharpe St Warehouse	3401 W Tharpe St	Offices & Warehouse	Apr-74	1.590	1	25,728	Warehouse	Contains 1 building containing 24,960 & 768 aux SF, that shares a common wall with the building next door. Party wall agreement in File
35	VFW / Moody Cemetery	Fox Rd	Cemetery	Mar-69	1.500	-	-	No Buildings	Veterans/Moody Cemetery; 8600 - COUNTY; Zoned RP Residential Preservation
36	Traffic Court	1920 Thomasville Rd	Office Building	Jan-99	1.490	1	15,978	Office	Building count from Prop App site is 2-Contains 1 building totaling 15,819 base SF & 159 aux SF; Use: 8600 Zoned: UP-1

(Appendix - 2)
Current "Facilities - Owned" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
37	Leroy Collins Library Parking	N Bronough St	Parking	Apr-88	1.450	-	-	No Buildings	Auxillary Parking Main Library; 8000 - VACANT GOVERNMENTAL; Zoned CC Central Core
38	Tram Rd Roll Off Site - 852	Tram Rd	Solid Waste Collection	May-73	1.380	-	-	No Buildings	Closed Waste Collection Site; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned R Rural
39	Leon County Government Annex Complex	311 S Calhoun St	Office Building	May-03	1.361	3	240,111	Office	Building count Prop App site is 3 - Contains 2 buildings & a parking garage totaling 215,062 base SF & 25,049 aux SF; with 9 current active leases
40	Gadsden Parking Lot - LCGC & Courthouse	745 S Gadsden St	Parking	Feb-03	1.012	-	-	No Buildings	General parking for Court House & Government Annex; 8600 - COUNTY; Zoned CC Central Core
41	Mahan/Miccosukee Fire Station	4245 Heatherwood Dr	Public Safety	Feb-02	1.000	1	800	Public Safety	Contains 1 building containing 840 base SF Use; 8000 - VACANT GOVERNMENTAL; Zoned; R-Rural; ; Used by Miccosukee Volunteer Fire-Rescue, Inc; by agreement between VFD & County
42	Mt. Zion Cemetery	Bradfordville Rd	Cemetery	Jun-93	0.551	-	-	No Buildings	Mt Zion Cemetery; 8600 - COUNTY; Zoned BC-2 Bradfordville Commercial 2
43	Orange Ave - 411230 D0091	Orange Ave & Meridian St	Vacant Land	Mar-02	0.477	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Zoned CU-45 Central Urban - 45
44	Orange Ave - 411230 D0090	Orange Ave & Meridian St	Vacant Land	May-01	0.477	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Zoned CU-45 Central Urban - 45
45	Flagg, 723 - 311980 J0020	723 FLAGG ST	Future site for a Sewer Lift Station	Mar-18	0.339	-	-	No Buildings	Future Site fo a sewer lift station; 0900 - RESIDENTIAL COMMON ELEMENTS/AREAS; Zoned RP - Residential Preservation
46	Privateer Way Cemetery	Privateer Way	Cemetery	Jun-76	0.210	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Cemetery; Zoned RA Residential Acre
47	Tourist Development Center - 2136251691465	106 E Jefferson St	Office Building	Jan-99	0.052	1	8,975	Office	Contains 1 building containing 8,780 base SF & 195 aux SF office building; Use; 8600 Zoned; CC - Central Core
Total "Facilities - Owned" Review as of December 31, 2018					47	1,096.129	87	2,273,499	

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Parks & Recreation"									
1	St Marks Headwaters Greenway	10995 Buck Lake Rd	St Marks Headwaters Greenway/Capitola Area Park	Oct-02	586.450	-	-	No Buildings	1 of 10 parcels that makeup St Marks Headwaters Greenway/Capitola Area Park; Parcel consolidation reduced # of Parcels to 2 2015-2016
2	Miccosukee Road Greenway Park	4996 Crump Road	Park - Leased		501.970	-	-	No Buildings	Leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Jan 2049; rent \$300.00 Per yr
3	J. R. Alford Greenway - 1231209010000	2500 Pedrick Road	Park - Leased		395.510	-	-	No Buildings	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
4	J. R. Alford Greenway - 1232209020000	Rutledge Road	Park - Leased		293.540	-	-	No Buildings	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
5	Tom Brown Park	501 Easterwood Dr	Tom Brown Park	Feb-72	256.270	6	32,259	Recreation	Contains 6 Buildings containing 25,838 base SF & 6,886 aux SF; Original 255.02 A from USA (Tom Brom Park). BK624 PG542 COT disclaimed all rights and claims. Corrective Deed BK 627 PG543. Another 80 A from USA BK947 PG1831.
6	J. R. Alford Greenway - 1230209010000	Rutledge Road	Park - Leased		198.080	-	-	No Buildings	1 of 3 parcels leased from Board of Trustees of the International Improvement Trust Fund - State of Florida (TIITF) Sublessor; Florida Department of Environmental Protection; 50-yr term; expiration Nov 2050; rent \$300.00 Per yr
7	Nusbickel Parcel (Future Park)	CHEVY WAY	Future Park & Greenway	May-15	173.860	-	-	No Buildings	1 of 2 parcels Quit Claimed from BP 2000 for future Park & Greenway
8	St Marks Headwaters Greenway	655 Baum Rd	St Marks Headwaters Greenway/Capitola Area Park	Sep-07	168.130	-	-	No Buildings	1 of 10 parcels that makeup St Marks Headwaters Greenway/Capitola Area Park; Parcel consolidation reduced # of Parcels to 2 2015-2016
9	Fred George Greenway	3043 Capital Cir Nw	Park - Fred George	Dec-09	156.617	2	5,669	Recreation	1 of 6 parcels that make up Fred George Park

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
10	Eight Mile Pond Park	Tomberlin Rd	Park - Eight Mile Pond	Jun-10	116.064	-	-	No Buildings	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
11	Celebration Parcel - Future Park	Thomasville Rd & Proctor Rd	Future Park - Thomasville Rd & Proctor Rd	Oct-13	100.000	-	-	No Buildings	Future Park east side of Thomasville Rd at Proctor Rd
12	Daniel B. Chaires Community Park & Community Center	Road To The Lake	Community Center & Park	Feb-77	73.990	-	-	No Buildings	As of 08/2013 includes former Chaires Borrow Pit
13	Lake Munson Preserve Park - 852	1306 Jackson Moody Pl	Drainage - Lake Munson	Nov-99	61.832	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area; Add'L BK2155 PG267 & Corrective Deed BK4453 PG 608
14	Daniel B. Chaires Community Park & Community Center	4768 Chaires Cross Rd	Community Center & Park	Aug-97	50.000	2	3,596	Recreation	1 of 2 parcels that includes the former Chaires Borrow Pit; Contains 2 Buildings containing 3,074 base SF & 522 aux SF; Use; 8600 Zoned; MULTIP
15	Hopkins Crossing -01	Commonwealt Blvd	Undeveloped Park	Oct-00	49.310	-	-	No Buildings	Fee Simple dedication by Hopkins Crossing, Ltd
16	Goose Creek/Alford Alm Park	6101 Buck Lake Rd	Park - Goose Creek	Aug-01	45.310	-	-	No Buildings	1 of 4 parcels that make up Goose Creek Park
17	Jackson View Park	2585 Clara Kee Blvd	Jackson View Park	Jan-02	44.530	-	-	No Buildings	Use Restrictions BK3839 PG 559
18	J. Lee Vause park	6024 Old Bainbridge Rd	J. Lee Vause Park	May-69	26.760	1	960	Recreation	Parcel 2 BK1072 PG1134 Parcel 3 BK1099 PG1852 Parcel 4 BK1239 PG 2002
19	J. Lewis Hall, Sr. Park	1492 J Lewis Hall Sr Ln	J. Lewis Hall, Sr Park	Mar-92	26.640	1	1,334	Recreation	1 of 2 parcels that make up J Lewis Hall (Woodville) Park
20	Okeeheepkee Prairie Park	1294 Fuller Rd	Okeeheepkee Prairie Park	Apr-99	26.170	-	-	No Buildings	Parcel 2 BK2248 PG1201
21	Pedrick Pond-008	1583 Pedrick Rd	Pedrick Pond Park	Apr-00	19.330	1	14,879	Library	Contains 1 Building containing 13,419 base SF & 1,460 aux SF used as a library; 1 of 3 Parcels that make up Pedrick Pond Park & Eastside Library; Use: 8600 Zoned: RP
22	Orchard Pond Greenway	Orchard Pond Rd	Greenway Park	Apr-16	17.740	-	-	No Buildings	Original Orchard Pond Rd ROW deeded to County after the Orchard Pond Parkway was complete & open
23	Martha Wellman Park	Shuler Rd	Park	Aug-08	13.250	-	-	No Buildings	1 Of 2 parcels that makeup Martha Wellman Park
24	US 27 Boat Landing	4967 N Monroe St	Boat Ramp	Dec-85	13.000	-	-	No Buildings	Boat Landing & Park; 9700 - OUTDOOR RECREATIONAL; Zoned LP Lake Protection
25	Observation Pointe Subdivision	Rutledge Rd	Greenway Trails (Goose Creek Park)	Jan-12	11.970	-	-	No Buildings	1 of 4 parcels that make up Goose Creek Park
26	Stoneler Road Park - 852	5225 Stoneler Rd	Stoneler Park	Jan-73	11.800	1	944	Recreation	8600 - COUNTY; Park; Zoned RA Residential Acre

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
27	Canopy Oaks Community Park	3250 Point View Dr	Park - Leased		10.700	-	-	No Buildings	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr; the 7,184 SF bldg on the property is not included in the Lease.
28	Miccossukee Community Park	15011 Cromartie Road	Old Concord School Building	Jan-18	10.130	1	7,626	Recreation	1 of 5 parcels making up Miccosukee Community Park; Contains 1 310 - Ed/Religious Base SF 7,376 Aux SF 250=7,626 Total SF; 01/2018 10.13 acres and the Old Concord School building were conveyed to the County by LC School Board for \$100.00
29	Martha Wellman Park	5317 W Tennessee St	Park	Aug-08	10.060	-	-	No Buildings	1 Of 2 parcels that makeup Martha Wellman Park
30	Cypress Landing	16900 Ro Co Co Rd	Boat Ramp	Sep-96	10.000	-	-	No Buildings	
31	Ft Braden Elementary School (Ft Braden Community Park)	15100 Blountstown Hwy	Park - Leased		9.300	-	-	No Buildings	Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
32	Lake Munson and old landing - 452	1025 Munson Landing Rd	Boat Ramp	Dec-86	9.173	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area; BK120 PG396 Dedication for Public Purposes
33	Williams Landing	951 Williams Landing Rd	Boat Ramp	Aug-53	7.290	1	697	Recreation	1 of 3 parcels on same Deed
34	Kate Ireland Park	12271 Iamonia Landing Rd	Kate Ireland Park	Apr-97	5.980	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Park; Zoned R Rural
35	Woodville Community Center	8000 Old Woodville Rd	Community Center & Library	Aug-05	5.540	1	8,820	Library	1 of 2 Parcels containing 1 building with 8,143 base SF & 677 aux SF combining the Woodville Branch Library & Community Center; 8600 - COUNTY; Zoned R Rural
36	Tower Road Park	5971 Tower Rd	Tower Road Park	Aug-86	5.350	1	1,222	Recreation	8600 - COUNTY; Park; Zoned R-3 Single Detached, Attached and Two Family Residential
37	Eight Mile Pond Park	Avalon Dr	Park - Eight Mile Pond	Jun-10	5.130	-	-	No Buildings	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
38	Coe Landing - 2325208510000	1208 Coe Landing Rd	Coe Landing Park	Aug-53	4.951	1	866	Warehouse	1 Of 5 parcels totaling 9.979 acres that makeup Coe Landing Park
39	Eight Mile Pond Park	Avalon Ct	Park - Eight Mile Pond	Jun-10	4.810	-	-	No Buildings	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
40	Eight Mile Pond Park	Avalon Dr	Park - Eight Mile Pond	Jun-10	4.390	-	-	No Buildings	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
41	Ft Braden Community Center	16387 Blountstown Hwy	Community Center - Leased		4.250	1	10,072	Recreation	Building count from Prop App Site is 0; contains 1 building containing as est 10,072 SF - Leased from School Board of Leon County, 20-yr term; expiration May 2027; contains 2 5-yr renewals; rent \$1.00 per yr
42	Fred George Park/Wildwood-A08	Knollwood Dr	Park - Fred George	Jul-09	3.777	-	-	No Buildings	1 of 6 parcels that make up Fred George Park
43	Miccosukee Community-208	Veterans Memorial Dr	Miccosukee Community	Oct-06	3.300	-	-	No Buildings	1 of 5 parcels making up Miccosukee Community Center & Park
44	Woodville Community Center (South)	Old Woodville Rd	Park	Mar-09	3.080	-	-	No Buildings	1 of 2 parcels making up Woodville Community Center
45	Stoutamire Landing park	2552 Ben Stoutamire Rd	Boat Ramp	Apr-58	2.990	-	-	No Buildings	Online Image not available on Clerk of Courts site
46	Pedrick Pond-004	Mahan Dr	Pedrick Pond Park	Aug-98	2.760	-	-	No Buildings	1 of 3 Parcels that make up Pedrick Pond Park
47	Fred George Park/Wildwood-A14	Knollwood Dr	Park - Fred George	Mar-07	2.730	-	-	No Buildings	1 of 4 Parcels that makes up Fred George Park
48	Pedrick Pond-002	5707 Mahan Dr	Pedrick Pond Park	Aug-98	2.550	-	-	No Buildings	1 of 3 Parcels that make up Pedrick Pond Park
49	Rhoden Cove Landing	1053 Rhoden Cove Rd	Boat Ramp	Jul-50	2.540	-	-	No Buildings	
50	Fred George Park/Wildwood-A13	Knollwood Dr	Park - Fred George	Mar-07	2.330	-	-	No Buildings	1 of 4 Parcels that makes up Fred George Park Acquired as Floof prperty reclassified & consolidated into Fred George Park FY 13-14
51	Miccosukee Community-224	15009 Cromartie Rd	Miccosukee Community	Sep-06	2.000	1	1,970	Recreation	1 of 5 parcels making up Miccosukee Community Center & Park
52	Eight Mile Pond Park	Oak Ridge Rd W	Park - Eight Mile Pond	Jun-10	1.850	-	-	No Buildings	1 of 5 parcels totaling 132.08 acres making up Eight Mile Pond Park, renamed Eight Mile Pond Park vs Seven Mile Pond Park at request of Parks & Rec
53	Coe Landing - 2230120000320	1208 Coe Landing Rd	Boat Ramp & Park	Jun-92	1.540	1	1,071	Residential	1 Of 5 parcels totaling 9.979 acres that makeup Coe Landing Park
54	Cedar Hill Park	467 Cedar Hill Rd	Park - Cedar Hill	May-72	1.440	-	-	No Buildings	9700 - OUTDOOR RECREATIONAL; Park & Landing; Zoned R Rual
55	Ochlocknee Landing Park	6991 Tower Rd	Boat Ramp & Park	Aug-53	1.440	-	-	No Buildings	fka Tower Boat Landing 1 of 3 parcels on same Deed; 9700 - OUTDOOR RECREATIONAL; Zoned R Rural
56	Coe Landing - 2325150000030	COE LANDING RD	Coe Landing Park	Nov-18	1.382	-	-	No Buildings	1 Of 5 parcels totaling 9.979 acres that makeup Coe Landing Park
57	Sunset Landing	4800 Jackson Cove Rd	Boat Ramp	Jun-63	1.250	1	960	Recreation	fka Old Bainbridge Landing; 8600 - COUNTY; Zoned LP Lake Protection
58	COE LANDING RD - 2325150000010	COE LANDING RD	Coe Landing Park	Nov-18	1.222	-	-	No Buildings	1 Of 5 parcels totaling 9.979 acres that makeup Coe Landing Park

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
59	Meridian Rd at Lakeshore Dr	N Meridian Rd	Lakeshore Estates Entranc		1.000	-	-	No Buildings	No conveyance instrument located
60	Miccosukee Community Center-005	Moccasin Gap Rd	Miccosukee Community Center	Oct-95	1.000	-	-	No Buildings	1 of 5 parcels making up Miccosukee Community Center & Park
61	Miccosukee Community Center-852	13887 Moccasin Gap Rd	Miccosukee Community Center	Jul-57	1.000	1	3,104	Recreation	1 of 2 parcels containing the Miccosukee Community Center contains 1 building containing 2,944 base SF & 160 aux SF; Use; 8600 Zoned; RC
62	COE LANDING RD - 2325150000020	COE LANDING RD	Coe Landing Park	Nov-18	0.884	1	768	Residential	1 Of 5 parcels totaling 9.979 acres that makeup Coe Landing Park
63	Old Woodville rd - 3305206090000	Old Woodville Rd	J. Lewis Hall, Sr Park	Sep-09	0.850	-	-	No Buildings	1 of 2 parcels that make up J Lewis Hall (Woodville) Park
64	Wainwright Landing	4135 Wainwright Rd	Boat Ramp		0.770	-	-	No Buildings	No conveyance instrument located
65	Goose Creek Phase li - 1230260002	Waynard Way	Park - Goose Creek		0.690	-	-	No Buildings	Appears to be a designated drainage area for Goose Creek Sub Phrase II. The area is dedicated to be used as a Leon County park, does not appear to have been conveyed to the Cty. Governing doc OR 2556 Pg 1380 Declaration of Covenants and Restrictions
66	Bull Headley Landing	10156 Bull Headley Rd	Boat Ramp	Dec-52	0.590	-	-	No Buildings	
67	Bradfordville Community Center	BEECH RIDGE TRL	Community Center	Sep-15	0.580	1	1,140	Recreation	1 of 3 parcels from a land exchange between County and Summit Holdings; Bradfordville Community Center containing 1,140 base SF was moved to this location; Use; 1700 - OFFICE BUILDINGS/NONPROF/ONE Zoned; BC-1 Bradfordville Commercial 1
68	Crowder Landing	1053 Crowder Rd	Boat Ramp	Mar-72	0.577	-	-	No Buildings	Rhoden Cove Landing
69	Groose Creek Park - 1230204100001 - Greenway Trail	Groose Creek Park	Greenway Trails (Groose Creek Park)	Jan-12	0.546	-	-	No Buildings	1 of 4 parcels that make up Groose Creek Park
70	Woodside Heights Playground-E6	812 Brent Dr	Brent Dr Park	Feb-56	0.480	-	-	No Buildings	1 Of 3 parcels, reversion clause in deed that will revert ownership to Grantors if not used for ROW. public road, park, and drainage
71	Woodside Heights Playground-E22	813 Greenleaf Dr	Brent Dr Park	Feb-56	0.480	-	-	No Buildings	1 Of 3 parcels, reversion clause in deed that will revert ownership to Grantors if not used for ROW. public road, park, and drainage
72	Stoutamire Landing	Ben Stoutamire Rd	Boat Ramp	Sep-54	0.450	-	-	No Buildings	Reversion clause in deed that will revert ownership to Grantors if not used for a park.
73	Reeves Landing	16254 Reeves Landing Rd	Boat Ramp	May-60	0.340	-	-	No Buildings	

(Appendix 3)
Current "Parks & Recreation" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
74	Lake Iamonia landing	Iamonia Landing Rd	Boat Ramp	Feb-49	0.310	-	-	No Buildings	Reversion clause in deed that will revert ownership to Grantors if not used for Public Recreation
75	Blount Landing	24371 Lanier St	Boat Ramp	Jan-00	0.310	-	-	No Buildings	No conveyance instrument located
76	Nusbickel Parcel access	CHEVY WAY	Future Park & Greenway	May-15	0.270	-	-	No Buildings	1 of 2 parcels Quit Claimed from BP 2000 for future Park & Greenway
77	Elk Horn Landing	3997 Elk Horn Rd	Boat Ramp		0.250	-	-	No Buildings	No conveyance instrument located
78	Groose Creek Park - 1230204310001 - Greenway Trail	Groose Creek Park	Greenway Trails (Groose Creek Park)	Jan-12	0.148	-	-	No Buildings	1 of 4 parcels that make up Groose Creek Park
79	Miccosukee Community-210	8999 Veterans Memorial Dr	Miccosukee Community	Sep-06	0.130	-	-	No Buildings	1 of 5 parcels making up Miccosukee Community Center & Park
Total "Parks & Recreation" parcels as of December 31, 2018					79	3,595.013	26	97,957	

(Appendix 4)
Current "Right of Way (ROW)" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	OR Number	OR Page	Acres	Notes
"Right of Way (ROW)"								
				Parcels		Acres		
				Total	14	Total:	14	157.043
1	Orchard Pond Pkwy - 2403200180001	760 ORCHARD POND PKY	ROW for Orchard Pond Pkwy	Apr-16	4917	1115	105.160	ROW for Orchard Pond Toll Road; Use: 9400 - RIGHTS-OF-WAY; Zoned R Rural
2	Sunflower Rd - 4613208010000	Sunflower Rd	ROW	Jun-81	1003	1714	22.628	Reversion Clause if not used for road, drainage or utility; Use: 9400 - RIGHTS-OF-WAY; Zoned: UF Urban Fringe
3	Linene Woods Subdivision ROW	Dartmoor Dr	Roadways & Easements in Linene Woods Subdivision	Jul-09	4013	20	13.500	ROADWAYS & RIGHT OF WAYS OF SUBDIVISION; Use: 8000 - VACANT GOVERNMENTAL; Zoned: LP Lake Protection
4	Frontier Estates Units 1 2 & 3	Apalachee Pkwy	Roadways & Easements in Frontier Estates Sub	Dec-95	1880	1732	7.115	FRONTIER ESTATES UNITS 1 2 & 3 ROAD R/W'S DRAINAGE EASEMENTS UTILITY EASEMENTS; Use: 9400 - RIGHTS-OF-WAY; Zoned: MULTIP MULTIPLE ZONING DESIGNATIONS
5	LAKE HALL RD, - 143310 0001	LAKE HALL RD,	.05 mile Row for Lake Hall RD	Nov-83	1097	2356	4.670	Portion of the ROW for Lake Hall Rd in NE Leon County .28 Miles west of Thomasville Rd & .81 Miles south of Kerry Forest Pkwy
6	Lakewood Business Center - 67	Capital Cir Nw	Future ROW	Jul-92	1608	1927	1.296	MEDIAN STRIP ADJ CAP CIR; Use: 9400 - RIGHTS-OF-WAY; Zoned: I Industrial
7	Apaloosa Trl	Appaloosa Trl	Road	Nov-88	1363	1184	0.597	ROW for Apaloosa Trl; Use: 9400 - RIGHTS-OF-WAY; Zoned: RP Residential Preservation
8	Wadesboro Rd ROW	Mahan Dr	ROW	Feb-92	1549	348	0.551	ROW for Wadesboro Rd; Use: 9400 - RIGHTS-OF-WAY; Zoned: UF Urban Fringe ROW for Wadesboro Rd; Use: 9400 - RIGHTS-OF-WAY; Zoned: UF Urban Fringe
9	LL Wallace Rd - 4609202330000	L L Wallace Rd	ROW - Wallace Rd	Aug-02	3166	2184	0.394	PART OF L L WALLACE ROADWAY; Use: 9400 - RIGHTS-OF-WAY; Zoned: UF Urban Fringe
10	Strip - Springhill Rd to Seasons Ln	Springhill Rd	Vacant - Dedicated ROW				0.322	No conveyance instrument located except for dedication per Plat Book 7 PG30; 10 FT BUFFER R/W; Use: Use: 9400 - RIGHTS-OF-WAY; Zoned: RP Residential Preservation

(Appendix 4)
Current "Right of Way (ROW)" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	OR Number	OR Page	Acres	Notes
"Right of Way (ROW)"								
11	Scenic Heights-E025	2002 Sheridan Rd	Vacant Land	Mar-05	3261	1621	0.258	Purchase for future improvement of Tharpe St & Devra Dr intersection; Use: 8000 - VACANT GOVERNMENTAL; Zoned: RP Residential Preservation
12	Capital City Estates Sub - B023	Oleander Dr	Vacant Land				0.239	No Conveyance: designated for expansion of Capital Cir SW; Use: 8000 - VACANT GOVERNMENTAL; Zoned: R1 Single Family Detached
13	Capital City Estates Sub - A008	Hibiscus Ave	Vacant Land	Mar-06	3475	1993	0.170	Deeded to County by Habitat for Humanity; designated for expansion of Capital Cir SW; Use: 8000 - VACANT GOVERNMENTAL; Zoned: RP Residential Preservation
14	S Calhoun St - 411250 G0070	S Calhoun St	ROW	Apr-56	202	37	0.142	Extension of Calhoun St north to Willis St by Plat; Use: Extension of Calhoun St north to Willis St by Plat; Zoned: CU-45 Central Urban - 45
Total "Right of Way (ROW)" Review as of December 31, 2018					14	14	157.043	

(Appendix 5)
Current "Surplus" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Surplus"									
				Parcels	Acres	Buildings	Square Footage		
Total:				29	15.823	3	3,547		
1	F A ASH WAY, 10146-3214206220000-5273 of 2012	10146 F A ASH WAY	Escheated for unpaid Property Taxes	Jul-18	2.470	-	-	No Buildings	Escheated TaxEscheated to County due to del Taxes - Use; 0000 - VACANT RESIDENTIAL Zoned; RA Residential Acre Contains a Mobile Home containiCng 1,786 base SF & 448 aux SF
2	DRIFTWOOD CT, - 1308206300000-1159 of 2013	DRIFTWOOD CT	Escheated for unpaid Property Taxes	Aug-18	2.000	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: contains no Structures; The parcel does not appear to have deeded access or located on a County maintained road
3	FOREST RUN RD, 12776-1308202030000-1150 of 2013	12776 FOREST RUN DR	Escheated for unpaid Property Taxes	Aug-18	1.600	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: contains no Structures; The parcel does not appear to have deeded access or located on a County maintained road
4	AVERY CIR, 4838-3214206250000-6468 of 2011	4838 AVERY CIR	Escheated for unpaid Property Taxes	Apr-18	1.000	1	600	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned UF-Urban Fringe 1 Mobile home, 600 base SF + 0 aux SF = 600 Total SF
5	AVERY CIR, 4861-3214206230000-5274 of 2012	4861 AVERY CIR	Escheated for unpaid Property Taxes	Jul-18	1.000	-	-	Mobile Home	Escheated to County due too del Taxes; USE: 0000 - VACANT RESIDENTIAL; Zoned: UF - Urban Fringe: LCPA contains no Structures; Research indicates several Structures (Mobile Homes, storage sheds and vehicles,
6	AVERY CIR, 4826-3214206240000-5275 of 2012	4826 AVERY CIR	Escheated for unpaid Property Taxes	Mar-97	1.000	-	-	Mobile Home	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned UF - Urban Fringe; LCPA reports No Structures; research indicates several Structures (Mobile Homes, storage sheds and vehicles,
7	M AND T RD, 1502-3308204030000-5391 of 2012	1502 M AND T RD	Escheated for unpaid Property Taxes	Jul-18	1.000	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RA - Residential Acre; LCPA reports No Structures;
8	AH - Parkway Heights (7234 Dykes Rd)- 3208510000130	7234 Dykes Rd	AH - 06/2016	Mar-10	0.750	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Use: 8000 - VACANT GOVERNMENTAL; Zoned: R-1 Single Family Detached

(Appendix 5)
 Current "Surplus" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Surplus"									
9	Lake Jackson Heights-D54	2001 Longview Dr	Vacant Land	Feb-05	0.580	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Use: 8000 - VACANT GOVERNMENTAL; Zoned: LP Lake Protection
10	VOLUSIA ST, - 2126200990000-2941 of 2013	VOLUSIA ST	Escheated for unpaid Property Taxes	Aug-18	0.560	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MP-1 - Medium Density Residential: contains no Structures; Parcel appears to have no deeded access to a County/City maintained ROW
11	Southern St - 412680 F0020	1211 Southern St	Vacant Land & MH	Jan-09	0.530	1	713	Mobile Home	Declared Surplus at LCBoCC meeting on 01/29/2013; Contains 1 Mobile Home containing 713 base SF; Use: 8600 - COUNTY Zoned; RP Residential Preservation; Maybe Occupied; Title issues remain blocking marketability
12	Saray Way, 5017 - 412680 I00	5017 SARAY WAY	Foreclosure for Code Enforcement Fees	Sep-17	0.500	-	-	No Buildings	Conveyed to County via foreclosure by Code Enforcement; 0000 - VACANT RESIDENTIAL; Zoned - RP - Residential Preservation
13	Grady Rd -613	Grady Rd	Vacant Land	Sep-96	0.340	-	-	No Buildings	No Ingress or egress to parcel; parcel purchased through Tax Deed by Koval Properties and then Quit Claim to county; Declared Surplus at LCBoCC meeting on 01/29/2013; Use: 8000 - VACANT GOVERNMENTAL; Zoned: RP-2 Residential Preservation-2
14	ELGIN LN, 10497-3317202340000-5487 of 2012	10497 ELGIN LN	Escheated for unpaid Property Taxes	Jul-18	0.320	1	2,234	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; UF - Urban Fringe Property Appraiser indicates no Structures, however Google Earth indicates several Structures (Mobile Homes, storage sheds and vehicles
15	Lake Jackson Heights-B26	2002 Longview Dr	Vacant Land	Jun-04	0.280	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area; Use: 8000 - VACANT GOVERNMENTAL; Zoned: LP Lake Protection

(Appendix 5)
 Current "Surplus" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Surplus"									
16	Lake Jackson Heights-B27	2004 Longview Dr	Vacant Land	Sep-05	0.280	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area; Use: 8000 - VACANT GOVERNMENTAL; Zoned: LP Lake Protection
17	Lake Jackson Heights-B28	2006 Longview Dr	Vacant Land	Mar-06	0.280	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area; Use: 8000 - VACANT GOVERNMENTAL; Zoned: LP Lake Protection
18	Killearn Lakes3-BB17	1879 Log Ridge Trl	Vacant Land	Jun-07	0.240	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Public Works has requested that this parcel not be marketed until a special tax issue is resolved regarding sewers in the area; Use: 8000 - VACANT GOVERNMENTAL; Zoned: RP Residential Preservation
19	SEAGULL LN, -172305 C0030-2060 of 2012	SEAGULL LN	Escheated for unpaid Property Taxes	Jul-18	0.230	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural; No Structure; Located on unimproved Rd
20	Red Deer Ln. 5927-213107 F0300	5927 RED DEER LN	Rec in lewd of foreclosure due to Code Violation	May-18	0.180	-	-	No Buildings	Quit Claim Deed in lewd of foreclosure for Code Violations; Burnt out MH that needs to be demo'd
21	Elgin Rd - 3317910000010	9253 Elgin Rd	Vacant Land	Sep-08	0.160	-	-	No Buildings	Declared Surplus at LCBoCC meeting on 01/29/2013; Parcel Configuration henders develop ability
22	LUTHER HALL RD, - 4307030020040-7216 of 2009	LUTHER HALL RD	Escheated for unpaid Property Taxes	May-18	0.140	-	-	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned LT " Lake Talquin Recreational/Urban Fringe: contains no structures; development is unlikely, due to not having direct access to a County maintained road.
23	KEITH ST, -410125 D0071-5682 of 2012	KEITH ST	Escheated for unpaid Property Taxes	Jul-18	0.080	-	-	No Buildings	Escheated to County due to del Taxes - Use; 0000 - VACANT RESIDENTIAL Zoned; RP-2 - Residential Preservation-2 VACANT; Lot size restricts development

(Appendix 5)
Current "Surplus" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Surplus"									
24	OLD WOODVILLE RD, -3308205040000-6620 of 2011	OLD WOODVILLE RD	Escheated for unpaid Property Taxes	Apr-18	0.073	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R5 "Manufactured Home and SF Resid: no Structures; Due to the width of the parcel, develop unlikely, probably only an interest to <u>adjac prop own</u>
25	MOSS COVE LN, -4124550001410-8560 of 2011	MOSS COVE LN	Escheated for unpaid Property Taxes	Apr-18	0.050	-	-	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5 "Manufactured Home and Single Family Residential: contains no Structures; development questionable due to only 20 ft wide and located in a sub without Cty maintained roads.
26	EASY ST, - 210575 C0082-2056 of 2013	EASY ST	Escheated for unpaid Property Taxes	Aug-18	0.050	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation: contains no Structures; Due to size and configuration parcel would only be marketable to adjacent property <u>owners</u>
27	HAZELWOOD RD, - 4124550001430-8562 of 2011	HAZELWOOD RD - Lot 143	Escheated for unpaid Property Taxes	May-18	0.050	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESL; Zoned R-5 - Manufactured Home and Single Family Detached; Development of this parcel is questionable due to it being only 20 ft wide and located in a subdivision without County maintained roads.
28	HAZELWOOD RD, - 4124550001420-8561 of 2011	HAZELWOOD RD - Lot 142	Escheated for unpaid Property Taxes	May-18	0.040	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESL; Zoned R-5 - Manufactured Home and Single Family Detached; Development of this parcel is questionable due to it being only 20 ft wide and located in a subdivision without County maintained roads.
29	California St, - 212685 E0031-3075 of 2008	CALIFORNIA ST	Escheated for unpaid Property Taxes	Apr-18	0.040	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: contains no Structures; The parcel is unbuildable due to size. It is only useable to <u>adjacent property owners.</u>
Total "Surplus" parcels as of December 31, 2018					15.823	3	3,547		

(Appendix 6)
Current "Tax Deeds" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
				Parcels	Acres	Buildings	Square Footage		
Total:				121	63.236	30	35,283		
1	MONDAY RD, -3109202220000-5882 of 2011	MONDAY RD	Escheated for unpaid Property Taxes	Feb-18	5.000	-	-	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 996; 0000 - VACANT RESIDENTIAL
2	AH - Rhodes Cemetery Rd 1905-3308200030000-3058 of 2007	1905 Rhodes Cemetery Road	AH - 06/2016 - Escheated TD for unpaid Taxes	Dec-14	4.340	-	-	No Buildings	Escheated to County due too delinquent taxes - Zoned: Rural
3	RO CO CO RD, -1626202110000-2356 of 2010	RO CO CO RD	Escheated for unpaid Property Taxes	Jan-18	3.330	-	-	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2316
4	FOOTMAN LN, 851-1225204150000-628 of 2007	851 FOOTMAN LN	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	3.010	1	854	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R - Rural: contains 1 Mobile Home containing 854 base SF & 0 aux SF
5	CRUMP RD, -1533204510000-2125 of 2011	CRUMP RD	Escheated for unpaid Property Taxes	Mar-18	2.800	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural
6	COLLINS LANDING RD, -4308202280000-7318 of 2012	COLLINS LANDING RD	Escheated for unpaid Property Taxes	Mar-18	2.500	-	-	No Buildings	Escheated to County due too delinquent Taxes;0000 - VACANT RESIDENTIAL; Zoned LT-Lake Talquin
7	SANDY CREEK CT, 7115-161817 E0010-1802 of 2009	7115 SANDY CREEK CT	Escheated for unpaid Property Taxes - Vac Land	Jul-17	2.017	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R, Rural
8	TEBO TRL, 10715-3321206520000-6765 of 2010	10715 TEBO TRL	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	2.000	1	1,056	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP - Residential Preservation: contains 1 residential home, 960 base SF + 96 aux SF
9	MOORE WOODS RD, 8529-4610180000210-7265 of 2013	Moore Woods Rd	Escheated for unpaid Property Taxes	Nov-18	1.593	-	-	-	Escheated to County due to del Taxes - Use; 0000 - VACANT RESIDENTIAL Zoned; RP "Rural Preservation; 0 Structures, Base SF: 0, Auxiliary SF: 0, Total SF: 0
10	Lakewood Business Center"216510000660"1933 of 2008	5135 WOODLANE CIR	Escheated for unpaid Property Taxes	Oct-15	1.580	-	-	No Buildings	Escheated to the County due too delinquent taxes; 0000 - VACANT RESIDENTIAL; Zoned MULTIP
11	OLD SHELL POINT RD, 8760-4611206250000-7441 of 2009	8760 OLD SHELL POINT RD	Escheated for unpaid Property Taxes	Jul-17	1.350	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2, Single Family Detached Residential

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
12	MCCULLOUGH DR, 1363-4126130000170-8423 of 2010	1383 MCCULLOUGH DR	Escheated for unpaid Property Taxes	Feb-18	1.207	1	2,039	Mobile Home	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 1002; 0200 - MOBILE HOMES; 1 Mobile Home, containing 2,039 total SF
13	FOREST ACRES TRL, 12513-1307200430040-1404 of 2010	12513 FOREST ACRES TRL	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	1.145	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural:
14	W W KELLEY RD, 3641-321410 D0010-6456 of 2011	3641 W W KELLEY RD	Escheated for unpaid Property Taxes	Jun-18	1.095	1	1,426	Mobile Home	Escheated due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R - Rural; 1 Residential Structure (MH - Mobile Home) / 1,296 Base SF 130 Aux SF = 1,426 Total SF
15	MCCULLOUGH DR, 1088-4126130000230-6982 of 2013	1088 MCCULLOUGH DR	Escheated for unpaid Property Taxes	Nov-18	1.041	1	1,248	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; RP - Residential Preservation 1 Structure, residential Mobile Home, Base SF: 1,248, Auxiliary SF: 0, Total SF: 1,248
16	AH - Lester Hackley RD-1116200930000-230 of 2008	Lester Hackley Rd	AH - 06/2016 - Escheated TD for unpaid Taxes	Oct-13	1.000	-	-	No Buildings	Affordable Housing parcel 2 - Purchased off of LOLA - Questionable Ingress & Egress from a public ROW; Designated AH by LCBoCC 07/2013; Use: 0000 - VACANT RESIDENTIAL; Zoned: R-3 Single Detached, Attached and Two Family Residential
17	CAPITOLA RD, 13588-1317206400000-1229 of 2012	13588 CAPITOLA RD	Escheated for unpaid Property Taxes	Jun-18	1.000	1	1,152	Mobile Home	Escheated due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R - Rural; 1 Residential Structure (MH - Mobile Home) / 1,151 Base SF 0 Aux SF = 1,152 Total SF
18	RESHARD CT, - 1528204920000-1807 of 2012	RESHARD CT	Escheated for unpaid Property Taxes	Apr-18	1.000	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: contains no Structures
19	Oleben Cir - 3316200230000	OLEBEN CIR	Escheated for unpaid Property Taxes	Nov-14	1.000	-	-	No Buildings	Escheated to County due too delinquent taxes
20	WIDE RD, 8716-4609204010000-7244 of 2013	8716 WIDE RD	Escheated for unpaid Property Taxes	Nov-18	0.950	1	1,272	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; 0200 - MOBILE HOMES; 1 Structure, residential Mobile Home, Base SF: 924, Auxiliary SF: 348, Total SF: 1,272

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
21	NATURAL WELLS DR, 2142-332103 B0020-5478 of 2013	2142 NATURAL WELLS DR	Escheated for unpaid Property Taxes	Aug-18	0.701	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation; No Structure;
22	CRYSTAL BROOK CT, 6992-243025 H0110-5205 of 2010	6992 CRYSTAL BROOK CT	Escheated for unpaid Property Taxes	Feb-18	0.684	1	870	Residential	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 993
23	TINY LEAF RD, 2572-4609150000100-7318 of 2009	2572 TINY LEAF RD	Escheated for unpaid Property Taxes	Jul-17	0.628	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned UF, Urban Fringe
24	POPLAR POINT DR, 7344-222515 A0160-2539 of 2003	7344 POPLAR POINT DR	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.624	-	-	No Buildings	Escheated to County; 0700 - MISCELLANEOUS RESIDENTIAL; MULTIP ZONING DESIGNATIONS; T Heiker, has a ponding area/floodplain mapped in the rear of the parcel should be disclosed to avoid future complaints about standing water.
25	AH - Springhawk Loop - 470214 A0020 - 6872 of 2008	SPRINGHAWK LOOP	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-15	0.610	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
26	Damon Cir-2236200260000-3988 of 2008	DAMON CIR	Escheated for unpaid Property Taxes	Dec-16	0.606	-	-	No Buildings	Vacant residential (R-5) escheated to County 12/2016 with questable ingress & egress
27	HERON ST, 9740-4615140000140-7472 of 2009	9740 HERON ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Aug-17	0.581	1	784	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned UF, Urban Fringe; T Heiker, access roads to the parcel have a history of flooding (intersection of Snail and Limpkin).
28	BALKIN RD, 1765-4123206290000-8253 of 2010	1765 BALKIN RD	Escheated for unpaid Property Taxes	Apr-18	0.572	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned -3 Single Detached, Attached and Two Family Residential: contains no Structures
29	MEADOWLARK LN, 5071-243025 F0190-4104 of 2008	5071 MEADOWLARK LN	Escheated for unpaid Property Taxes	Jan-18	0.570	1	1,612	Mobile Home	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2326
30	BOOKOUT CV, 7433-2235202100000-3976 of 2008	7433 BOOKOUT CV	Escheated for unpaid Property Taxes	Apr-18	0.569	1	1,336	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned UF Urban Fringe: contains 1 Single Family Residence, 1,110 base SF + 220 aux SF = 1,330 Total SF

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
31	GOSHAWK WAY, 767-4124206050000-7071 of 2009	767 Goshawk Way	AH - 06/2018 - Escheated for unpaid Property Taxes	Dec-19	0.550	1	836	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned M-1 - Light Industria: contains 1 mobile home, 720 base SF + 116 aux SF
32	DIVINE WAY, 8812-1608202040000-1901 of 2012	8812 DIVINE WAY	Escheated for unpaid Property Taxes	Jul-18	0.510	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural; No Structure
33	CRAFT ST, - 4123120001100-8354 of 2011	CRAFT ST	Escheated for unpaid Property Taxes	Apr-18	0.483	-	-	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5 " Manufactured Home and Single Family Residential: contains no Structures
34	BLOUNTSTOWN HWY-4308206850000-6650 of 2008	BLOUNTSTOWN HWY	AH - 06/2018 - Escheated for unpaid Property Taxes	Mar-16	0.470	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned LT - Lake Talquin Recreational Urban Fringe Protection
35	T AND T RD, -331781 A0004-5760 of 2009	T AND T RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Jul-17	0.469	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-1, Single Family Detached Residential
36	LANCE RD, 9523-331740 E0120-3131 of 2007	9523 LANCE RD	Escheated for unpaid Property Taxes	Apr-18	0.464	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0700 - MISCELLANEOUS RESIDENTIAL; Zoned RP " Residential Preservation: contains no Structures
37	1579 BALKIN RD-4123206320000"4091of 2007	1579 BALKIN RD	Escheated for unpaid Property Taxes	Oct-15	0.459	1	1,273	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned R-3 Residential: contains 1 residential dwelling containing 950 base SF & 323 aux SF
38	OLD WOODVILLE RD, -331781 A0003-5759 of 2009	OLD WOODVILLE RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Jul-17	0.349	-	-	No Buildings	Escheated to County; 0000 - VACANT RESIDENTIAL; Zoned RP-1, Single Family Detached Residential; T Heiker, parcels off Old Woodville Road and T and T Road next to Ace Hardware pond and at low elevation for the area, septic tanks may be a problem.
39	GRIFFIN ST, 919-212635 A0270-3773 of 2010	919 GRIFFIN ST	Escheated for unpaid Property Taxes	May-18	0.344	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-2 - Residential Preservation 2

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
40	RIDGE RD, 317-411352 B0010-6217 of 2008	317 RIDGE RD	Escheated for unpaid Property Taxes	Jan-18	0.343	1	1,467	Residential	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2331; 0100 - SINGLE FAMILY RESIDENTIAL; 1 SINGLE FAMILY RESIDENCE containing 1,319 base SF + 148 Aux SF = 1,467 total SF
41	ORCHID DR, 4704-412330 F0110-6423 of 2008	4704 ORCHID DR	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.335	1	1,069	Residential	Escheated to County; 0100-SINGLE FAMILY RESIDENTIAL; Zoned RP; contains 1 RESIDENCE, 803 base SF + 266 Aux SF; T Heiker, has a closed contour on rear of the lot which may hold water, should be disclosed to avoid future complaints about standing water.
42	SARAY WAY, 5012-412680 K0150-7160 of 2009	5012 SARAY WAY	Escheated for unpaid Property Taxes	Mar-18	0.301	1	800	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP- Residential Preservation: contains 1 single family residence containing 800 base SF & 0 aux SF
43	CROSSWAY CT, 4704-4124050000080-6886 of 2013	4704 CROSSWAY CT	Escheated for unpaid Property Taxes	Nov-18	0.287	-	-	No Buildings	Escheated to County due to del Taxes - Use; 0000 - VACANT RESIDENTIAL Zoned; M-1 - Light Industrial 0 Structures, Base SF: 0, Auxiliary SF: 0, Total SF: 0 - Google Earth indicates there may be a structure on the site
44	Bishop Rd- 4037- 412305 A0110	4037 BISHOP RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Oct-14	0.287	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
45	MORGAN RD, 4029-412406 A0070-7065 of 2012	4029 MORGAN RD	Escheated for unpaid Property Taxes	Sep-18	0.285	-	-	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation: LCPA indicates no structures; View from Google Earth indicates there may be a structure on the site
46	MORGAN RD, 4025-412406 A0060-7064 of 2012	4025 MORGAN RD	Escheated for unpaid Property Taxes	Sep-18	0.285	-	-	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation: LCPA indicates no structures; View from Google Earth indicates there may be a structure on the site

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
47	Bishop Rd - 4033 - 412305 A0120	4033 BISHOP RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Oct-14	0.284	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
48	BUSTER RD, 4036-4123060000430- 6928 of 2012	4036 BUSTER RD	Escheated for unpaid Property Taxes	Mar-18	0.282	1	1,644	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP- Residential Preservation: contains 1 mobile home containing 1,404 base SF & 240 aux SF
49	Buster Rd - 4043 - 4123060000110	4043 BUSTER RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Oct-14	0.282	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
50	MORGAN RD, 4006 - 412406 A0370 - 8335 of 2010	4006 MORGAN RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Oct-17	0.281	1	960	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP - Residential Preservation; contains 1 mobile home, 960 base SF
51	SEVILLE ST, 1418-4123140000140- 6975 of 2012	1418 SEVILLE ST	Escheated for unpaid Property Taxes	Jul-18	0.280	1	1,064	Mobile Home	Escheated due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP - Residential Preservation; 1 MH - Mobile Home with a residential use, containing base square footage of 1,064 plus 0 auxiliary square feet totaling 1,064 square feet
52	MORGAN RD, 4065-412406 A0160-7047 of 2009	4065 MORGAN RD	Escheated for unpaid Property Taxes	Feb-18	0.279	-	-	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 999; 0000 - VACANT RESIDENTIAL
53	SHORELINE DR, 407-311880 H0120-5375 of 2009	407 SHORELINE DR	AH - 06/2018 - Escheated for unpaid Property Taxes	Jul-17	0.271	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2, Single Family Detached Residential
54	T AND T RD, 1836-3317200360000- 5727 of 2009	1836 T AND T RD	Escheated for unpaid Property Taxes	Nov-17	0.270	-	-	No Buildings	Escheated to County due to del Taxes - Use; 0000 - VACANT Residential Zoned; R-1 "Residential Vacant"
55	DUST BOWL LN, 5017- 4123207000000-7004 of 2009	5017 DUST BOWL LN	AH - 06/2018 - Escheated for unpaid Property Taxes	Nov-17	0.267	1	960	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R-5 "Manufactured Home and Single Family Residential: contains 1 MH - Mobile Home, 960 base SF + 0 aux SF"
56	LILLY RD, - 4123060000200-6916 of 2012	LILLY RD	Escheated for unpaid Property Taxes	Mar-18	0.266	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
57	Lilly Rd-2997 - 4123060000190	2997 LILLY RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-14	0.264	-	-	No Buildings	Escheated to County due to delinquent taxes; unauthorized residential activity reported by Code Enforcement
58	Lilly Rd 2993-4123060000180- 4035 of 2007	2993 LILLY RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Nov-14	0.262	1	732	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; RP Residential Preservation Contains a Mobile Home containing 732 base SF & 0 aux SF - Drive-by indicates that it maybe occupied
59	MORGAN RD 4060-412406 A0240- 6464 of 2008	4060 MORGAN RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-16	0.250	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
60	ADKINS FOREST LN, 3085-310328 A0020-4411 of 2013	3085 ADKINS FOREST LN	Escheated for unpaid Property Taxes	Aug-18	0.244	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5 - Manufactured Home and Single Family Residential; No Structure;
61	RITZCRAFT AVE, 101-411316 I0030-6602 of 2012	101 RITZCRAFT AVE	Escheated for unpaid Property Taxes	Nov-18	0.242	1	1,064	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; MH " Mobile Home 1 Residential Mobile Home, Base SF: 1,064, Auxiliary SF: 0, Total SF: 1,064
62	Dover 1017 - 2122604960000 - 2994 of 2994 of 2009	1017 DOVER ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Jan-17	0.240	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP2 - Residential Preservation
63	CROWN RIDGE RD, 1506-411404 A0080-3716 of 2006	1506 CROWN RIDGE RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Oct-17	0.231	1	1,288	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP - Residential Preservation: contains 1 mobile home, 1,288 base SF
64	T AND T RD, 1832-3317200370000- 5480 of 2012	1832 T AND T RD	Escheated for unpaid Property Taxes	Jun-18	0.220	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural; No Structure; Zoned R - Rural; No Structure
65	MICCOSUKEE RD, -1605510110060- 1892 of 2012	MICCOSUKEE RD	Escheated for unpaid Property Taxes	Nov-18	0.219	-	-	No Buildings	Escheated to County due to del Taxes - Use; 7000 - VACANT Institutional Zoned; MULTIP " " Multiple Land Use Designations 0 Structures, Base SF: 0, Auxiliary SF: 0, Total SF: 0

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Current "Tax Deeds" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
66	STAFFORD ST, 714-411137 D0180-3563 of 2007	714 STAFFORD ST	Escheated for unpaid Property Taxes	Feb-18	0.216	1	1,780	Residential	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 983; 0100 - SINGLE FAMILY RESIDENTIAL; 1 SINGLE FAMILY RESIDENCE containing 1,480 base SF + 300 Aux SF = 1,780 total SF
67	SUNKISSED RD, 3515-411480 B0030-8204 of 2011	3515 SUNKISSED RD	Escheated for unpaid Property Taxes	Apr-18	0.208	1	528	Mobile Home	Escheated to County due too del Taxes; 0200 - MOBILE HOMES; Zoned MH " Mobile Home Park: contains 1 Mobile Home, 528 base sf + 0 Aux SF = 528 Total SF;
68	Wade Rd	WADE RD	Escheated for unpaid Property Taxes	Mar-13	0.197	-	-	No Buildings	March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size & location. Small triangular parcel lying alongside Wade Road, appears to be in the ROW to Wade Rd.
69	HOLMES ST-410270 A0100-6256 of 2009	HOLMES ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Nov-17	0.187	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned RP-1 " Residential Preservation: Vacant
70	ABRAHAM ST, -212635 V0100-3049 of 2009	ABRAHAM ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Jul-17	0.184	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2, Single Family Detached Residential
71	DELAWARE ST, -2126530140050-3742 of 2011	DELAWARE ST	Escheated for unpaid Property Taxes	Aug-18	0.183	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2- Residential Preservation-2; 0000 - VACANT; No Structure;
72	WILDRIDGE DR, -210340 D0131-1929 of 2009	WILDRIDGE DR	Escheated for unpaid Property Taxes	Jan-18	0.170	-	-	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2313
73	HOLLYBROOK TRL, - 1407202430000-1369 of 2012	HOLLYBROOK TRL	Escheated for unpaid Property Taxes	Aug-18	0.170	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned UF - Urban Fringe; No Structure; Parcel has a deeded access to <u>Bannerman Rd</u>
74	Morgan Rd 4046-412406 A0710-4131 of 2007	4046 MORGAN RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Sep-15	0.168	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
75	SUNDOWN Rd 3548 - 411480 E0130-6312 of 2008	3548 SUNDOWN RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-16	0.161	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned MH - Mobile Home Park

(Appendix 6)
Current "Tax Deeds" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
76	CLAY ST, 1118-212635 T0100-3040 of 2009	1118 CLAY ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.160	1	1,715	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP-2 Residential Preservation-2; contains 1 Single Family deweling containing 1,219 base SF & 419 aux SF
77	PUTNAM DR, -3107203480000-5006 of 2009	PUTNAM DR	Escheated for unpaid Property Taxes	Feb-18	0.159	-	-	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 990; 0000 - VACANT RESIDENTIAL;
78	IDAHO ST, -2126202130000-2978 of 2009	IDAHO ST	Escheated for unpaid Property Taxes	Mar-18	0.153	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
79	SUNDOWN RD, 3584-411480 B0570-6834 of 2012	3584 SUNDOWN RD	Escheated for unpaid Property Taxes	Jul-18	0.151	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned: MH - Mobile Home Park: contains no Structures
80	CLAY ST, -2126200530000-2957 of 2009	CLAY ST	Escheated for unpaid Property Taxes	Feb-18	0.150	-	-	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 980
81	CLAY ST, -2126200570000-2914 of 2008	CLAY ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Oct-17	0.150	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
82	CLAY ST, -2126200590000-2962 of 2009	CLAY ST	Escheated for unpaid Property Taxes	Jan-18	0.150	-	-	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2319
83	CALLOWAY ST, -212664 L0090-3113 of 2009	Calloway St	AH - 06/2018 - Escheated for unpaid Property Taxes	Dec-19	0.150	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP-2 " Residential Preservation-2
84	CALLOWAY ST, -212664 L0080-3112 of 2009	Calloway St	AH - 06/2018 - Escheated for unpaid Property Taxes	Dec-19	0.149	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP-2 " Residential Preservation-2
85	Connecticut St - 1340 - 212664 H0290	1340 CONNECTICUT ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-16	0.147	-	-	No Buildings	September 2016 - Escheated to the County due to delinquent taxes
86	IDAHO ST, -2126202120000-2925 of 2008	IDAHO ST	Escheated for unpaid Property Taxes	Jan-18	0.143	-	-	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2322

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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
87	IDAHO ST, - 2126202140000-2926 of 2008	IDAHO ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Oct-17	0.140	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
88	Deer Tree Dr-1820 - 213107 B0070	1820 DEER TREE DR	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-14	0.140	-	-	Mobile Home	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5 - Manufactured Home and Single Family Residential - Structure Demo'd
89	AH - Joe Louis St-212664 P0030-3058 of 2008	JOE LOUIS ST	AH - 06/2016 - Purchased 10/13 from LOLA	Oct-13	0.138	-	-	No Buildings	Affordable Housing parcel 7 - Purchased from LOLA; Designated AH by LCBoCC 07/2013; Use: 0000 - VACANT RESIDENTIAL; Zoned: RP-2 Residential Preservation-2
90	EDDIE RD, 2399-111680 E0080-304 of 2013	2399 EDDIE RD	Escheated for unpaid Property Taxes	08/201/	0.137	1	624	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; RP-1 - Residential Preservation-1; 1 Residential Structures; SF - Single Family dwelling, Base SF: 540, Auxiliary SF: 84, Total SF: 624
91	Hazelwood Rd Lot 168-4124550001680-6538 of 2008	HAZELWOOD RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-15	0.134	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
92	SUNBURST LOOP, 3529-411480 B0290-8207 of 2011	3529 SUNBURST LOOP	Escheated for unpaid Property Taxes	Apr-18	0.134	-	-	No Buildings	Escheated to County due too del Taxes; 0700 - MISCELLANEOUS RESIDENTIAL; Zoned MH " Mobile Home Park: contains no Structures
93	SUNDOWN LN 823-411480 D0100-6310 of 2008	823 SUNDOWN LN	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-16	0.132	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned MH - Mobile Home Park
94	SUNDOWN RD, - 411480 D0030-8095 of 2010	Sundown Rd	Escheated for unpaid Property Taxes	May-18	0.132	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MH - Mobile Home Park
95	FLORAL ST, 818-4101750220011-5852 of 2012	818 FLORAL ST	Escheated for unpaid Property Taxes	Mar-18	0.130	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
96	AH - Volusia St-212664 O0030-3057 of 2008	VOLUSIA ST	AH - 06/2016 - Purchased 10/13 from LOLA	Oct-13	0.128	-	-	No Buildings	Affordable Housing parcel 6 - Purchased from LOLA

(Appendix 6)
 Current "Tax Deeds" Portfolio
 As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
97	AH - SUNDOWN RD 3548-411480 E0130-6312 of 2008	3543 Sundown Rd	AH - 06/2018 - Escheated for unpaid Property Taxes	Dec-19	0.126	1	1,110	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned MH - Mobile Home Park: contains 1 mobile home, 924 base SF + 186 aux SF
98	LUTHER HALL RD, - 4307030010010 - 4347 of 2004	LUTHER HALL RD	AH - 06/2018 - Escheated for unpaid Property Taxes	Oct-17	0.123	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned LT;Comments T Heiker, is too small and too near a stream to place a septic tank. This site <u>should not be developed.</u>
99	DEER TREE DR, 1830-213107 B0010-1964 of 2007	1830 DEER TREE DR	Escheated for unpaid Property Taxes	Apr-18	0.122	1	1,424	No Buildings	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R-5 - Manufactured Home and Single Family <u>Detached: contains no Structures</u>
100	SAXON ST, 2277-411180 A0120- 3604 of 2007	2277 SAXON ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.120	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
101	Red Arrow Rd- 3107203070000	Red Arrow Rd	AH - 06/2016 - Escheated TD for unpaid Taxes	Oct-14	0.114	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
102	ORANGE AVE W, -411155 E0020- 3771 of 2004	Orange Ave W	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.112	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
103	NASHVILLE DR, 1494-213061 B0250-4197 of 2010	1494 NASHVILLE DR	Escheated for unpaid Property Taxes	Jan-18	0.111	1	1,296	Mobile Home	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2328
104	GREAT LAKES ST, 413-411316 F0060-6719 of 2009	413 GREAT LAKES ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Nov-17	0.104	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned MULTIP &€“ MULTIPLE ZONING DESIGNATIONS: Vacant
105	Flipper & Palm Beach St-410127 O0070-5495 of 2008	Flipper St & Palm Beach St	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-16	0.103	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP-2 - Residential Preservation 2
106	WAKULLA ST, -410127 U0070- 6038 of 2009	WAKULLA ST	Escheated for unpaid Property Taxes	Mar-18	0.103	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
107	OSCEOLA ST, 836-410127 J0071- 3435 of 2004	836 OSCEOLA ST	AH - 06/2018 - Escheated for unpaid Property Taxes	Sep-17	0.101	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:

(Appendix 6)
Current "Tax Deeds" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
108	BLOUNTSTOWN HWY - 4308200700000	BLOUNTSTOWN HWY	Escheated for unpaid Property Taxes	Mar-13	0.100	-	-	No Buildings	March 2013 - Escheated to the County due too delinquent taxes; Undevelopable due too size & location. Small triangular remnant, appears to have no ingress & egress w/o passing over adjoining parcels.
109	MOSS COVE LN-4124550000200-6518 of 2008	MOSS COVE LN	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-16	0.099	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned R-5 - Manufactured Home and Single Family Residential
110	WAKULLA ST, 2113-410127 U0090-5740 of 2012	2113 WAKULLA ST	Escheated for unpaid Property Taxes	Jul-18	0.098	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2; LCPA reports No Structures;
111	Oak Crest Blvd Lot 54-41245500000540 of 2008	OAK CREST BLVD	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-15	0.090	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
112	Hazelwood Rd Lot 131-4124550001310-6536 of 2008	HAZELWOOD RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-15	0.086	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
113	Caribou Ln-5667 - 213107 A0060	5667 CARIBOU LN	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-14	0.083	-	-	No Buildings	November 2014 - Escheated to the County due too delinquent taxes
114	Oak Crest Sub Lot 75	OAK CREST BLVD	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-13	0.045	-	-	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBoCC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Resid
115	Oak Crest Blvd 209-4124550000640-6524 of 2008	209 OAK CREST BLVD	AH - 06/2016 - Escheated TD for unpaid Taxes	Nov-15	0.045	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential

(Appendix 6)
Current "Tax Deeds" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Tax Deeds"									
116	Oak Crest Sub Lot 144	HAZELWOOD RD	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-13	0.044	-	-	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBocC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Resid
117	Oak Crest Sub - 52	Oak Crest Blvd	Escheated for unpaid Property Taxes	Jan-75	0.043	-	-	No Buildings	Declared Surplus at LCBocC meeting on 01/29/2013;
118	Oak Crest Sub - 72	Oak Crest Blvd	Escheated for unpaid Property Taxes	Jan-75	0.043	-	-	No Buildings	Declared Surplus at LCBocC meeting on 01/29/2013; 8000 - VACANT GOVERNMENTAL; Manufactured Home and Single Family Residential
119	Oak Crest Sub Lot 76	OAK CREST BLVD	AH - 06/2016 - Escheated TD for unpaid Taxes	Mar-13	0.043	-	-	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBocC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Resid
120	BLACKTHORN TRL - 4124550000030-6517 of 2008	BLACKTHORN TRL	Escheated for unpaid Property Taxes	Sep-16	0.042	-	-	No Buildings	Rec NB at PS held 09/04/2013; escheated to County 09/2016; 0000 - VACANT RESIDENTIAL; Manufactured Home and Single Family Residential
121	Idalou & Idaho St	Idalou & Idaho St	Escheated for unpaid Property Taxes	Oct-13	0.028	-	-	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation: Undevelopable due too size, maybe marketable to adjacent property owners
Total "Tax Deeds" parcels as of December 31, 2018				121	63.236	30	35,283		

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
				Parcels	Acres	Buildings	Square Footage		
Total:				298.000	1,396.010	-	-		
1	Upper Lake Lafayette	Barnstaple Rd	Wetland Conservation	Mar-06	200.000	-	-	No Buildings	Corrective Deed BK3517 PG511
2	Gum Swamp-216	W Tennessee St	Wetland Conservation	Feb-96	154.630	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
3	Lake Munson	Jackson Moody Pl	Drainage - Lake Munson	Dec-64	105.000	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area
4	Lower Lake Lafayette	Raymond Tucker Rd	Wetland Conservation	Mar-03	76.220	-	-	No Buildings	
5	Lake Munson & Flood Plain - 248	Tom Still Rd	Drainage - Lake Munson	May-99	60.000	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area BK3892 PG645 Flood Covenant & restrictions; Parcel obtained via Federal Grant
6	McCracken Rd-801	Miccosukee Rd & Mccracken Rd	Wetland Conservation	Apr-04	54.690	-	-	No Buildings	
7	Lake Munson & Flood Plain - 613	Dawson Rd	Drainage - Lake Munson	May-99	45.800	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area
8	Lake Henrietta / Munson Slough Area -347	Blue Bird Rd	Lk Henrietta-Munson Slough Drainage	Feb-99	41.800	-	-	No Buildings	Order of Taking - 1 of 20 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
9	Farms Rd -852	Capitola Rd	Wetland Conservation	Jan-99	40.440	-	-	No Buildings	
10	Gum Swamp-017	Capital Cir Sw	Wetland Conservation	Oct-92	37.710	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area; Conservation Easement BK1984 PG2268
11	Public Safety Complex - Retention Pond	Easterwood Dr	Storm Water Pond	Feb-72	29.890	-	-	No Buildings	Part of original 255.02 A from USA (Tom Brown Park) + Another 80 A from USA BK947 PG1831; 1 OF 3 Lot Partition OR4025 PG745
12	Lake Henrietta Area -203	N Ridge Rd	Lk Henrietta-Munson Slough Drainage	Nov-96	23.780	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
13	View Point Pond	Old Bainbridge Rd	Storm Water Pond		23.110	-	-	No Buildings	No conveyance instrument located
14	Gum Swamp-852	Capital Cir Sw	Wetland Conservation	Apr-90	21.330	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
15	Council Estates	Orange Ave E	Storm Water Pond	Aug-01	20.270	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
16	Lake Henrietta -802	3305 Springhill Rd	Lk Henrietta-Munson Slough Drainage	Jul-98	18.150	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
17	Lake Henrietta/Young Unrec	Sprinil Rd	Lk Henrietta-Munson Slough Drainage	Jul-98	17.360	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
18	John Hancock Dr & Timberlane Rd - 2122000050000	JOHN HANCOCK DR	Wetland Preservation	Jul-15	17.290	-	-	No Buildings	
19	Lake Henrietta / Munson Slough Area -401	Capital Cir Sw	Lk Henrietta-Munson Slough Drainage	Jul-98	15.320	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
20	Bannerman Corner	Lauder Dr	Storm Water Pond	Feb-98	13.690	-	-	No Buildings	
21	Thomasville Rd - 1414208530000	Thomasville Rd	Storm Water Pond	Jun-08	13.330	-	-	No Buildings	
22	Bannerman Rd, 3434 - 142229 A0050	3434 Bannerman Rd	Storm Water Pond	Sep-15	13.260	-	-	No Buildings	Part of 3 parcels resulting from a land exchange between County and Summit Holdings for the old Bradfordville Community Center location
23	TRAILS END LN, 5285-2131200060000	5285 TRAILS END LN	Rec from Talquin Elec through the Grace Program	Jan-18	10.000	-	-	No Buildings	Conveyed by Talquin Elec via the Grace Program for development rights on another Parcel; Single Detached, Attached and Two Family Residential
24	Messer Field Storm Water Pond	James Messer Fields	Storm Water Pond	Oct-89	10.000	-	-	No Buildings	
25	Mariana Oaks Phase I	Mariana Oaks Dr	Storm Water Pond		8.840	-	-	No Buildings	1 of 3 parcels located in Mariana Oaks. No conveyance instrument located; DEDICATED SWMF PER PB 20/20
26	Timber Lake Area - 800	Apalachee Pkwy	Storm Water Pond	Dec-10	8.400	-	-	No Buildings	Purchased with FEMA & converted into a storm water retention area for the Timber Lake subdivision
27	N Blair Stone Rd -852	N Blair Stone Rd	Wetland Conservation	Jun-82	8.360	-	-	No Buildings	1 of 2 parcels 2nd parcel 10/1990 BK1555 PG0093
28	Rivers Landing-0002	Rivers Landing Ct	Storm Water Pond		8.290	-	-	No Buildings	No conveyance instrument located except for dedication per PB 19 PG58
29	Silver Ridge Estates - 001	Sykes Dr	Wetland Conservation	May-89	7.410	-	-	No Buildings	Waste Collection Site; 9600 - SEWAGE DISPOSAL, SOLID WASTE; Zoned RP Residential Preservation
30	Liberty Ridge Unrec - 09	880 Jessica St	Flood Property - Liberty Ridge	Mar-04	7.000	-	-	No Buildings	
31	Lk Henrietta-Munson Slough Drainage	Springhill Rd	Munson Slough Drainage Area	May-76	6.980	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
32	Yorktown Pond	Lakeshore Dr	Storm Water Pond	Nov-93	6.420	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
33	Jordans Pass	Jordans Pass Dr	Storm Water Management		6.210	-	-	No Buildings	No conveyance instrument located except for dedication per PB 19 PG69
34	Lake Lafayette & Flood Plain -202	Road To The Lake	Flood Property - Lake Lafayette	Mar-04	6.060	-	-	No Buildings	
35	Liberty Ridge Unrec - 60	663 Nocatee Rd	Flood Property - Liberty Ridge	Nov-97	6.000	-	-	No Buildings	
36	Cascade Lake	Capital Cir Sw	Wetland Conservation	Jan-04	5.960	-	-	No Buildings	
37	Old Magnolia	Old Magnolia Rd	Wetland Conservation	Apr-98	5.890	-	-	No Buildings	
38	Sierra Woods	Sierra Woods Dr	Storm Water Management		5.630	-	-	No Buildings	No conveyance instrument located except for Drainage Easement dated 11/2005 OR3413 PG1060 for different portion of Sierra Woods
39	Bradfordville Rd-801	Bradfordville Rd	Storm Water Pond	Sep-03	4.680	-	-	No Buildings	Quit Claim from State of Florida
40	MALLARD HILL LN - 151615 A0070	MALLARD HILL LN	Wetlands preservation	Jan-16	4.665	-	-	No Buildings	Acquired by development wxchange on another Parcel
41	Oak Grove Plantation-0001	Oak Grove Plantation Rd	Storm Water Pond		4.630	-	-	No Buildings	No conveyance instrument located appears to be part of Conservation Easement dated 09/2002 recorded in OR2757 PG264
42	Dresonia Dr Parcel - 217	Tower Rd	Flood Property	Aug-98	3.950	-	-	No Buildings	
43	Lakeshore Dr at Meginnis Arm Rd	3000 Lakeshore Dr	Storm Water Pond	Nov-95	3.830	-	-	No Buildings	
44	Liberty Ridge Unrec - D00	694 Spiral Garden Way	Flood Property - Killlearn Lakes	Aug-98	3.780	-	-	No Buildings	
45	Highgrove-801	Forsythe Way	Storm Water Pond	Sep-03	3.560	-	-	No Buildings	
46	Liberty Ridge Unrec - 08	904 Jessica St	Flood Property - Liberty Ridge	Feb-99	3.500	-	-	No Buildings	
47	Lakeshore Estates -003	Timberlane Rd	Storm Water Pond		3.400	-	-	No Buildings	No conveyance instrument located
48	Liberty Ridge Phase II Unrec -76	Flicker Rd	Flood Property - Liberty Ridge	Dec-03	3.340	-	-	No Buildings	
49	Edinburgh Estates-01	4470 Sherborne Rd	Flood Property - Robinson Rd	Oct-97	3.180	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
50	Wakulla Springs Road Unrec-17	8617 Moore Woods Rd	Flood Property - Wakulla Springs Rd	Nov-97	3.160	-	-	No Buildings	
51	RUSSELLS POND LN, - 2431200320000 - 4563 of 2009	RUSSELLS POND LN	Storm Water Pond	Oct-17	3.160	-	-	No Buildings	Surrounding land of retentions ponds of Russels Ponds Sub; Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned: RP - Residential Preservation:
52	Liberty Ridge Unrec - 11	868 Jessica St	Flood Property - Liberty Ridge	Apr-98	3.000	-	-	No Buildings	
53	Avalon Dr -11	8342 Avalon Dr	Flood Property	Nov-97	3.000	-	-	No Buildings	
54	Liberty Ridge Unrec - 01	8866 Freedom Rd	Flood Property - Liberty Ridge	Oct-97	3.000	-	-	No Buildings	
55	Liberty Ridge Unrec - 02	867 Jessica St	Flood Property - Liberty Ridge	Jun-98	3.000	-	-	No Buildings	
56	Avalon Dr -09	8350 Avalon Dr	Flood Property	Sep-05	3.000	-	-	No Buildings	
57	Kinhega Landings-0001	Winters Run	Storm Water Pond		2.990	-	-	No Buildings	No conveyance instrument located except for dedication per Plat
58	Buck Lake Rd Between Highland	BUCK LAKE RD	Storm Water Pond	Oct-92	2.980	-	-	No Buildings	
59	Fuller at Ty Cobb -409	3302 Ty Cobb Rd	Storm Water Pond	Jun-01	2.890	-	-	No Buildings	
60	Sagebrook Mill-3	Fred George Rd & Sagebrook Dr.	Storm Water Pond		2.580	-	-	No Buildings	No conveyance instrument located
61	Rhodes Cemetery Rd	Woodville Hwy	Storm Water Pond	Jun-11	2.560	-	-	No Buildings	Proposed Storm Water Pond
62	Mariana Oaks Phase Ii	Mariana Oaks Dr	Storm Water Pond		2.550	-	-	No Buildings	1 of 3 parcels located in Mariana Oaks. No conveyance instrument located; DEDICATED SWMF PER PB 20/20
63	Liberty Ridge Phase II Unrec -46	9133 Warbler St	Flood Property - Liberty Ridge	May-04	2.500	-	-	No Buildings	
64	Liberty Ridge Phase II Unrec -47	9121 Warbler St	Flood Property - Liberty Ridge	Dec-03	2.500	-	-	No Buildings	
65	Liberty Ridge Phase II Unrec -48	9113 Warbler St	Flood Property - Liberty Ridge	Mar-06	2.500	-	-	No Buildings	
66	Wakulla Springs Rd -016	Wakulla Springs Rd	Flood Property - Wakulla Springs Rd	Feb-98	2.500	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
67	Flicker Rd - 8782	8782 FLICKER RD	Flood Property	Dec-13	2.470	-	-	No Buildings	Parcel Donated to County
68	Celia CT - 9028	9028 Celia Ct	Flood Property	Apr-13	2.450	-	-	No Buildings	Warranty Deed - Lot 4, Block M, Slaw Plantation, Unit 3
69	Lainey Ln -M06	9044 Celia Ct	Flood Property	Dec-05	2.450	-	-	No Buildings	
70	Branded Oaks-0001	Branded Oaks Ct	Storm Water Pond		2.420	-	-	No Buildings	No conveyance instrument located
71	Liberty Ridge Unrec- 131	Freedom Rd	Flood Property - Liberty Ridge	Dec-97	2.400	-	-	No Buildings	
72	Liberty Ridge Phase II Unrec -37	9156 Warbler St	Flood Property - Liberty Ridge	Jan-98	2.400	-	-	No Buildings	
73	Liberty Ridge Unrec - 13	Freedom Rd	Flood Property - Liberty Ridge	Jan-98	2.390	-	-	No Buildings	
74	Beech Ridge Trl - 142229 B0050	BEECH RIDGE TRL	Storm Water Pond	Sep-15	2.320	-	-	No Buildings	Part of 3 parcels resulting from a land exchange between County and Summit Holdings for the old Bradfordville Community Center location
75	Wakulla Springs Rd -030	9550 Wakulla Springs Rd	Flood Property - Wakulla Springs Rd	Jul-07	2.310	-	-	No Buildings	
76	Liberty Ridge Phase II Unrec -44	9157 Warbler St	Flood Property - Liberty Ridge	Jan-98	2.310	-	-	No Buildings	
77	Bosque De Augustine-0002	Camino Real	Storm Water Pond	Dec-90	2.240	-	-	No Buildings	
78	BABY FARM CT, 8052 - 223410 C0030	8052 BABY FARM CT	Wetland Preservation	Aug-17	2.130	-	-	No Buildings	Conveyed to County via Grace Program to allow development on another parcel
79	Chevy Way Parcel -092	6702 Chevy Way	Flood Property	Aug-04	2.000	-	-	No Buildings	
80	Wild Olive Way -330	5278 Wild Olive Way	Flood Property - Wild Olive Way	Dec-97	2.000	-	-	No Buildings	1 of 2 Parcels on same deed
81	Woodville Hwy at Robinson Rd - 424	1853 Robinson Rd	Flood Property - Robinson Rd	Jan-98	1.900	-	-	No Buildings	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
82	CAPITOLA RD, -1319206040000-1242 of 2012	CAPITOLA RD	Wetland Conservation	Apr-17	1.840	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: contains no structures
83	Liberty Ridge Phase II Unrec -431	9167 Warbler St	Flood Property - Liberty Ridge	Sep-97	1.755	-	-	No Buildings	
84	Jacksons Gap Sub	Jasckson Gap Rd	Storm Water Pond		1.630	-	-	No Buildings	No conveyance instrument located except for dedication per Plat

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
85	Wakulla Springs Road Unrec -18	8611 Moore Woods Rd	Flood Property - Wakulla Springs Rd	Feb-98	1.580	-	-	No Buildings	
86	Montejo Sub-001	Sistrunk Cir & Blair Rd	Storm Water Pond		1.560	-	-	No Buildings	No conveyance instrument located
87	CHRISTY CARY LN, - 2225030000070-3821 of 2008	Christy Cary Ln	Flood Property	Dec-17	1.490	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; MULTIP " MULTIPLE ZONING DESIGNATIONS;50 to 60% of parcel in a basin
88	Indian Town Ln-1408210000002-Drainage	INDIAN TOWN LN	Drainage - Donation from Sable Chase, Inc	Jun-15	1.480	-	-	No Buildings	Part of Sable Chase storm water drainage system.
89	Raymond Diehl Rd (2900 range)	Raymond Diehl Rd & Olsen Rd	Storm Water Drainage		1.410	-	-	No Buildings	No conveyance instrument located. PA site indicates County owned by Order of Taking
90	Ranchero Rd, 8481 - 4611170000140	8481 RANCHERO RD	Flood Property	Jan-04	1.380	-	-	No Buildings	
91	Lawton Chiles Ln	Beech Ridge Trl	Storm Water Pond	Nov-97	1.370	-	-	No Buildings	
92	Lake Iamonia Flood Plain / Buck Point Rd	10095 Buck Point Rd	Flood Property	Sep-97	1.370	-	-	No Buildings	
93	Rocky Hill SWMF	Deshazier Ln	Storm Water Pond		1.320	-	-	No Buildings	No conveyance instrument located
94	Pine Lakes Unrec -A17	365 Slash Pine Ct	Storm Water Drainage	Jun-94	1.250	-	-	No Buildings	
95	BLOUNTSTOWN HWY, - 2131204150000-3423 of 2013	BLOUNTSTOWN HWY	Escheated for unpaid Property Taxes	Aug-18	1.240	-	-	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESL; Zoned R-5 - Manufactured Home and Single Family Detached; Parcel is located in the Gum Creek water shed and is classified in FEMA Flood Zone AE-X500
96	N NATURAL WELLS DR, - 3321030000110-5577 of 2012	N NATURAL WELLS DR	Escheated for unpaid Property Taxes	Mar-18	1.170	-	-	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation; appears to be natural depression subject flooding
97	KENNEDY DR, - 4110204120000-6380 of 2009	2712 KENNEDY DR	Escheated for unpaid Property Taxes	Nov-17	1.140	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned R-5 " Manufactured Home and Single Family Residential; Vacant
98	Lake Henrietta / Munson Slough Area -402	Blue Bird Rd	Lk Henrietta-Munson Slough Drainage	Sep-98	1.140	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
99	Buck Lake Rd and Davis Dr	Buck Lake & Davis Dr	Storm Water Pond		1.100	-	-	No Buildings	No conveyance instrument located
100	Sagebrook Mill-2	Sage Brook Dr	Storm Water Pond		1.060	-	-	No Buildings	No conveyance instrument located
101	Lake Henrietta / Munson Slough Area -403	Capital Cir Sw	Lk Henrietta-Munson Slough Drainage	Sep-98	1.050	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
102	EUREKA CT, -1219140000350-814 of 2008	EUREKA CT	Storm Water Drainage	Sep-17	1.020	-	-	No Buildings	Storm Water Drainage from Pasenda Dr; Escheated to County due too delinquent Taxes; RP "Residential Preservation; Zoned R - Rural:
103	Frontier Estates Units 1 to 3 -01	Apalachee Pkwy	Storm Water Pond	Aug-95	1.020	-	-	No Buildings	
104	Liberty Ridge Phase II Unrec -381	922 Jessica St	Flood Property - Liberty Ridge	Jan-04	1.000	-	-	No Buildings	
105	Liberty Ridge Phase II Unrec -751	971 Towhee Rd	Flood Property - Liberty Ridge	Feb-99	1.000	-	-	No Buildings	
106	3491 Lakeshore Dr - 2112206150000	3491 LAKESHORE DR	Flood Property	Dec-15	1.000	-	-	Residential	Purchased as a flooded Property; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned LP Lake Protection; Currently has a residential dwelling containing 2,818 base SF & 956 aux SF will be demo'd:
107	Woodville Hwy at Robinson Rd - 401	9551 Woodville Hwy	Flood Property - Robinson Rd	Nov-97	1.000	-	-	No Buildings	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
108	Lake Henrietta -241	Sprinil Rd	Lk Henrietta-Munson Slough Drainage	Jun-98	1.000	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
109	Lake Henrietta Area -286	Sprinil Rd	Lk Henrietta-Munson Slough Drainage	Jul-98	1.000	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
110	Lake Henrietta / Munson Slough Area -404	Capital Cir Sw	Lk Henrietta-Munson Slough Drainage	Aug-98	1.000	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
111	Wild Olive Way -019	5284 Wild Olive Way	Flood Property - Wild Olive Way	Dec-97	1.000	-	-	No Buildings	1 of 2 Parcels on same deed
112	Buck Lake Rd at Meadow Hills	4903 Buck Lake Rd	Storm Water Pond	Jun-11	0.990	-	-	No Buildings	1 of 3 parcels
113	Lafayette Oaks-13	2204 Monaco Dr	Flood Property - Lafayette Oaks	Sep-97	0.980	-	-	No Buildings	
114	Lafayette Oaks-02	2203 Monaco Dr	Flood Property - Lafayette Oaks	Jun-06	0.960	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
115	Orange Ave at Jim Lee Rd-403	Orange Ave At Jim Lee Rd-Sw Corner	Storm Water Drainage	Jun-01	0.950	-	-	No Buildings	
116	Lafayette Oaks-03	2205 Monaco Dr	Flood Property - Lafayette Oaks	Jan-99	0.930	-	-	No Buildings	
117	Wild Cherry Dr - 1903	1903 Wild Cherry Dr	Flood Property - Wild Olive Way	Dec-13	0.920	-	-	No Buildings	
118	Moorewoods Rd -403	8622 Moore Woods Rd	Flood Property	Sep-97	0.910	-	-	No Buildings	
119	Lake Munson & Flood Plain - 244	Ruthenia Rd	Flood Property - Lake Munson	Aug-98	0.870	-	-	No Buildings	1 of 7 parcels that make up Lake Munson Area
120	Lakewood Estates	Cypress Cir	Storm Water Pond		0.870	-	-	No Buildings	No conveyance instrument located
121	Longwood Estates-10	Poplar Dr	Flood Property	Nov-89	0.838	-	-	No Buildings	
122	Gathering Oaks Dr-1123260000003-05/2016	Gathering Oaks Dr	Storm Water Facility	May-16	0.830	-	-	No Buildings	Retention Pond - Villas at Mahan
123	1900 Tomberlin Rd	1900 Tomberlin Rd	Flood Property - Tomberlin Rd	Oct-13	0.820	-	-	No Buildings	Zoned UF - Urban Fringe
124	Macau Manor Unrec -B1	Wakulla Springs Rd	Flood Property - Macau Manor	Dec-03	0.820	-	-	No Buildings	
125	Lake Henrietta -248	Sprinil Rd	Lk Henrietta-Munson Slough Drainage	May-98	0.814	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
126	Macau Manor Unre -B10	1901 Tomberlin Rd	Flood Property - Macau Manor	Oct-05	0.810	-	-	No Buildings	
127	Lake Henrietta -244	Sprinil Rd	Lk Henrietta-Munson Slough Drainage	Apr-98	0.810	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
128	Lake Henrietta -288	Sprinil Rd	Flood Property - Lake Henrietta	Apr-98	0.810	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
129	Pine Lakes Unrec -A9	370 Bark Dr E	Storm Water Drainage	Jun-94	0.810	-	-	No Buildings	Reported on PA site Order of taking 93-3183
130	Pine Lakes Unrec / COT Electirc Easement - A026	368 Cone Dr	Storm Water Drainage		0.790	-	-	No Buildings	No conveyance instrument located
131	Omaha Trl 6500-142560 X0040	6500 OMAHA TRL	Storm Water Drainage	Mar-16	0.780	-	-	Residential	Purchased to enhance Storm Water drainage at intersection of Omaha & Whirlaway Trl - As of 03/2016 has 2,215 SF residential Structure, to be demo'd in next 6-months
132	Centerville Trace-A43	Craigs House Ct	Storm Water Drainage	Nov-06	0.750	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
133	Pine Lakes Unrec / COT Electric Easement - A031	Big Limb Ct	Storm Water Drainage	Jun-92	0.750	-	-	No Buildings	
134	Centerville Trace-C13	Harpers Ferry Dr	Storm Water Drainage	Nov-06	0.740	-	-	No Buildings	
135	Stallion Ave at Wakulla Springs Rd	8012 Wakulla Springs Rd	Flood Property	Jun-04	0.680	-	-	No Buildings	
136	Lake Jackson Heights-D43-1	Longview Dr	Storm Water Pond	Aug-02	0.680	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
137	Killearn Acres Unit1-NN1	5280 Pimlico Dr	Storm Water Pond	Nov-02	0.670	-	-	No Buildings	
138	Centerville Trace-A0180	MOLLY PITCHER CT	Storm Water Pond	Dec-12	0.660	-	-	No Buildings	Centerville Trace storm water pond
139	Ben Boulevard Drainage Improvements	4049 Mcleod Dr	Storm Water Drainage	May-10	0.660	-	-	No Buildings	
140	Hickory Ct -14	Hickory Ct	Flood Property	Nov-97	0.640	-	-	No Buildings	
141	Wakulla Springs Rd -035	Wakulla Springs Rd	Flood Property - Wakulla Springs Rd	Feb-98	0.640	-	-	No Buildings	
142	Melody Hills - 0002	Owenby Dr	Storm Water Pond		0.630	-	-	No Buildings	No conveyance instrument located
143	Chris Ln at Wade Trl	Chris Ln	Storm Water Pond		0.620	-	-	No Buildings	No conveyance instrument located except for dedication per Plat Book 10 PG65
144	LAKE IAMONIA DR-173308 A0160	LAKE IAMONIA DR	Wetlands Preservation	Jul-18	0.620	-	-	No Buildings	Conveyed to County via Grace Program to allow development on another parcel
145	Timber Lake Area-60000	5001 Apalachee Pkwy	Storm Water Pond	Apr-12	0.620	-	-	No Buildings	1 of 2 parcels that makeup the Timber Lake retention area
146	Country Oak Acres	Comanche Ln	Storm Water Pond	Mar-88	0.610	-	-	No Buildings	
147	Ben Boulevard Drainage Improvements	4053 Mcleod Dr	Storm Water Drainage	Jun-10	0.560	-	-	No Buildings	
148	Bright Dr - Parcel 2	Bright Dr	Drainage - Bright Dr	Jan-14	0.541	-	-	No Buildings	1 of 4 parcels making up Bright Dr storm water drainage
149	Orange Ave at Jim Lee Rd-G2	Orange Ave At Jim Lee Rd-Ne Corner	Storm Water Drainage	Jun-01	0.540	-	-	No Buildings	
150	Idlewild- G06	1313 Munson Blvd	Flood Property - Lake Munson	May-04	0.540	-	-	No Buildings	1 of 7 Parcels that makeup the Lake Munson area
151	Rainbow Acres Unrec -029	4006 Penelope Rd	Storm Water Pond	Nov-03	0.530	-	-	No Buildings	1 of 4 Parcels
152	COMPASS LN, -3107203010000-4993 of 2009	COMPASS LN	Escheated for unpaid Property Taxes	Feb-18	0.520	-	-	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 986; 0000 - VACANT RESIDENTIAL; Located in flood prone area

(Appendix 7)
Current "Water Management" Portfolio
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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
153	Forest Estates-A10	Gray Forest Dr	Storm Water Pond	Mar-75	0.520	-	-	No Buildings	
154	Woodville Hwy at Robinson Rd - 423	1829 Robinson Rd	Flood Property - Robinson Rd	Sep-97	0.500	-	-	No Buildings	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
155	Lake Henrietta Area -252	Springhill Rd	Lk Henrietta-Munson Slough Drainage	Jul-98	0.500	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
156	Woodville Hwy at Robinson Rd - 065	1819 ROBINSON RD	Flood Property - Robinson Rd	Jun-15	0.480	-	-	No Buildings	Assemblage of several parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation
157	Wakulla Springs Rd -034	Wakulla Springs Rd	Flood Property - Wakulla Springs Rd	Feb-98	0.480	-	-	No Buildings	
158	PUTNAM DR, -3107202910000-4992 of 2009	Putnam Dr	Flood Property	Dec-17	0.475	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; CU-26 " Central Urban - 26;
159	Killearn Lakes3-AW11	1625 Norwood Ln	Flood Property - Killearn Lakes	Oct-02	0.470	-	-	No Buildings	
160	Huntington Estates-Drainage Easement	Dorset Way	Drainage		0.470	-	-	No Buildings	No conveyance instrument located except for dedication per Plat Book 1 PG4
161	Orange Ave at Jim Lee Rd-14	Orange Ave At Jim Lee Rd-Nw Corner	Storm Water Drainage	Feb-01	0.470	-	-	No Buildings	
162	Buck Lake Rd at Meadow Hills	4905 Buck Lake Rd	Storm Water Pond	Feb-99	0.460	-	-	No Buildings	1 of 3 parcels
163	Buck Lake Rd at Meadow Hills	4907 Buck Lake Rd	Storm Water Pond	Mar-99	0.460	-	-	No Buildings	1 of 3 parcels; Parcel obtained via Federal Grant
164	Killearn Lakes - Southbrook Ln - BI0240	1616 Southbrook Ln	Storm Water Drainage	Oct-09	0.460	-	-	No Buildings	
165	Kinhega Landings-23	10542 Winters Run	Storm Water Pond	Dec-99	0.460	-	-	No Buildings	
166	Lake Jackson Heights-F39	Harriet Dr	Storm Water Pond	Nov-02	0.460	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
167	ERIN DR, 3651-321410 C0170-9205 of 2011	3651 ERIN DR	Escheated for unpaid Property Taxes	Apr-18	0.460	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural: no Structures; Future development of this parcel is questionable due to its classification "A" in the FEMA Flood Zone list
168	Pine Lakes Unrec -A10	Bark Dr E	Storm Water Drainage	Apr-96	0.460	-	-	No Buildings	
169	Plantation Estates-E012	2114 Foshalee Dr	Flood Property	Mar-07	0.450	-	-	No Buildings	
170	Killearn Lakes - Southbrook Ln - BI0230	1613 Southbrook Ln	Storm Water Drainage	Dec-11	0.450	-	-	No Buildings	

(Appendix 7)
Current "Water Management" Portfolio
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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
171	Rainbow Acres Unrec -1	1397 Rainbow Rd	Storm Water Pond	Feb-04	0.450	-	-	No Buildings	1 of 4 Parcels
172	Killearn Lakes3-BM1	1580 Chadwick Way	Flood Property - Killearn Lakes	Aug-98	0.440	-	-	No Buildings	
173	Macau Manor Unrec -A8	1920 Tomberlin Rd	Flood Property - Macau Manor	Mar-07	0.430	-	-	No Buildings	
174	Lake Jackson Heights-D073	1917 Longview Dr	Flood Property - Lake Jackson Heights	Feb-05	0.430	-	-	No Buildings	
175	Lake Jackson Heights-D074	1913 Longview Dr	Flood Property - Lake Jackson Heights	Dec-04	0.430	-	-	No Buildings	
176	Lake Jackson Heights-F42	Harriet Dr	Storm Water Pond	Jul-05	0.430	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
177	Killearn Lakes1-R7	8061 Briarcreek Rd E	Flood Property - Killearn Lakes	Sep-93	0.420	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
178	Killearn Lakes1-X85	8068 Briarcreek Rd E	Flood Property - Killearn Lakes	Sep-93	0.420	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
179	Killearn Lakes3-AW14	1616 Norwood Ln	Flood Property - Killearn Lakes	Jul-08	0.420	-	-	No Buildings	
180	Centville Trace Dam	OXHILL CT	Drainage & Dam	Dec-12	0.410	-	-	No Buildings	Pond Dam
181	Macau Manor Unrec -A6	1940 Tomberlin Rd	Flood Property - Tomberlin Rd	Sep-03	0.410	-	-	No Buildings	
182	Macau Manor Unrec -B5	Tomberlin Rd	Flood Property - Tomberlin Rd	Dec-03	0.410	-	-	No Buildings	
183	Macau Manor Unrec -B6	Tomberlin Rd	Flood Property - Tomberlin Rd	Nov-03	0.410	-	-	No Buildings	
184	Macau Manor Unrec -A9	1910 Tomberlin Rd	Flood Property - Tomberlin Rd	Mar-07	0.410	-	-	No Buildings	
185	Macau Manor Unrec -B8	Tomberlin Rd	Flood Property - Tomberlin Rd	Jan-04	0.410	-	-	No Buildings	
186	Macau Manor Unrec -B90	Tomberlin Rd	Flood Property - Tomberlin Rd	Jan-13	0.410	-	-	No Buildings	
187	Macau Manor Unrec -B2	Tomberlin Rd	Flood Property - Tomberlin Rd	Dec-03	0.410	-	-	No Buildings	
188	Sullivan Rd -853	Sullivan Rd	Storm Water Pond	Apr-89	0.410	-	-	No Buildings	
189	Rainbow Acres Unrec -028	4008 Penelope Rd	Storm Water Pond	Feb-07	0.410	-	-	No Buildings	1 of 4 Parcels
190	Rainbow Acres Unrec -030	Penelope Rd	Storm Water Pond	Feb-07	0.410	-	-	No Buildings	1 of 4 Parcels

(Appendix 7)
Current "Water Management" Portfolio
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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
191	Macau Manor Unrec -B7	Tomberlin Rd	Flood Property - Tomberlin Rd	Mar-04	0.409	-	-	No Buildings	
192	Killearn Lakes1-AA17	7755 Briarcreek Rd N	Flood Property - Killearn Lakes	Sep-93	0.400	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
193	Killearn Lakes3-AW10	1621 Norwood Ln	Flood Property - Killearn Lakes	Aug-02	0.400	-	-	No Buildings	
194	Harbinwood Estates 3-C019	2142 Faulk Dr	Storm Water Drainage	Sep-04	0.400	-	-	No Buildings	
195	Lake Henrietta Area -746	Eagle Rd	Lk Henrietta-Munson Slough Drainage	Sep-98	0.400	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
196	Forest Park Sub -002	Sandalwood Dr N	Storm Water Pond		0.390	-	-	No Buildings	No conveyance instrument located
197	Killearn Lakes1-AA18	7751 Briarcreek Rd N	Flood Property - Killearn Lakes	Dec-01	0.380	-	-	No Buildings	
198	Killearn Lakes3-AW9	1617 Norwood Ln	Flood Property - Killearn Lakes	Oct-02	0.380	-	-	No Buildings	
199	Forest Park Sub -0001	Sandalwood Dr N	Storm Water Pond		0.370	-	-	No Buildings	No conveyance instrument located
200	Shadywood Unrec - Lot 12 - Bright Dr Parcel 4	4400 Bright Dr	Drainage - Bright Dr	Dec-11	0.370	-	-	No Buildings	1 of 4 Parcels making up Bright Dr storm water drainage
201	Crown Ridge Estates Unit 3 Unrec -B09	Baron Ln	Storm Water Pond	Nov-98	0.370	-	-	No Buildings	
202	Longwood Estates-6	Elm Rd	Flood Property	Oct-91	0.360	-	-	No Buildings	
203	Creek Run Town Houses-3	Brookside Blvd	Wetland Preservation	May-95	0.360	-	-	No Buildings	1 Of 5 Parcels - Acquired by Tax Deed
204	Lake Jackson Heights-E43	Harriet Dr	Storm Water Pond	Nov-03	0.350	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
205	Coffee Ln Parcel-1290	2009 Coffee Ln	Flood Property	Mar-06	0.350	-	-	No Buildings	
206	Coffee Ln Parcel-1300	2007 Coffee Ln	Flood Property	Aug-11	0.350	-	-	No Buildings	
207	Paremore Estates -010	China Doll Dr	Storm Water Pond	May-88	0.350	-	-	No Buildings	
208	Wakefield-0001	Diehl Dr	Storm Water Pond		0.340	-	-	No Buildings	No conveyance instrument located
209	Pineridge Estates - B0100	Westview Ln	Storm Water Drainage	Nov-11	0.340	-	-	No Buildings	Excludes Talquin well site; 71.9 FT by 52.2 FT

(Appendix 7)
Current "Water Management" Portfolio
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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
210	Bright Dr-2106130000230-2157 of 2012	BRIGHT DR	Storm Water drainage along Bright Dr	Apr-16	0.339	-	-	No Buildings	Storm water drainage along Bright Dr
211	Killearn Lakes1-R5	8069 Briarcreek Rd E	Flood Property - Killearn Lakes	Sep-93	0.320	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
212	Killearn Lakes1-R6	8065 Briarcreek Rd E	Flood Property - Killearn Lakes	Sep-93	0.320	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
213	Killearn Lakes3-AW16	1608 Norwood Ln	Flood Property - Killearn Lakes	Sep-02	0.320	-	-	No Buildings	
214	HUNTINGTON Woods Blvd, - 2116080000460-2312 of 2009	HUNTINGTON Woods Blvd	Flood Property	Dec-17	0.310	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP-1 " Residential Preservation-1; Drainage sres related to Huntington Garden Homes
215	Village West-14	Burgess Dr	Flood Property - Village West	Jan-98	0.300	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
216	Orange Ave at Dozier Dr	Dozier Dr	Flood Property	Sep-01	0.300	-	-	No Buildings	
217	BRIGHT DR, 4414-2106130000080 1970 of 2009	4414 Bright Dr	Flood Property	Dec-17	0.290	-	-	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP " Residential Preservation
218	Lake Jackson Heights-D46	Longview Dr	Storm Water Pond	Jul-05	0.290	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
219	Lake Jackson Heights-D47	2017 Longview Dr	Storm Water Pond	Aug-02	0.290	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
220	Lake Jackson Heights-D48	2015 Longview Dr	Storm Water Pond	Jul-03	0.290	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
221	Lake Jackson Heights-D049	2013 Longview Dr	Storm Water Pond	May-04	0.290	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
222	Swatts Rd at Casa Linda Ct	2014 Casa Linda Ct	Flood Property	Dec-04	0.290	-	-	No Buildings	
223	Orange Ave at Pontiac Dr	2424 Pontiac Dr	Flood Property	Sep-01	0.290	-	-	No Buildings	
224	Park Ave at Victory Garden Dr	Victory Garden Dr & Park Ave	Storm Water Pond		0.280	-	-	No Buildings	No conveyance instrument located
225	Killearn Lakes3-BD36	9917 Turtle Dove Way	Flood Property - Killearn Lakes	Aug-02	0.280	-	-	No Buildings	
226	Lake Jackson Heights-B15	2023 Faulk Dr	Storm Water Drainage	Aug-70	0.280	-	-	No Buildings	
227	Lake Jackson Heights-B32	2014 Longview Dr	Flood Property - Lake Jackson Heights	Jun-04	0.280	-	-	No Buildings	

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Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
228	Lake Jackson Heights-D42	2027 Longview Dr	Storm Water Pond	Jan-06	0.280	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
229	Shadywood Unrec - Lot 22 - Bright Dr Parcel 3	Bright Dr	Drainage - Bright Dr	Dec-12	0.280	-	-	No Buildings	1 of 4 parcels making up Bright Dr storm water drainage
230	Hopkins Unrec- C02	1867 Hopkins Dr	Flood Property - Hopkins	Aug-04	0.280	-	-	No Buildings	
231	2891 Hawkbill Ct-211250 N05608 289 HAWKBILL CT		Storm Water Drainage	Nov-15	0.280	-	-	Residential	Purchased for a Drainage project; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned LP Lake Protection; Currently has a residential dwelling containing 1,780 base SF & 461 aux SF will be demo'd;
232	Crown Ridge Estates Unit 3 Unre - 06	4019 Buster Rd	Storm Water Pond	Oct-98	0.280	-	-	No Buildings	
233	Capital Park East Sub -001	Capital Park Dr	Storm Water Pond		0.270	-	-	No Buildings	No conveyance instrument located
234	Lake Jackson Heights-E46	2020 Harriet Dr	Storm Water Pond	Jul-03	0.270	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
235	Lake Jackson Heights-E49	Harriet Dr	Storm Water Pond	Feb-06	0.270	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
236	Lake Jackson Heights-E55	Harriet Dr	Flood Property - Lake Jackson Heights	Feb-05	0.270	-	-	No Buildings	
237	Village West-13	Burgess Dr	Flood Property - Village West	Jul-98	0.270	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
238	Old Woodville Rd 9539-3317200660000-Flood	9539 OLD WOODVILLE RD	Storm Water Mgmt	Jun-15	0.270	-	-	No Buildings	Assemblage of 5 parcels on Robinson Rd between Woodville Hwy and Old Woodville Rd for flood mediation of 4 parcels between Woodville Hwy & Old Woodville Rd at Robinson Rd
239	Lake Jackson Heights-E41	Harriet Dr	Storm Water Pond	Mar-05	0.260	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
240	Lake Jackson Heights-E44	Harriet Dr	Storm Water Pond	Aug-02	0.260	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
241	Lake Jackson Heights-E45	Harriet Dr	Storm Water Pond	Sep-05	0.260	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
242	Lake Jackson Heights-E47	Harriet Dr	Storm Water Pond	Sep-05	0.260	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
243	Lake Jackson Heights-E49 8	Harriet Dr	Storm Water Pond	Jun-03	0.260	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
244	Lake Jackson Heights-F38	Harriet Dr	Storm Water Pond	Mar-08	0.260	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
245	Lake Jackson Heights-F43	Harriet Dr	Storm Water Pond	Mar-04	0.260	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
246	Lake Jackson Heights-F44	Harriet Dr	Storm Water Pond	Jun-04	0.260	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
247	Lake Jackson Heights-F45	Harriet Dr	Storm Water Pond	May-04	0.260	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
248	John Hancock, 3359 - 211250 U0130	3359 JOHN HANCOCK DR	Storm Water Drainage	Jul-17	0.260	-	-	No Buildings	Storm water control from Hawkbill Ct and John Hancock Rd in to area off of John Hancock Rd; former residence demo'd
249	Killearn Lakes1-Y1	3410 Hawks Hill Trl	Flood Property - Killearn Lakes	Sep-93	0.250	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
250	Killearn Lakes1-Y3	7780 Briarcreek Rd N	Flood Property - Killearn Lakes	Sep-93	0.250	-	-	No Buildings	Deeded to County by Killearn Properties as Lying within 100-Yr flood plain with no residential construction
251	Lake Jackson Heights-F37	Harriet Dr	Storm Water Pond	Mar-05	0.250	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights
252	Parkhill Sub -C10	2936 Nepal Dr	Flood Property	Jan-07	0.250	-	-	No Buildings	Purchased as flooded property; 8600 - COUNTY; Zoned LP Lake Protection
253	Hopkins Unrec - A02	1870 Hopkins Dr	Flood Property - Hopkins	Feb-06	0.250	-	-	No Buildings	Purchased as flooded property; 8000 - VACANT GOVERNMENTAL; Zoned LP Lake Protection
254	Annawood Sub -C002	Peggy Dr	Storm Water Pond	Apr-93	0.250	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Storm Water Pond; Zoned RP Residential Preservation
255	KENNEDY DR, - 4110204120020-6381 of 2009	KENNEDY DR	Escheated for unpaid Property Taxes	Nov-17	0.240	-	-	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned R-5 " Manufactured Home and Single Family Residential: Vacant
256	Crown Rdige Estates Unit 5 Unrec - A028	Harden Rd	Storm Water Pond	Nov-98	0.240	-	-	No Buildings	9600 - SEWAGE DISPOSAL, SOLID WASTE; Storm Water Pond; Zoned RP Residential Preservation
257	THOMPSON CIR, -2424050000190 4054 of 2008	THOMPSON CIR	Flood Property - Escheated for unpaid Prop Taxes	Aug-17	0.230	-	-	No Buildings	Flood Property Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R, Rual
258	THOMPSON CIR, -2424050000200 4055 of 2008	THOMPSON CIR	Flood Property - Escheated for unpaid Prop Taxes	Aug-17	0.230	-	-	No Buildings	Flood Property Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R, Rual
259	Lehigh-G19	1425 Nancy Dr	Storm Water Pond	Mar-02	0.230	-	-	No Buildings	1 Of 5 Parcels
260	Creek Run Town Houses-6	Brookside Blvd	Wetland Preservation	May-95	0.230	-	-	No Buildings	1 Of 5 Parcels - Acquired by Tax Deed
261	Apalachee Pkwy at Chaires Cross Rd -633	Chaires Cross Rd	Wetland Preservation	May-93	0.230	-	-	No Buildings	Acquired by Tax Deed
262	Bright Dr Parcel 1	Bright Dr	Drainage - Bright Dr	Jan-14	0.224	-	-	No Buildings	Conveyed under threat of condemnation

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
263	Creek Run Town Houses-7	Brookside Blvd	Wetland Preservation	May-93	0.220	-	-	No Buildings	1 of 5 Parcels - Acquired by Tax Deed
264	Village West-10	1291 Burgess Dr	Flood Property - Village West	Jan-98	0.210	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
265	Village West-11	1286 Burgess Dr	Flood Property - Village West	Jan-98	0.210	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
266	Lehigh-G20	1435 Nancy Dr	Storm Water Pond	Mar-02	0.210	-	-	No Buildings	1 Of 5 Parcels
267	Creek Run Town Houses-4	Brookside Blvd	Wetland Preservation	May-95	0.210	-	-	No Buildings	1 Of 5 Parcels - Acquired by Tax Deed
268	Creek Run Town Houses-5	Brookside Blvd	Wetland Preservation	May-95	0.210	-	-	No Buildings	1 Of 5 Parcels - Acquired by Tax Deed
269	Lehigh-G19-1	1425 Nancy Dr	Storm Water Pond	Mar-02	0.200	-	-	No Buildings	1 Of 5 Parcels
270	Lake Henrietta Area -726	Eagle Rd	Lk Henrietta-Munson Slough Drainage	Jun-98	0.200	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
271	Lake Henrietta Area -728	1652 Eagle Rd	Lk Henrietta-Munson Slough Drainage	Jun-98	0.200	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
272	Lake Henrietta Area -744	Eagle Rd	Lk Henrietta-Munson Slough Drainage	Sep-98	0.200	-	-	No Buildings	1 of 21 Parcels that make up Lake Henrietta-Munson Slough Drainage Area
273	Lake Jackson Heights-D43	Longview Dr	Storm Water Pond	Sep-79	0.190	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
274	Cedar Island Sub / Spinnaker Ct - 0001	Spinnaker Ct	Storm Water Pond		0.190	-	-	No Buildings	No conveyance instrument located
275	Capital Cir SE - 311980 0001	Capital Cir Se	Storm Water Drainage	Dec-57	0.190	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Drainage; Zoned RP Residential Preservation
276	Edinburgh Estates/Fred George Park	Sherborne Rd	Wetland Preservation	May-09	0.173	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Wetlands Presevation; Zoned OS Open Space
277	Lehigh-G20-1	1435 Nancy Dr	Storm Water Pond	Mar-02	0.160	-	-	No Buildings	1 Of 5 Parcels
278	Village West-12-1	1300 Burgess Dr	Flood Property - Village West	Jan-98	0.110	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
279	Mission Manor-D14	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.100	-	-	No Buildings	1 of 8 parcels
280	Mission Manor-D15	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.100	-	-	No Buildings	1 of 8 parcels
281	Mission Manor-D16	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.100	-	-	No Buildings	1 of 8 parcels

(Appendix 7)
Current "Water Management" Portfolio
As of December 31, 2018

Parcel	Name	Location	Function	Purchase Date	Acres	Building Count	Total Square Footage	Building Use	Notes
"Water Management"									
282	Village West-11-1	1288 Burgess Dr	Flood Property - Village West	Jan-98	0.100	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
283	Blairstone Forest Unit 3 Sub -002	Orange Ave E	Storm Water Drainage	Jan-05	0.097	-	-	No Buildings	1 Of 5 Parcels
284	Lake Jackson Heights-A531	Longview Dr	Storm Water Drainage	Feb-05	0.090	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Drainage; Zoned LP Lake Prtection
285	Lake Jackson Heights-E42-1	Harriet Dr	Storm Water Pond	Jun-06	0.090	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
286	Mission Manor-D11	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.090	-	-	No Buildings	1 of 8 parcels
287	Mission Manor-D12	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.090	-	-	No Buildings	1 of 8 parcels
288	Mission Manor-D13	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.090	-	-	No Buildings	1 of 8 parcels
289	Mission Manor-D17	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.090	-	-	No Buildings	1 of 8 parcels
290	Mission Manor-D18	Greenon Ln	Flood Property - Mission Manor	Aug-03	0.090	-	-	No Buildings	1 of 8 parcels
291	Village West-10-1	1293 Burgess Dr	Flood Property - Village West	Jan-98	0.090	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
292	Village West-12	1298 Burgess Dr	Flood Property - Village West	Jan-98	0.090	-	-	No Buildings	1 of 11 parcels that make up the Gum Swamp Area
293	Lake Jackson Heights-E42	Harriet Dr	Storm Water Pond	Feb-69	0.080	-	-	No Buildings	1 of 17 parcels making up Longview Dr Storm Water Pond in Lake Jackson Heights
294	Lake Jackson Heights-F41	Harriet Dr	Storm Water Pond	Aug-70	0.080	-	-	No Buildings	1 of 8 parcels making up Harriet Dr Storm Water Pond in Lake Jackson Heights; 8000 - VACANT GOVERNMENTAL; Zoned LP Lake Protection
295	Indian Head Acres-B012	Apakin Nene	Storm Water Drainage R/W - City		0.080	-	-	No Buildings	No conveyance instrument located
296	Huntington Woods Blvd -42	Huntington Woods Blvd	Flood Property	Jun-04	0.070	-	-	No Buildings	8000 - VACANT GOVERNMENTAL; Drainage; Zoned RP-2 Residential Preservation-2
297	Durward Sub / Thomasville at North Ride - 151	Thomasville Rd	Storm Water Drainage	Sep-55	0.030	-	-	No Buildings	Reversion clause in deed that will revert ownership to Grantors if not used for a ditch or drainage
298	Woodside Heights-F6-1	Greenleaf Dr	Storm Water Drainage	Nov-53	0.030	-	-	No Buildings	Reversion clausel if not used as ROW Road Park or drainage
Total "Water Management" parcels as of December 31, 2018				298	1,396.010	-	-		

(Appendix 8)
County Buildings Sorted by Square Footage

As of December 31, 2018

Parcel Name	Location	Sub-Use	Primary Building Type	Number	Square Footage
Owned Buildings In the Real Estate Porfolio utilized for the support of County Business					
Leon County Courthouse	301 S Monroe St	Facilities-Owned	Office	2	541,810
Jail - Health Dept - Sheriff HQ -851	501 Appleyard Dr	Facilities-Owned	Public Safety	17	500,673
Leon County Government Annex Complex	311 S Calhoun St	Facilities-Owned	Office	3	240,111
Renaissance Center	435 N Macomb St	Facilities-Owned	Office	2	148,032
Public Safety Complex	911 Easterwood Dr	Facilities-Owned	Public Safety	3	110,356
Leroy Collins Library	200 Park Ave W	Facilities-Owned	Library	1	88,230
Public Works Center	1800 N Blair Stone Rd	Facilities-Owned	Office-Warehouse	7	87,845
Lake Jackson Town Center At Huntington	3840 N Monroe St	Facilities-Owned	Retail	1	75,716
Gum Road Transfer Station -611	4900 Gum Rd	Facilities-Owned	Warehouse	4	30,849
Amtrak Station	918 Railroad Ave	Facilities-Owned	Office-Warehouse	3	26,266
Tharpe St Warehouse	3401 W Tharpe St	Facilities-Owned	Warehouse	1	25,728
Facilities Management	1907 S Monroe St	Facilities-Owned	Office-Warehouse	2	20,188
NE Branch Library	5513 Thomasville Rd	Facilities-Owned	Library	1	19,802
Public Health Unit	1515 Old Bainbridge Rd	Facilities-Owned	Medical	1	19,406
Orange Ave Health Center	872 Orange Ave W	Facilities-Owned	Medical	1	16,179
Traffic Court	1920 Thomasville Rd	Facilities-Owned	Office	1	15,978
Pedrick Pond-008	1583 Pedrick Rd	Parks and Recreation	Library	1	14,879
B.L. Perry Library	2817 S Adams St	Facilities-Owned	Library	1	13,684
US 27 Landfill	7550 Apalachee Pkwy	Facilities-Owned	Warehouse	8	13,495
Agricultural Center	615 Paul Russell Rd	Facilities-Owned	Office	1	13,289
Tourist Development Center - 2136251691465	106 E Jefferson St	Facilities-Owned	Office	1	8,975
Woodville Community Center	8000 Old Woodville Rd	Parks and Recreation	Library	1	8,820
Miccossukee Community Park	15011 Cromartie Road	Parks and Recreation	Recreation	1	7,626
Ft. Braden Library	16327 Blountstown Hwy	Facilities-Owned	Library	1	6,532
Fred George Greenway	3043 Capital Cir Nw	Parks and Recreation	Recreation	2	5,669
Daniel B. Chaires Community Park & Miccosukee Community Center-852	4768 Chaires Cross Rd	Parks and Recreation	Recreation	2	3,596
Miccosukee Community-224	13887 Moccasin Gap Rd	Parks and Recreation	Recreation	1	3,104
J. Lewis Hall, Sr. Park	15009 Cromartie Rd	Parks and Recreation	Recreation	1	1,970
Tower Road Park	1492 J Lewis Hall Sr Ln	Parks and Recreation	Recreation	1	1,334
Bradfordville Community Center	5971 Tower Rd	Parks and Recreation	Recreation	1	1,222
Coe Landing - 2230120000320	BEECH RIDGE TRL	Parks and Recreation	Recreation	1	1,140
J. Lee Vause park	1208 Coe Landing Rd	Parks and Recreation	Residential	1	1,071
Sunset Landing	6024 Old Bainbridge Rd	Parks and Recreation	Recreation	1	960
Woodville roll-off site	4800 Jackson Cove Rd	Parks and Recreation	Recreation	1	960
Stoneler Road Park - 852	549 Henry Jones Rd	Facilities-Owned	Office-Warehouse	1	956
Coe Landing - 2325208510000	5225 Stoneler Rd	Parks and Recreation	Recreation	1	944
Williams Rd Fire Station	1208 Coe Landing Rd	Parks and Recreation	Warehouse	1	866
Mahan/Miccosukee Fire Station	6370 Williams Rd	Facilities-Owned	Public Safety	1	800
COE LANDING RD - 2325150000020	4245 Heatherwood Dr	Facilities-Owned	Public Safety	1	800
Williams Landing	COE LANDING RD	Parks and Recreation	Residential	1	768
	951 Williams Landing Rd	Parks and Recreation	Recreation	1	697
Total Owned Buildings In the Real Estate Porfolio utilized for the support of County Business				84	2,081,326

(Appendix 8)
County Buildings Sorted by Square Footage
 As of December 31, 2018

Parcel Name	Location	Sub-Use	Primary Building Type	Number	Square Footage
<u>Buildings Leased from others utilized for the support of County Business</u>					
Supervisor of Elections Ops Center	2990 APALACHEE PKWY	Facilities-Leased	Office-Warehouse	1	45,286
Ft Braden Community Center	16387 Blountstown Hwy	Parks and Recreation	Recreation	1	10,072
Total Buildings Leased from others utilized for the support of County Business				2	55,358
<u>Buildings & Land owned by Leon County leased to others through Long Term Leases</u>					
North Florida Fairgrounds-853	411 E Paul Russell Rd	Facilities-Owned	Recreation	14	132,342
National Guard Armory	1225 Easterwood Dr	Facilities-Owned	Warehouse	1	38,820
Tom Brown Park	501 Easterwood Dr	Parks and Recreation	Recreation	6	32,259
Tallahassee Developmental Center	455 Appleyard Dr	Facilities-Owned	Medical	5	30,933
Juvenile Detention Center	2303 Ronellis Dr	Facilities-Owned	Public Safety	1	24,065
American Red Cross	1115 Easterwood Dr	Facilities-Owned	Office	1	21,639
Total Buildings & Land owned by Leon County leased to others through Long Term Leases				28	280,058
<u>Buildings in the Portfolio as a results of Escheatment, Donation & awaiting Demolition</u>					
ELGIN LN, 10497-3317202340000-5487 of 2012	10497 ELGIN LN	Surplus	Mobile Home	1	2,234
MCCULLOUGH DR, 1363-4126130000170-8423 of 2010	1383 MCCULLOUGH DR	Tax Deeds	Mobile Home	1	2,039
STAFFORD ST, 714-411137 D0180-3563 of 2007	714 STAFFORD ST	Tax Deeds	Residential	1	1,780
CLAY ST, 1118-212635 T0100-3040 of 2009	1118 CLAY ST	Tax Deeds	Residential	1	1,715
BUSTER RD, 4036-4123060000430-6928 of 2012	4036 BUSTER RD	Tax Deeds	Mobile Home	1	1,644
MEADOWLARK LN, 5071-243025 F0190-4104 of 2008	5071 MEADOWLARK LN	Tax Deeds	Mobile Home	1	1,612
RIDGE RD, 317-411352 B0010-6217 of 2008	317 RIDGE RD	Tax Deeds	Residential	1	1,467
W W KELLEY RD, 3641-321410 D0010-6456 of 2011	3641 W W KELLEY RD	Tax Deeds	Mobile Home	1	1,426
DEER TREE DR, 1830-213107 B0010-1964 of 2007	1830 DEER TREE DR	Tax Deeds	Mobile Home	1	1,424
BOOKOUT CV, 7433-2235202100000-3976 of 2008	7433 BOOKOUT CV	Tax Deeds	Residential	1	1,336
NASHVILLE DR, 1494-213061 B0250-4197 of 2010	1494 NASHVILLE DR	Tax Deeds	Mobile Home	1	1,296
CROWN RIDGE RD, 1506-411404 A0080-3716 of 2006	1506 CROWN RIDGE RD	Tax Deeds	Mobile Home	1	1,288
1579 BALKIN RD-4123206320000â€“4091of 2007	1579 BALKIN RD	Tax Deeds	Residential	1	1,273
WIDE RD, 8716-4609204010000-7244 of 2013	8716 WIDE RD	Tax Deeds	Mobile Home	1	1,272
MCCULLOUGH DR, 1088-4126130000230-6982 of 2013	1088 MCCULLOUGH DR	Tax Deeds	Mobile Home	1	1,248

(Appendix 8)
County Buildings Sorted by Square Footage

December 31, 2017

Parcel Name	Location	Sub-Use	Primary Building Type	Number	Square Footage
CAPITOLA RD, 13588-1317206400000-1229 of 2012	13588 CAPITOLA RD	Tax Deeds	Mobile Home	1	1,152
AH - SUNDOWN RD 3548-411480 E0130-6312 of 2008	3543 Sundown Rd	Tax Deeds	Mobile Home	1	1,110
ORCHID DR, 4704-412330 F0110-6423 of 2008	4704 ORCHID DR	Tax Deeds	Residential	1	1,069
SEVILLE ST, 1418-4123140000140-6975 of 2012	1418 SEVILLE ST	Tax Deeds	Mobile Home	1	1,064
RITZCRAFT AVE, 101-411316 I0030-6602 of 2012	101 RITZCRAFT AVE	Tax Deeds	Mobile Home	1	1,064
TEBO TRL, 10715-3321206520000-6765 of 2010	10715 TEBO TRL	Tax Deeds	Residential	1	1,056
MORGAN RD, 4006 - 412406 A0370 - 8335 of 2010	4006 MORGAN RD	Tax Deeds	Mobile Home	1	960
DUST BOWL LN, 5017-4123207000000-7004 of 2009	5017 DUST BOWL LN	Tax Deeds	Mobile Home	1	960
CRYSTAL BROOK CT, 6992-243025 H0110-5205 of 2010	6992 CRYSTAL BROOK CT	Tax Deeds	Residential	1	870
FOOTMAN LN, 851-1225204150000-628 of 2007	851 FOOTMAN LN	Tax Deeds	Mobile Home	1	854
GOSHAWK WAY, 767-4124206050000-7071 of 2009	767 Goshawk Way	Tax Deeds	Mobile Home	1	836
SARAY WAY, 5012-412680 K0150-7160 of 2009	5012 SARAY WAY	Tax Deeds	Residential	1	800
HERON ST, 9740-4615140000140-7472 of 2009	9740 HERON ST	Tax Deeds	Mobile Home	1	784
Lilly Rd 2993-4123060000180-4035 of 2007	2993 LILLY RD	Tax Deeds	Mobile Home	1	732
Southern St - 412680 F0020	1211 Southern St	Surplus	Mobile Home	1	713
EDDIE RD, 2399-111680 E0080-304 of 2013	2399 EDDIE RD	Tax Deeds	Residential	1	624
AVERY CIR, 4838-3214206250000-6468 of	4838 AVERY CIR	Surplus	Mobile Home	1	600
SUNKISSED RD, 3515-411480 B0030-8204 of 2011	3515 SUNKISSED RD	Tax Deeds	Mobile Home	1	528
Total Buildings in the Portfolio as a results of Escheatment, Donation & awaiting Demolition				33	38,830
Total County Buildings Sorted by Square Footage				147	2,455,572

Appendix 9

Delinquent Property Taxes, Tax Certificates, Tax Deed Applications,
List of Lands Available for Taxes (LOLA)

The Real Estate Division, County Tax Collector and the Clerk of the Courts have been working together to make the delinquent tax process more efficient and productive. In the last four-years, the Real Estate Division has processed more County Tax Deed Applications, to bring parcels with Tax Certificates into the portfolio in more timely manner. The results of these actions generate the recovery of delinquent taxes more efficiently. Due to these actions more parcels are being presented at Public Sales that eventually lead to more parcels escheating to the County in the coming years.

Delinquent Property Taxes, Tax Certificates

In the Florida Statutes, Chapter 197 (Tax Collections, Sales and Liens) declares that if a parcel owner is delinquent in the payment of the property taxes associated with a parcel of land, the Tax Collector of that County is required to sell Tax Certificates at a public auction for the amount of the taxes due plus interest and fees. If a delinquent parcel's certificate goes to auction and there is no bid received, the Tax Collector is required to issue the Tax Certificate for the delinquent taxes owed on the parcel in the name of the county in which the parcel resides at an 18% interest rate.

Due to improved conditions the number of Tax Certificates issued to the County down, as of the end of 2018 there were 289 Tax Certificates outstanding (down substantially from the 856 outstanding at the same period last year) that have been issued to Leon County due to receiving no bids at Public Sales held by the County Tax Collector to try to recover delinquent property taxes. A summary of the Tax Certificate activity related to Leon County is in Figure 1 below.

[Figure 1]

Change in Tax Certificates from December 1, 2016	as of: December 31, 2017	as of: December 31, 2018	Change from December 31, 2017
Redeemed Tax Certificates	5,705	4,564	(1,141)
Canceled Tax Certificates	71	74	3
Tax Certificates with a Special Status	10	11	1
Tax Certificates with Tax Deed Applications Filed	673	526	(147)
Open Tax Certificates	856	289	(567)
Net Change in Tax Certificates Since June 1, 2016	7,315	5,464	(1,851)

The activity for 2018 shows that the County redeemed 1,141, filed Tax Deed Applications on 147 Tax Certificates and reduced the number of outstanding Tax Certificates by 567 items.

The first step in the collection of delinquent property taxes is the sale of Tax Certificates by the Tax Collector. Florida Statues require the Tax Collector to prepare and then sell Certificates for all delinquent taxes as of March 31, of the

year following the tax year. On June 1, of the same year the Tax Collector presents the remaining Certificates at a public auction. Each of the certificates are sold to the highest bidder and those certificates not sold or not receiving a bid are issued to the County. After two-years from issuance, the third-party investor can file for a Tax Deed, while the County under Florida Statute 197.502 is required to apply for a Tax Deed on all County-held certificates on property that the Property Appraiser has valued at \$5,000.00 or more on the current Property Appraiser Assessment Roll. Any property valued at less than \$5,000, the county is not required to apply for a tax deed but has the option to if a need is identified to acquire the property. The filing of a Tax Deed Application is one of the final steps to try to collect delinquent taxes. This requirement is a method to get the parcels back on the active tax roll and delinquent taxes paid, by:

- j) Forcing the current owner redeem the Tax Certificates issued related to the property (pay all back taxes and other costs owed) to avoid the risk of losing the ownership of the parcel, or,
- ii) Allowing a third party purchase the parcel at the Tax Deed sale, which subsequently places the parcel back on the tax rolls?

Tax Deed Applications

Upon June 1st, of each year, a Tax Deed Application is filed on the parcel that has eligible Tax Certificates related to it. During 2016, the County filed 205 Tax Deed Applications on parcels that have 448 Tax Certificates outstanding against them. Upon receipt of the Tax Deed Application, the Tax Collector's office will perform a limited title search to determine the following:

- i) Legal titleholder of record
- ii) Any lienholder of record
- iii) Any mortgagee of record
- iv) Any vendee of a recorded contract for deed
- v) Any lienholder who has applied to the Tax Collector to receive notice
- vi) Any person to whom the property was assessed on the tax roll for the last year that the property was assessed
- vii) Any lienholder of record who has a recorded lien on a mobile home on the property
- viii) Any legal titleholder of property contiguous to the property in the certificate, if one of the contiguous titleholders is the same as on the certificate, the notice may be mailed to the address that appears on the current assessment roll for the contiguous property

After the Tax Collector has completed their portion of the Tax Deed Application process they will bundle together all the remaining unpaid Tax Certificates, certify that they have completed their portion, and send them over to the Clerk of the Court's office to be prepared for and scheduled for a public auction. The Clerk's office will go through a similar process as the Tax Collector. The Clerk shall notify all interest parties listed in the Tax Collectors statement pursuant to 197.502 at least 20-days prior to the date of the Public Auction.

Public Sale

Upon the completion of the notifications process, the Clerk's Office will schedule a Public Sale, will advertise the Public Sale once a week for four consecutive weeks in a newspaper selected as provided in FS 197.402 and on the date of the sale as it appears in the advertisement the Clerk's office will administer a Public Sale of all the parcels with applications for Tax Deed. The opening bid on non-homesteaded properties will be the value of all outstanding certificates against the property, omitted taxes that should have been assessed, all delinquent taxes, interest and all other fees and costs.

If the property is homesteaded on the latest tax roll, in addition to the amounts listed for non-homesteaded properties an amount equal to 50% of the latest assessed value of the homestead will be required in the opening bid.

If the parcel is not redeemed by the owner prior to the publish sale date, the remaining properties will be presented at the scheduled Public Sale. Properties schedule for the Public Sale will be sold to the highest bidder, at the auction. The highest bidder must post a nonrefundable deposit of 5% of the bid or \$200, whichever is greater. Then, within 24-hours of the auction the highest bidder must make full payment, plus doc stamps and recording fees to complete the transfer of the parcel from the current taxpayer to the highest bidder via Tax Deed under the provisions of FS 197.512/522. If no bid is received at the auction, whether county-held or individually held certificates, or the winning bidder fails to pay the amounts due for issuance of a tax deed within 30 days after the sale, the Clerk shall enter the land on a list entitled "lands available for taxes" (LOLA)

During 2018,

1. Real Estate Division filed 147 Tax Deed Applications with the Clerk of the Court's Office.
2. The Clerk of the Court held seven Public Sales
3. The Clerk's office brought 156 Tax Deed Applications to Public Sale; 59 were filed by Leon County and 67 were filed by other investors.
4. The resulting impact of the 126 Tax Deed Applications brought to Public Sale during the 2018 application process
 - a. 37 redeemed prior to public sale
 - b. 35 sold at public sale to third-party investors
 - c. 37 received no bid at the public sale and have been placed on the List of Lands Available for Taxes (LOLA)
 - d. 17 Tax Deed Applications were withdrawn for their Public Sale.
5. A total of 72 parcels went back onto the tax rolls and all delinquent taxes and fees related were collected from these parcels

List of Lands Available for Taxes (LOLA)

On county-held or individually held certificates for which there are no bidders at the public sale and for which the certificate holder fails to timely pay costs of resale or fails to pay the amounts due for issuance of a tax deed within 30 days after the sale, the Clerk shall enter the land on a list entitled "lands available for taxes" and shall immediately notify the County Commission that the property is available. During the first 90 days after the property is placed on the list, the county may purchase the land for the opening bid or may waive its rights to purchase the property. Thereafter, any person, the county, or any other governmental unit may purchase the property from the Clerk, without further notice or advertising, for the opening bid, except that if the county or other governmental unit is the purchaser for its own use, the board of county commissioners may cancel omitted years' taxes, as provided under s. 197.447. Interest on the opening bid continues to accrue through the month of sale as prescribed by s. 197.542.

- i) The Clerk's office will enter the property onto the "List of Lands available for Taxes" (LOLA) and will immediately notify the County Commission and all other persons holding certificates against the property that no bid was received.
- ii) During the first 90-days that the property is on the LOLA, the County may purchase the property for the amount of the opening bid or waive its right to purchase.
- iii) If the County waives its right to purchase;

- (1) Any person, a County division or any other governmental unit may purchase the property from the Clerk without further notice or advertising for the opening bid amount.
- (2) Taxes will not be assessed against properties listed on LOLA. However, each year that the taxes that would be due will be treated as omitted, these omitted taxes will be included in any bids for the property received after the Property appears on the LOLA.
- (3) At the Board of County Commissioners' discretion omitted taxes (taxes due but not assessed while the property is on LOLA) may be waived.
- (4) If any parcel is acquired from LOLA for providing property for the Leon County Affordable Housing program, the Board of County Commissioners may cancel any county-held certificates and omitted taxes.
- (5) The Clerk and or the County may not transfer the property back to the taxpayer who failed to pay the delinquent taxes that led to the certificate. (The term "Taxpayer" for this purpose only is defined as the taxpayer's family or an entity that the taxpayer or its family has an interest.)

Taxes are not extended against parcels listed on lands available for taxes, but in each year, the taxes that would have been due shall be treated as omitted years and added to the required minimum bid.

Parcels remain on LOLA for a period of three years.

At the end of 2018, 137 parcels remained on LOLA, during the year 36 parcels were added, 82 Parcels were escheated to the County, nine parcels sold, and 1 parcel redeemed.

Escheatment

Three years after the day the land was offered for public sale, if no movement, the parcel shall escheat to the county in which it is located, free and clear. All tax certificates, accrued taxes, and liens of any nature (with the exception of Federal Lies) against the property shall be deemed canceled as a matter of law and of no further legal force and effect, and the clerk shall execute an escheatment tax deed vesting title in the board of county commissioners of the county in which the land is located.

When a property escheats to the county under this subsection, the county is not subject to any liability imposed by chapter 376 or chapter 403 for preexisting soil or groundwater contamination due solely to its ownership. However, this subsection does not affect the rights or liabilities of any past or future owners of the escheated property and does not affect the liability of any governmental entity for the results of its actions that create or exacerbate a pollution source.

The current projections for Escheatment's to the County are as follows;

(Figure 2)
Escheatment Schedule for the List of Lands Available for Taxes
 as of December 31, 2018

	Number Of Parcels	Acres	Taxable Value	Possible Homestead	Parcels Located in City	Parcels Located in Unincorporated Areas
Possible Escheatments to Leon County						
Scheduled Escheatments during 2019	47	26.184	462,132	1	21	26
Scheduled Escheatments during 2020	53	28.094	811,577	1	24	29
Total Scheduled Escheatments during 2021	37	59.340	623,675	2	15	22
Total Possible Escheatments to Leon County	137	113.618	1,897,384	4	60	77

Due to this increasing growth from Escheatment, the Real Estate Division has developed procedures to effectively dispose of this inflow to the Land Portfolio including:

1. Starting Quiet Title action on a half dozen parcels
2. Monthly circulation among County Staff a Report on the Status of the Parcels on LOLA for review and evaluation to determine if there is a need within the County to maintain a parcel or parcels in the portfolio for public use
3. During 2018, the Real Estate Division increased its activity in notification of the previous property owners that the county has taken ownership of their property and if they can pay the back taxes, fees and interest, the county will sell the parcel back to them
4. Working with the Housing Division and HFA to identify parcels that would be suitable for affordable housing
5. Partnering with the HFA to determine parcels that are suitable for donation to organization like Habitat for Humanity and the newly create Community Land Trust for the construction of affordable housing.
6. On non-developable parcels, usually caused by their size, encroachments, ingress and egress and other zoning & growth issues, contacting adjacent property owners to offer them for sale
7. Procuring the services of a residential real estate brokers for the purpose listing available parcels on multi-listing, marketing to sell. Through the invitation to bid, Ketcham Realty was selected to handle the sale of selected parcels. In February 2019, the first 15 parcels were listed with positive sale results. This will be reported in the FY 2019 Real Estate Portfolio.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

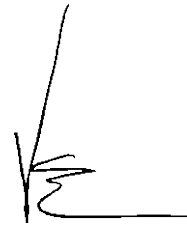
Leon County Board of County Commissioners

Agenda Item #17

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on Requiring County Contracted Vendors to Offer Employment Opportunities for Local Residents

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:	Shelly Kelley, Purchasing Director Melanie Hooley, Contract Compliance Manager

Statement of Issue:

As requested by the Board, this item seeks the acceptance of a status report on a CareerSource program that would require County vendors to offer employment opportunities for local residents.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept staff's report on requiring vendors to offer employment for local residents and take no further action.

Report and Discussion

Background:

At the December 11, 2018, meeting, after a presentation by CareerSource Capital Region, the Board requested that staff prepare an agenda item to consider requiring vendors to offer employment opportunities for local residents, including participating in CareerSource programs, as part of Leon County's purchasing procedures. CareerSource indicated that Miami-Dade County currently has this requirement as part of their purchasing policy. As reflected in this item, during the recession, the County did implement additional requirements to support local vendors. However, with an annual average of 85% of County contracts awarded to local vendors, and historically low unemployment, this item recommends accepting the status report and taking no further action.

Historically, Leon County has provided opportunities for local businesses in the solicitation of contracts. A local preference has been provided through Ordinance to Leon County-based businesses since March 26, 2002 (Attachment #1). Since FY 2003, the County has provided a five-percent preference for businesses that have their home base in Leon County, and three-percent for businesses in Leon County whose home office was outside Leon County. The Ordinance was further revised on July 12, 2005 adding Gadsden, Jefferson, and Wakulla Counties to the definition of a local business, thereby; also receiving a five-percent preference.

On December 8, 2009, in response to the recession, the Board approved amendments to the purchasing Ordinance that supported local businesses. To address the recession, these amendments were established for a fixed period and sunset on January 1, 2016. In summary the amendments allowed local vendors the opportunity to match the bids for construction projects within 110% of the lowest responsive bid. In addition, the Purchasing Policy was amended to include aspirational targets for local trade contractors which required contractors to agree to engage not less than 85% of the dollar value of trade contractor work with local firms (based in Leon, Wakulla, Jefferson, or Gadsden Counties) unless the successful individuals or firms proved to the County's satisfaction, that the trade contractor work was not available locally.

CareerSource provides employment assistance for individuals in Leon, Gadsden and Wakulla Counties. Jefferson County is excluded from CareerSource but is included in Leon County's local preference area.

Analysis:

Based on a statewide review, the only local ordinance or policy identified with a local resident hiring requirement was Miami-Dade County. The Ordinance establishing the Miami-Dade "County First Source Hiring Referral Program" was adopted on May 1, 2012 (Attachment#2). In 2012, the unemployment rate in Miami-Dade County exceeded both the State and National average. This program was initially implemented to ensure that Miami-Dade residents had the first opportunity for employment consideration from businesses who receive a contract from the County. Part of the

impetus for the development of this program was many of the contractors who received contracts from Miami-Dade County were not local vendors and did not employ local residents.

As a result of the implementation of the First Source Hiring Referral Program Ordinance, Miami-Dade County solicitations and resultant contracts contain a requirement that “prior to hiring to fill each vacancy arising under a County goods and services contract, the successful Bidder shall (1) first notify the South Florida Workforce Investment Board (“SFWIB”), (2) make good faith efforts to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB, and (3) provide quarterly employment reports to SFWIB.” The contractor has three to five days to hire someone from the referral list prior to seeking an employee outside of the SFWIB employee pool. Additionally, there are monitoring compliance tasks that are performed by the County, as well as the implementation of sanctions for non-compliance. While SFWIB provides services to both Miami-Dade and Monroe counties, the Miami-Dade ordinance requires an individual to reside in Miami-Dade to participate in the First Source Hiring Referral Program.

Currently, Leon County has a strong local workforce. The April 2019 unemployment rate for Leon County was 2.7% which is less than both the state (2.9%) and national (3.6%) average. Also, as indicated in Table #1, from FY 2014 to mid-year FY 2019, an average of 85% of formal solicitations were awarded to local businesses on an annual basis. Additionally, most of the awards to non-local firms are made when a specialty item or where the expertise is not available locally. These percentages have only had a minimal variance since 2015.

**Table 1 – Awards to Local and Non-Local Businesses
Number of Contracts Awarded**

FY	Total #	Local Business		Non-Local Business	
		#	%	#	%
2014	70	58	83%	12	17%
2015	54	49	91%	5	9%
2016	77	68	88%	9	12%
2017	52	43	83%	9	17%
2018	61	49	80%	12	20%
2019 YTD	14	11	79%	3	21%
Total	328	278	85%	50	15%

Except for federally funded projects, where local preference is not allowed, Leon County applies local preferences to all formal solicitations.

Like Miami-Dade Local hiring referral programs have been implemented in large metropolitan areas such as Washington DC, Atlanta, Cleveland, Detroit, Los Angeles, Milwaukee, Philadelphia, and Portland. These programs were also implemented during times of higher unemployment.

A comparative analysis of other local government policies and practices indicated that none of the counties contacted have a policy or practice that requires vendors to offer employment opportunities

Title: Status Report on Requiring County Contracted Vendors to Offer Employment Opportunities for Local Residents

July 9, 2019

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for residents using a hiring referral program/agency. Counties contacted included Alachua, Escambia, Lake, Marion, Osceola, Sarasota, St. Lucie, and St. Johns.

In a related matter, at the June 27, 2019, Blueprint Intergovernmental Agency (IA) meeting the IA Board accepted the disparity study and directed staff to work with County and City to develop uniform policies and procedures. As part of this process, MGT of America, Inc, (MGT) the Office of Economic Vitality's (OEV) consultant for the Disparity Study, is responsible for developing policies for a Mentor/Protégé Program and Apprenticeship Programs for IA Board's consideration to be incorporated into the uniform policies. To assist in the development of the policies, a taskforce will be convened by OEV to guide MGT in the development of the programs and policies. The Taskforce would include representatives from OEV, Lively Vocational Technical College, Tallahassee Community College Workforce Development, CareerSource, Leon County School Board, and the three local chambers of commerce. It is anticipated that this effort will engage local firms to hire apprentices for trade positions, further strengthening local hiring efforts.

Based on the existing initiatives that ensure the utilization of local vendors, this item recommends accepting this status report and taking no further action.

Options:

1. Accept staff's report on requiring vendors to offer employment for residents and take no further action.
2. Do not accept staff's report on requiring vendors to offer employment for residents and take no further action.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Leon County Local Preference Ordinance
2. Miami-Dade County First Source Hiring Preference Program Ordinance

LEON COUNTY, FLORIDA – CODE OF ORDINANCES

CHAPTER 2 – ADMINISTRATON

**ARTICLE IX. - PURCHASING AND MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION
PROGRAM POLICY**

Sec. 2-400. - Local preference in purchasing and contracting.

- (a) *Preference in bidding.* In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the county may give a preference to local businesses in making such purchase or awarding such contract, as follows:
- (1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - (2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.
- The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
- (b) *Preference in requests for proposals.* In the purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
- (1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
 - (2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
- (c) *Notice.* Both bid documents and request for proposal documents shall include notice to vendors of the local preference policy.
- (d) *Local business definition.* For purposes of this section, "local business" shall mean a business which:
- (1) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six months immediately prior to the issuance of the request for competitive bids or request for proposals by the county; and
 - (2) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 - (3) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- (e) *Certification.* Any vendor claiming to be a local business as defined by subsection 2-400(d) above, shall so certify in writing to the purchasing division. The certification shall provide all necessary information to meet the requirements of subsection 2-400(d) above. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."
- (f) *Preference in bidding for construction services.* Except where otherwise provided by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement

of construction services for improvements to real property or existing structures, limited to projects estimated to exceed \$250,000.00, the county may give preference to local businesses in the following manner:

- (1) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110 percent of the lowest responsive and responsible bid amount.
 - (2) All contractual awards issued in accordance with the provisions of this subsection 2-400(f) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the county's satisfaction, that the trade contractor work is not available locally within the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
 - (3) This subparagraph 2-400(f) shall sunset and stand repealed on January 1, 2016, unless reviewed and saved from repeal through reenactment by the board.
- (g) *Waiver.* The application of local preference to a particular purchase, contract, or category of contracts for which the county is the awarding authority may be waived upon written recommendation of the county administrator and approval of the board. The application of local preference to a particular purchase, contract, or category of contracts below the award authority of the board may be waived upon written recommendation of the director of purchasing and approval of the county administrator.

(Ord. No. 02-02, § 1, 3-26-02; Ord. No. 03-32, § 1, 10-14-03; Ord. No. 05-21, § 1, 7-12-05; Ord. No. 09-40, § 1, 12-8-09; Ord. No. 13-01, § 1, 1-29-13)

MIAMI-DADE COUNTY, FLORIDA – CODE OF ORDINANCES
CHAPTER 2 – ADMINISTRATION
ARTICLE CXLII. - FIRST SOURCE HIRING REFERRAL PROGRAM
Sec. 2-2113. - First Source Hiring Referral Program.

- (1) *Title.* This section shall be referred to as the "Miami-Dade County First Source Hiring Referral Program."
- (2) *Definitions.* The following definitions shall apply to this section:
 - A. "Implementing Order" or "IO" means the implementing order developed by the Mayor or Mayor's designee and approved by this Board of County Commissioners (the "Board") to give effect to the provisions of this Section.
 - B. "County Contract" means an agreement for the purchase of goods and services specifically identified in the Implementing Order.
 - C. "Contractor" means any person or entity which enters into a County Contract.
 - D. "First Source Register" means the register of unemployed persons maintained by the Referral Agency in accordance with the provisions of this Section.
 - E. "Referral Agency" means the South Florida Workforce Investment Board ("SFWIB"), through its career centers, or community-based partners and faith-based organizations.
 - F. "Referral Period" means the three (3) to five (5) day period following notification to the Referral Agency of employment availability.
- (3) *First Source Register created.* The Referral Agency shall compile and maintain a First Source Register, which shall be a listing of unemployed persons, including graduates of programs funded by the Workforce Investment Act to be made available to Contractors as a first source for their employment needs. The Referral Agency shall not discriminate on the basis of race, ethnicity, sex, residence, or other protected category or class, in the compilation or maintenance of the First Source Register, or in its referral activities provided for in this Section. The Referral Agency shall, to the extent allowed by law, maintain a data base which identifies the race, ethnicity, sex, and residence of the persons within the First Source Register sufficient to permit adequate analysis of the available work force.
- (4) *Referral Procedure.*
 - A. The Referral Agency shall be the first source for employees to fill jobs created to satisfy the requirements of County Contracts. The following requirements shall be included in all County Contracts, except those covered under the Community Workforce Program ("CWP"), and except those covered under programs intended to encourage and assist in the employment of the blind and other severely handicapped persons such as described in Sections 413.032—413.037, Florida Statutes (2011):
 1. The Contractor, prior to hiring to fill each vacancy arising under a County Contract, shall first notify the Referral Agency of the vacancy and list the vacancy with the Referral Agency. The listing shall contain a detailed description of the job responsibilities and

qualifications, and be posted during the Referral Period. The Referral Agency shall provide a list of qualified candidates, if such candidates are available, to Contractor within twenty-four (24) hours of receiving notice of vacancy. Thereafter, Contractor shall (a) review the resumes and qualifications of the candidates, and (b) make a good faith effort as determined by the County, to fill a minimum of fifty percent (50%) of its employment needs under the County Contract from the First Source Register. Notwithstanding the foregoing, if after the Referral Period a suitable employee is not found from the Referral Agency, the Contractor is free to fill its vacancies from other sources.

2. A good faith effort to employ candidates from the Referral Agency shall constitute, at a minimum, evaluating the qualification of such candidates, and conducting interviews with those candidates who satisfy the minimum competency requirements. The Contractor is not required to hire any individual candidate referred. However, Contractors shall not commit to fill vacancies in any other manner until after the end of the Referral Period, unless the Referral Agency notifies the Contractor in writing prior to the end of the Referral Period that qualified candidates are not available in sufficient numbers to fill the vacancies. Upon such notification, the Contractor may immediately fill vacancies using other sources.
3. In determining whether a Contractor has made good faith efforts, the County may consider, among other criteria to be set forth in the Implementing Order: (a) the number, skills and composition of the Contractor's labor force ultimately hired; (b) whether minimum requirements were established for available positions beyond reasonable requirements to complete the job; (c) the number of referred candidates interviewed for the position; and (d) the Contractor's use of the First Source Register to satisfy its labor needs in contracts other than County Contracts. The County's determination as to whether a Contractor has made such good faith efforts is final and binding.
4. All competitive solicitations for County Contracts, except those covered under CWP, shall set forth the requirements of this Section.

(5) *Monitoring and Compliance.*

- A. County Contracts shall require the Contractor to submit quarterly reports to the Referral Agency indicating the name and number of employees hired by Contractor in the previous quarter, including the source from which such employees were found, and payroll records and tallies of employee work hours. If none of the candidates referred to a Contractor by the Referral Agency were hired, the Contractor shall report the reasons why all referred candidates were rejected in its quarterly reports. Each quarterly report shall be submitted to Referral Agency within two (2) weeks of the end of the quarter.
- B. For each County Contract, the Contractor shall retain records sufficient to determine compliance with this Section. Such records shall include: (1) notifications to the Referral Agency; (2) referrals from the Referral Agency; (3) job applications received from sources other than the Referral Agency; and (4) the number of candidates hired based on referrals from the Referral Agency. To the extent allowed by law, such records shall be made available to Referral Agency upon request.

- C. Referral Agency shall be entitled to perform random, unannounced site visits to applicable project sites to determine whether or not Contractor has filled its vacancies.
- D. Referral Agency shall report to the County, any noncompliance with the requirements of this ordinance, any related Implementing Order, or first source agreement between Referral Agency and Contractor.

(6) *Implementation.*

- A. The Mayor or Mayor's designee shall prepare and submit to the Board for approval, the Implementing Order which shall at a minimum:
 - 1. Indicate that all County Contracts shall be subject to the requirements of this Section. The requirements of this Section shall be implemented to the maximum extent feasible, for all County purchases of goods and services.
 - 2. Develop a time frame for implementation of First Source Hiring Referral Program. A rollout department shall be identified to use the Referral Agency with its County Contracts, and all other County departments will be phased into this process within six (6) months of the passage of this ordinance.
 - 3. Advise prospective and awarded Contractors of the nature of the First Source Hiring Referral Program.
 - 4. Set forth procedures to determine Contractor compliance with the requirements of this Section.
 - 5. Recommend and establish a minimum funding threshold.
 - 6. Establish a procedure for review and investigation of allegations of noncompliance with the provisions of this ordinance, implementing order, or first source hiring agreement.
 - 7. Establish a procedure to determine appropriate sanctions for failure to comply with the terms of this ordinance, implementing order, or first source hiring agreement.
 - 8. Establish an appeals process for determinations of noncompliance with the provisions of the ordinance, implementing order, or first source hiring agreement.
- B. The Mayor or Mayor's designee shall prepare quarterly reports for the Board which shall include: (a) the dollar amount of each County Contract utilizing the First Source Hiring Referral Program; and (b) an analysis of the effectiveness of the program during each quarterly reporting period.

(7) *Sanctions for Violations.*

- A. Each County Contract shall include provisions stating the nature of the sanctions to be imposed on a Contractor that is not in compliance with this Section. Such sanctions shall include, but not be limited to, the following:
 - 1. Suspension of contract until Contractor performs obligations, if appropriate.
 - 2. Default and/or termination.

3. Payment of one thousand five hundred dollars (\$1,500.00) per employee, or the value of wages that would have been earned by employees injured by Contractor's noncompliance, whichever is less.

B. If any Contractor attempts to comply with the provisions of this ordinance through fraud, misrepresentation or material misstatement, the County, in its sole discretion, may immediately terminate the subject County Contract.

(Ord. No. 12-32, § 1(2-2092), 5-1-12; Ord. No. 14-33, § 1, 4-8-14; Ord. No. 16-40, § 1, 4-19-16)

Secs. 2-2114—2-2120. - Reserved.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #18


Leon County Board of County Commissioners

Agenda Item #18

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: 2019 Florida Legislative Session Final Report and Request to Schedule the Board Workshop on 2020 State and Federal Legislative Priorities and 2020 Community Legislative Dialogue Meeting

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andrew Johnson, Assistant to the County Administrator Nicki Paden, Management Analyst Erin Kenney, Management Intern

Statement of Issue:

This agenda item seeks the Board's approval of the 2019 Florida Legislative Session Final Report. Additionally, this item seeks approval to schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 – 3:00 p.m. and a Community Legislative Dialogue Meeting for February 14, 2020 from 9:00 a.m. - 10:30 a.m.

Fiscal Impact:

The final legislative report summarizes legislation that may have an immediate and/or future impact on the County budget.

Staff Recommendation:

- Option #1: Accept the 2019 Florida Legislative Session Final Report.
- Option #2: Schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 p.m. – 3:00 p.m.
- Option #3: Schedule a Community Legislative Dialogue Meeting for the 2020 Florida Legislative Session for February 14, 2020 from 9:00 a.m. - 10:30 a.m.

Report and Discussion

Background:

Staff presents a final report to the Board annually that summarizes significant legislative activity at the end of each legislative cycle. This agenda item seeks the Board's approval of the 2019 Florida Legislative Session Final Report. Additionally, this item seeks approval to schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30-3:00 p.m. and a Community Legislative Dialogue Meeting for February 14, 2020 from 9:00-10:30 a.m.

At the 2019 State and Federal Legislative Priorities Workshop on October 23, 2018 (Attachment #1), staff presented verbal and written reports to the Board and proposed a slate of appropriations and policy requests for the 2019 federal and state legislative sessions. The Board approved a slate of legislative priorities consisting of ten appropriation requests, five state policy issues, and four federal policy issues described in detail below. In addition to the Board's adopted legislative priorities, staff also actively monitors all legislation that may affect Leon County by working with the Capitol Alliance Group and the Florida Association of Counties (FAC) at the state level, and Squire Patton Boggs and the National Association of Counties (NACo) at the federal level.

Appropriations Requests:

As directed by the Board at the October 23, 2018 Workshop, the County's legislative staff and contract lobbying team pursued funding at the state and federal levels for the priority projects approved by the Board. County staff submitted appropriation requests to the Florida Legislature for the following projects:

Table 1: Appropriation Requests for the 2019 Legislative Session

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Backup Generators – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$300,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$4 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction
Offender Reentry Programs	\$300,000	Program Funding
Woodville Central Sanitary Sewer Project, Phases 1D and 1E	\$17.9 million	Design

During the Workshop, the Board also approved staff's recommendation of support for two anticipated community partner requests:

- Support community partners' funding requests for projects that would enhance Leon County's disaster resiliency, such as backup generators and structural hardening of critical facilities.
- Support community partners' funding requests for offender re-entry programs serving the Leon County community, such as the DISC Village Leveraging Interventions for Transformation (LIFT) Program and the Bethel Ready4Work program.

During the Workshop, the Board also discussed state and federal substantive policy issues that were expected to be considered during the 2019 state and federal legislative sessions. The Board approved the following state and federal policy statements:

State Substantive Policy Issues:

- Support the protection of the state workforce and oppose any reductions to state employee benefits.
- Support the revision of Sec. 125.0104, F.S. to modify the eligibility of counties to levy the Local Option High Impact Tourist Development Tax.
- Support the Gulf Coast Working Group's efforts to restore passenger rail service in the Gulf Coast region.
- Oppose legislation that further restricts local government's ability to regulate and preserve canopy road systems.
- Support the Florida Association of Counties 2018-2019 legislative efforts unless specific issues conflict with Leon County's interests.

Federal Substantive Policy Issues:

- Support efforts to coordinate and gain support of the County's proposal for consideration as the potential relocation site of the U.S. Department of Agriculture Offices.
- Support the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport.
- Support the Gulf Coast Rail Service Working Group's Final Report and federal funding through programs such as CRISI and REG to restore passenger rail service in the Gulf Coast region.
- Support the National Association of Counties 2018-2019 legislative efforts unless specific issues conflict with Leon County's interests.

During the February 12 Board meeting, staff provided a status report on emerging policy issues and bills filed in preparation of the 2019 Florida Legislative Session. During the meeting, the

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Board approved the addition of the following state policy priority at the request of the Leon County Supervisor of Elections:

- Support legislation that permits the use of state-certified automated independent election audit systems as an optional election recount tool.

Analysis:

The 2019 Florida Legislative Session began on March 5, 2019 and was scheduled to end on May 3 but was extended to May 4 in order to finalize the General Appropriations Act, budget conforming bills, and tax cut legislation. Of the 3,492 bills that were filed for the 2019 session, more than 1,600 were local funding requests as required by a House rule adopted prior to the 2017 session that requires House members to file individual bills for each request. These local funding requests, which included Leon County's legislative funding priorities, totaled nearly \$3.7 billion.

The House and Senate approved a \$91.1 billion budget for FY 2019-2020, representing an increase of approximately \$2.4 million (or 2.7%) from the Legislature's FY 18-19 adopted budget. On June 21, Governor DeSantis signed the budget with \$131 million in vetoes, yielding a final FY 2020 state budget of \$90.98 billion. The final budget includes \$33.93 in general revenue expenditures, which is a \$600 million (or 1.8%) increase from the current fiscal year. The final FY 2020 state budget is discussed in greater detail below.

The 2019 Legislative Session also marked the beginning of new leadership in the House, Senate, and Governor's office. Prior to the start of the legislative session, newly-elected Governor Ron DeSantis indicated several legislative priorities which included providing bonuses for teachers, expanding school choice, lifting a smoking ban on medical marijuana, and a significant environmental funding request. In his opening address to the Senate, President Bill Galvano discussed priorities to grow and diversify the state's economy, expand training for high-skilled jobs, and complete the recovery from Hurricane Michael. House Speaker Jose Oliva's priorities included reducing government regulations, reforming state university system spending, and curtailing rising healthcare costs.

Throughout the 2019 session, staff worked with the County's lobbying team to advocate for the Board's legislative priorities and to address other emerging statewide issues in order to protect and advance the County's interests. Status updates on these issues were presented to the Board and senior County staff on a weekly basis through the *Capitol Update* memorandum. As part of the legislative process, staff utilizes the priorities identified by the Board prior to and during the legislative session to develop an action plan with the County's legislative partners (FAC, the County's contract lobbyists, members of the Leon County Legislative Delegation, and community partners). A more detailed account of the Capitol Alliance Group's efforts is provided in its final report on 2019 state legislative activities (Attachment #2).

LEON COUNTY KEY APPROPRIATIONS ISSUES:

Prior to the start of the 2019 session, Leon County's legislative team worked with the members of County's legislative delegation to submit appropriation requests for the concise, targeted set of County projects described earlier in this item. In the beginning weeks of session, several of the County's funding requests were heard and reported favorably by their respective House Appropriations subcommittees. Ultimately, two of the County's priority projects were included in the Legislature's adopted budget, but both were subsequently vetoed by the Governor:

- Orchard Pond Greenway Trail, Phase II: \$300,000
- Leon Works Expo & Junior Apprenticeship: \$50,000

The Legislature also approved funding for several other community partners' projects in State Fiscal Year 2020, including Public Education Capital Outlay (PECO) projects for FSU and FAMU, funding for the Bethel Ready4Work Tallahassee Re-entry program, funding for The Apalachee Center to provide mental and behavioral health treatment, and others. A list of all projects in Leon County funded by the Legislature is included in Attachment #3 to this item.

LEON COUNTY KEY POLICY ISSUES:

Each year, staff evaluates the trends and issues affecting all County programs and services to identify potential legislative policy issues. Significant substantive issues that have been identified for County participation range from maintaining the County's home rule authority to the protection of the state workforce. Following is a recap of the proposed Leon County 2019 state legislative policy requests.

Protection of the State Workforce

Recognizing that the state employees who live in Leon County are vital to our community, economy, and diversity, protecting the jobs of these workers from privatization and advocating for fair wages has continuously been a top priority of the Board. Accordingly, the Board again adopted "Protection of the State Workforce" as one of its top priorities for the 2019 legislative session. Following substantial reductions to the state workforce and reforms to the state's retirement and health insurance programs in recent years, this is an issue also strongly supported by members of Leon County's legislative delegation.

Although funds were not appropriated in this year's budget for an across-the-board salary increase for state employees, the final state budget (SB 2500) included targeted salary increases for select groups of state employees within the Fish and Wildlife Conservation Commission, the Department of Transportation, the Department of Corrections, the Department of Children and Families, the Department of Financial Services, and the Department of Highway Safety and Motor Vehicles. Substantive reforms to the Florida Retirement System were not considered this session; however, some adjustments were made to the state's group health insurance program in HB 1113, which among other provisions eliminates an existing prohibition on the state establishing a prior-authorization, or formulary, program for state employees. Generally, a formulary is a list of

prescription drugs covered by an insurance plan. Under HB 1113, the state must implement measures to manage the state's prescription drug plan for state employees, which would allow the program to stop covering certain prescription drugs and supplies. The bill does, however, allow physicians to continue ordering excluded prescription drugs if medically necessary.

Modification of the Eligibility to Levy the Local Option High Impact Tourist Development Tax

A top priority for the Board during the past four legislative sessions has been to seek the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax. Proceeds from a local option High Impact Tourist Development Tax could be used to support operating costs of a convention center contemplated as part of FSU's Arena District Master Plan to modernize its facilities and grow the campus footprint. The County and City Commissions have allocated up to \$20 million of local funds from a voter-approved sales tax referendum in support of the \$400 million project in effort to support the community's shared initiatives and long-term economic goals. Bills were introduced in both chambers this session related to the eligible uses of existing tourist development taxes and Leon County's legislative team worked closely with our local legislative delegation throughout the session to seek an amendment to this legislation to include the County's legislative priority. Ultimately, no bills related to Tourist Development Taxes were passed by the Legislature this session.

Amtrak Passenger Rail Restoration

In August 2005, Amtrak's Sunset Limited, passenger rail service for the Gulf Coast Region between New Orleans and Jacksonville through Leon County, was suspended due to the impacts of Hurricane Katrina. Shortly after, Leon County began to engage our local legislative delegation, CSX, FDOT, and others to advocate for the restoration of passenger rail service – which remains suspended today because of the cost and challenges associated with restoring service to this route.

In 2015, Congress passed the Passenger Rail Reform and Investment Act which established a Gulf Coast Working Group to evaluate the restoration of intercity passenger rail service in the Gulf Coast region. In July 2017, the working group provided its final report to Congress which included recommendations on possible track improvements, capacity cost assessment, and operational readiness. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service and provided several federal and state grant funding sources available projects. The Gulf Coast Working Group has indicated the importance of the State of Florida's support of these efforts to restore passenger rail service. No substantive legislation was passed during the 2019 Florida Legislative Session related to the restoration of Gulf Coast passenger rail service. However, during the NACo Legislative Conference earlier this year, staff met with Transportation 4 America, a nationwide nonprofit alliance that advocates for investments in passenger rail networks, to discuss and share Leon County's support. These efforts are described in greater detail in the "2019 Congressional Update" section below.

Canopy Roads Protection

Canopy Roads are recognized as a signature of the Leon County–Tallahassee community embraced by residents and cherished by visitors. As a treasured asset of the community, the County and City have a long history in preserving the canopy roads system. The County and City Commissions established a Canopy Roads Citizen Committee in 1991 to assist in protecting, maintaining, and enhancing local canopy roads, and the Leon County Code of Laws provides standards for tree preservation and re-planting throughout the community, with higher standards within a designated Canopy Road Tree Protection Zone.

In recent years, the County’s longstanding canopy road protections have been threatened by attempts to further erode the local governments’ home rule authority with respect to tree preservation. Currently, the County’s Land Development Code requires a permit or vegetation management plan for the removal, relocation, or vegetation management of trees within the Canopy Road Tree Protection Zone. Along with the permit, the County requires a mitigation plan detailing the purpose which necessitates the tree removal and fulfillment of replanting requirements for the removed tree. This year, the Legislature passed HB 1159, which in part prohibits local governments from requiring a permit for the pruning, trimming, or removal of trees on residential property that has been certified to present a danger to persons or property. The certification must be provided by an arborist certified by the International Society of Arboriculture or a licensed landscape architect. The bill prohibits a local government from requiring a property owner to replant a tree that was maintained according to these provisions. HB 1159 also removes the requirement that a property owner receive approval by the local government before requesting an electric utility to maintain vegetation in the adjacent utility right-of-way. With the bill’s passage, staff has been in coordination with the County Attorney’s Office to develop a proposed update to the Land Development Code in accordance with these new restrictions. The Governor signed HB 1159 on June 26.

Support of Automated Independent Audits in Elections

Prior to the start of the 2019 Legislative Session, the Leon County Supervisor of Elections Office (SOE) requested the Board’s support of legislation that would permit the use of state-certified automated independent election audit systems to be used as an optional election recount tool following a close election. The recount process currently required by state statute is often lengthy and requires a significant amount of time and resources. The SOE currently utilizes an election audit system, which was designed in Leon County and which is now used as either an election audit system or mainline voting system in many jurisdictions across the country, that would provide benefits in the areas of efficiency, transparency, speed, cost, and security if it were allowed to be used as a tool for conducting recounts in close elections. Accordingly, as an alternative tool, the SOE as well as the Florida State Association of Supervisors of Election (FSASE) advocate that the use of such an auditing system would significantly enhance the laborious recount process currently required by Florida Statutes. Recognizing the value that these systems can provide as an optional election recount tool, the Board adopted a Resolution supporting the use of state-certified automated independent election audit systems to conduct official recounts before the certification of any election. SB 582 and HB 881 were filed during the 2019 session and would have provided

counties the option to utilize automated tabulating equipment to conduct recounts. Ultimately, neither bill passed this session.

Support the 2019 FAC Legislative Program

In addition to the substantive issues indicated above to monitor and pursue for the 2019 legislative session, the Board adopted a policy statement to support FAC's 2019 legislative program. Staff and the Capitol Alliance Group worked closely with FAC throughout the legislative session as issues developed that would impact counties throughout the state. FAC advocated against legislation that contained preemptions and unfunded mandates, or worked to lessen the negative impacts these bills would have on local governments including many of the bills discussed in the following section.

OTHER ISSUES DURING THE 2019 FLORIDA LEGISLATIVE SESSION:

Following is an overview of other major legislation that emerged during the 2019 session affecting county governments in Florida:

FY 2020 Budget and Tax Cut Package

On Friday, June 21, Governor DeSantis signed the state budget for FY 2019-2020. The \$90.98 billion final budget, which excludes approximately \$131 million in vetoes from the Legislature's approved budget, is slightly less than the \$91.3 billion plan proposed by Governor DeSantis prior to the start of session. The budget package addresses several of Governor DeSantis' funding priorities in his first year in office including increases in environmental spending and per-student spending in schools. The budget provides \$50 million for water quality improvements and an additional \$100 million for springs restoration projects; \$50 million to continue funding Visit Florida for an additional year, reflecting a 34% decrease in funding for the agency approved in last year's budget; and \$200 million for affordable housing initiatives with \$115 million dedicated to housing recovery in areas impacted by Hurricane Michael. The affordable housing allocation is less than the full funding requested in the Governor's budget proposal but almost double the amount reserved for affordable housing in FY 2018-19.

The Legislature's comprehensive tax cut proposal, HB 7123, was approved by the Governor on May 15, 2019. HB 7123 includes a total of \$87 million in reductions in the upcoming fiscal year and \$73 million in recurring annual cuts. The tax cut package includes a refund for fuel taxes paid for agricultural shipments or debris removal from agricultural properties in counties affected by Hurricane Michael, back-to-school and disaster preparedness sales tax holidays, and a reduction of the sales tax rate levied on commercial leases from 5.7% to 5.5%. Overall, local governments will experience a recurring fiscal impact of \$9.0 million statewide, with the largest impact (\$7.4 million recurring) from the reduction in sales taxes on commercial leases.

Florida Retirement System Rates

On April 15, the Governor approved SB 7016, a budget conforming bill that modifies employer contribution rates to the Florida Retirement System (FRS). Required employer contribution rates

for most membership classes of the FRS increased as a result of SB 7016. As reported to the Board during the June 18, 2019 Budget Workshop, these rate adjustments are projected to increase total retirement costs for Leon County by \$237,000 for the upcoming fiscal year. More details on rate adjustments for each FRS membership class are included in Attachment #4.

Home Rule Preemptions

- *HB 5 – Approval of Local Tax Referenda*
HB 5 requires a referendum to adopt or amend a local government discretionary sales surtax to be held only at a general election. This provision limits the timing and frequency of local sales tax referenda to even-year November elections. The bill also requires a county, school district, or petition sponsor to provide a copy of the final resolution or ordinance of the proposed referendum to the Office of Program Policy Analysis and Governmental Accountability (OPPAGA) at least 180 days before the referendum for the purpose of a performance audit. Within 60 days of receiving the ordinance or resolution, OPPAGA will be required to procure a certified public accountant to conduct the performance audit to evaluate the structure and design, effectiveness, and other performance measures of the program associated with the proposed surtax. Of note, the bill was significantly pared down from its original form. As filed, the bill would have also required discretionary sales surtaxes to be approved by a two-thirds majority.
- *SB 82 – Vegetable Gardens*
SB 82 prohibits local governments from regulating vegetable gardens on residential property. The provisions of the bill would not apply to general regulations not specifically regulating vegetable gardens, such as water use limits during droughts, fertilizer use, or the control of invasive species.
- *HB 127 – Permit Fees*
HB 127 requires counties and municipalities to post their building permit and inspection fee schedules and building permit utilization reports on their website. Leon County currently posts permit and fee schedules online as well as monthly and annual building permit reports. However, HB 127 also requires additional information to be compiled by local governments and included in their reports including all direct and indirect costs incurred by the local government to enforce the Florida Building Code. Local governments are required to post the building permit and inspection utilization report on their website by December 31, 2020 and to update this report before adjusting any fee schedules. Staff is currently working to update the County's current utilization report with the additional information as required by the bill.
- *HB 771 – Plastic Straws*
HB 771, a bill that sought to impose a five-year moratorium on local governments' regulation of plastic straws, was vetoed by the Governor. Specifically, the bill sought to prohibit a county, a municipality, or other local government entity from adopting or

enforcing an ordinance or other local regulation relating to single-use plastic straws before July 1, 2024. Under the bill, the Legislature's Office of Program Policy Analysis and Government Accountability would have been required to conduct a study of "each ordinance or regulation adopted" by local governments related to single-use plastic straws. A legislative bill analysis indicates that 10 Florida municipalities have enacted regulations on single-use plastic straws. In his veto message, Governor DeSantis noted that "the State should simply allow local communities to address this issue through the political process. Citizens who oppose plastic straw ordinances can seek recourse by electing people who share their views."

- *HB 829 – Attorney Fees and Costs*

HB 829 entitles attorney fees and costs to be awarded to the prevailing party in an action challenging a local government's adoption of an ordinance on the basis that it is preempted by the Florida Constitution or Florida law. Upon determination by the court that a local government's ordinance is preempted, HB 829 entitles the prevailing party to be awarded reasonable attorney fees and costs and damages. Attorney fees and costs may not be awarded against a local government if the ordinance is withdrawn or repealed within 30 days of receiving notice that ordinance is expressly preempted. The provisions of the bill are not applicable to ordinances related to growth management and only apply to cases on a prospective basis. The Governor signed HB 829 on June 26.

- *SB 1000 – Communications Services*

SB 1000 makes significant changes to s. 337.401, Florida Statutes governing the use of public rights-of-way by providers of communications services, building upon preemptions adopted by the Legislature in 2017. The bill prohibits a local government from instituting express or de facto moratoria on permits for collocation of small wireless facilities and provides additional requirements on the local government's permit registration and application process for communications services providers. It changes the types of and nature of bonds, security instruments, and insurance that may be required by local governments. The bill provides that a provider must comply with objective and reasonable undergrounding requirements under certain circumstances.

In 2017, the Legislature passed the "Advanced Wireless Infrastructure Act" (AWIA) to pre-empt much of local governments' authority to regulate the deployment of "small cell" wireless communication infrastructure in the right-of-way. In an effort to develop a regulatory framework that preserves the character of the community while complying with the provisions of the AWIA, County staff created a Cell Tower Workgroup to develop a reasonable and nondiscriminatory ordinance for the registration, permitting, insurance coverage, and other provisions related to these facilities. The Cell Tower Workgroup incorporated feedback from industry partners and local utility providers into the ordinance which was approved by the Board on December 12, 2017. With the passage of SB 1000, staff is working with the County Attorney's Office to review and revise the County's existing ordinance in accordance with the provisions of the bill. The County Attorney's

Office anticipates presenting a revised ordinance for the Board's consideration later this year. The Governor signed SB 1000 on June 25.

- *HB 7103 – Community Development and Housing*
HB 7103 makes various changes to existing community development and housing regulations. Among these changes, HB 7103 authorizes local governments to enact inclusionary housing ordinances that require developers to make affordable housing contributions but requires local governments to provide incentives to developers to fully offset the costs to do so. Such incentives may include a reduction or waiver of fees, such as impact fees or sewer charges. The bill also imposes a time limit on local governments to review development permit applications. The bill requires counties and cities to review an application for a development permit or development order for completeness and issue a letter within 30 days indicating either that all required information is submitted or specifying with particularity any areas that are deficient. If the application is deficient, the applicant would have 30 days to address the deficiencies by submitting the required additional information. Within 120 days after the county or municipality has deemed the application complete, the county or municipality would have to approve, approve with conditions, or deny the application for a development permit or development order. The County's current application review process meets and exceeds the timeline proposed in HB 7103. Finally, the bill expands the scope of work for private providers who review site plans and inspect buildings and provides that local governments may not charge fees for inspections if a private provider is used; however, the local government may charge a reasonable administrative fee in these instances. The Governor signed HB 7103 on June 28.

Government Transparency and Accountability

- *HB 861 – Local Government Financial Reporting*
HB 861 requires local governments to implement additional fiscal transparency measures. Counties and municipalities will now be required to post their annual budgets to their website for at least two years and tentative budgets to their websites for at least 45 days. Previously, the amount of time that a budget must remain posted on the website was not specified. Additionally, county and municipal budget officers are required to file an annual report with the Office of Economic and Demographic Research (EDR) including information concerning:
 - Government spending per resident for at least the previous five years;
 - Government debt per resident for at least the previous five years;
 - Median income within the respective county or municipality;
 - Average county or city employee salary;
 - Percent of budget spent on salaries and benefits for county or municipal employees; and
 - Number of special taxing districts within the county or municipality.

- *SB 7014 – Government Accountability*
SB 7014, which enhances various government accountability and auditing processes based on recommendations noted in recent reports by the Florida Auditor General. Among other provisions, the bill makes several statutory revisions specific to local governments including:
 - Revising definition of “local governmental entity” under sec. 11.45, Florida Statutes to include tourist development council and county tourism promotion agencies. This revision would provide the Auditor General the clear authority to conduct audits or other engagements of these entities.
 - Requiring local governmental entities and several other public entities to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
 - Revising membership requirements for each county’s auditor selection committee.

Federal Immigration Enforcement

SB 168 bans “sanctuary jurisdictions” in Florida by requiring state entities, law enforcement agencies, and local governments to cooperate with federal immigration authorities in enforcing federal immigration laws. Under the U.S. Constitution, the Tenth Amendment’s reservation of powers to the states includes traditional “police powers” concerning the promotion and regulation of safety, health, and welfare within the state. Moreover, the federal government’s power to preempt activity in the area of immigration is further limited by the constitutional bar against directly “commandeering” state or local governments into the service of federal immigration agencies. Some state and local jurisdictions have relied on this principle to avoid enforcing federal immigration policies and, according to a legislative bill analysis, could be considered “sanctuary jurisdictions” as a result.

SB 168 specifically prohibits state and local agencies from having a law, policy, practice, procedure, or custom which impedes a law enforcement agency from communicating or cooperating with a federal immigration agency on immigration enforcement. Further, SB 168 requires such agencies to comply with and support the enforcement of federal immigration law, including complying with immigration detainer requests, and suspend state grant funding eligibility for agencies in violation of the act. House and Senate Republicans had to reach a compromise on the final version to send to the governor which involved stripping out penalties that the House had sought to include. Those proposed penalties would have included fines for local governments and allowed lawsuits against local governments when people are killed or injured by undocumented immigrants because of sanctuary policies.

Micromobility Devices

HB 453 establishes a regulatory framework for the operation of micromobility devices such as motorized scooters in response to emerging “dockless” motorized scooters programs in communities across the state. These programs allow users to rent and ride motorized scooters on a short-term basis, for a fee, and leave the rental anywhere once finished rather than returning it to a designated station. Although the dockless model allows citizens to more easily access alternative transportation services, this has led in many communities to rentals being left in inconvenient places such as in the middle of the sidewalk, blocking curb ramps and other ADA-sensitive locations, businesses, and transit access points. Among other provisions, HB 453 authorizes local governments to adopt an ordinance governing the operation of motorized scooters and on streets, highways, sidewalks, and sidewalk areas under its jurisdiction. Currently, motorized scooters are not allowed on sidewalk or roads within the City of Tallahassee; however, in May 2019, the City Commission approved a three-month pilot program to authorize the establishment of motorized scooter sharing in specified areas of the City beginning in July 2019. Following the pilot, the City is expected to consider an ordinance to authorize motorized scooter sharing year-round.

Transportation - Multi-use Corridors of Regional Economic Significance Program

SB 7068 seeks to advance the construction of three new major toll road projects in Florida. SB 7068 was a top priority of Senate President Bill Galvano for this year’s legislative session. The three corridors identified within the bill would extend the Suncoast Parkway from Citrus County to Jefferson County, extend the Florida Turnpike northwest to connect with the Suncoast Parkway, and create a new transportation corridor from Polk County to Collier County. The bill establishes task forces to study the economic and environmental impacts of the new or expanded toll roads and complete their work by October 1, 2020. Each corridor would be a toll road, part of the turnpike system, considered as Strategic Intermodal System facilities, and must open to traffic by 2030, with construction beginning no later than December 31, 2022. To support construction of projects in the corridors, the bill dedicates funding through the Florida Department of Transportation (FDOT) on a phased-in schedule of \$45 million in FY 2020, \$90 million in FY 2021, and \$135 million in FY 2022 and thereafter. Funding for the projects as authorized in the bill will come from motor vehicle license taxes redirected from the State Transportation Trust Fund.

Additionally, SB 7068 provides an annual allocation of \$2.5 million over the next three fiscal years to implement a road and bridge construction workforce development program through FDOT. The program is intended to provide direct economic benefits and employment opportunities to communities in which the FDOT is constructing infrastructure projects, including areas of low income and high unemployment. The program will serve as a tool to address the construction labor shortage by recruiting and training a pipeline of skilled workers in the skills necessary to complete projects in the FDOT five-year work program including multi-use corridor construction projects. FDOT will be required to merge any of its existing workforce services into the program and measure the cost-effectiveness of the program to be reported to the Governor, Senate President, and Speaker of the House on an annual basis along with recommendations for future program refinements.

Needle Exchange Pilot Program

SB 366 establishes the Infectious Disease Elimination Act (IDEA). The bill authorizes counties to establish sterile needle and syringe exchange programs by county ordinance. The bill requires that counties establishing such a program must enter into an agreement with the Florida Department of Health affirming that the program will operate in accordance with the provisions of the bill. A county must contract with a health care facility such as a hospital, licensed clinic, or medical school to operate the program. The bill prohibits funding an exchange program with state funds; however, programs may be funded with county or municipal funds or with private resources. As directed by the Board during the June 18, 2019 meeting, staff is preparing an agenda item future presentation to the Board at a subsequent meeting with further analysis of the provisions of SB 366 and counties' roles in establishing needle exchange programs. The Governor signed SB 366 on June 26.

Distracted Driving

HB 107 blends a ban on texting and driving with a requirement that motorists travel hands-free of wireless devices in school zones and construction zones. Under the bill, texting while driving is now a "primary" traffic offense. Previously, law enforcement officers could only cite motorists for texting while driving if they were pulled over for other reasons. By making it a primary offense, law enforcement officers can now pull over motorists solely for texting while driving. Beginning October 1, 2019, HB 107 prohibits the use of a handheld wireless communications device while driving in a designated school crossing, school zone, or active work zone area. From October 1 through the end of 2019, only verbal and written warnings will be issued to persons stopped for violations of the handheld prohibition. Law enforcement officers will be authorized to issue citations for such violations beginning January 1, 2020. In addition, County Clerks of Court will be able to dismiss cases of first-time offenders who provide proof of purchase of equipment that enables their wireless devices to be used hands-free. Making texting while driving a primary offense has raised concerns among numerous black and Hispanic lawmakers, who fear it would lead to increased racial profiling of minority motorists. Similar concerns helped derail previous attempts to make texting while driving a primary offense. To address concerns about racial profiling, HB 107 requires officers to record the race and ethnicity of violators, with annual reports of statewide arrests submitted to the governor, Senate president and House speaker starting February 1, 2020.

COMMUNITY LEGISLATIVE DIALOGUE MEETING:

This year marked the ninth year the County has hosted a Community Legislative Dialogue Meeting to engage and coordinate with community partners and local organizations in identifying shared interests to monitor throughout the legislative session. As directed by the Board, Commissioner Maddox worked with staff to host this year's Community Legislative Dialogue meeting on March 29, 2019. Representatives from several community organizations participated in the meeting including representatives from the Leon County Legislative Delegation, Florida State University, Florida Agricultural and Mechanical University, Tallahassee Memorial Hospital, the City of Tallahassee, County constitutional officers, and others. The group collectively worked to identify

issues of shared significance for the community and agreed to work together to monitor these issues throughout the remainder of the legislative session. Staff recommends scheduling the Community Legislative Dialogue Meeting for the 2020 legislative session to be held on Friday, February 14, 2020 at 9:00 a.m. in the Commission Chambers.

2019 CONGRESSIONAL UPDATE:

At the 2019 State and Federal Legislative Priorities Workshop, the Board also approved several policy priorities for the first session of the 116th Congress. Each year staff evaluates the trends and issues affecting all County programs and services to identify potential policy or substantive legislative issues at the federal level. Leon County's federal legislative priorities are coordinated through the County's National Association of Counties (NACo) representation and Squire Patton Boggs, the County's federal contract lobbying firm. Staff coordinates regularly with Squire Patton Boggs by phone and e-mail to strategize on key federal policy and budget issues and to identify new federal grant funding opportunities for County project requests. In addition, the federal lobbying team assists staff in preparing monthly updates to the Board on federal legislative activities.

In March, Commissioners and staff attended the 2019 NACo Legislative Conference to take part in NACo's legislative policy process and attend educational sessions. The NACo Legislative Conference provides county officials and staff from around the country with the unique opportunity to discuss nationwide issues impacting counties. While visiting the nation's capital, staff and the County's federal contract lobbying team from Squire Patton Boggs met with representatives from the U.S. Department of Housing and Urban Development, the Federal Emergency Management Agency, and Transportation 4 America to discuss issues of importance to the County and potential grant funding for County initiatives.

FY 2019 and FY 2020 Federal Appropriations

On February 15, 2019, after a record-setting 35-day government shutdown, President Trump signed the FY 2019 Omnibus spending bill. The \$333 billion appropriations package included \$1.375 billion for barriers along the U.S.-Mexico border and a \$7.4 billion spending increase for the Cabinet departments and independent agencies included in the package. Following passage of the FY 2019 Omnibus legislation in February, the White House and members of Congress began their work on the FY 2020 appropriations cycle.

- *President's FY 2020 Budget Request:*

On March 11, 2019, the President submitted his \$4.7 trillion federal budget request for FY 2020, "A Budget for a Better America: Promises Kept. Taxpayers First." to Congress. Similar to the President's budget requests for FY 2018 and FY 2019, the proposal includes increased federal spending for the military, infrastructure, and border security, which remains a top priority of the Administration, while decreasing non-defense discretionary spending. The FY 2020 Budget Request includes \$2.7 trillion in spending cuts over the next ten years with a \$1.24 trillion reduction in mandatory spending programs, primarily

through cuts to Social Security, Medicare, and Medicaid. Consistent with the President's FY 2019 budget request, the FY 2020 proposal would eliminate or zero out funding for a number of agencies and programs, including HUD Community Development Block Grant, HOME Investment Partnerships Program, and the Economic Development Agency.

- *FY 2020 Appropriations Bills and Spending Caps:*

In May 2019, the House Appropriations Committee began holding its first markups for FY 2020 appropriations bills approved a spending bill outlining federal funding for programs under the U.S. Departments of Labor, Health and Human Services and Education, among other related agencies and continues to make progress on a number of other appropriation bills. The Senate has yet to begin its work on FY 2020 appropriations bills and is not expected to do so until a budget agreement is in place. Without a budget agreement in place, the House adopted an informal resolution increasing both defense and discretionary spending by \$1.295 trillion, which is a 10 percent increase over sequestration-level spending caps laid out in the 2011 Budget Control Act.

While Congressional leadership and White House officials are expected to discuss a potential deal to raise the sequestration-level spending caps, as well as the nation's debt ceiling, disagreements remain within each Chamber regarding increases between defense versus non-defense spending. Further, the White House is seeking to maintain current spending caps which would cut non-defense discretionary spending by 10 percent. Discussions on spending caps are anticipated to continue through the summer as lawmakers seek to pass appropriations bills before the start of FY 2020 on October 1 and avoid another government shutdown. Additional details regarding the FY 2020 federal appropriations as well as other notable federal issues are included in the Squire Patton Boggs May 2019 Federal Update Memorandum (Attachment #5).

Federal Disaster Recovery Assistance

- *Disaster Relief Bill – H.R. 2157*

On June 3, 2019, Congress passed a disaster relief package to provide billions of dollars in aid to recovering communities across the country impacted by hurricanes, wildfires, flooding, and other natural disasters over the last two years. Congress had not previously passed a disaster relief package since February 2018, which provided nearly \$90 billion in federal aid to support recovery from wildfires and hurricanes. In light of the natural disasters that have devastated the country in the year since, the current disaster package allocates an additional \$19.1 billion for ongoing recovery efforts stemming from 2018 disasters.

More than half of the \$19.1 billion package is dedicated to infrastructure and related work to support rebuilding efforts in regions impacted by storms including:

- \$1.65 billion in emergency relief funds to the Federal Highway Administration to reimburse states and territories for their post-storm repairs to federal managed roads and bridges and other related expenditures;
- \$349 million for the Environmental Protection Agency to issue grant funding for assessment of post-disaster water quality conditions and improving resiliency of water systems in states affected by hurricanes;
- \$2.7 billion to the Department of Defense to support the reconstruction of military bases, including the repair of damaged infrastructure at the Tyndall Air Force Base in Florida impacted by Hurricane Michael;
- \$150 million for Rural Development Community Facilities Grants to assist small rural communities in improving and repairing essential public services and facilities.

Among other provisions, the package allocates over \$2 billion to Community Development Block Grants (CDBG). A large share of this funding is dedicated to support the FEMA cost-share for ongoing relief projects in Puerto Rico, but the package also provides \$304 million in CDBG funding to rebuild homes and infrastructure in other U.S. territories.

- *FEMA Hurricane Michael Reimbursements*

Following Hurricanes Hermine, Irma, and Michael which impacted Leon County during the past three consecutive years, staff continues to coordinate the reimbursement of disaster-related costs from FEMA and the State of Florida. As indicated earlier in this item, staff conducted an agency site visit with representatives from FEMA earlier this year which included a conference call with representatives from our regional FEMA office, the State of Florida Division of Emergency Management (FDEM), and the County’s budget team to ensure the highest level of ongoing coordination regarding the County’s project reimbursements.

To date, Leon County has received \$15 million in disaster-related cost reimbursements, or 55%, of the total \$33.2 million eligible reimbursement amount, as reflected in the table below:

Table 2: Disaster-related Expenses and FEMA Reimbursement Status

Incident:	Amount Eligible for Reimbursement:	Amount Received to Date (Percent):	Remaining Balance:
Hermine (2016)	\$10,286,533	\$9,780,553 (95%)	\$505,832
Irma (2017)	\$1,280,661	\$850,214 (66%)	\$431,576
Michael (2018)	\$21,634,966	\$7,571,892 (35%)	\$14,063,074
Total	\$33,202,160	\$18,202,659 (55%)	\$15,000,482

All remaining costs related to Hurricane Hermine and Irma have been determined eligible for reimbursement and are obligated by FEMA. As reported during the June 18 Budget Workshop, Leon County had the highest storm-related costs for all county governments

for Hermine and has received 95% of funds eligible for reimbursement, compared to an average reimbursement rate of 71% to date among all impacted counties. For Irma, Leon County ranks in the upper tier for reimbursement with a rate of 81% compared to the average of 45% to date.

All Leon County projects related to Hurricane Michael have been submitted to FEMA and are currently under review for obligation. Leon County is one of only five counties that have applied for and received expedited project reimbursements offered by FEMA under Section 428 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This expedited process has allowed the County to receive \$7.6 million in expedited funding during the current fiscal year and to avoid borrowing funds to cover outstanding disaster-related expenses. Without the County's Catastrophe Fund and healthy reserves, alternative resources would have been necessary such as bank loans, reductions in existing services, and/or the elimination of capital projects.

- *National Flood Insurance Program Extension*

The disaster relief package also includes an extension of the National Flood Insurance Program (NFIP) through September 30, 2019. Administered through FEMA, the NFIP provides affordable insurance coverage to property owners for damages and losses due to catastrophic flooding. The NFIP is the primary source of flood insurance coverage for residential properties in the United States and was set to lapse on May 31, 2019. If not reauthorized, the NFIP's authority to provide new flood insurance contracts would expire and authority to borrow funds from the Treasury would be reduced from \$30.425 billion to \$1 billion causing significant implications due to the mandatory purchase requirement, which is generally met through NFIP coverage. The short-term extension through September provides lawmakers additional time to work toward a long-term reauthorization of the program.

Amtrak Passenger Rail Service Restoration

In August 2005, Amtrak's Sunset Limited, passenger rail service for the Gulf Coast Region between New Orleans and Jacksonville through Leon County, was suspended due to the impacts of Hurricane Katrina. Shortly after, Leon County began to engage our local legislative delegation, CSX, FDOT, and others to advocate for the restoration of passenger rail service – which remains suspended today because of the cost and challenges associated with restoring service to this route. Several efforts have been made by Congress to restore rail service between New Orleans, Louisiana and Sanford, Florida (more detail provided in Amtrak federal policy priority). The Passenger Rail Reform and Investment Act of 2015 established the Gulf Coast Working Group to evaluate the restoration of intercity passenger rail service in the Gulf Coast region to provide opportunities to expand local tourism and business markets and access to healthcare and educational opportunities.

In July 2017, the working group provided its final report to Congress which included recommendations on possible track improvements, capacity cost assessment, and operational readiness. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service and provided several federal and state grant funding sources available projects. The Gulf Coast Working Group has indicated the importance of the Florida Legislature's support of these efforts to restore passenger rail service. Staff has continued to work with the Gulf Coast Working Group, Amtrak, the Southern Rail Commission, and other stakeholders to gather support of the final recommendations of the report and funding for restoration efforts at the federal and state level.

As a part of this effort, County staff and the County's federal contract lobbying team met with Transportation 4 America during the NACo Legislative Conference earlier this year. Representatives from Transportation 4 America provided an update on the status of rail restoration efforts of states along the intercity passenger rail within the in the Gulf Coast region. As expressed by the Gulf Coast Working Group, Transportation 4 America reiterated the need for the Florida Legislature's support of these efforts to restore passenger rail service. Staff discussed the County's ongoing efforts to engage the Florida Legislature and shared the County's support for rail service restoration. Staff discussed potential opportunities to further engage the Florida Legislature on this issue and will continue to coordinate with Transportation 4 America as well as other stakeholders in supporting the restoration of passenger rail service.

Choice Neighborhoods Grant Program

During the October 23, 2018 Legislative Priorities Workshop, the Board directed staff to seek funding through the Choice Neighborhoods Program to support the Orange Avenue Apartments redevelopment project. Choice Neighborhoods is competitive grant program administered by the U.S. Department of Housing and Urban Development to assist local communities in creating comprehensive plans to redevelop severely distressed subsidized housing and revitalize high-poverty neighborhoods. As reflected in the Joint County-City Affordable Housing Workgroup's Final Report, the Orange Avenue Apartments Redevelopment Project aligns with the mission of the Choice Neighborhoods Program, which is to support communities that have undergone a comprehensive local planning process and are ready to implement their affordable housing redevelopment plan to meet the needs and enhance the quality of life of the community.

While in Washington D.C. for the 2019 NACo Legislative Conference, staff and the County's federal lobbying team met with representatives from the U.S. Department of Housing and Urban Development to discuss the Orange Avenue Apartments redevelopment project in relation to the Choice Neighborhoods program. In addition, staff has been in coordination with the City as well as the Tallahassee Housing Authority (THA) which owns the Orange Avenue Apartments on these efforts. Currently THA is focused on securing highly-competitive tax credit funding at the state level as part of the redevelopment of Orange Avenue Apartments. The County has been actively engaged in this process by participating in meetings with the Florida Housing Finance Corporation which administers the tax credits to discuss state financing opportunities for the Orange Avenue

Apartments and providing letters of support to better position the Orange Avenue apartments for funding. THA has expressed interest in taking the lead to explore the Choice Neighborhoods grant following the culmination of its efforts to secure tax credit financing. THA is expected to submit its tax credit application in October 2019 with notification of the results of the application anticipated in December 2019.

Relocation of U.S. Department of Agriculture Offices

In August 2018, the U.S. Department of Agriculture (USDA) issued a notice of request for potential sites to relocate the headquarters of its National Institute of Food and Agriculture (NIFA) and the Economic Research Service (ERS). The USDA outlined criteria for selection of the potential new location(s) based on transportation logistics, workforce capacity, community and quality of life, and capital and operating costs. The specific criteria set forth aligns with the offerings of Leon County in several ways including our community's proximity to an airport, recreational opportunities, and close proximity to a critical mass of intellectual capacity and potential employees. As reported to the Board during the 2019 Legislative Workshop, staff coordinated with the County's federal lobbyist to submit an Expression of Interest of the Leon County-Tallahassee community as the potential relocation site of the NIFA and ERS headquarters.

On March 12, 2019, Tallahassee-Leon County was included in the initial down-select list of 76 potential relocation sites still under consideration (among the total 136 submissions received) announced by U.S. Secretary of Agriculture Sonny Perdue. Following the announcement, staff continued to coordinate with the County's contract lobbying team and our federal delegation members to continue supporting Leon County's Expression of Interest. In April, Congressman Neal Dunn advocated his support of Tallahassee-Leon County as the relocation site of the USDA offices to the House Agriculture Appropriations Subcommittee as well as the Secretary of Agriculture. Following the USDA's rigorous site selection process, however, Leon County was not ultimately selected for the USDA relocation announced on June 13, 2019. Staff is currently coordinating with County's federal lobbying team to conduct a debrief with USDA to receive feedback on the County's submittal.

2020 FLORIDA LEGISLATIVE SESSION

The 2020 legislative session is scheduled from January 14 through March 13, 2020. To ensure the Board has an appropriate amount of time to consider its legislative priorities, staff recommends scheduling the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 p.m. - 3:00 p.m. FAC has scheduled its yearly Innovation & Policy Conference on September 25-26, 2019 and its Legislative Conference on November 20-22, 2019.

Title: 2019 Florida Legislative Session Final Report and Request to Schedule the Board Workshop on 2020 State and Federal Legislative Priorities and 2020 Community Legislative Dialogue Meeting

July 9, 2019

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Options:

1. Accept the 2019 Florida Legislative Session Final Report.
2. Schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 p.m. - 3:00 p.m.
3. Schedule a Community Legislative Dialogue Meeting for the 2020 Florida Legislative Session for February 14, 2020 from 9:00 a.m. - 10:30 a.m.
4. Accept the 2019 Florida Legislative Session Final Report and take no further action.
5. Do not accept the 2019 Florida Legislative Session Final Report.
6. Board direction.

Recommendation:

Options #1, #2, and #3


Attachments:

1. October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities
2. Capitol Alliance Group 2019 Session Final Report
3. State FY 2020 Budget Allocations within Leon County
4. Adopted Adjustments to Florida Retirement System Membership Class Contribution Rates
5. Squire Patton Boggs May 2019 Federal Update Memorandum

Leon County Board of County Commissioners

Workshop

October 23, 2018

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator 
Title: Workshop on the 2019 State and Federal Legislative Priorities

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

Statement of Issue:

This workshop item seeks the Board's approval of recommended state and federal legislative priorities for the 2019 Florida Legislative Session and the first session of the 116th Congress.

Fiscal Impact:

This item does not have a fiscal impact. However, it recommends requests for state and federal appropriations as well as substantive policy positions that seek to avoid unfunded mandates and cost shifts to the County.

Staff Recommendations:

Option #1: Approve the 2019 State and Federal Legislative Priorities, as amended by the Board.

Report and Discussion

Background:

Each year, the Board conducts a workshop with the County's legislative staff and contract lobbyists to develop priorities for the upcoming state and federal legislative sessions. This workshop enables the County's legislative team to receive important guidance from the Board regarding priority legislative issues and directs the County's lobbying efforts for the upcoming year at both the state and federal level. In recent years, the Board has directed staff to refine the County's substantive policy priorities only to the most pressing issues and to support the Florida Association of Counties (FAC) and National Association of Counties (NACo) in achieving their respective legislative goals. Consistent with this direction, staff is seeking Board approval of the County's 2019 State and Federal Legislative Priorities, comprised of the state and federal policy and appropriations issues proposed herein.

Analysis:

The 2019 Florida Legislative Session will be held from March 5 through May 3, 2019, with interim committee weeks beginning in December. The first session of the 116th U.S. Congress will convene on January 3, 2019. Staff recommends several policy and appropriations priorities for the 2019 state and federal legislative sessions, arranged as follows:

- 10 legislative appropriation requests;
- 15 County projects for potential state and/or federal grant funding;
- 5 state-level legislative policy priorities, including support of the FAC 2019 Legislative Priorities, for the 2019 Florida Legislative Session; and
- 4 federal legislative policy priorities, including support of the NACo 2019 Legislative Priorities, for the first session of the 116th United States Congress.

Similar to previous years, the policy and appropriations priorities recommended in this workshop item are organized to target the County's most pressing issues and best align with the anticipated priorities of the 2019 state and federal legislative sessions. Following the catastrophic damage caused by Hurricane Michael, and in the wake of Hurricanes Hermine, Matthew, Harvey, Irma, and Maria in the last two years, staff expects that the Florida Legislature and Congress will again devote considerable attention this year to hurricane readiness and disaster recovery issues. During the 2018 Florida Legislative Session, the Florida House of Representatives appointed a Select Committee on Hurricane Response and Preparedness to gather information, solicit ideas for improvement, make recommendations to the executive branch, and suggest legislative options to address hurricane preparedness and response. The committee approved its final report on January 16, 2018, which included 78 recommendations to be forwarded to the standing substantive and fiscal committees of the House for their consideration and further development. Many of the report's findings were unaddressed or died by the end of session, including a study on preparing the electrical grid for future storms, establishment of a statewide special needs registry and registration program, requiring changes to state and local comprehensive emergency plans, requiring sign-language interpreters in emergency broadcasts, and using railroads to help evacuate residents and transport extra fuel to areas with shortages. However, the Legislature's tax cut package, HB 7087, included a property-tax break for homeowners displaced by Hurricane Irma and a break for nursing homes that purchase electric generators, and the Legislature passed

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a bill that ratified administrative rules requiring nursing homes and assisted living facilities to have an operational emergency power source and 72 hours of fuel.

Additionally, the Legislature's Office of Economic and Demographic Research is again projecting a slim budget surplus heading into the 2019 session, and the Legislature may seek once again to shift costs to local governments in the form of unfunded mandates and/or further cut state spending to balance the state budget. Similar to recent years, the Legislature is not expected to allocate considerable funding for direct legislative appropriations in support of local projects, instead promoting the availability of existing grant programs through the executive branch. Accordingly, the list of projects that staff is recommending the County pursue for direct legislative funding reflect those that best align with the anticipated priorities of the Legislature during the 2019 session.

In addition to the list of projects for legislative funding, this workshop item also recommends Board direction to pursue grant funding for specific County projects that best align with existing executive branch grant programs. The County has been successful in recent years securing over \$125 million in funding over the next several years through several of these programs. To best align the County's top priority projects with their most likely sources of state and federal funding, this item recommends that the Board direct staff to continue the County's successful strategy of seeking grant funding for these projects through regional, state, or federal agency grant programs as applicable.

The Board may wish to add, remove, and/or amend legislative priorities as deemed appropriate for the County's 2019 State and Federal Legislative Priorities. Upon Board approval, staff and the County's contract lobbying teams will pursue all of the priority issues approved by the Board. Notwithstanding this, staff will assign priority to any issue that the Board designates to receive a special level of attention in the upcoming legislative cycle.

Importantly, in addition to the issues specific to Leon County identified herein by staff, much of the County's legislative advocacy each session is focused on issues of statewide importance in conjunction with FAC. FAC will finalize its 2019 legislative program during the 2018-19 Legislative Conference in Hillsborough County, which will take place November 28 through November 30, 2018. The statewide issues identified by the FAC membership will assist staff in identifying the most critical issues facing counties during the state legislative session.

It is important for the Board to be active participants in the legislative process by testifying on behalf of the County and by working with our local legislative delegation. As always, staff will keep the Board involved in legislative issues through agenda items, resolutions, memoranda, and weekly updates during the state legislative session.

**PROPOSED APPROPRIATIONS REQUESTS
2019 STATE & FEDERAL LEGISLATIVE SESSION:**
(Complete information on each request is included in Attachment #1)

Throughout the year, staff works to identify projects most suitable for state and federal appropriation requests to support important County projects. The Board’s practice of retaining professional contract lobbying services at both the state and federal levels enhances the County’s advocacy efforts for these requests. The County’s contract lobbying firms provide a daily presence by advocating for the County’s state and federal requests with the County’s legislative delegations and other legislative leaders.

In past state legislative sessions, legislative committees have utilized specific forms to request funding for local projects. While it is not yet clear what processes will be in place for requesting funding for local projects during the 2019 state legislative session, staff has prepared the information that will likely be required to support the County’s proposed appropriations requests.

The following list reflects a concise, targeted set of County projects that best align with the anticipated priorities of the Legislature during the 2019 session (for complete information on each, see Attachment #1):

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Backup Generators – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$300,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$4 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction
Offender Reentry Programs	\$300,000	Program Funding

In recent years, community partner agencies have sought and received funding for projects that have aligned with the Board’s adopted legislative priorities. For instance, in the 2018 Florida Legislative Session, FSU Schools received funding to improve facilities at Florida High School to enhance special needs sheltering operations. Also, the Bethel Ready4Work program has received legislative funding in recent years to support its offender re-entry services. Accordingly, in addition to the proposed Leon County appropriations requests listed above, staff recommends that the County support community partners’ funding requests as follows:

- **Support community partners’ funding requests for projects that would enhance Leon County’s disaster resiliency, such as backup generators and structural hardening of critical facilities.**
- **Support community partners’ funding requests for offender re-entry programs serving the Leon County community, such as the DISC Village Leveraging**

Interventions for Transformation (LIFT) Program and the Bethel Ready4Work program.

**ADDITIONAL HIGH-PRIORITY COUNTY PROJECTS
RECOMMENDED FOR POTENTIAL GRANT FUNDING:**

In recent years, the Florida Legislature and Governor Rick Scott have placed a greater emphasis on grant programs through the executive branch and coordination with state agencies to help fund infrastructure projects. Governor Scott's line-item vetoes totaled over \$1.7 billion over the past four years, specifically striking projects that bypassed state agency review or that would not benefit the state as a whole. This year, staff anticipates the Legislature and Governor to maintain this emphasis on funding through grant programs and state agencies. Accordingly, staff is seeking Board direction to continue pursuing grant funding for the County projects listed below.

As indicated earlier in this item, Leon County has been successful in recent years securing over \$125 million in upcoming funding through the Florida Department of Transportation (FDOT) Five-Year Work Program, the Springs Restoration Matching Grant Program administered by the Northwest Florida Water Management District (NFWFMD) and the Florida Department of Environmental Protection (FDEP). Notably, the County recently entered into two Springs Restoration Grant agreements with FDEP totaling \$4.5 million for the Northeast Lake Munson and Belair/Annawood Sewer System Projects. Included in this agreement is the Tentative Leon County Water Quality and Springs Protection Infrastructure Improvement Plan, which is a first-of-its-kind agreement between the state and a county resulting from Leon County's strong commitment to reducing nitrogen levels in the primary springs protection zone. The Improvement Plan, included in the project list below, reflects FDEP's willingness to provide approximately \$20.2 million through FY 2024 for septic system improvement projects in Leon County including the Woodville Sewer Project and the Woodside Heights, Northeast Lake Munson, and Belair/Annawood septic-to-sewer projects, as well as the Advanced Septic Systems Pilot Project which will provide funding for alternative wastewater treatment technologies where it is not cost-effective or technically feasible to provide central sewer service.

This targeted approach best aligns major County projects with the most likely sources of state funding. Accordingly, following is a list of proposed projects recommended for potential grant funding. Each listed project is consistent with the County's FY 2017-2021 Strategic Plan, FY 2019 Budget, Capital Improvement Program, and/or other plans or policy documents, as applicable:

<u>Request:</u>	<u>Amount:</u>	<u>Project Phase:</u>
Woodville Sewer System Project Construction 1A, FY 19-20	\$3,750,000	Construction
Septic System Upgrades, FY 19-20	\$500,000	Design/Construction
Leon South Regional Water System	\$750,000	Design/Construction
Capital Cascades Trail Segment 3D RSF	\$5.1 million	Design
Capital Circle Southwest	\$10 million	Construction
Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million	Construction
Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million	Design
Orange Avenue Widening & Beautification	\$3.3 million	Design
Veterans Memorial Drive (CR 59) Bridge Replacement	\$530,000	Design/Construction
Lake Lafayette St. Marks Regional Linear Park	\$750,000	Land Acquisition
Chaires Community Park Baseball Field	\$400,000	Construction
St. Marks Headwaters Greenway Trails	\$800,000	Construction
J.R. Alford Greenway Trails	\$200,000	Construction
Williams Landing Improvements	\$450,000	Design & Construction
Offender Reentry Programs	\$300,000	Program Funding

**PROPOSED POLICY REQUESTS
2019 STATE LEGISLATIVE SESSION:**

Like most legislation, Leon County’s policy requests are generally incremental in nature, focusing on issues specific to Leon County that are built upon over the course of several legislative sessions. Additionally, staff annually evaluates the trends and issues affecting all County programs and services to identify potential legislative policy priorities. Statewide significant substantive issues range from maintaining the County’s home rule authority to the state’s current fiscal challenges and efforts to further reduce the size and scope of state government. Once again, the state’s current fiscal challenges are likely to dominate the Legislature’s time this year. Additionally, as indicated earlier in this item, the Legislature is also expected to devote considerable attention to hurricane readiness and disaster recovery issues.

Some of Leon County’s policy priorities have traditionally been perennial, such as advocating for protection of the state workforce in Leon County and opposing efforts by the Legislature to erode or pre-empt counties’ home rule authority. This year, however, staff is recommending the Board adopt a policy priority in support of a major project with significant economic benefit to the community, which is the construction of a full-service convention center and hotel in Florida State University’s arena district. While a convention center would establish Florida’s capital city as a destination for state and regional conferences, almost all convention centers operate at a deficit and require financial support to ensure long-term fiscal viability. Accordingly, and as described below, this year’s proposed legislative priorities include seeking eligibility to levy a

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local option High Tourism Impact Tax that several other counties are currently eligible to levy. This would provide a dedicated funding source to support a cost-sharing arrangement for convention center operations.

Leon County's lobbying team will monitor the budgetary and programmatic decisions made by the Legislature to determine their impact, if any, on local governments in the form of cost shifts or unfunded mandates. In addition to the substantive issues identified by the County, staff works closely with FAC to identify developing issues that affect counties during the legislative session. In many cases, the County joins FAC to advocate for or against initiatives that would substantially impact counties.

Following is a refined listing of the proposed Leon County 2019 state legislative policy requests. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

Protection of the State Workforce

Issue: Recognizing that the state employees who live in Leon County are vital to our community, economy, and diversity, protecting the jobs of these workers from privatization and advocating for fair wages has continuously been a top priority of the Board during the legislative cycle. In addition, following major cuts to state positions in recent years, this is an issue also strongly supported by members of Leon County's legislative delegation.

During the 2017 Legislative Session and for the first time in eight years, funding for an across the board pay raise for over 97,000 state employees was included in the FY 2017-18 state budget. State employee pay raises were effective October 1, 2017; however, the general pay increase was linked to reforms to the state's health insurance and the Florida Retirement System (FRS). During the 2018 session, no further reductions to state employee benefits were considered and the FY 2018-19 state budget included targeted salary increases for certain state employees. Staff will continue to monitor for any legislation affecting state employee pay and benefits, and will advocate on behalf of policies that benefit state employees during the 2019 session.

Action: Support the protection of the state workforce and oppose any reductions to state employee benefits.

Modification of the Eligibility for Levying the Local Option High Impact Tourist Development Tax

Issue: A top priority for the Board during the past three legislative sessions has been to seek the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax. In Leon County, proceeds from a local option High Impact Tourist Development Tax could be used to support operating costs of a convention center contemplated as part of FSU's Arena District Master Plan to modernize its facilities and grow the campus footprint. The County and City Commissions have allocated up to \$20 million of local funds from a voter-approved sales tax referendum in support of the \$400 million project in effort to support the community's shared initiatives and long-term economic goals.

On September 20, 2018 the Blueprint Intergovernmental Agency (IA) Board of Directors authorized OEV staff to commence the bond financing process for the issuance of up to \$20 million toward the convention center as early as October 2020 (FY 2021), subject to the IA Board's final approval of the scope, size, and operations plan for the hotel and convention center. In addition, the IA Board directed OEV staff to continue to participate with FSU in the market and feasibility analysis for the hotel and convention center, to be brought back to the IA Board upon completion with staff recommendations.

During FAC's 2018-19 Innovation and Policy Development Conference and Legislative Conference, the Finance, Tax, and Administration Committee unanimously passed a Policy Proposal to support the expansion of eligibility of counties to levy the Local Option High Impact Tourist Development Tax. The proposal seeks statutory revisions to authorize all 67 counties, by an extraordinary commission vote, to levy the local option tax. Final consideration of the issue as a legislative policy for the upcoming session will take place during FAC's Legislative Conference in November. Staff will continue to work with FAC and fellow counties to align advocacy efforts in support of modification of the eligibility for levying the local option High Tourism Impact Tax.

Action: Support the revision of Sec. 125.0104, F.S. to modify the eligibility of counties to levy the Local Option High Impact Tourist Development Tax.

Amtrak Passenger Rail Restoration

Issue: In August 2005, Amtrak's Sunset Limited, passenger rail service for the Gulf Coast Region between New Orleans and Jacksonville through Leon County, was suspended due to the impacts of Hurricane Katrina. Shortly after, Leon County began to engage our local legislative delegation, CSX, FDOT, and others to advocate for the restoration of passenger rail service – which remains suspended today because of the cost and challenges associated with restoring service to this route. Several efforts have been made by Congress to restore rail service between New Orleans, Louisiana and Sanford, Florida (more detail provided in Amtrak federal policy priority). The Passenger Rail Reform and Investment Act of 2015 established a Gulf Coast Working Group to evaluate the restoration of intercity passenger rail service in the Gulf Coast region to provide opportunities to expand local tourism and business markets and access to healthcare and educational opportunities.

In July 2017, the working group provided its final report to Congress which included recommendations on possible track improvements, capacity cost assessment, and operational readiness. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service and provided several federal and state grant funding sources available projects. The Gulf Coast Working Group has indicated the importance

of the Florida Legislature's support of these efforts to restore passenger rail service.

Action: Support the Gulf Coast Working Group's efforts to restore passenger rail service in the Gulf Coast region.

Canopy Roads Protection

Issue: Canopy Roads are recognized as a signature of the Leon County –Tallahassee community embraced by residents and cherished by visitors. As a treasured asset of the community, the County and City have a long history in preserving the canopy roads system. The County and City Commissions established a Canopy Roads Citizen Committee in 1991 to assist in protecting, maintaining, and enhancing local canopy roads and, the Leon County Code of Laws provides standards for tree preservation and re-planting throughout the community, with higher standards within a designated Canopy Road Tree Protection Zone.

In recent years, the County's longstanding canopy road protections have been threatened by attempts to further erode the home rule authority of local governments. During the 2018 Legislative Session, proposed local preemption legislation sought to restrict local government's ability to preserve canopy roads and preempt all regulation of tree removal, trimming, and harvesting to the state. During the 2019 session, staff will continue to closely monitor similar legislation and engage the Canopy Roads Committee through calls-to-action and by providing opportunities to advocate for the continued protection of our canopy roads.

Action: Oppose legislation that further restricts local government's ability to regulate and preserve canopy road systems.

Florida Association of Counties (FAC) Issues

Issue: FAC's mission is to help Florida's counties serve and represent Floridians by preserving county home rule through advocacy, education, and collaboration. Representing all 67 counties before the Florida Legislature, FAC addresses issues that have broad statewide appeal such as the opposition of unfunded mandates or cost shifts to counties, growth management, annexation, revenue-sharing, and water management issues.

Annually, FAC hosts the Policy Development Conference and Legislative Conference to develop and finalize FAC's legislative policies for the upcoming legislative session. The Policy Development Conference, which took place September 26 through September 27, 2018, highlighted several policy issues facing counties across the state which were debated and discussed to determine the most critical issues facing counties during the upcoming session. These include:

- Protection of counties' home rule authority, such as implementation of local business guidelines, selection and duties of county officers, and regulation of tree trimming, removal, and harvest;

- Avoiding unfunded mandates such as the shifting oversight developments of regional impacts to counties, reductions in County Health Department Trust Funds, and cost shifts of state Medicaid costs to counties;
- Support of state-local partnerships in community and economic development through state-local partnerships and incentive programs, workforce development programs, and the Florida Job Growth Grant Fund;
- Preserving and enhancing revenue flexibility such as local governments' millage authority and greater flexibility of allowable uses of local discretionary taxes such as Tourist Development Taxes;
- Maintaining growth management and environmental protection by preserving counties' authority to create local zoning regulations and protecting spring restoration funding;
- Developing and maintaining dedicated funding of the Florida Forever Grant Program and the Florida Communities Trust to support trail development, enhance recreational opportunities, and overcome growth challenges.
- Opposing restrictions to finance and taxation authority of local governments such as the additional homestead exemption, restrictions on local-option taxes, and caps on millage rates based upon excess fund balances;
- Support funding for human services including housing programs for homeless and special needs individuals, expansion of adult civil citation programs, and funding for mental health and substance abuse services; and
- Support of public safety and security initiatives such as gun safety measures, maintaining the current Certificates of Convenience and Necessity (COPCNs) requirement and preserving counties' ability to fully collect fees for EMS service.

FAC will finalize its 2019 federal and state legislative program during the 2018-19 Legislative Conference, which will take place November 28-30 in Hillsborough County.

Proposed Florida Constitution Amendments on the November 2018 Election Ballot

Once every twenty years, Article XI, Section 2 of the Florida Constitution provides for the creation of a 37-member Constitution Revision Commission (CRC) for the purpose of reviewing Florida's Constitution and proposing changes for voter consideration. Prior to the start of the 2017 Legislative session, a 37-member commission was appointed to identify issues, perform research, and recommend changes to the Florida Constitution. By April 16, 2018, the CRC finished its work after approving eight proposed constitutional amendments to be placed on the November 6 general election ballot. Following five other measures already on the ballot, including three ballot initiatives referred by the Legislature and two approved in petition drives, the CRC's proposals brought the total to 13 statewide initiatives to be subject to approval of 60% of voters:

- **Amendment #1 Increased Homestead Property Tax Exemption:** Proposal referred by the Legislature to raise the portion of a home's value that can be exempted from non-school property taxes;

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- **Amendment #2 Limitations of Property Tax Assessment:** Proposal referred by the Legislature to permanently retain an existing 10% cap on non-homestead property assessment increases set to expire in 2019;
- **Amendment #3 Voter Control of Gambling in Florida:** Citizen petition initiative to grant voters the exclusive right to decide to authorize expansions of casino gambling in Florida;
- **Amendment #4 Voting Restoration Amendment:** Citizen petition initiative to restore voting rights of former felons upon completion of their sentence;
- **Amendment #5 Super-majority Vote Required to Impose, Authorize, or Raise State Taxes or Fees:** Proposal referred by the Legislature to require a two-thirds super-majority vote in the Legislature to impose, approve or raise state taxes and fees;
- **Amendment #6 Rights of Crime Victims; Judges:** CRC proposal to create a bill of rights for crime victims, increase the mandatory retirement age for judges of 70 to 75, and bar judges from deferring to administrative agencies' interpretations of rules and statutes when ruling in cases involving those laws;
- **Amendment #7 First Responder and Military Member Survivor Benefits; Public Colleges and Universities:** CRC proposal to provide tuition for the survivors of first responders and military members killed on duty, require two-thirds super-majority vote of university trustees to raise college fees, and establish the state college system in the Constitution;
- **Amendment #8 School Board Term Limits and Duties; Public Schools:** CRC proposal to create 8-year school board term limits, expand civics education in public schools, and enable charter schools to bypass local school boards by expanding the authority of the state;
- **Amendment #9 Prohibits Offshore Oil and Gas Drilling; Prohibits Vaping in Enclosed Indoor Workplaces:** CRC proposal to tether a ban on oil and gas drilling in state-owned waters and add vaping to the ban on smoking indoors;
- **Amendment #10 State and Local Government Structure and Operation:** CRC proposal to create a counter-terrorism office, constitutionally require state veterans affairs department, require five county-level offices to be elected, and require start of state legislative session in January;
- **Amendment #11 Property Rights; Removal of Obsolete Provision; Criminal Statutes:** CRC proposal to remove provisions in the Constitution that prohibit "aliens ineligible for citizenship" from owning property, approves a high-speed rail system, and prohibits retroactive criminal law changes;
- **Amendment #12 Lobbying and Abuse of Office by Public Officers:** CRC proposal to bar public officials from lobbying, both during their terms and for six years following, and restrict current public officers from using their office for personal gain;
- **Amendment #13 Ends Dog Racing:** CRC proposal to end commercial dog racing involving wagering by 2020.

More recently, however, more than half of the proposed amendments have been challenged and are actively making their way through the state court system. Circuit court judges have ordered several of the amendments to be removed from the ballot due to misleading summaries and title; however, the Florida Supreme Court will make the final determination. To date, the Supreme Court has ruled on four of the challenged amendments, removing Amendment #8 from the ballot and maintaining Amendments #6, #10, and #13. Final determination is still pending for

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challenges on Amendments #7, #9, and #11 related to “bundling”, or proposing multiple unrelated measures in a single amendment, to restrict voters from voting on specific issues.

Among the proposed amendments and of particular note to county government is the additional \$25,000 property tax exemption on homestead properties valued between \$100,000 and \$125,000 (Amendment #1). As a key issue that emerged during the 2017 Legislative Session, the additional exemption was referred to the ballot by the Legislature. If approved, the exemption would become effective January 1, 2019 and is estimated to have a fiscal impact of approximately \$7.2 million to Leon County. To ensure the County’s long-term fiscal viability, the Board approved the FY 2020 Fiscal Plan in preparation of the anticipated revenue losses associated with the potential passage of the additional exemption.

Other measures of interest include a permanent retention of an existing 10% cap on non-homestead property assessment increases set to expire in 2019 (Amendment #2) and two proposals advanced by the CRC seeking to eliminate the constitutional right of local citizens to govern their sheriff, tax collector, property appraiser, supervisor of elections (Amendment #10) and impose a six-year lobbying ban on public officials (Amendment #12). Additionally, Amendment #4, a petition-driven initiative, proposes the restoration of voting rights for persons with felony convictions, excluding convictions of murder or felony sexual offenses, upon completion of all terms of their sentences. During the June 19, 2018 meeting, the Board adopted Resolution in support of Amendment #4 and the restoration of the voting rights of felons upon completion of their sentences.

PROPOSED POLICY REQUESTS
116TH UNITED STATES CONGRESS, FIRST SESSION:

Each year staff evaluates the trends and issues affecting all County programs and services to identify potential policy or substantive legislative issues at the federal level. Most substantive issues that the County has at the federal level are coordinated through the County’s National Association of Counties (NACo) representation.

Squire Patton Boggs, the County’s federal contract lobbying firm, has worked closely with staff on select federal policy issues and priorities that have been identified by the Board. Staff coordinates regularly with the County’s federal lobbying team by phone and e-mail to strategize on key federal budget issues and to identify new federal grant opportunities that could potentially fund County project requests. In addition, the federal lobbying team assists staff in preparing monthly updates to the Board on federal legislative activities.

Just prior to the start of the new federal fiscal year, Congress approved an appropriation package containing the two largest spending bills, Defense and Labor, Health, and Human Services, and a Continuing Resolution to keep the federal government funded until December 7 as negotiations continue on the remaining appropriation bills. Delayed by controversial policy riders and border wall funding, the outcome of the final appropriation bills are anticipated to be resolved during lame duck session as the House adjourns until after the November midterm elections. As the two chambers seek to reach final agreements on spending levels by December, staff will continue to

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coordinate with the County's federal lobbying team to monitor for any potential impacts to the County's federal legislative interests.

Following are the proposed Leon County 2019 federal legislative policy requests for the first session of the 116th Congress. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

Relocation of U.S. Department of Agriculture Offices

Issue: On August 14, 2018, the U.S. Department of Agriculture (USDA) issued a notice of request for potential sites to relocate the headquarters of its National Institute of Food and Agriculture (NIFA) and the Economic Research Service (ERS). The notice requested Expression of Interests from state and local governments, industry, academia, and other interested organizations for potential locations to accommodate the construction and/or lease and operation of the NIFA and ERS headquarters facilities. The USDA indicated their interest in exploring options to relocate the headquarters of NIFA and ERS, both currently located in the General Services Administration leased space, either jointly or in separate locations.

As the current lease for the NIFA is set to expire by the end of 2019 and the ability for the ERS to vacate its existing lease, the USDA identified an opportunity for the agencies to be closer to its customers and facilitate economic development in Rural America. The NIFA, established by the 2008 Farm Bill to consolidate all federally funded agriculture, requires approximately 90,000 square feet to house 360 employees. The ERS, a principal agency of the Federal Statistical System that oversees economic research on food, agriculture, rural development, and the environment, requires approximately 70,000 square feet to house 260 employees.

The USDA outlined criteria for selection of the new location(s) based on transportation logistics, workforce capacity, community and quality of life, and capital and operating costs. The specific criteria set forth aligns with the offerings of Leon County in several ways including our community's proximity to an airport, recreational opportunities, and close proximity to a critical mass of intellectual capacity and potential employees. Thus, staff coordinated with the County's federal lobbyist to submit an Expression of Interest of the Leon County-Tallahassee community as the potential relocation site of the NIFA and ERS headquarters. Following initial review of the County's proposal, the USDA will request further information if selected for further consideration. In the meantime, staff is continuing to coordinate with the County's contract lobbying teams and other community partners to gather support at the federal and state level.

Action: Support efforts to coordinate and gain support of the County's proposal for consideration as the potential relocation site of the U.S. Department of Agriculture Offices.

Foreign Trade Zone Application

Issue: In 1934, the United States created the Foreign Trade Zone (FTZ) Program to improve the competitiveness of U.S. companies versus foreign based companies. The FTZ is a designated area within a country where imported goods can be stored or processed without being subject to import duty, helps level the playing field, and improves U.S. competitiveness by reducing operation costs. An FTZ helps to encourage value-added activities at U.S. facilities in competition with foreign alternatives by allowing delayed or reduced duty payments on foreign merchandise, as well as other savings. The advantages of having an FTZ can be the difference a company needs to have access to global markets and keep or locate manufacturing or distribution operations in the region. The benefits associated with businesses in the FTZs will vary depending upon the type of operation involved and authority granted by the Foreign-Trade Zones Board and Customs, but generally may include duty exemptions/deferrals, reduction or inverted tariffs, merchandise processing fee reductions, and others.

In 2014, the Tallahassee City Commission authorized staff to pursue the creation of a FTZ at the Tallahassee International Airport. The City is currently in coordination with the Federal Government to complete prerequisite steps to finalize its formal application to establish a FTZ. Submission and final approval of the application is estimated to take up to three years. As this coordination continues, the City is currently developing the scope of the new International Passenger Processing Facility and anticipates to start design by end of the year.

Action: Support the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport.

Amtrak Passenger Rail Restoration

Issue: As described in the previous section of this workshop item, Congress approved the Passenger Rail Reform and Investment Act of 2015, establishing the Gulf Coast Rail Service Working Group (GCRSWG) to evaluate the restoration of intercity passenger rail service in the Gulf Coast region between New Orleans and Orlando. In 2016, Amtrak visited each of the suspended service station areas along the Gulf Coast route to examine the existing conditions of the station areas and worked with the Southern Rail Commission to identify new ideas for intercity passenger rail. Following the tours, the GCRSWG worked to develop a report to determine possible track improvements, capacity cost assessments, and operational readiness. The report incorporates cost estimates for suspended stations, opportunities to enhance platform safety conditions, and other “state of good repair” items identified by Amtrak as well as findings from a capacity assessment related to restoring passenger service conducted by CSX.

In July 2017, the GCRSWP’s final report was presented to Congress. The report identified securing the necessary funds for both capital improvements and sustained financial support to cover projected operating losses as a key challenge to implementing the restored passenger rail service. The final report identifies short-term and long-term phase projects and federal funding opportunities to

support restoration efforts including the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program and the Restoration and Enhancement Grants (REG) Program. Staff will continue to work with the GCRSWP, Amtrak, and the SRC to support the final recommendations of the report and funding for restoration efforts.

Action: Support the Gulf Coast Rail Service Working Group's Final Report and federal funding through programs such as CRISI and REG to restore passenger rail service in the Gulf Coast region

National Association of Counties (NACo) Issues

Issue: The National Association of Counties (NACo) advocates with a collective voice on behalf of America's 3,069 county governments. Its membership includes urban, suburban, and rural counties. NACo's advocacy efforts are guided by a policy platform and single-subject policy resolutions adopted at each annual conference by policy committees and the full membership. Each year, most of the County's substantive federal priorities align with NACo's policy platform. For the first session of the 116th Congress, Leon County has several substantive federal priorities which NACo will be advocating for or against on behalf of all counties across the nation including:

- *Waters of the U.S.*
For the past several years, the Board has prioritized a top federal legislative issue related to the United States Environmental Protection Agency's (EPA) and the United States Army Corps of Engineers' (Corps) joint administrative rule entitled, "Definition of Waters of the U.S. Under the Clean Water Act" (WOTUS). This rule amends the current definition to expand the range of waters (and their conveyances) that are subject to federal jurisdiction. The rule, which became final on August 28, 2015, eliminates the distinction between traditional navigable waters (such as lakes, rivers, and streams) and conveyances such as ditches and drains. The rule applies regardless of flow or hydrologic connections. While Congress has attempted to repeal or revise the rule, President Obama vetoed these efforts.

On February 28, 2017 President Trump released the executive order, "Restoring the Rule of Law, Federalism, and Economic Growth by Reviewing the 'Waters of the U.S.' Rule." Following the executive order, the EPA and Corps signed a notice initiating the first step of a two-step process to review and rewrite the rule. In January 2018, the agencies finalized a rule to extend the implementation of the revised rule and the withdrawal of the 2015 rule until 2020. Shortly after, two lawsuits were filed challenging the agencies' authority to modify the implementation date of a final rule. On August 16, 2018, the U.S. District Court of South Carolina ruled the agencies to be in violation of the Administrative Procedure Act by failing to seek meaningful public comment on an already finalized rule – effectively ruling the 2015 WOTUS rule in effect in 26

states. In response, several federal district courts issued injunctions preventing or blocking the 2015 WOTUS rule from going into effect in 28 states including Florida; however, the rule stands in effect in the remaining states.

The broader interpretation of the WOTUS in the 2015 rule could potentially impact local-owned and maintained streets, gutters, and other stormwater infrastructure. Staff recommends the Board's support of NACo's advocacy efforts for the withdrawal of the 2015 WOTUS rule until further analysis and in-depth consultation with state and local officials can be completed.

- *Health Care Reform*

Counties play an integral role in the nation's health care system by investing over \$80 billion annually in funding and providing health services. Historically, most states require counties to provide health care for low-income, uninsured, or underinsured residents; however, the care is often not reimbursed. As a result, counties depend on Medicaid to reduce the amount of uncompensated care that must be provided by county health systems. In 2010, the passage of the Affordable Care Act granted states the ability to expand Medicaid to also include low-income adults without children. Since that time, there have been several attempts by the President and Congress to restructure the health care system to withdraw the states' option to expand Medicaid and reallocate funding into per-capita allotments or block grants; however, these efforts to date have been unsuccessful.

Staff will continue to monitor legislative and budgetary developments related to health care and changes that may adversely impact counties. In addition, staff recommends the Board's support of NACo's efforts to work with the Trump Administration and Congress to ensure that any future changes to the nation's health care system do not simply shift federal and state costs to counties.

- *Promote County Infrastructure Priorities*

Counties play a central role in the nation's transportation system – owning 46% of all public roads and maintaining a substantial portion of the nation's bridge inventory, public transit agencies, and airports that connect residents, communities, and businesses. In February 2018, President Trump introduced his infrastructure plan, which totaled \$1.5 trillion in new spending and financing for infrastructure projects across the country. Since the introduction of the infrastructure plan, the administration has continued to advocate for infrastructure policy designed to create, improve, renovate and repair our nation's aging infrastructure. Any new infrastructure package, if realized, could impact counties' ability to prioritize and advocate for specific projects. Thus, NACo advocates for counties to be recognized as major owners of infrastructure in any future federal infrastructure package. Staff recommends the Board's support of NACo's efforts to ensure county

transportation and infrastructure priorities are included in any new infrastructure bill presented by Congress.

- *Long-Term Federal Funding Support of Payment in Lieu of Taxes (PILT) Program and Secure Rural Schools (SRS) Program*

Roughly 62% of counties in the United States have federal land within their boundaries. Although counties are required to provide essential services for federal land, they are unable to collect property tax on that land. For the past 40 years, the PILT program has provided funding to counties and municipalities to offset lost tax revenue from federal land within their respective boundaries. Additionally, rural counties and schools have historically relied on a share of receipts from timber harvests on federal land. More recently, the SRS program was established to provide assistance to these localities that have been affected by a decline in revenue from timber harvests to supplement local funding for education services and roads. For FY 2018, Congress funded PILT at \$552 million and SRS at \$256 million. Each year, Leon County receives funding from the federal government through these programs due to the portion of Apalachicola National Forest in Leon County. NACo supports federal legislation that includes full mandatory funding for PILT and reauthorization of SRS in the FY 2019 appropriations package and supports a long-term sustainable strategies for both programs.

- *Collection of Sales Tax on Remote Transactions*

In 1992, a U.S. Supreme Court ruling restricted state and local governments from collecting sales tax from remote online vendors that did not have a physical presence in a state, and instead required consumers who bought goods online to remit applicable sales taxes individually. Since then, state and local governments have relied on consumers voluntarily remitting sales taxes as this provision has been largely unheeded and not enforced. An estimated \$400 million in potential revenue is lost each year the tax goes uncollected; however, congressional legislation that would allow state and localities to collect taxes on online sales has failed to gain traction pass both chambers in recent years. Although the inability to collect an internet sales tax puts local businesses in Florida at a disadvantage to out-of-state online retailers, legislation to implement internet sales tax has also been unsuccessful in the State Legislature. Congressional legislation that would allow state and localities to collect taxes on online sales has also failed to gain traction pass both chambers.

On June 2018, in the absence of federal legislative action, the Supreme Court overturned the precedent ruling authorizing state and local governments to collect sales tax from remote vendors. The ruling enables states to decide whether to enforce remote sales tax collection and to pass legislation requiring remote sellers to collect these taxes, even if a vendor has no physical presence in the state. In light of this change, staff recommends the Board's support of NACo's continued coordination with

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Congress to ensure codifying legislation grants counties the authority to enforce the collection of local sales taxes from remote sellers.

Community Legislative Dialogue Meetings:

For the past eight years, the County has hosted Community Legislative Dialogue (CLD) Meetings to engage and coordinate with community partners and local organizations in identifying shared interests to monitor throughout each legislative session. Representatives from several community organizations participate in these meetings, including representatives from the Leon County Legislative Delegation, higher education institutions, the Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce, the City of Tallahassee, Leon County School Board, Constitutional Officers, Tallahassee Memorial Hospital, and several others. During staff's presentation of the 2018 Florida Legislative Session Final Report at the May 22, 2018 meeting, the Board directed staff to schedule the Community Legislative Dialogue Meeting for the 2019 legislative session to be held on Friday, March 29, 2019 at 9:00 a.m.

Options:

1. Approve the 2019 state and federal legislative priorities, as amended by the Board.
2. Do not approve the 2019 state and federal legislative priorities.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. 2019 State and Federal Legislative Appropriations Requests

LEON COUNTY 2019 Legislative Session Final Report

May 6, 2019



Provided by:

**Capitol Alliance Group
106 E. College Ave, Suite 640
Tallahassee, FL 32301**

I. 2019 LEGISLATIVE SESSION UPDATE

On Saturday, May 4, the 61st Day of Session, Legislators in the House and Senate voted on the 2019-20 spending plan, bringing the 2019 Legislative Session to a close in overtime. Next fiscal year's budget will total **\$91.1 billion**.

New legislative leadership under Senate President Galvano and Speaker Oliva provided a much-improved dialogue between the House and Senate, despite the need to extend session for an additional day to vote on the budget. With this session being Governor DeSantis' first, the interaction between the legislature, the Governor and the new Cabinet officers was very positive. Governor DeSantis pushed his priorities for environmental funding, medical marijuana, protection of Enterprise Florida and Visit Florida, and several other issues and was considered highly successful by Capitol insiders.

Legislators are boasting increases in environmental and education spending this year, along with an emphasis on Hurricane Michael recovery. In K-12 schools, per-pupil spending increased by almost **\$243**. The environmental portion of the budget this year prioritizes water quality and the Everglades. More than **\$1.8 billion** will be used toward the storm-battered Panhandle. This led to a very challenging budget environment that came down to lobbying for project funding up until the last day of budget conference.

The Legislature had originally planned to adjourn for the last time — or Sine Die — Friday. But an untimely budget provided to the members on Wednesday afternoon pushed that adjournment to Saturday because lawmakers are required to undergo a 72-hour “cooling off” period once the two chambers reach a spending deal.

As you can see, the legislature was very stingy with approval and passage of bills filed this year. In total, the 2019 regular session included:

3,571 Bills and PCBs filed
2,997 Amendments filed
3,765 Votes Taken
40 Floor Sessions

Only 196 Bills passed both chambers

The **CAG team** is privileged and honored to represent the vibrant Leon County before the Legislature and fight for the betterment of the Leon county community. We feel we were successful in securing funding for several of the Counties key budget priorities and working with the Florida Association of Counties and League of Cities to deflect, temper or stop onerous local pre-emption legislation. This trend continues in the legislature and we are committed to staying vigilant to ensure they do not erode local Home Rule.

II. COUNTY PRIORITY BUDGET REQUESTS

Despite a tough budget year, The **CAG Team** worked hard to advance and strengthen the funding of our projects in play during the final days of budget conferencing.

- **Tallahassee Community College “Leon Works” Junior Apprenticeship Program – TOTAL FUNDING: \$50,000**
- **Orchard Pond Greenway Trail – TOTAL FUNDING: \$300,000**

III. COUNTY POLICY PRIORITIES

➤ **Protect State Workers**

Despite vocal support from Rep Ausley, Rep Alexander and Sen. Montford, the legislature did not provide any additional across the board pay increases for state workers. The fiscal impact of Hurricane Michael coupled with lower than expected revenues led to a very tight budget year which translated into no big budget expenditures to assist state workers. The good news is that the trend toward outsourcing state services has slowed and there appears to be no discernable reduction in state workforce.

➤ **Insurance Changes for State Workers**

HB 1113 would require the state Department of Management Services to analyze its current contracts with health maintenance organizations, preferred provider organizations, and prescription drug programs and develop a plan to procure new contracts for benefits beginning in 2023. The bill would authorize the state to limit the number of HMOs in the state program and allow for the plans to be competitively procured on a regional basis. The change is significant because more than half of the people enrolled in the program --- or 53 percent --- chose to enroll in an HMO.

The bill would authorize the Department of Management Services to develop rules related to the regions. Those rules would have to be ratified by the Legislature before taking effect. The bill also would wipe out a two-decade prohibition on the state establishing a prior-authorization or formulary program for employees. Generally, a formulary is a list of prescription drugs covered by insurance plans.

If the change is signed into law, the state must put in a formulary that would allow the program to stop paying for certain drugs, although the plan would allow physicians to order drugs if medically necessary.

➤ **Texting and Driving Ban Passes**

Law enforcement officers could pull over motorists they see texting and driving on Florida roads, under a bill HB 107. The House passed a compromise that blends a ban on texting and driving with a requirement that motorists travel hands-free of wireless devices in school zones and work zones. **Senator Wilton Simpson, R-Trilby** behind the Senate effort, had sought to make the hands-free requirement statewide. Simpson is slated to take over as Senate president following the 2020 elections.

When approved by Governor, texting while driving would be a “primary” traffic offense. Currently, police can only cite motorists for texting behind the wheel if they are pulled over for other reasons. By making it a primary offense, police could pull over motorists solely for texting while driving.

➤ **Bill to Promote Career Training in School Passes**

Consistent with the County’s support of Leon Works which focuses on career and technical education, a wide-ranging education bill passed on the 59th day of session that would require schools to place a stronger emphasis on vocational and technical training and apprenticeships, beginning with required courses for middle school students on career and education training. The focus of the bill is to get students to begin thinking about their career options once they graduate from high school and how to achieve those goals. The state will track high-skilled, well-paying jobs that are in high demand and help train students who are interested in those careers.

It will also allow students to utilize vocational and technical education as a pathway to meeting high school graduation requirements. The bill also requires that every high school teach a financial literacy class. It’s a requirement that was long sought by Republican **Sen. Dorothy Hukill**, who died last year. Each chamber paid recognition to her before passing the bill. Among other provisions, high school students would be able to take computer science courses to help meet math and science graduation requirements.

➤ **Visit Florida, Jobs Fund Get Money**

Florida’s tourism-marketing arm will get an extra nine months --- and a **\$50 million** budget --- to prove itself to the governor. Legislative budget chiefs agreed to fund the beleaguered Visit Florida through **June 30, 2020**, keeping the agency in business beyond an **Oct. 1** date when it otherwise would have been eliminated.

The House, which has long been critical of Visit Florida, wanted to let the agency sunset. But House and Senate negotiators reached agreement on the extension until the end of the 2019-2020 fiscal year amid final budget talks.

Additionally, Senate Appropriations **Chairman Rob Bradley** and House Appropriations **Chairman Travis Cummings**, both Fleming Island Republicans, agreed Monday to continue funding for an economic-development effort, known as the Job Growth Grant Fund, that was created under Governor Scott.

➤ **Sanctuary Cities Ban Passes**

One of the most controversial issues of the Session was the “sanctuary city” legislation, SB 169 by Sen. Gruters, which passed despite strong opposition by Democratic

lawmakers and local governments. The legislation is one of the strictest laws in the nation against so-called sanctuary cities. Gov. Ron DeSantis will sign the bill, giving him a chance to fulfill a key campaign promise.

The bill would require local law-enforcement agencies to share information with U.S. Immigration and Customs Enforcement about undocumented immigrants who are in their custody. That would include campus police agencies and the Department of Children and Families, whose exclusion from a Senate version of the bill this week drew opposition from the House. The exclusion was eliminated Thursday.

➤ **Amendment 4 Implemented in Final Hours**

Toward the final hours of the Legislative Session, legislators sent SB 7066 – Election Administration legislation - to Governor DeSantis. This is the controversial bill to implement a ballot initiative that restored voting rights to certain felons who've completed their sentences.

Amendment 4, passed by voters last year, automatically restored voting rights to former inmates. The language regarding the ballot initiative had been tacked onto a broader elections reform package. It defines what it takes for felons to meet the Amendment 4 standard of completing their felony sentences. And those standards would include all financial obligations ordered as part of sentencing. The bill also clarifies the two exceptions that would still prohibit voting rights: convictions of murder or felony sexual offenses.

➤ **Potential Law Permits Arming Teachers**

Governor DeSantis is expected to sign legislation that would allow trained and willing educators to participate in the armed “guardian” program. These teachers would also be volunteer guardians and would receive 144 hours of training, including precision pistol instruction and active shooter training.

The bill implemented the findings of the **Marjory Stoneman Douglas High School Public Safety Commission**, a fact-finding panel created by the Legislature in 2018 to examine flaws in school security following the Parkland shooting. School districts have control over whether they implement the school “guardian” expansion. The bill was staunchly opposed by Democrats and groups like the Florida Education Association.

➤ **Legislators Revamp College Construction Funding**

It was a difficult budget year for higher education, particularly Universities. In the last hours of the legislative session, legislators on Friday unanimously passed a highly negotiated higher education package that changes how public universities and colleges will fund construction projects --- one of Speaker Oliva's top priorities. The legislation

was crafted partly in response to a financial scandal at the University of Central Florida, where House investigators this year found employees misused tens of millions of state dollars for a construction project.

The bill will restructure how universities and colleges pay for the maintenance and construction of buildings, including adding a requirement that institutions set aside money in preparation for future maintenance costs.

III. III. HOME RULE PRE-EMPTION LEGISLATION

The 2019 legislative session was inundated with legislation filed to pre-empt local government home rule authority. Many were a priority of House and Senate Republican Leadership and were debated and voted along strict party lines. CAG worked closely with the Florida Association of Counties to fight these bills. Here is a list of the bills filed and their status.

Bills	Issue/Title	Description	Preferred Outcome	Final Action
CS/HB 3	Preemption of Local Regulations	Prohibits local governments from imposing or adopting new regulations on businesses & business entities.	defeat	DEFEATED
SB 1748	Preemption of Local Regulations	Prohibiting local governments from imposing or adopting certain regulations on businesses and business entities	defeat	DEFEATED
HB 9	Community Redevelopment Agencies	Specifies ethics training requirements for community redevelopment agency commissioners; establishes procedures for appointing board of community redevelopment agency board members; requires referendum to create community redevelopment agency	defeat	PASSED
SB 1054	Community Redevelopment Agencies	Prohibiting a person from lobbying a community redevelopment agency until he or she has registered as a lobbyist with that agency; requiring ethics training for community redevelopment agency commissioners;	MONITOR	REFER TO HB 9

HB 169	Public Financing of Construction Projects	Prohibiting state-financed constructors from commencing construction in coastal areas without first conducting a sea level impact projection study	monitor	DEFEATED
SB 78	Public Financing of Construction Projects	Prohibiting state-financed constructors from commencing construction in coastal areas without first conducting a sea level impact projection study	monitor	DEFEATED
HB 171	Infectious Disease Elimination Programs	Authorizes certain eligible entities to establish sterile needle and syringe exchange programs.	passage	PASSED via SB 366
SB 366	Safe Needles	authorizing certain eligible entities to establish sterile needle and syringe exchange programs	passage	PASSED
HB 287	Drug Safety	Prohibits dispensing specified opioids unless prescription bottle or container has warning sticker; requires pharmacies to offer for sale prescription lock boxes; authorizes DOH to develop & distribute pamphlet concerning controlled substances.	passage	Withdrawn from consideration
SB 488	Drug Safety	Prohibiting a pharmacist or practitioner from dispensing specified opioids unless the prescription bottle or container has a warning sticker meeting certain requirements; requiring pharmacies to offer for sale prescription lock boxes, etc.	passage	Withdrawn from consideration
HB 447	Open and Expired Building Permits	Provides requirements related to open & expired permits, amendment of Florida Building Code, powers of local governmental entities, applicability, & notice requirements.		Passed
SB 902	Open and Expired Building Permits	Specifying conditions under which a building permit is considered an open permit, expired permit, or closed permit;		Passed via HB 447

HB 453	Micromobility Devices and Motorized Scooters	Authorizes county or municipality to regulate operation of micro mobility devices & for-hire motorized scooters	monitor	Passed allows local ordinances
SB 542	Micromobility Devices and Motorized Scooters	Defining the term “micro mobility device”; revising the definition of the term “motorized scooter”; authorizing a county or municipality to regulate the operation of micro mobility devices and for-hire motorized scooters, to require that a person offering micro mobility devices or for-hire motorized scooters be licensed; exempting a micro mobility device or motorized scooter from certain registration, insurance, and licensing requirements, etc.	monitor	Passed via HB 453
HB 497	Sanitary Sewer Laterals	requires districts to notify homeowners if they discover leaky sanitary sewer lateral on homeowner's property	passage	Withdrawn from consideration
SB 1172	Sanitary Sewer Laterals	Encouraging counties and municipalities to establish a sanitary sewer lateral inspection program; requiring a seller to disclose any known defects of the property’s sanitary sewer lateral, etc.		Withdrawn from consideration
HB 771	Plastic Straw Preemption	Prohibits local government from banning plastic straws	defeat	PASSED
HB 729	Affordable Housing Discretionary Surtax	Authorizes certain counties to levy discretionary surtax to finance affordable housing trust fund;		Withdrawn from consideration
SB 842	County Funding for Affordable Housing	Authorizing county government to levy a discretionary surtax on documents for the purpose of establishing an Affordable Housing Trust Fund		Withdrawn

HB 801	Tiny Homes	Requires Florida Building Commission to adopt certain regulations & standards; provides for incorporation of certain codes into Florida Building Code.	support	Withdrawn from consideration
SB 1268	Tiny Homes	Requiring the Florida Building Commission to adopt certain regulations and standards; providing for the incorporation of certain codes into the Florida Building Code, etc.	support	Withdrawn from consideration
HB 1299	Governmental Powers	Prohibits municipality from purchasing specified real properties, attempting to annex specified areas, & levying or collecting specified taxes on certain products & devices; revises circumstances under which state of emergency declaration tolls & extends remaining period for certain permits & authorizations; prohibits local governmental entity from imposing additional requirements for maximum fuel supply or safe temperature & cooling requirements related to comprehensive emergency management plan of nursing homes & assisted living facilities;	defeat	DIED
HB 1103	State Funds	Exempts State Housing Trust Fund & Local Government Housing Trust Fund from provision authorizing Legislature, in General Appropriations Act, to transfer unappropriated cash balances from specified trust funds to Budget Stabilization Fund & General Revenue Fund.		Indefinitely postponed; Withdrawn from consideration
SB 70	State Funds	To transfer unappropriated cash balances from specified trust funds to the Budget Stabilization Fund and General Revenue Funds	passage	Indefinitely postponed; Withdrawn from

				consideration
SB 812	Vacation Rentals	Requiring persons engaged in certain public lodging-related transactions to display a valid certificate of registration number in rental listings revising the classification of “vacation rental”, etc.		Defeated; Withdrawn from consideration
HB 1129	Public Lodging Establishments	requires certain public lodging establishments to display license number in all advertising for rentals; develop & maintain report listing specified information about rentals; provides civil penalties; requires Division of Hotels & Restaurants of DBPR to adopt rules.		Indefinitely postponed; Withdrawn from consideration
HB 987	Vacation Rentals	Preempts to state regulation of vacation rentals, with exception; revises application requirements for vacation rental licensure; requires Division of Hotels & Restaurants of DBPR to make certain vacation rental license information available on its website.	defeat	DEFEATED
SB 824	Private Property Rights of Homeowners	Preempting the regulation of vacation rentals to the state	defeat	DEFEATED
SPB 7030	School Safety and Security	Requiring a sheriff to establish a school guardian program under a certain condition; requiring school districts to promote a mobile suspicious activity reporting tool; Commissioner of Education to review recommendations of the School Hardening and Harm Mitigation Workgroup; duties of the commissioner to include oversight of the Marjory Stoneman Douglas High School Public Safety Act.		PASSED

IV. LIST OF PREEMPTION BILLS

The 2019 Session displayed many similarities of past sessions with the GOP legislature flexing their full-on assault on local governments and municipalities.

- **Sanctuary cities (APPROVED):** The so-called "sanctuary cities" bill not only takes away local discretion of how to respond to requests from the federal government to help detain immigrants, it gives the governor power to file contempt charges of elected officials and municipal administrators for not enforcing the request.
- **Plastic Straws (APPROVED):** Ten years ago, the Florida Legislature barred cities and counties from banning plastic grocery bags. This year, lawmakers turned their attention to plastic straws. The Legislature approved a five-year moratorium on counties and cities from passing ordinances prohibiting plastic straws while the state studies the ordinances already approved by 10 cities that have already done so, including Fort Myers Beach. Many restaurants around the state have voluntarily switched from plastic to either paper or glass straws. Many cruise lines have also switched to paper straws.
- **Growth management (APPROVED):** House Bill 7103, approved during the waning hours of session Friday night, would make it harder to challenge a developer's plans for a new neighborhood or changes in local comprehensive plans. For one thing, anyone who challenges a plan amendment and loses must pay the prevailing party's attorney fees. Also, local governments cannot require affordable housing in new developments.
- **Vegetable gardens (APPROVED):** This victory for gardeners cripples the ability of local governments to tell people where they can plant a garden in their yard. The bill places personal property rights over the authority of counties and cities to dictate where people can grow vegetables in their yard. Any existing ordinance restricting vegetable gardens is void and unenforceable under the law. However, local governments may still adopt a local ordinance or regulation of a general nature that deal with water use during droughts, fertilizer use or control of invasive species.
- **Tobacco 21 (DIED):** The measure would have done much more than raise the legal age for buying and smoking tobacco and e-cigarettes. It would have stripped cities and counties of their authority to regulate the sales and marketing of those products. Similar preemption language was in another bill, HB 1299, which also didn't get through the legislature. Public health advocates and the League of Cities are glad this measure did not pass.
- **Puppy mills (DIED):** Measures floated in both the House and Senate died that would have preempted cities and counties from banning retail pet sales and void existing bans like the one Brevard County has in place.

- **Vacation rentals (DIED):** Another measure that put the rights of property owners against local regulation of neighborhoods failed to make it. The regulation of vacation homes was usurped by the state in 2011, except for about 75 existing local ordinances that were grandfathered in. In 2014, the Legislature narrowed the scope of the preemption by preventing local governments from prohibiting or regulating the duration or frequency of vacation rentals but let stand ordinances that were in effect before 2011. The bill before the Legislature this session would have eliminated those remaining ordinances.

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Attachment #3: State Budget Allocations within Leon County

Project Descriptions	Type of Funding	Amount
Transportation and Infrastructure Projects		
Tallahassee International Airport Hangar Development and Modernization	Aviation Dev/Grants	1,000,000
Tallahassee International Airport Passenger Processing Facility	Aviation Dev/Grants	5,500,000
Tallahassee Regional Airport Runway 18/36 Re-Construction	Aviation Dev/Grants	2,250,000
SR 20 (US 27) Apalachee Pkwy from SR 261 (US 319) C.C. to Jefferson Cl	Construct Inspect Consult	1,244,325
SR 63 (US 27) Monroe St at Talpeco Rd Intersection	Intrastate Highway Constr	1,175,136
Leon County Orchard Pond Greenway Trail Phase II (HB 2077)(Senate Form 2119) - <VETOED>	Local Park	300,000
SR 8 (I-10) Interchange Studies at SR 263 Cap Cir NW & SR 61 (US 319)	Preliminary Engr Consult	1,147,500
City of Tallahassee Transit Operating Assistance	Public Transit Dev/Grants	1,200,378
SR 20 (US 27) Apalachee Pkwy from SR 261 (US 319) C.C. to Jefferson Cl	Resurfacing	10,369,368
SR 20 B-Town Hwy from SR 366 Pensacola St to SR 10 (US 90) Tennessee St	Resurfacing	1,846,865
SR 263 (US 319) C.C. from SR 61 Crawfordville to CR 2203 Springhill Rd	Right-Of-Way Land Acq	10,991,300
SR 363 Woodville Hwy from Gaile Avenue to SR 363/Paul Russell Rd	Right-Of-Way Land Acq	4,000,000
Leon Co Maint & Compensation of Traffic Signals on State Roads	Traffic Engr Consultants	1,016,251
Historical and Cultural Projects		
Florida Art Education Association, Incorporated	Cultural & Museum Grants	10,186
Florida Association of Museums Foundation, Inc.	Cultural & Museum Grants	17,464
Florida School Music Association, Incorporated	Cultural & Museum Grants	19,205
Florida State University - Fine Arts Museum	Cultural & Museum Grants	23,764
Florida State University Foundation, Inc.	Cultural & Museum Grants	45,617
Goodwood Museum and Gardens, Inc.	Cultural & Museum Grants	25,578
John Gilmore Center for African American History and Culture	Cultural & Museum Grants	12,759
Lemoyne Art Foundation, Inc.	Cultural & Museum Grants	7,056
Making Light Productions	Cultural & Museum Grants	6,102
Tallahassee Community College - Word of South Festival	Cultural & Museum Grants	36,539
Tallahassee Little Theatre, Inc.	Cultural & Museum Grants	21,380
Tallahassee Museum of History and Natural Science, Inc.	Cultural & Museum Grants	45,072
Tallahassee Symphony Orchestra, Inc.	Cultural & Museum Grants	30,462
Tallahassee-Leon County Cultural Resources Commission	Cultural & Museum Grants	42,973
The Artist Series of Tallahassee, Inc.	Cultural & Museum Grants	8,582
The Florida Music Education Association, Inc.	Cultural & Museum Grants	43,608
The Tallahassee Bach Parley, Inc.	Cultural & Museum Grants	11,898
The Tallahassee Ballet, Inc.	Cultural & Museum Grants	27,044
Young Actors Theatre of Tallahassee, Inc.	Cultural & Museum Grants	26,309
Ben Gunter - Florida's Transition from Spanish to English Speaking US Territory	Culture Builds Florida	22,275
Foundation4ARTS - One Voice, One Dance	Culture Builds Florida	24,100
Mickee Faust Alternative Performance Club, Inc. - Transforming Dedicated Volunteers with Disabilities Into Paid Staff	Culture Builds Florida	25,000
Perdita Ross - Floridingers Active Learning and Read-Aloud Program	Culture Builds Florida	15,400
Southern Shakespeare Company, Inc. - Innovative Approach to the Works of Shakespeare, Educational and Annual Shakespeare in the Park Festival	Culture Builds Florida	25,000
Springtime Tallahassee Festival, Inc.	Culture Builds Florida	24,400
Theater with a Mission, Inc. - Performing Florida in Transition	Culture Builds Florida	21,000

Attachment #3: State Budget Allocations within Leon County

Project Descriptions	Type of Funding	Amount
Valerie Scoon - History of Plantations and Slavery in Leon County	Culture Builds Florida	25,000
Florida A&M University Digital Documentation Project	Historic Preservation Grants	35,977
Florida Trust for Historic Preservation Re-roofing and partial repainting of the Hays-Hood House	Historic Properties Restoration	130,000
Education & Local Economy		
School Readiness Services	Early Learning Services	10,590,814
Voluntary Prekindergarten Program	Early Learning Services	4,296,855
Florida Agricultural and Mechanical University - Student Affairs Building (CASS)	Education Fixed Capital Outlay	24,845,000
Florida State University Interdisciplinary Research Commercialization Building (IRCB)	Education Fixed Capital Outlay	4,233,813
WFSU-TV/FM, Tallahassee - Replace Technical Equipment at the Satellite Operations Center	Education Fixed Capital Outlay	342,304
Communication/Autism Navigator	Exceptional Education	1,353,292
Family Café (HB 3709) (Senate Form 1962)	Exceptional Education	900,000
Tallahassee Community College	Florida College System Lottery	4,320,585
Tallahassee Community College	Florida College System Program Fund	28,780,965
Tallahassee Community College Leon Works Expo and Junior Apprenticeship Program (Senate Form 2606) (HB 3013) - <VETOED>	Florida College System Program Fund	50,000
Florida State University	Florida Diagnostic and Learning Resources Centers	450,000
Florida Alliance of Boys and Girls Clubs	Mentoring/Student Assistance Initiatives	3,652,768
Teen Trendsetters	Mentoring/Student Assistance Initiatives	300,000
Help Me Grow Florida Network	Partnership for School Readiness	1,808,957
African American Task Force	School and Instructional Enhancements	100,000
Black Male Explorers	School and Instructional Enhancements	164,701
Holocaust Task Force	School and Instructional Enhancements	100,000
Tallahassee Community College	Student Success Incentive Funds	1,027,463
Florida A&M University - Crestview Education Center	Universities - Grants and Aids	1,500,000
Florida State University - Boys & Girls State	Universities - Grants and Aids	100,000
Florida State University - College of Law Scholarships/Faculty - <VETOED>	Universities - Grants and Aids	846,763
Florida State University - Student Veterans Center	Universities - Grants and Aids	500,000
FAMU-FSU College of Engineering	Universities - Grants and Aids	14,484,361
Florida A&M University	Universities - Grants and Aids	137,888,855
Florida State University	Universities - Grants and Aids	527,902,386
Florida State University - Florida Campus Compact (Senate Form 1540) (HB 9107) - <VETOED>	Universities - Grants and Aids	514,926
Florida State University Medical School	Universities - Grants and Aids	47,910,055
Florida A&M University	Universities - Lottery Funds	19,881,878
Florida State University	Universities - Lottery Funds	52,653,153
Florida State University Medical School	Universities - Lottery Funds	824,574
Florida State University Medical School	Universities - Lottery Funds	824,574
Leon Adults with Disabilities Program	Vocational Rehabilitation	225,000
Tallahassee Community College Adults with Disabilities Program	Vocational Rehabilitation	25,000
Public Schools Workforce Education Program Funds	Workforce Education	6,322,703

Attachment #3: State Budget Allocations within Leon County

Project Descriptions	Type of Funding	Amount
Health & Human Services		
Pediatric Cardiac Technical Advisory Panel	Agency for Health Care Administration	150,000
Florida State University (College of Medicine)	Autism Program	1,224,008
I.M.P.A.C. - Integrative Model for Positive Achievements for Children (HB 4717)	Delinquency Prevention and Diversion	100,000
Tallahassee TEMPO Workforce Training for Disconnected Youth (Senate Form 2142)(HB 2451) - <VETOED>	Delinquency Prevention and Diversion	150,000
Alzheimer's Project, Inc. (Senate Form 2019) (HB 2685)	Elder Affairs	100,000
Area Agency on Aging of North Florida, Inc.	Elder Affairs	105,571
The Comprehensive Emergency Services Center (CESC) - Homelessness Support Services (HB 4367)(Senate Form 1996)	Homelessness	1,000,000
Mental Health & Telehealth Services for Children & Families Impacted by Hurricane Michael (Senate Form 2012)(HB 2683)	Hurricane Response and Recovery	165,000
Alzheimer's Project, Inc.- Bringing the Lost Home Pilot Project (HB 3467)	Local Law Enforcement Project	100,000
Bethel Ready4Work - Tallahassee Reentry Program (Senate Form 2244)(HB 4987)	Reentry Program	100,000
The Apalachee Center - Civil treatment services	Substance Abuse and Mental Health	1,593,853
The Apalachee Center - Forensic treatment services	Substance Abuse and Mental Health	1,401,600
The Apalachee Center - Community Action Treatment (CAT) Team (HB 2397)(Senate Form 2010)	Substance Abuse and Mental Health	750,000
The Apalachee Center - Forensic Residential Treatment (HB 2395)(Senate Form 2009)	Substance Abuse and Mental Health	100,000
Voices for Florida - Open Doors Outreach Network (Senate Form 1161)(HB 2401)	Victim Services	750,000
Other Appropriations		
Florida Channel Closed Captioning	Public Broadcasting	390,862
Florida Channel Satellite Transponder Operations	Public Broadcasting	800,000
Florida Channel Statewide Governmental and Cultural Affairs Programming	Public Broadcasting	497,522
Florida Channel Year Round Coverage	Public Broadcasting	2,714,588
Total (excluding vetoes) :		\$952,903,933

Florida Retirement System Membership Class Contribution Rate Amendments

Membership Class	"Blended" Normal Costs		Unfunded Actuarial Liability		Total Contribution Rates	
	7/1/2018	7/1/2019	7/1/2018	7/1/2019	7/1/2018	7/1/2019
Regular	3.04%	3.19%	3.50%	3.56%	6.54%	6.75%
Special Risk	12.18%	12.61%	10.60%	11.15%	22.78%	23.76%
Special Risk Admins.	3.64%	3.61%	29.62%	33.26%	33.26%	36.87%
Elected Official County	8.50%	8.73%	38.48%	38.37%	46.98%	47.10%
Legislators	6.65%	9.67%	48.38%	47.64%	55.03%	57.31%
Judges	12.00%	12.30%	27.05%	27.98%	39.05%	40.28%
Senior Management	4.45%	4.60%	17.89%	19.09%	22.34%	23.69%
DROP	4.41%	4.68%	7.96%	8.24%	12.37%	12.92%

*Rates reflected in the table do not include the 1.66% healthcare insurance subsidy or the 0.06% administrative/educational fee required to be included in the total rates.



From: Squire Patton Boggs LLP
Date: May 2, 2019
Subject: Federal Legislative and Regulatory Action Relevant to General Local Government Interests: Spring 2019

This report provides a comprehensive update for local governments and their partners highlighting actions on notable federal legislation, administration, and regulatory issues since our last such update in January. It is important to note that the memorandum provides only a high-level perspective; detailed reports were provided as events unfolded in Congress and the Administration.

On January 3, the 116th Congress convened with Democrats having a majority in the House and the Senate remaining Republican-controlled. Democratic Members elected Nancy Pelosi (D-CA) as Speaker of the House, while Kevin McCarthy (R-CA) continues to lead Republicans as Minority Leader. Mitch McConnell (R-KY) and Chuck Schumer (D-NY) remain Majority and Minority Leaders in the Senate, respectively. On February 15, President Trump signed an FY 2019 spending bill, ending the longest government shutdown in United States history. Since then, both the House and Senate continue to pass legislation; however, due to the split nature of the Chambers, no major legislation has passed.

Border issues remain a hot topic. President Trump, who declared a national emergency at the Southern Border on the same day he signed the FY 2019 spending bill, continues to push for funding for a border wall. With the declaration, the Executive Branch is able to reappropriate money from already-funded projects to use for the wall. Most of the funding is being redirected from military construction and other Department of Defense accounts. The House and the Senate passed legislation to block the emergency declaration, which President Trump vetoed. President Trump also threatened to close the U.S.-Mexico border, and, while he has since backed away from this plan, stated it remains an option in the future.

Government oversight and investigations also remain in the forefront of Congress. Attorney General William Barr released Special Counsel Robert Mueller's report on President Trump in April. We anticipate a number of hearings on this topic moving forward.

While progress this Congress has been slow, there are some projects moving forward. Democratic leadership met with President Trump this week to discuss a \$2 trillion infrastructure package. The National Flood Insurance Program (NFIP) expires on May 31, and will have to be reauthorized. Other items under consideration include tax extenders, the signing of the UMSCA agreement, and immigration.

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BUDGET/APPROPRIATIONS

FY 2019 APPROPRIATIONS

After a record-setting 35-day government shutdown, Congress passed an FY 2019 Omnibus spending bill on February 14. A final appropriations package for the fiscal year was held up over Congress' refusal to direct over \$5 billion towards a physical border wall at President Trump's request. The \$333 billion, seven-bill appropriations package included \$1.375 billion for barriers along the U.S.-Mexico border, well shy of the \$5.7 billion President Trump wanted. Overall, the package increased spending for the nine Cabinet departments and dozens of independent agencies covered under the seven bills by \$7.4 billion, or 2.3 percent, over FY 2018.

PRESIDENT TRUMP'S FY 2020 BUDGET PROPOSAL

On March 11 (with an additional launch on March 18), President Donald Trump submitted his \$4.7 trillion federal budget request for FY 2020 to Congress, entitled "A Budget for a Better America," which includes \$2.7 trillion in spending cuts over the next ten years.

In the proposal, President Trump highlights recent economic growth for the nation, including the creation of millions of jobs, and promotes responsible government spending by prioritizing effective programs and cutting waste. The proposal includes increased federal spending for the military and border security, while cutting federal healthcare programs like Medicare and Medicaid.

The FY 2020 Budget Request shows that border security remains a top priority of the Administration. The Budget Request provides \$32.5 billion for border security and immigration enforcement activities to help manage the southern border, of which it directs: \$5 billion to construct approximately 200 miles of border wall along the Southwest U.S. border; \$192 million to hire 750 Border Patrol agents, 171 Customs and Border Protection (CBP) Officers, and support staff; and \$367 million in CBP aircraft, vessels, surveillance technology, and equipment.

The Budget Request calls for cuts to non-defense discretionary programs of about nine percent to meet a spending cap of \$543 billion, while defense spending would be increased by five percent or a total of \$750 billion in FY 2020. The budget also calls for cuts to mandatory spending programs, similar to last year. The FY 2020 Budget Request cuts mandatory spending by \$1.24 trillion over the next decade, primarily through cuts to Social Security, Medicare, and Medicaid.

FY 2020 APPROPRIATIONS

The House Appropriations Committee is holding its first markups for FY 2020 appropriations bills this week, starting with Labor-HHS-Education, Military Construction-VA, and the Legislative Branch bills. The Defense bill is up next, with a subcommittee markup scheduled for May 15.

Without a budget agreement or bipartisan budget resolution, the House adopted an informal resolution increasing both defense and discretionary spending by \$1.295 trillion (\$664 for defense and \$631 for discretionary), which is a 10 percent increase over sequestration-level spending caps laid out in the 2011 Budget Control Act. The Senate has yet to begin to mark up FY 2020 appropriations bills and is not expected to do so until a budget agreement is in place.

While the Republican-controlled Senate has indicated its support for raising spending limits for FY 2020, the Senate Budget Committee passed its FY 2020 budget resolution in April that barely increases funding for the upcoming fiscal year. As mentioned above, the Trump Administration is pushing to maintain current spending caps that would cut discretionary spending by 10 percent, or \$126 billion, from this year's level, while increasing military spending in an account for war operations that is exempt from spending limits.

Leaders of both parties would like to lift sequestration-level spending caps on government spending – although it differs, mostly along party lines, how much to increase funding between defense versus non-defense spending. Discussions on spending caps will continue through the summer as lawmakers rush to pass appropriations bills before the start of FY 2020 on October 1 and avoid another government shutdown.

Also looming over Congress and the Administration - and playing into budget agreement discussions - is the statutory debt ceiling, which currently sits at \$22 trillion and cannot support any additional borrowing past late September or early October. Despite the Trump Administration's eagerness to raise the debt ceiling, members of both parties are unlikely to rush to resolve the issue. Democrats are likely to seek incentives (such as increasing spending caps on discretionary spending) from the Administration in return for their vote in raising the debt ceiling, while conservative Republicans are hesitant to increase the nation's debt.

DISASTER AID FUNDING

Lawmakers continue to debate a disaster aid package to help communities recover from recent hurricanes, wildfires, flooding, and other natural disasters. A disaster aid package was recently stalled by partisan disputes over aid to Puerto Rico and other U.S. territories. Republicans would rather direct funds to Southern and Midwestern states areas affected by the 2018 storms, rather than towards Puerto Rico, as a Government Accountability Office report released last month shows that very little of the Community Development Block Grant (CDBG) funds awarded to respond to the 2017 hurricane season in Puerto Rico have actually been used.

A Republican-backed bill that failed in the Senate last month would have provided \$600 million in food aid to Puerto Rico to restore benefits that were cut earlier this year when previous appropriations ran out, but it did not include additional CDBG funds for the territory. A Democrat-backed bill that also failed in the Senate last month included an additional \$431 million in CDBG funds and \$250 million for State Revolving Funds for Puerto Rico and other territories, but did not include aid for 2019 disasters that mostly include flooding in the Midwest. To address the lack of funds that have been used in Puerto Rico from the last disaster aid bill, Democrats also called for language in the bill that would require the Administration to speed up its release of existing funds for Puerto Rico.

The House is expected to take up its latest disaster aid package next week (H.R. 2157), which contains \$17.2 billion in funding, including \$3 billion for the recent Midwest floods. It is unclear whether the additional funding will attract Republican support. If passed, it is not expected to be warmly welcomed in the Republican-controlled Senate, where Republicans submitted a revised proposal to Democrats on disaster funding last night. The proposal reportedly includes language that already-appropriated funding for Puerto Rico will be distributed in a timely manner and the new \$300 million in funding can be accessed with conditions to ensure the money is spent appropriately.

WHITE HOUSE FY 2019 EMERGENCY SUPPLEMENTAL BUDGET REQUEST FOR THE SOUTHERN BORDER

Yesterday the Trump Administration requested \$4.5 billion in emergency supplemental funding in response to the large number of migrants from El Salvador, Honduras, and Guatemala that are seeking asylum at the southern border.

The funds would be allocated to the Departments of Homeland Security, Defense, Justice, and Health and Human Services. Specifically, the President requests: \$3.3 billion in humanitarian assistance, including \$2.8 billion to the Department of Health and Human Services (HHS) to increase shelter capacity and services for unaccompanied minors; \$1.1 billion for border operations, including personnel expenses, detention beds, and transportation; and \$178 million for mission support, including technology upgrades.

Both Democrats and Republicans agree on the humanitarian needs; however, Democrats will oppose the funding increases for detention activities and will likely push for changes to the Administration's asylum policies.

IMMIGRATION/HOMELAND SECURITY/PUBLIC SAFETY

BORDER WALL/EMERGENCY DECLARATION

After failing to secure FY 2019 appropriations for a border wall, on the same day he signed the FY 2019 omnibus, President Trump declared a National Emergency to reprogram \$3.6 billion in federally-appropriated dollars to fund the wall. Most of this funding would come from military construction and other Department of Defense projects. In response, Congress passed H.J.Res.46, a measure to terminate the President's emergency measures. While the Joint Resolution passed the House and Senate with bipartisan support, it was vetoed by President Trump; the first veto of his administration. House Democrats are now seeking to address the issue through the FY 2020 appropriations process.

RECORD NUMBERS OF MIGRANTS SEEKING ASYLUM ALONG THE SOUTHERN BORDER

In the first quarter of 2019, U.S. Customs and Border Protection (CBP) reported 238,320 apprehensions along the southern border, an increase of 115,317 from the first quarter of 2018. As a result of this surge of migrants seeking asylum, the Department of Homeland Security (DHS) temporarily reassigned approximately 545 CBP officers from U.S. ports of entry to help with the processing of asylum seekers in Texas, New Mexico, and Arizona. This reassignment of CBP officers has created significant delays for individuals and cargo waiting to be screened to enter the U.S., and has led to delays for passengers at airports, and backups along the border lasting, in some cases, upwards of seven hours. Members of the business community have bemoaned these delays as they translate to millions of dollars in additional expenses, which are ultimately passed on to consumers. Especially as large numbers of workers in U.S. border communities travel from Mexico to places of employment in the United States.

Last week, President Trump issued a memo to the Attorney General and Secretary of Homeland Security outlining changes to the asylum process. The President's changes include charging fees to migrants to apply for asylum, prohibiting issuance of provisional work permits to anyone who enters the United States illegally, and finally, limiting adjudication of asylum cases to 180 days – which, at present, may take years. Further, the President gave the Attorney General and Secretary of Homeland Security 90 days to propose new regulations that would continue to alter the asylum process.

Additionally, as noted above, yesterday President Trump asked for an additional \$4.5 billion in emergency border funding to address the situation.

MIGRANT PROTECTION PROTOCOLS/REMAIN IN MEXICO

A Federal District Court judge in California issued an injunction blocking the White House from further implementation of its Migrant Protection Protocols, or “Remain in Mexico” policy. The Administration appealed this ruling, and the Ninth Circuit Court of Appeals heard the case, and lifted the previous ruling temporarily as it weighs whether to allow the policy to continue. On Friday, April 26, the Department of Homeland Security announced that at least 1,600 migrants had been returned to Mexico to await the outcomes of their asylum claims.

THE DREAM AND PROMISE ACT

In March, House Democrats introduced the *Dream and Promise Act of 2019* (H.R. 6). The bill would provide a path to citizenship for millions of “dreamers,” including approximately 800,000 individuals with Deferred Action for Childhood Arrivals (DACA) protection. This is noteworthy, as President Trump has attempted to eliminate DACA, only to have his Administration’s efforts blocked in court.

A similar bill in 2017 had bipartisan support, but so far, this bill has only garnered support from Democrats. Regardless, in pursuing this legislation to the floor, Speaker Pelosi is making good on a promise Democrats made throughout her 2018 campaign.

2020 CENSUS

The Department of Commerce has been mired in controversy since Secretary Wilbur Ross decided to add a question to the 2020 Census asking whether a respondent is a U.S. Citizen. While the White House and Secretary Ross argue that it is acceptable to add the question, opponents say the question would severely impact responses to the Census, possibly precluding 6.5 million individuals from completing the form. This is of significant concern as, other than being constitutionally mandated, the results of the Census are used to determine formula funding levels of federal programs for states and cities, and they are also used to determine the state apportionment of seats in the U.S. Congress.

Many cities, states, and advocacy groups have turned to litigation to try and prevent the Administration from including the question and last week, the case was heard by the U.S. Supreme Court. While a number of Federal courts have decided against the Administration, reports from the Supreme Court hearing indicate that the White House may prevail on ideological lines. Unfortunately, the court is not expected to render a decision until shortly before implementation of the Census this summer.

TRANSPORTATION/INFRASTRUCTURE

INFRASTRUCTURE

Investment in transportation and infrastructure enjoys strong public support and remains a focus of the 116th Congress. President Trump and Democrats mentioned it as a potential place of agreement, with President Trump stating that “[b]oth parties should be able to unite for a great rebuilding of America’s crumbling infrastructure.” Discussions on the topic were overshadowed for much of 2019’s first quarter,

but Speaker of the House Nancy Pelosi (D-CA) and Senate Minority Leader Chuck Schumer (D-NY) met with the President on April 30 to discuss infrastructure.

Both Speaker Pelosi and Minority Leader Schumer indicated that the meeting was constructive and that they had agreed with the President on an overall investment level of \$2 trillion for the infrastructure package. Senator Schumer said the group will meet again in three weeks, at which time the President will offer his proposals for funding. Schumer emphasized that Trump's support would be key to advancing any infrastructure bill through the Republican-controlled Senate. Speaker Pelosi noted that the group had agreed to include broadband infrastructure, in addition to transportation, water, and electrical grid infrastructure, in the package.

House leadership announced they were holding time in late spring or early summer for an infrastructure markup; however, no proposals have been released. House Transportation and Infrastructure Chairman Peter DeFazio previously released a plan titled "A Penny for Progress," which he has repeatedly referenced in congressional hearings, indicating a possibility that he will reintroduce it soon. The plan would provide \$500 billion in infrastructure investment funded by increasing the gas tax approximately one cent per year, indexing it to inflation, and allowing the federal government to bond against the future proceeds of the increased gas tax to raise \$500 billion over the next 10 years.

House and Senate Democrats released infrastructure proposals in the 115th Congress as well, which included large investments not just for highways and public transit, but also for railroads, ports, airports, schools, broadband access, water infrastructure, and energy projects.

The Transportation and Infrastructure Committee held a number of hearings on infrastructure at the beginning of 2019, and scheduled a Members' Day hearing yesterday, during which members highlighted issues of importance to their particular district. However, a broad infrastructure bill – of any size – is not a certainty. The Senate Committee on Environment and Public Works is focused on surface transportation reauthorization, not a separate infrastructure bill.

A broad policy consideration coming into the 116th Congress was whether to reestablish earmarks. Earmarks create a powerful incentive for Congress to advance an infrastructure package and to secure the revenues necessary to fund it. Many Democrats and some Republicans have voiced support for earmarks for transportation and infrastructure projects, as long as measures are in place to increase the transparency and accountability of such spending. Supporters point to Congress' constitutional "power of the purse," and express concern that, under the earmark ban, Congress has ceded to the Executive Branch its own authority to determine how limited transportation and infrastructure dollars are spent. However, strong pockets of opposition to earmarks remain in Congress, as some members continue to deride congressionally directed spending as wasteful and ripe for fraud and abuse. House Appropriations Chairwoman Nita M. Lowey (D-NY) announced that earmarks would not be returning as part of a spending bill this year, which is a major hurdle to earmark supporters. However, Transportation and Infrastructure Chairman DeFazio is still indicating a willingness to include what he refers to as "Article I projects" in an infrastructure package.

PRESIDENT TRUMP'S FY 2020 BUDGET PROPOSAL

The President's FY 2020 Budget Request proposes \$83.66 billion for the Department of Transportation (DOT), \$62.2 billion to fully fund surface transportation programs authorized by the *Fixing America's*

Surface Transportation (FAST) Act, and \$21.4 billion in discretionary budget authority. This is a \$5.9 billion decrease from FY 2019 discretionary levels.

Unlike in previous years, where the President proposed to eliminate the Better Utilizing Investments to Leverage Development (BUILD) program, this year's Budget Request includes \$1 billion in funding – a \$100 million increase from FY 2019 levels. The Budget Request also proposes an additional \$1.035 billion General Fund request for the INFRA grant program, for a total of over \$2 billion – \$1 billion above the levels authorized under the FAST Act. The President again proposed to reduce the Capital Investment Grant (New Starts/Small Starts) program to \$1.5 billion in FY 2020 from \$2.55 billion in FY 2019, but for the first time would provide \$500 million in funding for new projects. The FAST Act authorizes \$2.3 billion for New Starts/Small Starts funding for FY 2020.

2019 BUILD GRANTS

On April 16, the Department of Transportation (DOT) began accepting applications for the BUILD grant program (formerly the TIGER grant program). Approximately \$900 million is available to be awarded for BUILD grants in FY 2019. Applications are due July 15, 2019.

Applications will be evaluated on a number of criteria, including: (1) safety; (2) state of good repair; (3) economic competitiveness; (4) environmental sustainability; and (5) quality of life. In FY 2018, DOT prioritized rural applications, awarding 68 percent of grant funding to rural projects. In response, Congress changed the provisions in its FY 2019 appropriations language to mandate a 50/50 split between rural and urban projects. Congress also changed the definition of rural from areas with a population equal to or less than 50,000 people to areas with a population equal to or less than 200,000 people.

2019 INFRA GRANTS

Applications for the FAST Act's FY 2019 Infrastructure for Rebuilding America (INFRA) grant program (formerly the FASTLANE grant program) were due March 4. In FY 2019, DOT estimates awarding between \$855 million and \$902 million in funding for INFRA grants. Grants will be made to both large and small projects. Large projects are defined by a request of a grant larger than \$25 million. Anything less is considered a small project, for which 10 percent of available funds are reserved.

DRONE REGULATIONS

On February 13, DOT issued a notice of proposed rulemaking regarding drone operations. Currently, unmanned aircraft systems (UAS) are not permitted to operate at night or fly over any person not directly participating in the operation without a waiver. The new rules, which received over 900 comments, would relax those prohibitions. Operators of a small UAS, statutorily defined as those under 0.55 pounds, would be able to fly over people. Those wishing to operate a small UAS at night would be required to complete a knowledge testing or training and install an anti-collision light that is visible for at least three statute miles.

HOUSING AND COMMUNITY DEVELOPMENT

NOTABLE HOUSING LEGISLATIVE ACTIVITY

The first quarter of the 116th Congress saw some legislative interest in reviewing housing policy and addressing the housing affordability crisis.

The Ending Homelessness Act of 2019

Current House Financial Services Committee Chairwoman Maxine Waters (D-CA) introduced the *Ending Homelessness Act of 2019* (H.R. 1856). The legislation aims to provide a comprehensive plan to end homelessness by appropriating \$13.27 billion in mandatory emergency relief funding over the next five years to help address critical federal housing programs and initiatives, including:

- \$5 billion to the McKinney-Vento Homeless Assistance Grants;
- \$2.5 billion for the Special Purpose Section 8 Housing Choice Vouchers;
- \$1.05 billion in annual mandatory spending for the National Housing Trust Fund;
- \$500 million for outreach funding; and
- \$20 million for integrated healthcare and housing initiatives.

In total, the bill would create over 110,000 new housing units and provide an additional 300,000 housing vouchers.

The bill is largely aspirational for House Democrats – 46 members have signed on as co-sponsors. However, the bill has yet to gain any Republican co-sponsors, and, even if it did pass in the House, it would then have to be approved by the Republican-controlled Senate. The bill was marked up on March 28 on a party line vote.

The Fighting Homelessness through Services and Housing Act

Senators Diane Feinstein (D-CA) and Lisa Murkowski (R-AL) introduced the *Fighting Homelessness through Services and Housing Act* (S. 923). The bill would authorize \$750 million in grants annually to help combat homelessness. In addition to providing housing, the bill would also require grant recipients to provide comprehensive services such as substance abuse treatment, job training, and mental health care. Specifically, the bill would:

- Authorize \$750 million for supporting housing models;
- Require a 25 percent match from non-federal funds; and
- Require grantees to track outcomes.

The bill accompanied House legislation (H.R. 1978), introduced by Reps. Ted Lieu (D-CA), Steve Stivers (R-OH), Scott Peters (D-CA), Luis Correa (D-CA), Josh Harder (D-CA), Don Young (R-AK), and Jim Costa (D-CA).

Housing Finance Reform

Senate Banking, Housing and Urban Affairs Committee Chairman Mike Crapo released an outline for housing finance reform legislation. Broadly, the proposal would: (1) require all guarantors, including Fannie Mae and Freddie Mac, to be private companies; (2) regulate the Federal Housing Finance Agency through a bipartisan board of directors; (3) reform Ginnie Mae to among other things, guarantee timely repayment of principal and interest on securities that receive credit enhancement from Federal Housing Finance Agency approved guarantors; and (4) replace current affordable housing goals and duty-to serve requirements with a new Market Access Fund.

The Chairman held hearings on the proposal, which lasted two days and covered a wide range of topics. Support for the proposal seemed largely split on party lines, and no subsequent legislation has been proposed.

Proposed HUD Public Housing Rule

The Department of Housing and Urban Development (HUD) is reportedly proposing a new rule dealing with citizenship and public housing. HUD noted a number of factors prompting the reconsideration of the regulations, including: (1) President Trump's Executive Order 13828 titled "*Reducing Poverty in America by Promoting Opportunity and Economic Mobility*;" (2) reduction of "unnecessary" regulatory burdens; (3) enhancement of regulation effectiveness; (4) and regulation conformity with statutory mandates.

In addition to minor technical changes, the rule would make two changes to the noncitizens regulations. The first proposed change requires the verification of all eligible immigration status of all Section 214 covered program assistance recipients under the age of 62 through the Systematic Alien Verification for Entitlements (SAVE) program. Currently, individuals who do not consent to have eligible immigration status are excused from submitting documentation.

The second proposed change specifies that individuals not verified in an eligible immigration status may not serve as the leaseholder. Presently, a "do not contend" provision facilitates a mixed family of prorated assistances' indefinite use. HUD believes that Section 214 does not require financial assistance for unverified individuals.

The draft rule is currently under congressional review and will be published shortly in the Federal Register, triggering a 60-day public comment period.

TAX

OPPORTUNITY ZONES

Last month, the Internal Revenue Service (IRS) and the Treasury Department released the second round of Opportunity Zone regulations, which the White House says will spur \$100 billion of investment in underserved communities. As a result of the new regulations, the Department of Housing and Urban Development (HUD) announced it would be reviewing its existing policies, practices, planned actions, regulations, and guidance regarding HUD-administered programs and laws to "identify actions HUD can take to encourage beneficial investment, both public and private, in urban and economically distressed communities, including qualified Opportunity Zones." Interested parties are invited to submit comments regarding this review of HUD programs. The comments are due June 17.

Additionally, the President's FY 2020 Budget Request provides targeted resources aligned with the Administration's focus on encouraging investment in Opportunity Zones. The \$100 million request for the Rental Assistance Demonstration (RAD) program (which supports the redevelopment of Public Housing units through transition to Housing Voucher units) would prioritize the redevelopment of Public Housing properties located in Opportunity Zones. The President's FY 2020 Budget Request also funds technical assistance to local municipalities that seek to attract public and private investments to their communities.

TRADE

President Trump continues to pursue an aggressive “America First” trade strategy, leveraging the threat of heavy tariffs to elicit policy changes from the United States’ trading partners. For example, President Trump criticized the Government of Mexico for the flow of migrants across the Southern Border into the U.S., threatening tariffs on autos or even a complete border shutdown if action was not taken. Overall, the business community remains concerned that such tactics sow uncertainty and make it harder to engage in cross-border transactions.

Two major trade issues will loom large in the coming months: congressional approval of the U.S.-Mexico-Canada Trade Agreement (USMCA) and resolution of ongoing trade tensions with China. At the same time, and amid other legislative priorities, U.S. lawmakers will continue their focus on Section 232 national security tariffs and nascent trade talks with Japan and the European Union, as well as plans to engage in bilateral trade relations with the United Kingdom following its exit from the European Union (“Brexit”). Local businesses are also looking forward to initiation of the next Miscellaneous Tariff Bill (MTB) petition period.

U.S.—MEXICO—CANADA AGREEMENT

To enter into effect, trade agreements such as the U.S.-Mexico-Canada Agreement (USMCA) must be approved by both chambers of Congress and signed into law by the President through implementing legislation under a process known as Trade Promotion Authority (TPA). Under TPA, President Trump must provide Congress with a Statement of Administrative Action (SAA) – describing administrative actions to be taken to implement the deal – and draft legislative text at least 30 days before formally submitting a final implementing bill. President Trump has not yet provided Congress with the SAA.

Overall, USMCA supporters in the U.S. are optimistic that many of the most vocal trade skeptics have been quiet as lawmakers consider the deal. While no lawmaker is seriously arguing for the U.S. to withdraw from NAFTA/USMCA completely, Members from both parties have serious concerns with the final agreement. Democratic discontent is centered around three main issues: (1) enforcement of the deal’s labor (especially vis-à-vis Mexico) commitments; (2) environmental provisions; and (3) data exclusivity for biologic drugs (and the impact the provisions would have on U.S. prescription drug prices). Republicans will likely support the deal in large numbers, but have expressed concerns that the USMCA would scale back business access to Investor State Dispute Settlement procedures, and caution the Administration that it must lift tariffs on steel/aluminum exports from Canada and Mexico to clear a path for USMCA approval.

Speaker of the House Nancy Pelosi (D-CA) and House Ways and Means Committee Chairman Richard Neal (D-MA) ultimately will decide when the USMCA is brought up for a vote, which must start in the House of Representatives, but several factors are complicating the timeline. Democratic leaders are urging USMCA advocates to give members the time and space to educate themselves on the deal and – for freshmen members especially – on trade more broadly. Whip operations are only just beginning, and it is not clear if the agreement currently has the votes to pass. Assuming all House Republicans vote in favor, Speaker Pelosi needs only 30 Democrats for USMCA to pass; however, she will not schedule a vote until a larger portion of her caucus – closer to 100 Members – support the trade deal. Lawmakers may still seek side agreements or specific provisions in the agreement’s implementing language before voicing support. While TPA does not provide an absolute deadline for the consideration of USMCA, the 2020 presidential elections will get underway this summer and complicate the politics around the deal further. Also, while

many have counseled him against such action, President Trump's threat to withdraw from NAFTA remains. Such action could upset the political dynamic even further.

U.S.-CHINA TRADE DEAL

U.S. officials – led by U.S. Trade Representative Robert Lighthizer – continue talks with China aimed at securing a long-term trade deal. The reported hope is for a trade deal to be announced following these meetings, which would be finalized at a meeting between President Trump and Chinese President Xi Jinping meeting in late May or early June.

Tariff removal remains a major priority for U.S. stakeholders as part of the ongoing bilateral talks. China has asked that all tariffs be removed, but U.S. officials argue that at least some must remain in place as part of an enforcement mechanism. The two sides are reportedly discussing “snap back” provisions, where tariffs would automatically be reimposed if either side crosses certain agreed-upon boundaries. President Trump has said the U.S. will keep its tariffs on \$50 billion of Chinese imports, though U.S. officials have reportedly asked China to shift its corresponding retaliatory duties on \$50 billion worth of U.S. goods away from agricultural goods to non-agricultural imports. So-called Section 301 “List 3” duties – which cover \$200 billion in Chinese exports to the U.S., including a number of consumer goods – may instead be lifted.

SECTION 232 NATIONAL SECURITY TARIFFS

U.S. importers and users continue to face tariffs on covered steel and aluminum imports under the President's Section 232 national security trade action, as President Trump prepares to initiate similar import restrictions under three more categories: uranium, titanium sponge, and – most significantly – autos and auto parts.

The steel and aluminum tariffs continue to face significant opposition from business stakeholders and lawmakers. While U.S. officials have negotiated bilateral quota agreements with certain trading partners aimed at avoiding the duties, there is no end in sight for the tariffs, and the exclusion process – which seeks to limit the exposure on U.S. businesses that import steel and aluminum products – remains quite active. USMCA supporters and Republicans in Congress are pushing the Trump Administration to exempt Mexico and Canada from the steel and aluminum imports as soon as possible, pointing to the important role North American supply chains play for American businesses and linking congressional approval of the USMCA to this issue. The duties on covered Mexican and Canadian imports will likely be replaced by quotas limiting the quantities of each good allowed into the U.S., as has been the case for other countries that have negotiated out from under the tariffs. However, absolute quotas – which prohibit the import of any goods above set limits – can be even more restrictive than costly tariffs if they are set too low.

The three remaining 232 investigations are ongoing. The Department of Commerce transmitted its report in the auto/auto part investigation to the White House in February, but the contents have been kept completely confidential, despite calls from Congress and business stakeholders for release of a public summary. President Trump has been using the threat of tariffs as leverage in unrelated exchanges with the European Union on auto tariffs and with Mexico on migrant crossings, despite continued opposition to any auto/auto part tariffs or quotas from the entire auto industry. The Section 232 statute requires the President to announce his final decision on whether to impose import restrictions by May 18, though Administration officials argue he can extend that deadline. The Department of Commerce has also transmitted its report on uranium imports to the President, though its examination of titanium sponge is

ongoing; these two probes affect smaller segments of the U.S. economy, but could have significant downstream impacts.

Lawmakers continue to criticize the unintended consequences of Section 232 actions, particularly with respect to the steel and aluminum tariffs. Under the direction of Committee Chairman Charles Grassley (R-IA) – whose home state has been particularly hard hit by tariffs imposed on agricultural products in retaliation for the Section 232 tariffs – Senate Finance Committee staff are working on draft legislation to amend the Section 232 process. However, senior White House staff have said the President will veto any legislation that would curb this tariff authority, meaning any bill would need strong support from Republicans and Democrats in both chambers to overcome a potential veto.

MTB Update

Miscellaneous Tariff Bills (MTBs) temporarily reduce or suspend duties on a wide range of imports otherwise not available domestically. U.S. manufacturers strongly support MTBs as a means of reducing costs on inputs that they cannot source in the U.S. The U.S. International Trade Commission will begin accepting petitions for the next MTB in October 2019.

ENERGY AND ENVIRONMENT

PUBLIC LANDS AND LAND AND WATER CONSERVATION FUND (LWCF)

In February, the President signed into law a bipartisan public lands package, *The Natural Resources Management Act* (S. 47). As we previously reported, the package contained more than 120 public lands, resources, conservation, and water management bills. Chairman Lisa Murkowski (R-AK) of the Senate Energy and Natural Resources Committee and former Ranking Member Maria Cantwell (D-WA), introduced the bill in January 2019. The package had been negotiated in the 115th Congress. The bill can be viewed [here](#).

Some of the more significant changes to federal law in the bill include:

- Permanent authorization for the Land and Water Conservation Fund: However, funds would still need to be appropriated each year by Congress. The bill would guarantee that no less than 40 percent of the fund would go to state programs. The bill also would ensure parity between the federal and state programs, meaning primarily that funding for land acquisition would be split evenly between the two. In the past, a majority of the funding for land acquisition went to the federal government.
- Increasing access to federal lands for sportsmen: The legislation underscores that BLM and Forest Lands are open to hunting, fishing, and outdoor recreational activities on federal lands and directs a process to include public comment for the Secretary of the Interior to follow should the Secretary decide to close certain Bureau of Land Management (BLM) and National Forest lands to these activities. The legislation also directs the Secretary to propose a list of areas on federal lands where gun shooting and target ranges can be created and/or expanded. The final legislation removed a prior controversial proposal that would have permitted guns on all U.S. Army Corp of Engineers (USACE) lands and in USACE facilities.
- Lands of special importance (such as National Monuments): These lands will only be conserved if protections are supported by the state and surrounding communities.

On April 9, members of the Senate Energy and Natural Resources Committee led a bipartisan effort in introducing the *Land and Water Conservation Fund Permanent Funding Act*, legislation to permanently fund the Land and Water Conservation Fund (LWCF) at a level of \$900 million.

PRESIDENT TRUMP’S EXECUTIVE ORDER – PROMOTING ENERGY INFRASTRUCTURE AND ECONOMIC GROWTH

On April 10, President Trump signed a new Executive Order (EO 13868) in an effort to reduce permitting delays for new energy infrastructure projects. This is the most recent and most aggressive of a series of EOs targeting what the President views as excessive bureaucratic red tape around the authorization of critical infrastructure projects. The intensity of the commitment suggested by the President, together with the specific industry focus and strong labor support for these orders, suggests the potential for a more substantial outcome for this EO, and the U.S. could potentially see energy infrastructure authorized in an expeditious way. However, the EO is not without its potential problems, especially in its effort to impose specific time limits on required state actions.

While the EO appears to be largely concerned with enabling faster permitting for conventional oil and gas pipelines and related infrastructure, it may also be applicable to expediting energy projects in general including renewable energy projects, such as solar, wind (particularly offshore), and other renewables, as it clearly states the importance of enhancing all of the nation’s energy infrastructure “including facilities for the transmission, distribution, storage, and processing of energy resources.”

The goals of the EO are essentially to:

- Establish a permitting process that will allow for timely action on energy infrastructure projects with a single point of accountability to reduce redundant studies and reviews and to set clear timetables;
- Increase regulatory certainty in the development process for new energy infrastructure projects; and
- Direct the heads of “all agencies” to provide a report within 30 days as to how to increase the efficiency of transportation and development of domestically produced energy resources.

Clean Water Act Concern

The EO directs the Environmental Protection Agency (EPA) Administrator to devise a new rule that would largely block states from using the Clean Water Act, specifically Section 401 of the Clean Water Act (33 U.S.C. 1341), to unreasonably delay or object to projects. The EO directs EPA to begin a rulemaking to “supersede” Section 401’s Interim Guidance within 60 days and directs a new regulation to be completed within approximately one year that would likely limit scope and time of states’ review of projects. There is concern that the EO may restrict states’ ability to prevent or delay projects that, in their view, threaten natural resources.

Expediting Energy Projects on Federal Lands

With regard to energy infrastructure rights-of-way grants, leases, permits, and agreements on federal lands (presumably to also include the outer Continental Shelf), the EO directs the Secretaries of the Departments of the Interior, Agriculture, and Commerce to develop “a master agreement” for possibly near-autonomic renewals to reduce uncertainty during times when these items normally would sunset and would need renewals or reauthorizations.

Getting Energy Resources to Markets

The EO also directs the Secretary of Transportation to initiate two rulemakings to be completed in approximately one year, and a report within 180 days. These are:

- A rule to expedite the construction of large-scale LNG import and export terminals;
- A rule to permit LNG to be transported in approved rail tank cars; and
- A report regarding the economic and other effects caused by limitations on the export of coal, oil, natural gas, and other domestic energy resources through the West Coast of the U.S. This report is to include whether state, local, tribal, or territorial actions have contributed to such effects.

Limiting Investor Activism

The EO directs the Secretary of Labor to initiate a “review of available data” that could lead to an attempt by the Administration to curb investor activism concerning the energy industry. It is unclear as to how effective this instruction will be in expediting actual energy projects, but this provision is viewed as an attempt by the Administration to limit the effectiveness of the “Keep it in the Ground” movement.

Next Steps

On April 25, in response to the President’s EO, EPA began the process of reviewing and updating guidance and regulations regarding certification under Section 401 of the Clean Water Act. The EO recognizes that “states and authorized tribes have a direct role” and directs that EPA “shall consult with states, tribes, and relevant executive departments and agencies (agencies) in reviewing Section 401 of the Clean Water Act and EPA’s related regulations and guidance . . .”

As part of this consultation, EPA has created an administrative docket for state and local officials to provide pre-proposal recommendations to the agency on new guidance and rules. The administrative docket is open for 30 days. Below are the links to the administrative docket and to EPA’s website, where you can find additional background and information.

You may submit pre-proposal recommendations to EPA-HQ-OW-2018-0855 until May 24, 2019, at <https://www.regulations.gov/docket?D=EPA-HQ-OW-2018-0855>. Visit <https://epa.gov/cwa-401> for more information about this rulemaking and guidance development.

PRESIDENT TRUMP’S EXECUTIVE ORDER TO EXPEDITE ENERGY INFRASTRUCTURE AND EXPORT PERMITTING AT BORDER CROSSINGS

On April 10, President Trump issued a second Executive Order, EO 13867, in the most recent in a series of EOs issued in an effort to cut through red tape in infrastructure permitting – particularly for energy infrastructure and even more particularly for energy export infrastructure. The unique aspect of this order is that it directly asserts presidential authority, and, thus, should be relatively impervious to bureaucratic inertia. While it remains to be seen whether all of its objectives will be achieved, it should, at the very least, stir rigorous discussion that could result in progress.

Background

The EO allows President Trump to have constitutional authority over foreign affairs to revoke certain previous delegations of authority to the State Department and assert exclusive authority to grant or deny presidential permits for construction, connection, operation, or maintenance of certain infrastructure projects at an international border of the U.S. (cross-border infrastructure). This action appears to be predicated on decisions such as the Keystone Pipeline and Alberta Clipper cases, which held that, particularly where permit authority is not based on a federal statute (as is the case with crude oil pipelines), the President has inherent constitutional authority to issue presidential permits and the permit issuance process is not subject to the Administrative Procedure Act (APA) or the National Environmental Protection Act (NEPA). Thus, by “taking back” authority previously delegated to the State Department, the President asserts singular authority to expedite (or delay or reformulate) the permitting process for the infrastructure projects, such as Alberta Clipper and Keystone XL, that have up to this point been conducted by the State Department.

It is important to note that this new, relatively unfettered authority does not apply to cross-border natural gas pipelines or electric transmission lines with respect to which authority remains delegated to the Federal Energy Regulatory Commission (FERC) and the Department of Energy (DOE) pursuant to EOs 10485 and 10530 issued by President Eisenhower in 1953 and 1954. It does, however, apply to all of the projects that were covered by the State Department delegation orders (EOs 13337 and 11423), which the new EO repeals.

Goals of the Executive Order - Expediting Presidential Permits

The EO states that, over the years, presidential permits have become “unnecessarily complicated” by requirements for review by multiple federal agencies. To reduce this complexity, the President revoked the prior delegation to the State Department and retains exclusive decision-making authority over those permits.

Presidential permits covered by the EO consist of:

- Pipelines (other than natural gas pipelines covered by Section 3 of the Natural Gas Act), conveyor belts, and similar facilities for exportation or importation of all products to or from a foreign country;
- Facilities for the exportation or importation of water or sewage to or from a foreign country;
- Facilities for the transportation of persons or things, or both, to or from a foreign country;
- Bridges, to the extent that congressional authorization is not required;
- Similar facilities above or below ground; and
- Border crossings for land transportation, including motor and rail vehicles, to or from a foreign country.

Next Steps

Significant issues to be addressed in these procedures will likely include the precise scope of the EO’s coverage and whether it applies only to facilities crossing the border or to “facilities at the border,” as well as how the President’s authority over foreign relations relates to DOE’s statutory authority to grant the export of natural gas through pipelines. There will also be discussion around the extent of the EO’s effect and whether a federal agency’s authority to make recommendations implicate APA and NEPA even

if the President's decision does not. The State Department is to adopt procedures to assure that all actions comprehended by the new presidential permitting process can be completed within 60 days after receipt of an application.

CLIMATE CHANGE

On February 6, the House held its first hearing in six years on climate. The House Energy and Commerce Committee Subcommittee on the Environment and Climate Change held a hearing titled *Time for Action: Addressing the Environmental and Economic Effects of Climate Change*. Since that hearing, there have been numerous additional hearings held and a Senate vote on the Green New Deal Resolution, jolting the topic forward. Although individual bills are being introduced on the topic, due to the natures of the Senate and of President Trump, we anticipate that movement on the issue will be more likely incorporated in larger legislation as opposed to the passage of stand-alone bills. Larger legislation where there is opportunity to address this issue is likely to be in the anticipated infrastructure bill, on which discussions have just begun, and the expected tax extenders legislation, which is estimated for late summer/early fall.

House Actions: Combating Climate Change

Other areas where the House Energy and Commerce Committee has noted its activity on climate change recently include:

- Preventing President Trump from withdrawing from landmark Paris Climate Agreement: Passed through [Full Committee](#). H.R. 9, the Climate Action Now Act, would prevent President Trump from withdrawing the U.S. from the Paris Climate Agreement and require him to submit a plan for meeting U.S. obligations under that accord. The bill now goes to the House floor.
- Demanding answers from Department of Energy on missed energy efficiency standards deadlines: Energy Efficiency Standards save consumers money on their energy bills and are a critical tool in reducing greenhouse gas emissions. On March 7, the Energy Subcommittee held a [hearing](#) with Department of Energy officials demanding to know why the agency is failing to finalize or update 16 different efficiency standards as required by law.
- Holding EPA accountable for rollback of climate change policies: In February, the Committee renewed their [demand](#) for information related to EPA's plans to roll back the Clean Power Plan, fuel economy standards, and the methane rule – three rules critical to limiting carbon emissions and combating climate change.
- Demanding answers for EPA's efforts to roll back Clean Air Standards: In January, the Committee [demanded](#) documents and information related to EPA's proposed rollback of mercury and air toxics standards, which a Harvard University [study](#) found would result in the deaths of 80,000 more Americans each decade.

House Select Committee on Climate Crisis

In early March, the House announced the membership of the Select Committee on the Climate Crisis.

Rep. Kathy Castor (D-FL) was named Chairwoman and Rep. Garret Graves (R-LA) was named Ranking Member of the Select Committee. The Committee's membership also includes Democratic Reps. Ben Ray Lujan (NM), Suzanne Bonamici (OR), Julia Brownley (CA), Sean Casten (IL), Jared Huffman (CA), Mike Levin (CA), Donald McEachin (VA), and Joe Neguse (CO), and Republican Reps. Gary Palmer (AL), Morgan Griffith (VA), Kelly Armstrong (ND), Carol Miller (WV), and Buddy Carter (GA).

The committee was not given authority to consider and pass bills; it can hold hearings and is expected to be involved with partnering with other committees on climate legislation. The committee held its first hearing on April 4.

Senate Democrats' Special Committee on the Climate Crisis

In late March, Senate Democratic Leader Chuck Schumer established a new Senate Democrats' Special Committee on the Climate Crisis after Republican Leader McConnell failed to schedule a vote on a resolution to establish a bipartisan Senate Select Committee. The new committee, comprised of 10 Democrats, is expected to investigate and hold hearings on the economic and national security consequences of climate change.

The 10 Senate Democrats include Brian Schatz (D-HI) - Chairman, Sheldon Whitehouse (D-RI), Jeff Merkley (D-OR), Michael Bennet (D-CO), Tammy Baldwin (D-WI), Martin Heinrich (D-NM), Ed Markey (D-MA), Tammy Duckworth (D-IL), Catherine Cortez-Masto (D-NV), and Tina Smith (D-MN).

PFAS

There has been growing concern in the U.S over per- and polyfluoroalkyl substances (PFAS). PFAS are the nonstick, toxic chemicals found in Teflon and fire retardants that have increasingly been detected in drinking water. While EPA has set a health advisory level of 70 parts per trillion for lifetime exposure to PFAS in drinking water, the Centers for Disease Control and Prevention (CDC) has indicated that some of these contaminants can pose health dangers at significantly lower levels than EPA considers safe.

On April 25, EPA noticed a comment period on the *Draft Interim Recommendations for Addressing Groundwater Contaminated with PFOA and PFOS*. EPA is seeking public comment on a draft set of recommendations for cleaning up groundwater contaminated with PFOA and PFOS. When finalized, the agency states that recommendations will provide a starting point for making site-specific cleanup decisions. The guidance is based on the EPA's current scientific understanding of PFAS toxicity and is intended to provide guidance for federal cleanup programs, including the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, commonly referred to as "Superfund"). EPA notes that this information may also be useful for state and tribal cleanup programs, and in carrying out other federal regulatory authorities (e.g., federal facility cleanup programs and approved state Resource Conservation and Recovery Act corrective action programs).

The guidance provides recommendations on:

- Screening levels, which are used to determine if levels of contamination may warrant further investigation; and
- Preliminary remediation goals (PRGs) to inform site-specific cleanup levels for PFOA and PFOS contamination of groundwater that is a current or potential source of drinking water. EPA notes that PRGs are "initial targets for cleanup, which may be adjusted on a site-specific basis as more information becomes available."

Comments are being sought by EPA on any part of the guidance, including the use of EPA's Lifetime Drinking Water Health Advisory level of 70 ng/L or parts per trillion as the recommended PRG for groundwater, or whether higher or lower values would be supported. This document will be open for

public comment for 45 days, from April 25 to June 10. Comments are to be submitted, identified by Docket ID No. EPA-HQ-OLEM-2019-0229, at <https://www.regulations.gov>.

Reportedly, there is concern that the Department of Defense (DOD) lobbied to weaken the guidance and the guidance now makes no specific commitment to take emergency actions, such as providing bottled water to communities with dangerous levels of the toxic chemicals. It also does not include a requirement for federal agencies to respond immediately to sites contaminated with dangerously high levels of the chemicals. The fear is that that DOD has sought to limit cleanup requirements of both PFOA and PFOS, which DOD has publicly stated are known to have contaminated or suspected of contaminating 401 military sites around the country. Senator Tom Carper (D-DE), the senior Democrat on the Senate's Environment and Public Works Committee, has weighed in stating that the new guidance "fails to adequately protect public health from this emerging crisis."

WATER

WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT (WIFIA)

The Environmental Protection Agency (EPA) is soliciting letters of interest (LOI) for its FY 2019 Water Infrastructure Finance and Innovation Act (WIFIA) program, which are due by July 5. In the solicitation, EPA announced four priorities for selecting projects:

- Readiness for a project to proceed toward development;
- Provide for clean and safe drinking water, including reducing exposure to lead and emergent contaminants in the nation's drinking water systems;
- Repair, rehabilitate, and replace aging infrastructure and conveyance systems; and
- New or innovative approaches including water reuse and recycling.

Congress provided \$60 million in budget authority for the WIFIA program in the FY 2019 Omnibus. EPA estimates that this budget authority may provide approximately \$6 billion in credit assistance and may finance approximately \$12 billion in water infrastructure investment.

WATERS OF THE U.S. (WOTUS) RULE

As previously reported, in December 2018, the Environmental Protection Agency (EPA) and the Army Corps of Engineers (USACE) proposed a revised definition of "Waters of the United States" (WOTUS) that clarifies federal authority under the Clean Water Act. The proposed rule was [published in the Federal Register](#) in February and public comment closed on April 15.

The proposed rule is being coined the biggest rollback of CWA protections since shortly after the statute became law, proposing to remove federal pollution safeguards for tens of thousands of miles of streams and millions of acres of wetlands.

In the new proposed rule, EPA and USACE took a fundamentally different approach than the previous Administration, creating six categories of waterways that would fall under CWA jurisdiction and excluding all others. The six categories are:

- Traditional navigable waters;
- Tributaries to those navigable waters, meaning perennial or intermittent rivers and streams that contribute flow to a traditional navigable water in a typical year;
- Certain ditches, such as those used for navigation or those affected by the tide;

- Certain lakes and ponds that are similar to traditional navigable waters or that provide perennial or intermittent flow in a typical year to a traditional navigable water;
- Impoundments such as check dams and perennial rivers that form lakes or ponds behind them; and
- Wetlands that abut or have a direct hydrologic surface connection to another water in the U.S.

Excluded from the rule are: ephemeral waters such as dry washes or streams that only flow in direct response to precipitation; groundwater; artificial depressions like gravel pits and sand; roadside ditches; agricultural ditches; quarries that fill up with water; and artificially irrigated areas like fields flooded for rice or cranberry groundings, among other waterways.

In March, the Trump Administration dropped its bid to delay the implementation of the Obama Administration's 2015 WOTUS rule, making the 2015 rule effective across the country until the Trump Administration finalizes its new rule.

HEALTHCARE

AFFORDABLE CARE ACT IMPLEMENTATION

Late last year, a Texas federal district court issued a sweeping ruling that deemed the Affordable Care Act (ACA) unconstitutional. District Judge Reed O'Connor ruled that the entire ACA should be invalidated after the *Tax Cuts and Jobs Act* (P.L. 115-97) ended the penalty for not having insurance coverage. California Attorney General Xavier Becerra is leading a group of 17 Democratic state attorneys general in appealing the decision. In January, the U.S. House of Representatives voted 235-192 to intervene in the lawsuit to protect the ACA; three Republicans joined the full Democratic Caucus in voting for the measure. The ACA continues to be in effect as the case goes through the appeal process.

In March, the U.S. Department of Justice (DOJ) filed a brief supporting Judge O'Connor's ruling, an act that Senate Minority Leader Chuck Schumer called "a moral and institutional outrage." Prior to this position, the Administration had shown support for some ACA provisions, such as protections for individuals with pre-existing conditions. Sen. Susan Collins (R-ME) sent a letter to Attorney General William Barr, requesting he reverse the DOJ's decision and criticizing the DOJ's refusal to defend the law in court.

President Trump stated that Republicans would introduce a health policy proposal "far better than Obamacare," which took many lawmakers by surprise. After Senate Majority Leader Mitch McConnell (R-KY) consulted with the White House, President Trump issued a series of tweets stating that a Republican replacement for the ACA would be put up for a vote after the 2020 election.

Separately, House Democrats have held hearings and introduced legislation that seek to shore up the ACA. Democrats have proposed overturning new rules that expand short-term health plans, restoring funding for outreach efforts during the open enrollment period, and invalidating guidance that makes it easier for states to receive waivers from the law. These measures are not expected to become law prior to the 2020 elections, as they face stiff opposition in the Republican-controlled Senate. In April, Sen. Thom Tillis (R-NC) and Rep. Greg Walden (R-OR) introduced legislation to protect patients with pre-existing conditions in the event the ACA is struck down.

DRUG PRICING REFORM

Both Democrats and Republicans have expressed concern with rising drug prices, and many view drug-pricing reform as one of the only realistic chances for bipartisan legislation this year. Speaker Pelosi's office has been in active discussions with staff of the Senate Committee on Finance and the White House in hopes of finding common ground on addressing rising pharmaceutical costs. It remains unclear what proposals will be considered for a final drug pricing reform package.

House Committee on Oversight Chairman Elijah Cummings (D-MD) started out the congressional session by sending letters to a dozen drug companies, seeking information about pricing practices. He held a hearing at the end of that month. Similarly, the House Committee on Energy and Commerce has held - and continues to hold - hearings on rising drug prices, with two hearings specifically focused on insulin. While the Committee has marked up legislation, some bills have faced partisan votes. The House Committee on Ways and Means has considered legislation under its jurisdiction. The Senate Committee on Finance has also led on this topic, holding hearings with academics, pharmaceutical companies, and pharmacy benefit managers.

SURPRISE MEDICAL BILLS

In January, President Trump asked the U.S. Department of Health and Human Services Secretary Alex Azar and U.S. Department of Labor Secretary Alex Acosta to investigate how to prevent surprise medical bills. "Balance billing" is a practice where an out-of-network provider bills a patient for charges that exceed his or her health insurance plan's payment for a covered service, often leading to high out-of-pocket costs. These bills are often a surprise to patients because they may receive the care involuntarily or unknowingly, such as through emergency care or within an in-network facility. While several states have enacted laws prohibiting providers from balance billing, a number of proposals were introduced during the 115th Congress to address the issue on a federal level. The House Committee on Education and Labor held a hearing on the topic in April; while both political parties and the Administration believe the issue should be addressed, stakeholders in the health care industry disagree on potential solutions.

In February, six senators sent letters to insurers, employers, and hospitals asking for data on out-of-network billing practices. They expect to release draft legislation in the coming months.

MEDICARE FOR ALL

House Speaker Nancy Pelosi has sought to keep differing opinions in her caucus from boiling over, particularly those focused on health reform.

She appeased more progressive members of the Democratic Caucus by holding a hearing on the Medicare for All proposal in the House Committee on Rules, introduced by Rep. Pramila Jayapal (D-WA) as the *Medicare for All Act of 2019* (H.R. 1384), on April 30. While the bill has over 100 House cosponsors, Speaker Pelosi has not endorsed it. The bill is unlikely to receive a floor vote because it lacks support from the more centrist members of the Caucus.

In the Senate, Sen. Bernie Sanders (I-VT) unveiled an updated version of his *Medicare for All Act of 2019* (S. 1129) in early April. The legislation calls for a single-payer, government-run system with no premiums or deductibles. It has the support of 14 Democratic cosponsors, but will not gain momentum with the Republican majority in the chamber.

OPIOID CRISIS

The opioid crisis in America continues to receive federal attention, as President Trump and Congress have made the issue a major priority over the past several years. In his FY 2020 Budget, President Trump requested billions in federal research, program initiatives, grants, and enforcement to combat the opioid epidemic. Specific initiatives include: \$1.5 billion for the Department of Health and Human Services' (HHS) State Opioid Response Program; \$1.3 billion for opioids addiction and pain research across the National Institutes of Health (NIH) as part of the government-wide effort to combat the opioid epidemic; and \$330 million for continued implementation of the *Comprehensive Addiction and Recovery Act (CARA)*.

Last fall, Congress passed and President Trump signed into law the *Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment for Patients and Communities Act (SUPPORT for Patients and Communities Act)*. This legislation focuses on the widespread overprescribing of opioids and includes provisions involving law enforcement, public health, and healthcare financing and coverage. The *SUPPORT for Patients and Communities Act* authorizes a variety of federal initiatives, many of which are partnerships with state and local governments, to combat the opioid crisis.

Several federal agencies, including both HHS and the Department of Justice (DOJ), issued a variety of funding awards to combat the crisis. In 2018, HHS awarded more than \$2 billion in grants to support state, local, and tribal governments, health centers, and other entities in providing opioid prevention, treatment, and recovery services. Additionally in 2018, the DOJ announced the allotment of nearly \$400 million for opioid-specific initiatives.

Most recently, on April 18, HHS announced \$350 million in grants for a pilot program in Kentucky, Massachusetts, New York, and Ohio. The program is part of NIH's Helping to End Addiction Long-term (HEAL) initiative and is intended to reduce overdose deaths. On April 19, the Food and Drug Administration (FDA) granted final approval of Teva's generic naloxone nasal spray (commonly known as Narcan) for treating opioid overdoses by stopping or reversing the effects of an opioid overdose. This announcement is historic, as it makes the first generic treatment available for use by individuals without medical training. FDA also announced its plans to prioritize the review of additional generic drug applications for products intended to treat opioid overdose.

On April 24, President Trump and First Lady Melania Trump addressed the 8th Annual Rx Drug Abuse and Heroin Summit in Atlanta, which is the largest national collaboration of federal, state, and local professionals working to address the prescription drug abuse and misuse epidemic. In his remarks, President Trump promised continued funding for treatment, stronger scrutiny of "Big Pharma," and tougher interdiction of drugs at the border with Mexico.

NUTRITION

In December 2018, President Trump signed into law the most recent farm bill, legislation authorizing most major federal farm, nutrition assistance, rural development, and other U.S. Department of Agriculture (USDA) programs for five years. The farm bill provides nutrition assistance for low-income households through the Supplemental Nutrition Assistance Program (SNAP), and through the Emergency Food Assistance Program (TEFAP), which provides food products and federal support to emergency feeding organizations, such as food banks and food pantries.

Major Nutrition Provisions Included in the Farm Bill:

- Provides \$45 million in mandatory funding for the Gus Schumacher Food Insecurity Nutrition Incentive program for FY 2019, \$48 million a year for FY 2020 and FY 2021, \$53 million for FY 2022, and \$56 million for FY 2023 and each subsequent year. Projects in the program must increase purchase of fruits and vegetables by SNAP participants by providing a point-of-sale incentive.
- Establishes a retailer incentives program under which authorized food stores may provide bonuses to SNAP households based on purchases of fruits and vegetables, whole grains, and dairy products, as well as a separate healthy fluid milk incentives program
- Establishes a produce prescription program to improve dietary health through increased consumption of fruits and vegetables
- Launches up to 10 pilot projects to support public-private partnerships that address food insecurity and poverty, authorizing \$5 million for those projects
- Reauthorizes the Commodity Distribution Program, the Commodity Supplemental Food Program, and the distribution of surplus commodities to special nutrition projects
- Extends the Healthy Food Financing Initiative and provides \$5 million a year for Community Food Projects
- Provides \$273 million for the emergency food assistance program for FY 2019 and \$285 million for each of subsequent years through FY 2023, and requires USDA to issue guidance to increase donations of unused food from retail food stores, restaurants, caterers, and food service facilities

In his FY 2020 Budget Request, President Trump proposed \$20.8 billion for the Department of Agriculture's (USDA) discretionary budget authority, which is a \$3.6 billion or 15-percent decrease from the FY 2019 enacted level. The Budget Request provides \$5.8 billion to serve all projected participants in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), which provides nutritious supplemental food packages, nutrition education, and health and immunization referrals to low-income and nutritionally at-risk pregnant and postpartum women, infants, and children. The Budget Request also provides \$69.1 billion for SNAP and \$23.9 billion for Child Nutrition Programs. Coined the "America's Harvest Box" proposal, the Budget Request also continues to promote the Administration's new approach, first proposed in early 2018, to nutrition assistance that combines traditional SNAP benefits with "100 percent American grown foods provided directly to households." Congress will consider FY 2020 appropriations legislation over the next several months.

TELECOMMUNICATIONS

5G BROADBAND DEPLOYMENT – SMALL CELL SITING AND LOCAL AUTHORITY

The Federal Communications Commission's (FCC) *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment* rule took effect in January. Since then, FCC has been tied up in court, with multiple cities joining lawsuits in opposition, claiming that the federal regulations override local authority in regard to the deployment of new 5G technologies. While multiple cases are moving forward in appellate courts, the cities and local governments have been advised to abide by the federal rules until the lawsuits are resolved. Most recently, FCC failed in an attempt to delay the lawsuits as it processed Petitions for Reconsideration of the measure as the Ninth Circuit Court of Appeals ruled that two lawsuits would proceed as planned.

Rep. Anna Eshoo (D-CA) introduced the *Accelerating Wireless Broadband Development by Empowering Local Communities Act of 2019* (H.R. 530), which would terminate FCC authority over the deployment of 5G broadband, essentially vacating the wireless order.

BRIDGING THE DIGITAL DIVIDE

As internet access becomes more of an imperative in crucial aspects of society like education and employment, many individuals who are unable to afford internet access are finding themselves even more unable to find employment and provide for themselves and their families. To combat this disparity, Sen. Patty Murray (D-WA) introduced the *Digital Equity Act of 2019* (S. 1167) which would provide \$250 million to establish two grant programs, one competitive and one formulaic. Each of the programs would be administered by the National Telecommunications and Information Administration (NTIA).

EDUCATION

TITLE IX

On October 21, 2018, the New York Times reported that the Department of Health and Human Services (HHS) is spearheading an initiative to limit the legal definition of “sex” under Title IX, the federal law that prohibits discrimination on the basis of sex in educational programs and activities that receive or benefit from federal financial assistance. The article was based on a memo the New York Times obtained (but has not released to the public), in which HHS reportedly argued that other federal agencies need to adopt a uniform definition of gender as determined “on a biological basis that is clear, grounded in science, objective and administrable.” That definition, the New York Times says, would define sex as either male or female, unchangeable, and determined by the genitals with which a person is born. The sex listed on a person’s birth certificate would constitute definitive proof of a person’s sex, unless rebutted by reliable genetic evidence. The push to establish a new definition follows a rescinding by the Departments of Justice and Education of Obama-era guidance, which expanded the definition of sex in Title IX to include gender identity.

HHS officials have reportedly confirmed that their push to change the definition is based on their own reading of the law and from a 2016 court decision by Judge Reed O’Connor of the Federal District Court in Fort Worth, Texas, which held that “Congress did not understand ‘sex’ to include ‘gender identity.’” The Trump Administration officials say that that HHS is preparing to formally present the new definition to the Justice Department. If the Justice Department decides that the change is legal, the new definition can be approved and enforced in Title IX statutes, and across government agencies. HHS is also said to be holding interagency discussions about how to revise the definition of sex with the Departments of Education, Justice, and Labor, the other main agencies that enforce some part of Title IX, with the hope that uniformity in the government will increase the likelihood that courts will accept it.

On April 5, the Trump Administration further signaled its intention to limit the definition of “sex” in a court filing in a Texas lawsuit. In the filing, HHS says that the word “sex” does not refer to gender identify.

WORKFORCE AND JOB TRAINING

OVERTIME RULE

In March, the Department of Labor (Labor) announced a new rule raising the threshold at which employees receive overtime pay. The proposed rule would raise the limit from its current \$23,660 to \$35,308 and would expand overtime to an estimated 1.3 million Americans who work more than 40 hours per week. This rule is an attempt to protect workers who may have manager titles, but still receive insufficient salaries. For example, if an employee working an hourly job is promoted to “manager,” and given a \$25,000 annual salary, they would no longer be eligible for overtime compensation under current regulations, even if they routinely work an 80-hour week. This proposed rule would ensure that employees are compensated sufficiently for their work, regardless of their non-hourly status.

These rules have remained unchanged since 2004. The Obama Labor Department attempted to raise limits to \$47,476 in 2016, but a federal judge halted that proposal prior to its implementation. Labor is hoping for more success this time, with one official telling the Wall Street Journal that they “re-ran the exact same methodology used in 2004 for the last increase.”

The proposed rule was posted to the Federal Register on March 22, and remains open for comment until May 21, after which a final rule will be sent to the Office of Management and Budget for approval and implementation, barring any legal challenges.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

July 9, 2019

To: Honorable Chairman and Members of the Board

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

Title: County Attorney Recruitment and Selection Process



Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator Candice Wilson, Director of Human Resources

Statement of Issue:

This item seeks Board consideration of a comprehensive proposed recruitment and selection process, to include all steps and timelines associated with the recruitment, evaluation, and hiring of a new County Attorney.

Fiscal Impact:

This item has a fiscal impact. The proposed recruitment and selection process will be conducted “in-house”; however, this involves placing targeted job advertisements as well as providing reimbursements for travel and per diem expenses for candidates invited to interview before the Board. Adequate funding is included in the tentative budget to pay for these expenses.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Approve the proposed process for the recruitment and selection of a new County Attorney by:
- a. Approving the proposed updated County Attorney job description;
 - b. Directing staff to advertise the County Attorney position with an anticipated hiring range of \$160,000 to \$190,000; however, the final salary will be determined by the Board depending upon professional qualifications and experience;
 - c. Directing the County Administrator and the County Attorney to conduct an initial evaluation of applicants and present a recommended short list for the Board's consideration at the October 15, 2019 meeting;
 - d. Scheduling a Workshop for Monday, October 28, 2019 at 2:00 p.m. to conduct finalist interviews; and
 - e. Authorizing the reimbursement of travel and per diem expenses for finalists invited to interview.

Report and Discussion

Background:

This agenda item presents and seeks the Board's approval of a detailed process for the recruitment and selection of a new County Attorney. 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, his final day of employment with Leon County would have to occur on or before March 31, 2020. The County Attorney plans to retire effective March 31, 2020.

At the May 28, 2019 meeting, the Board considered several options for the recruitment and selection process which included promotion from within the County, directing County staff to conduct a recruitment in-house, retaining an outside search firm, or utilizing the recruitment services offered by the Florida Association of County Attorneys. The Board directed the County Administrator and the County Attorney's office to conduct the recruitment in-house. In the Analysis section below, this item presents the Board with a comprehensive overview of a proposed recruitment and selection process, to include all steps and timelines associated with the recruitment, evaluation, and hiring of a new County Attorney.

Analysis:

The recruitment and selection process requires thoughtful planning, an organized approach, a clear definition of the qualities and experiences the Board seeks in its next County Attorney, and a thorough evaluation of applications submitted for the position. To that extent, the following sections of this agenda item present the Board with a detailed, step-by-step recruitment and selection process designed to attract the most highly qualified candidates for the position. The Analysis section of this item is divided into the following subsections discussing (1) pre-recruitment activities such as the job description and salary for the position; (2) activities during the recruitment period including a draft recruitment profile, the solicitation and evaluation of applications, the short-listing process, and interview format; and (3) the steps involved in selecting and hiring the Board's preferred candidate.

Pre-Recruitment Period:

- *Job Description*

An important first step in recruiting a new County Attorney is developing a profile of the education, experience, skills, and other qualifications desired of the successful candidate in the form of a formal job description. This information will clearly communicate what the Board expects the duties and responsibilities of the new County Attorney will be. By taking the time to develop this profile, the Board conveys a sense of organizational stability to potential applicants.

As indicated above, County Attorney Herbert W.A. Thiele was hired by the Board in 1990. The adoption of Leon County's Home Rule Charter in November 2002 permanently established the position of County Attorney. Following adoption of the Charter, the Board adopted a formal job description and entered into an employment agreement with the County Attorney in 2003. While a County's employment agreement with its County Attorney sets forth the terms and conditions of employment such as compensation, benefits, the term of employment, etc. (as discussed in further detail below), the purpose of the job description is to formally describe the essential duties of, and requirements for, the position.

A proposed updated job description for the County Attorney position is included as Attachment #1 to this item. The updated job description states the minimum and preferred job requirements for the position, including:

- Graduation from an accredited law school with a Juris Doctor Degree;
- Admission to the Florida Bar and current membership in good standing;
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law;
- Preferred experience supervising or managing other attorneys; and
- Preferred Florida county government experience.
- Certification in City, County, and Local Government Law is a plus.

- *Salary*

Leon County's Home Rule Charter, Section 2.4 provides in part that the compensation of the County Attorney shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position. County Attorney salaries typically range very broadly and are determined based upon several factors including the level of experience and professional qualifications of the individual serving in the position, as well as the size and characteristics of the county. In addition, salaries are also a function of the time an individual has served in the position, which can vary greatly with longer-serving County Attorneys tending to earn higher salaries.

The Florida Association of County Attorneys conducted a survey in 2017 that examined the salaries of County Attorneys among those Florida counties that utilize in-house legal counsel. Based on the results of that survey, the salary range is \$75,000 to \$243,297. The average salary of in-house County Attorneys was approximately \$182,000 with an average tenure of 10.1 years in their position.

For Leon County's recruitment, the Chairman will negotiate a salary with the Board's preferred candidate (the process for which is described in greater detail below) based on the selected candidate's professional qualifications and experience. A draft employment agreement resulting from this negotiation will be presented to the Board for final approval at the November 12 or December 10 meeting. As the FACA salary survey data is from 2017, accounting for salary increases since that time, and in order to be competitive for the highest quality candidates, this item recommends the Leon County Attorney position be advertised with an expected salary range of \$160,000 to \$190,000. However, the final salary will be determined by the Board dependent upon professional qualifications and experience.

Recruitment Activities:

- *Recruitment Profile*

In addition to developing a formal job description identifying the attributes of the Board's ideal candidate, the next step in the recruitment process is to advertise the position. It is typical for counties to develop a detailed advertisement to help prospective applicants understand the character of the community, the structure and nature of the organization, and the Board's expectations of the successful candidate. A comprehensive advertisement that contains this information will serve several purposes: it conveys to applicants that the recruitment process is well-organized, provides the basic information that professional attorneys will be seeking in order to evaluate the County's position as a potential career opportunity, and encourages prospective candidates to apply by highlighting the community's assets. At a minimum, the advertisement should include relevant information about the community, the organization, and the position. A draft recruitment profile for the County Attorney position is included as Attachment #2 to this item which will be utilized to advertise for the position.

- *Advertising the Position*

With the Board's approval of the proposed recruitment and selection process, staff will advertise the position vacancy in a variety of publications in order to maximize its reach. While Florida local government experience is preferable due to the state's unique regulatory and legal environment, the County Attorney position will also likely attract highly qualified potential candidates from other areas of the country who may merit further consideration for a given position based on their experience and qualifications. The recruitment profile will be posted on the County's website, through the County's social media platforms, and through the following organizations:

- The Florida Bar
- International Municipal Lawyers Association
- Florida Association of Counties
- Florida Association of County Attorneys
- Tallahassee Democrat

The application window would remain open for a period of six weeks with a deadline of September 2. In order to facilitate the background check process that follows, candidates would be asked to submit a resume and also to complete the standard Leon County employment application.

- *Evaluating Applications and Developing a Short List of Candidates*

Following the application deadline, a Selection Committee consisting of the County Administrator and County Attorney will conduct a preliminary evaluation of all applications received and compile a short list of approximately five to seven candidates to recommend to the Board for further consideration. This ensures that the Board will have a sufficient number and variety of highly qualified candidates to consider, as many of the top candidates will likely also be applying elsewhere concurrently. The Selection Committee would present a recommended short list to the Board at the October 15, 2019 meeting including a summary analysis of each candidate's qualifications and experience as well as the candidate's résumé.

Prior to submitting the short list of candidates to the Board, Human Resources staff will conduct thorough background checks on each proposed finalist including criminal history, civil records, motor vehicle/driving history, and credit/bankruptcy checks. Additionally, staff will verify each finalist's education and employment history.

Interviewing, Selecting, and Hiring a Candidate:

- *Conducting Interviews with Finalists*

It is important to act as quickly as possible after the Board has finalized a short list of candidates to interview. This conveys to the finalists that the County is conducting a well-organized recruitment and creates a positive first impression of the County for the candidates. This also minimizes the possibility that a potential top candidate is offered a different position during the County's recruitment process. Accordingly, staff recommends the Board schedule a Workshop on Monday, October 28, 2019 to conduct interviews with finalist candidates. Prior to the interviews being conducted, the Board will be provided with suggested interview questions. Commissioners will be able to use these suggested questions or develop their own additional areas of inquiry.

The proposed interview format would consist of two stages. The first set of interviews would be one-on-one with each Commissioner in the Commissioner's office for 30 minutes on a rotating basis on the morning of October 28. This round of one-on-one interviews would not be subject to Florida's Sunshine Laws relating to open meetings. Following the one-on-one interviews, the Board would convene in a Workshop at 2:00 p.m. the same afternoon to interview candidates before the Board as a whole. During the meeting, Commissioners will again be able to utilize the suggested questions or develop additional areas of inquiry. Board interviews would also be scheduled in 30-minute blocks.

When conducting interviews of County Administrator or County Attorney candidates, it is typical for a County Commission to authorize the reimbursement of basic travel expenses, such as transportation, hotel, and per diem expenses, for finalists invited to interview. As reflected in the Board options for this item, staff recommends the Board authorize this expense. Adequate funding is included in the tentative budget to pay for these expenses.

- *Selecting a Preferred Candidate and Alternate(s)*

At the conclusion of the interview phase, the Board will transition to the ranking and selection process with the intent to establish a top-ranked candidate as well as one alternate candidate. Based on industry best practices, it is recommended that the selection process consist of a numerical ranking, as follows:

- Each Commissioner will be provided with a ranking sheet and asked to assign the highest number to the Commissioner's preferred candidate and proceeding to the lowest number for their least preferred candidate. (For example, if there are 5 candidates interviewed, a Commissioner would place a "5" for their most preferred candidate, followed by a "4" for their second choice, etc.)
- A brief break will be taken during the Workshop while staff totals the individual ranking sheets.
- Upon reconvening, the Board will be provided with the cumulative rankings.

Depending upon the Board's cumulative rankings, the Board may at this time determine that there is a clear first and second choice candidate. If this occurs, the Board would proceed to a formal vote to approve the first and second choice candidates and authorize the Chairman to begin the negotiation process (the following section of this item discusses in detail the recommended negotiation process). Consistent with the provisions of the County Ordinance for hiring of the County Attorney, it is recommended that this vote require the approval of a majority plus one of the Commission.

If there is not a clear first and second choice candidate, a second round of ranking would occur. To assist the Board in determining a preferred candidate, candidates receiving the lowest scores in the first round would no longer be considered in this second round. Consistent with the voting threshold required to ultimately appoint the new County Attorney (described further below), a majority-plus-one vote of the Board would determine the candidates to be considered for this second round. Subsequent to this vote, the second round of ranking would occur. Following this process, it is anticipated that a clear first and second choice candidate would emerge. The Board would proceed to a formal vote to approve the first and second choice candidates to be followed by the negotiation process as outlined in the next section. The actions taken by the Board at the Workshop with regard to ranking and approving candidates would be presented for ratification at the following Board meeting on October 29.

- *Negotiating a Contract and Start Date*

Once the Board has selected its preferred candidate, staff recommends that the Board authorize the Chairman to negotiate an employment agreement. The County Administrator and County Attorney will assist the Chairman in the negotiation process. Consistent with industry norms, the County's employment agreement with its County Attorney would specify a base salary negotiated based upon the candidate's professional qualifications and experience as well as benefits such as retirement and deferred compensation contributions, health insurance contributions, a vehicle allowance, and possible moving expenses.

Beyond compensation, the employment agreement should also include considerations regarding terms and conditions of the County Attorney's employment. This may include a specific term of employment, permitting either the local government or the County Attorney to terminate in accordance with Sec. 2-132 of the Leon County Code of Laws. It should also include a section providing the County Attorney with severance pay for a fixed period if he or she is terminated by the County, which provides a stable working situation created by an employment agreement that can help to attract and retain top-flight attorneys. Pursuant to Sec. 215.425, Florida Statutes, the employment agreement must limit severance pay to no more than 20 weeks of compensation and must prohibit the provision of severance pay in instances where the employee has been terminated for misconduct.

Staff recommends that an employment offer that includes all of the terms and conditions described above be made to the preferred candidate through the Chairman by November 1, 2019. This would provide the Board with the ability to have a transition period for the new County Attorney before the current County Attorney's retirement date on March 31, 2020 should the Board wish to do so. A start date of February 3, 2020 would provide a two-month transition period, or a start date of March 2, 2020 would provide a one-month transition period.

Once negotiations are complete, a final draft employment agreement would be brought back to the Board for final approval at either the November 12 or December 10 regular meeting. As provided in Leon County Ordinance No. 2018-07 (Attachment #3), the County Attorney must be appointed by an affirmative vote of a majority plus one 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.

Summary – Proposed Timeline:

The following table illustrates the anticipated timelines associated with the recruitment and selection process proposed in this item:

Date	Recruitment & Selection Process
July 9, 2019 <i>BOCC Meeting</i>	Board of County Commissioners approves County Attorney recruitment and selection process
July 19, 2019	Application window opens; County staff begins advertising the vacancy in various local and professional publications
September 2, 2019	Application deadline; Selection Committee begins initial evaluation of all applications submitted
October 15, 2019 <i>BOCC Meeting</i>	Recommended short list presented to BOCC
October 28, 2019	Individual Commissioner interviews conducted
October 28, 2019 (Monday) <i>BOCC Workshop</i>	Entire Board interviews conducted; preferred candidate and alternate(s) selected
October 29, 2019 <i>BOCC Meeting</i>	Ratification of Board actions taken at the October 28 Workshop
November 1, 2019	Chairman makes initial offer of employment to preferred candidate
November 12 OR December 10 <i>BOCC Meeting</i>	Board of County Commissioners approval of employment contract
February 3, 2020 OR March 2, 2020	Target start date for new County Attorney
March 31, 2020	Current County Attorney retirement date

Options:

1. Approve the proposed process for the recruitment and selection of a new County Attorney by:
 - a. Approving the proposed updated County Attorney job description;
 - b. Directing staff to advertise the County Attorney position with an anticipated hiring range of \$160,000 to \$190,000; however, the final salary will be determined by the Board depending upon professional qualifications and experience;
 - c. Directing the County Administrator and the County Attorney to conduct an initial evaluation of applicants and present a recommended short list for the Board's consideration at the October 15, 2019 meeting;
 - d. Scheduling a Workshop for Monday, October 28, 2019 at 2:00 p.m. to conduct finalist interviews; and
 - e. Authorizing the reimbursement of travel and per diem expenses for finalists invited to interview.
2. Do not approve the proposed process for the recruitment and selection of a new County Attorney.
3. Board direction.

Recommendation:

Option #1(a) through 1(e)

Attachments:

1. Updated County Attorney job description
2. County Attorney recruitment profile
3. Leon County Ordinance No. 2018-07 "Officers, Employees, and Departments"

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION COUNTY ATTORNEY EXECUTIVE SERVICE FLSA: NON-COVERED

GENERAL DESCRIPTION OF DUTIES

The County Attorney provides and supervises legal services to the Board of County Commissioners, and such other County Departments, Boards, and agencies as specified by the Board of County Commissioners. The County Attorney reports directly to the Board of County Commissioners and serves at the Board's pleasure.

ESSENTIAL DUTIES

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Provides legal services to the Board of County Commissioners, or as directed by the Board, to other County departments, advisory boards, committees, and agencies either personally, through staff attorneys, or by special outside counsel.
- Provides all legal services for County lawsuits, such as preparation and prosecution of cases, negotiations, trial strategy and appeals involving the County.
- Prepares, drafts, and reviews various County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the County in highly complex litigation before the Courts. Advises the Board of County Commissioners and the County Administrator on all County legal matters, as well as County staff, boards, and agencies where and when appropriate.
- Advises Board-appointed Committees.
- Drafts legislation to provide for the interest of the County through lobbying efforts.
- Reviews statutory requirements for operating and financing local County government.
- Manages the daily operation of the County Attorney's Office, including assigning and reviewing casework of all staff attorneys working for the County, budgetary oversight, and work performed by non-legal staff.
- Is responsible for various legal department personnel matters including policies and procedures, hiring, discipline, training and development, performance appraisals, and other related activities.
- Performs other services as directed by the Board of County Commissioners.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION COUNTY ATTORNEY EXECUTIVE SERVICE FLSA: NON-COVERED

KNOWLEDGE, SKILLS & ABILITIES

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Extensive and thorough knowledge of the laws, codes, rules and regulations as they pertain to County government operations in the State of Florida.
- Ability to draft legal instruments, proposed legislation and legal opinions.
- Ability to exercise sound judgment in developing legal strategies for the County.
- Ability to establish and maintain a harmonious working relationship with the County Attorney's office and the Board of County Commissioners; the County Administrator; County staff; other County departments, boards, and agencies; other State and local governments; and the general public.
- Ability to communicate effectively, both orally and in writing, and to make presentations to various size groups on legal issues facing the County.
- Ability to plan, assign and review the work of all staff attorneys and non-attorney support staff.
- Ability to use computer applications and software in the performance of job duties.

COMPLEXITY OF WORK

The work of the County Attorney consists of a wide variety of professional, administrative, and supervisory tasks, frequently of a complex nature. The work requires extensive coordination of efforts with the County Administrator, particularly in regard to anticipating and prioritizing County legal service needs in view of the policies established by the Commission, the priorities of the Commission, and requirements of various County departments and personnel.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Extensive internal and external customer contact.

EQUIPMENT AND TOOLS USED

Computer, various computer software programs, and vehicle.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION COUNTY ATTORNEY EXECUTIVE SERVICE FLSA: NON-COVERED

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily indoors.
- Involves frequent interaction with people.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light, sedentary work. Ability to see, hear, talk.
- Ability to read and comprehend legal documents, statutes, ordinances; technical and professional journals and manuals, abstracts, and financial reports.
- Ability to write legal documents, business letters, summaries, opinions, etc. using prescribed formats.
- Ability to speak clearly and concisely relating information, details and procedures to layman; persuasive/extemporaneous speaking.
- Ability to speak in public.
- Ability to perform mathematical functions.
- DFWP/EOE/ADA

MINIMUM REQUIREMENTS

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar with current membership in good standing
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law to include expertise in local governmental law, litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers
- Must possess and maintain a valid Florida Driver's License

Preferred Qualifications:

- Experience supervising or managing other attorneys
- Florida county government experience
- Certification in City, County, and Local Government Law is a plus

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION COUNTY ATTORNEY EXECUTIVE SERVICE FLSA: NON-COVERED

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and drug testing.

FLSA STATUS: Non-covered. Job reports directly to and is appointed by elected officials.

Revision History: Established November 10, 2003. Revised July 9, 2019.

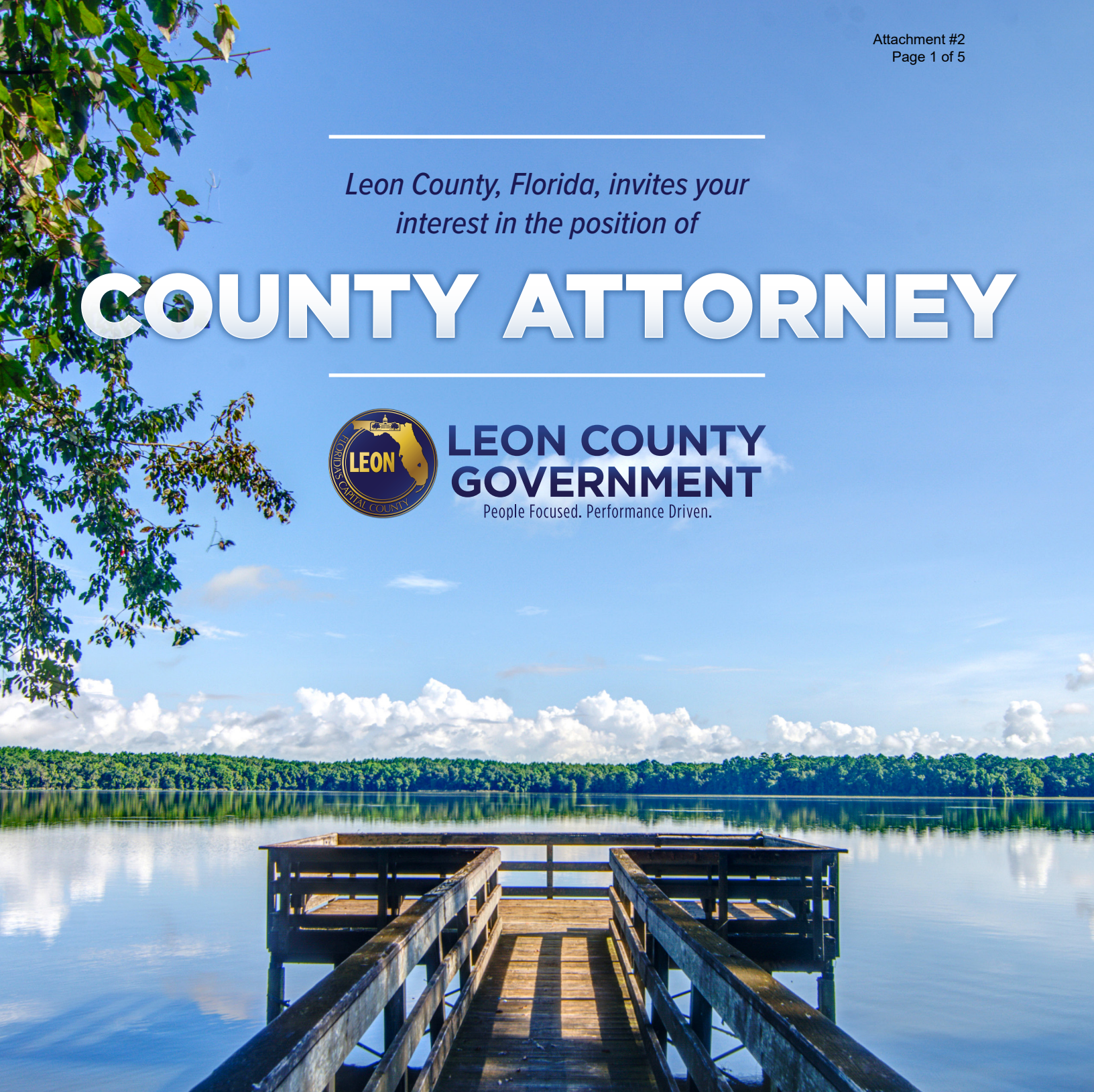
*Leon County, Florida, invites your
interest in the position of*

COUNTY ATTORNEY



**LEON COUNTY
GOVERNMENT**

People Focused. Performance Driven.



THE COMMUNITY

Leon County is located in north central Florida adjacent to the Georgia state line and halfway between Jacksonville and Pensacola. The County was named after the Spanish explorer Juan Ponce de León. He was the first European to explore Florida in 1513 in search of the “Fountain of Youth” and named the state after the Spanish word for “flowery.”

The County has a population of 287,899 and encompasses approximately 700 square miles. The City of Tallahassee, population 190,000, is the County seat, Florida’s state capital, and the only incorporated city within the County. The City of Tallahassee covers about 100 square miles, and roughly 34 percent of Leon County residents live outside the Tallahassee city limits.



Capital City Amphitheater

Leon County is a rapidly growing area known throughout the Florida Panhandle as a center for economic development, outdoor adventure, culture, and a hub for state government. The community hosts many festivals throughout the year, including Downtown GetDown, First Friday, Greek Food Festival, Red Hills Horse Trials, Opening Nights, Sundown Summer Series, Southern Shakespeare Festival, Springtime Tallahassee, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Tallahassee Wine and Food Festival, Winter Festival, and others. The County has an energetic atmosphere as the home of the state capital, two major universities, and many other attractions that provide a variety of cultural and sporting event opportunities.



Lake Bradford

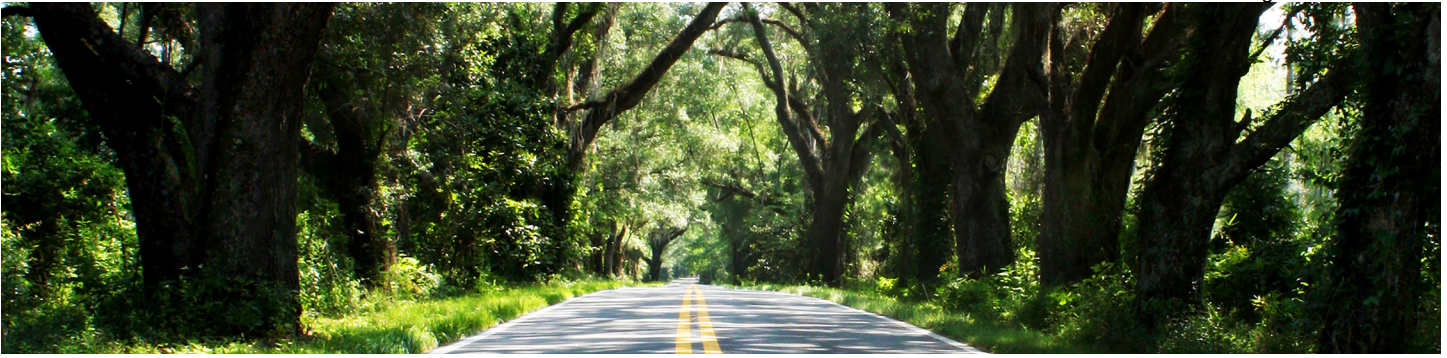
Leon County is home to the most highly educated population in Florida with 45.2% of its residents having either a Bachelor’s, Master’s, professional or Doctoral degree. The national average is 30.3%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including Florida State University, Florida Agricultural & Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

The County has many national law firms, lobbying organizations, trade associations and professional associations including the Florida Bar and the Florida Chamber of Commerce. The County is also home to the National High Magnetic Field Laboratory, the largest and highest-powered magnetic research laboratory in the world. Major employers in the area include the State of Florida, Florida State University, Leon County Schools, Tallahassee Memorial HealthCare, City of Tallahassee, Publix Supermarkets, Tallahassee Community College, Florida Agricultural & Mechanical University, Leon County, and Capital Regional Medical Center. The 2017 racial demographics of the county are 56.7% White; 31.6% Black; 6.4% Hispanic; 3.6% Asian; and 1.7% Other, with a median household income of more than \$48,248.

The area offers exceptional local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 233 days of sunshine each year, Leon County has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as freshwater springs, beaches within a one-hour drive and nearby hunting and fishing. The County is home to more than 78 miles of canopy roads where the limbs of moss-draped live oaks, sweet gums, hickory trees and pines provide a towering canopy over roads that were once paths traveled by native tribes. The warm climate, ethnic diversity, natural beauty, stable economy, a variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.



Springtime Tallahassee Festival



THE ORGANIZATION

Leon County Government is guided by an elected, seven-member Board of County Commissioners. Five members of the Board are elected to serve specific Commission districts, and two members are elected at-large. Leon County Government is a Commission-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives, and policies of the County. Due to this strong and consistent leadership, since 2013, Leon County has been recognized with 68 awards from the National Association of Counties for best practices and achievement in County programs and services. As of November 12, 2002, Leon County is governed by a Home Rule Charter. The total County budget is \$263.6 million, and the total number of full-time equivalent staff is more than 1,700, including all of the Constitutional Offices. Leon County Government has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County Government include the Judiciary, State Attorney, and Public Defender.



◀ County Administrator
Vincent S. Long

◀ (Left to Right) District 1 Commissioner Bill Proctor, District 3 Commissioner Rick Minor, At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson (Chairman), District 4 Commissioner Bryan Desloge (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.

THE POSITION

The County Attorney provides and supervises legal services to the Board of County Commissioners as well as other County Departments, Boards, and agencies as specified by the Board of County Commissioners. The County Attorney reports directly to the Board of County Commissioners and serves at their pleasure. For Fiscal Year 2019, the County Attorney's Office has a total budget of \$2,038,218. The office employs a total of 12 full-time equivalent staff including one Deputy County Attorney, three Assistant County Attorneys, and seven administrative assistants/paralegals/specialists.

JOB REQUIREMENTS

Essential Duties:

- Provides legal services to the Board of County Commissioners, or as directed by the Board, to other County departments, advisory boards, committees, and agencies either personally, through staff attorneys, or by special outside counsel.
- Provides all legal services for County lawsuits, such as preparation and prosecution of cases, negotiations, trial strategy and appeals involving the County.
- Prepares, drafts, and reviews various County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the County in highly complex litigation before the Courts. Advises the Board of County Commissioners and the County Administrator on all County legal matters, as well as County staff, boards, and agencies where and when appropriate.
- Advises Board-appointed Committees.
- Drafts legislation to provide for the interest of the County through lobbying efforts.
- Reviews statutory requirements for operating and financing local County government.
- Manages the daily operation of the County Attorney's Office, including assigning and reviewing casework of all staff attorneys working for the County, budgetary oversight, and work performed by non-legal staff.
- Is responsible for various legal department personnel matters including policies and procedures, hiring, discipline, training and development, performance appraisals, and other related activities.
- Performs other services as directed by the Board of County Commissioners.

Knowledge, Skills, and Abilities:

- Extensive and thorough knowledge of the laws, codes, rules and regulations as they pertain to County government operations in the State of Florida.
- Ability to draft legal instruments, proposed legislation and legal opinions.
- Ability to exercise sound judgment in developing legal strategies for the County.
- Ability to establish and maintain a harmonious working relationship with the County Attorney's office and the Board of County Commissioners; the County Administrator; County staff; other County departments, boards, and agencies; other State and local governments; and the general public.

Minimum Requirements:

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar with current membership in good standing
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law to include expertise in local governmental law, litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers
- Must possess and maintain a valid Florida Driver's License

Preferred Qualifications:

- Experience supervising or managing other attorneys
- Florida county government experience
- Certification in City, County, and Local Government Law is a plus



Florida State University



Tallahassee Symphony Orchestra

- Ability to communicate effectively, both orally and in writing, and to make presentations to various size groups on legal issues facing the County.
- Ability to plan, assign and review the work of all staff attorneys and non-attorney support staff.
- Ability to use computer applications and software in the performance of job duties.

COMPENSATION

The expected hiring range is \$160,000 to \$190,000 dependent upon qualifications and will include a competitive benefits package. The County will pay reasonable relocation expenses.



J. Lee Vause Park

TO APPLY

If interested in this outstanding opportunity, please visit the County's website at www.LeonCountyFL.gov/jobs and apply online prior to September 2, 2019. A cover letter, detailed résumé, and completed online application are required. Résumés will be screened according to the qualifications outlined above. A select group of finalist candidates will be invited to conduct in-person interviews with the Board of County Commissioners on October 28, 2019 in Leon County. Candidates will be advised of the status of the recruitment following the final selection of the County Attorney.

Questions regarding recruitment may be directed to:

Candice Wilson, Human Resources Director
Leon County Government
WilsonC@LeonCountyFL.gov | 850.606.2400
www.LeonCountyFL.gov

Leon County Government is an Equal Opportunity Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure.



Florida A&M University Marching 100



Downtown Tallahassee

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.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

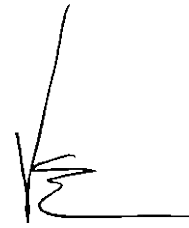
Leon County Board of County Commissioners

Agenda Item #20

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Consideration of Options to Reduce or Eliminate Single-use Plastic Straws in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
Lead Staff/ Project Team:	Tessa Schreiner, Recycling and Sustainability Manager

Statement of Issue:

This item provides a report on single-use plastic straws and presents a range of options for the Board's consideration to either ban or reduce their usage.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #5: Board direction.

Report and Discussion

Background:

This status report is essential to the following FY2017-FY2021 Strategic Initiatives and 5-Year Targets:

- *Develop strategies to increase recycling and reuse rates. (2016-14)*
- *Develop an action plan to further reduce the County Government's carbon footprint. (2018-2)*
- *75% community recycling rate. (T7)*

These particular Strategic Initiatives and 5-Year Targets align with the Board's Environment Strategic Priorities:

- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*
- *(EN3) Promote orderly growth and sustainable practices.*
- *(EN4) Reduce our carbon footprint.*

At the May 14, 2019 meeting, the Board directed staff to prepare an agenda item exploring ways to address the issue of single-use plastic straw pollution, including strategies that the County could adopt to help abate the problem. Options exist ranging from enhanced staff and community education to bans on County-owned property and facilities to a complete ban (with certain exemptions) throughout the County. Following a brief overview of the environmental impacts associated with single-use straws (and plastics in general), the analysis section provides a thorough review of a range of options available for Board consideration.

Single-use plastic straws have been included in a larger conversation worldwide about single-use plastics and their effect on the environment, animals, and humans. Items referred to as "single-use" are those that are intended for one use prior to disposal, as opposed to multiple uses. Examples of single-use plastics include plastic straws and stirrers, polystyrene (Styrofoam), plastic bags, and plastic utensils.

While plastic has many valuable uses, it is a major contributor to the waste found in landfills, local waterways, and oceans. According to a report on single-use plastics published by the United Nations Environment Programme (UNEP), only nine percent of the nine billion tons of plastic that has ever been produced has been recycled. Plastics that are not recycled or disposed of appropriately in a landfill can end up in the environment. More data continues to surface showing the true proliferation of plastics in nature. For example, a 2018 study provided evidence that the Great Pacific Garbage Patch, an accumulation of plastic between California and Hawaii, is larger than previously thought and is now estimated to contain approximately 80,000 tons of plastic. Another extreme example of plastic in the environment emerged in May 2019 when a dive team found a plastic bag in the Mariana Trench, the deepest place in the ocean.

While large pieces of plastic pose a threat to wildlife which may mistake it for food, this is not the only concern about plastic pollution. Unlike organic materials, plastics do not biodegrade quickly, and some items can take up to 1,000 years to decompose. Instead of decomposing, plastics often break down into smaller pieces; plastics less than five millimeters in length, called “microplastics” are especially susceptible to entering our waterways and being ingested by animals and humans.

In light of these recent studies, many local governments have chosen to take various steps toward tackling the issue of single-use plastics. Around the state of Florida, communities have taken a variety of steps ranging from educational awareness, encouraging the reduction of use, to outright jurisdiction-wide bans. In total, 21 Florida municipalities/counties (Attachment #1) have implemented some form of regulation or passed supporting resolutions regarding single-use plastic straws. In addition, many of the jurisdictions have expanded their restrictions to include polystyrene (commonly known as “Styrofoam”). Many of these jurisdictions are coastal and have specific rules prohibiting usage of single-use plastic straws on beaches. Examples of such are included within the Analysis section of this item.

Locally, the City of Tallahassee Commission, at a June meeting, expressed interest in finding ways to reduce the use of single-use plastic straws in the community and asked the City Attorney to bring back a whitepaper on what other Florida jurisdictions are doing to regulate plastic straws.

Based on the review of action taken by other communities, a range of options could be considered for single-use plastic straws, including:

- Expanding education efforts for staff and the community at-large on ways to reduce use;
- Banning the sale or distribution on County property and facilities or at County events; or
- Banning the sale or distribution countywide.

The analysis section of this item summarizes and seeks Board direction for several options that Leon County could take to reduce the use of single-use plastic straws. Should the Board wish to pursue one or more of these options, staff will prepare a future agenda item including a detailed approach for implementation, including as appropriate, a draft Ordinance or related policies.

Analysis:

On May 10, 2019, Governor Ron DeSantis vetoed House Bill 771, which would have placed a moratorium on local governments regulating single-use plastic straws until July 1, 2024. Now, without legal restrictions, several Florida municipalities are revisiting plans to regulate single-use plastic straws. At the May 14, 2019 meeting, the Board directed staff to bring back an agenda item exploring ways to address the issue of single-use plastic straw pollution, including approaches that the County could take to help abate the problem.

As outlined in the Background section above, single-use plastics, including straws, pose a threat to the health of the environment and humans. Although not a coastal community, Leon County has several lakes with a robust population of aquatic plants and animals whose health depends on clean, navigable ecosystems and water bodies. Pollution travels downstream, and pollution generated in Tallahassee has potential to end up in the Gulf of Mexico through various rivers and

streams. Plastic pollution can jeopardize the ecological health of water bodies, on which animals and humans depend.

As outlined in the Background section, there are a number of options the Board may wish to consider, ranging from an educational campaign encouraging voluntary reduction of usage to a county-wide plastic straw ban. The following summarizes each option with examples of how other Florida communities have taken similar steps. Pending Board direction to further develop one or more of the options, each option would have many additional details to be considered and finalized as part of a future agenda item. For example, other jurisdictions reviewed have differing definitions for “County event” or “commercial entity” or if there will be fines for non-compliance. In developing a draft policy or ordinance for Board consideration, these and other elements would be further evaluated and presented as part of the future agenda item.

- *Expand the education of internal staff and the community at-large on ways to reduce use including adoption of a resolution encouraging businesses and individuals to eliminate the use of single-use plastic straws and other single-use plastics.*

Sustainability staff would expand upon existing education for County employees, partners, and the community on plastic pollution and waste reduction strategies. Internally, this education is included in the New Employee Orientation, Workplace Sustainability Workshops, and the Leon County Green Team, which is an interdepartmental sustainability task force established to shift work area purchases to more eco-friendly products. Currently, all new employees receive a reusable aluminum tumbler during new employee orientation to encourage waste reduction practice in the workplace. Within the existing budget, sustainability staff could expand this to include reusable aluminum straws, which could also be provided to existing employees.

For the community, staff gives presentations and attends events to promote sustainability, including best practices in waste reduction. In addition, staff could amplify education and messaging on single-use plastic straws through a social media campaign. Staff would expand their work with, and provide resources to, businesses who are interested in transitioning away from single-use plastic straws.

Additionally, Leon County is actively engaged on the Capital Area Sustainability Compact waste working group and pending Board direction on a specific option(s) will raise this as a potential topic of focus for the working group to collaborate on. The members of the Compact are key stakeholders of the community who could effectuate community-wide change. The Compact offers an ideal platform to effectuate community-wide change through member organizations.

Martin County passed a Resolution encouraging County businesses to voluntarily reduce or stop single-use plastic straws and polystyrene products. The Resolution also creates a public education campaign and begins steps to look at amending the County’s internal purchasing policy to reduce reliance on plastic. If this option was approved by the Board, a draft resolution would be prepared for a future commission meeting.

- *Banning the sale or distribution on County property and facilities or at County events.*

This option would prohibit the sale or distribution of single-use plastic straws on County property, including parks and facilities. Should the Board wish to pursue a ban on County property, staff will provide a detailed analysis acknowledging the array of events that could be impacted from County-hosted to County-sponsored to private organizations utilizing County parks and facilities. Currently staff takes steps to reduce reliance on single-use plastics at many County events by providing beverage dispensers, no straws, and reusable dinnerware. The County could cease all purchases of single-use plastic straws for use in County meetings, events, or other operations, and could also prohibit vendors from distributing single-use plastic straws on County property (for example, in the Courthouse snack bar) or at County-hosted events. County-hosted events could include ceremonies, meals provided at meetings, staff celebrations, and others such as Leon County's Citizen Engagement Series and Club of Honest Citizens. Other types of events that maybe impacted are large-scale sporting events (e.g. baseball tournaments or running events) that take place at a County park. If the Board wishes to pursue this option, staff would review the types of events that could be impacted and provide the Board a more thorough analysis as part of a future agenda item.

Several jurisdictions that have implemented this type of ban do include a number of exemptions. As an example, exemptions include events with 100 or less people, straws for people with disabilities, and for pre-packaged food that may have been sealed prior to receipt by the contractor or County. As the ban is for the "sale or distribution" on County property, the ban would not impact an individual employee or citizen's ability to use a straw on these premises.

Within facilities, the ban would be intended to impact only County-managed operations such as the Courthouse snack bar. Private tenants and Constitutional Offices in County owned facilities would not be affected by such a ban; however, educational outreach could be offered for voluntary behavior change. Any amendments to the County's Purchasing Policy to reduce reliance on plastic and specifically straws would also be amended.

Several Florida Cities have implemented these types of bans, including, Coral Gables, Largo and Orlando. In addition to single-use plastic straws, many of the jurisdictions have also included banning Styrofoam and in limited situations, plastic bags (only on municipal property). Consistent with these other municipalities, in addition to evaluating a ban on plastic straws, the Leon County Integrated Sustainability Action Plan (ISAP) has a specific focus on waste reduction. Waste Reduction is one of the target areas in the ISAP and includes an action item specifically focusing on analyzing a ban on polystyrene ("Styrofoam") at County parks and property. While this agenda item focuses on single-use plastic straws, the Board may also wish to consider banning the sale or distribution of "Styrofoam" at County parks and property at this time as well. Alternatively, if no additional direction is provided by the Board at this time, staff is prepared to provide a more thorough analysis of a "Styrofoam" ban at County parks and property as part of the annual year-end sustainability report.

- *Banning the sale or distribution countywide.*

Should the Board wish to consider a countywide ban on the sale or distribution of plastic straws, this could be enacted through a series of progressive steps. Generally, other Florida jurisdictions that have implemented prohibitions do so in a phased approach. Initially, the regulation requires restaurants and beverage establishments to only distribute plastic straws upon the request of a patron. Following a set period of months, the regulation then becomes a complete ban on the distribution of plastic straws. Many of the prohibitions include exemptions for medical and dental facilities, other governmental entities and for accommodating persons with disabilities. Enforcement is generally through a civil fine ranging from \$50 to \$500 depending upon the number of infractions an establishment has incurred, though not all jurisdictions have fines. Given the relatively recent implementation for many Florida cities, further discussions with other jurisdictions would occur to evaluate how enforcement is being addressed (e.g. complaint driven, law enforcement issuing citations, level of compliance, etc.) and be provided as part of a future agenda item.

Pursuant to the Leon County Charter, any ordinance approved by the Board would also need to establish whether the regulation applies Countywide or only in the unincorporated area. In the event the County and City have conflicting ordinances, the City ordinance would prevail in the City limits. The City currently does not have any regulation prohibiting straws, but as noted in this item, the City Commission has requested additional information on this matter.

Several cities including Ft. Lauderdale, Marco Island, Miami Beach and St. Petersburg have adopted ordinances banning the distribution and sale of many single-use plastics in commercial establishments and on municipal property. In St. Petersburg for example, the ordinance will be rolled out in two phases. For the first year, from Jan. 1 to Dec. 31, 2019, St. Petersburg will be a straw-by-request-only city, meaning restaurants and other places can only give plastic straws to customers who ask for them. After that first year, though, businesses will be prohibited from offering plastic straws at all. There are no penalties for violating the request-only portion of the ordinance for the first three months, so from Jan. 1 to March 31. Then, for the remainder of the first year, the city will issue warnings. The financial penalty enforcement starts Jan. 1, 2020, when the ban begins. The first violation is a warning, the second will result in a \$40 fine, and all subsequent violations within a year of the first violation will result in an \$80 fine. There are exemptions built in for drive-thrus, hospitals, grocery stores and convenience stores.

To date, no County has instituted a countywide prohibition. If the Board wishes to further consider a countywide ban, staff will prepare a draft ordinance including recommendations for which establishments the ban would apply, what types of exemptions should be considered, timelines for implementation and what types of penalties and enforcement might be considered.

Conclusion

This item provides a preliminary analysis on a range of options for the possible elimination of single-use plastic straws in Leon County. While single-use plastics, including plastic straws, pose a threat to the health of the environment and humans, there are options the Board may wish to consider to help reduce the use of single-use plastic straws throughout the County, in addition to County operations and events. Should the Board direct any of the Options #1 through #4, staff

will prepare the appropriate legislative document (i.e. Resolution, Ordinance or Policy) with supporting analysis for future consideration.

Options:

1. Authorize expanding the education of internal staff and the community at-large on ways to reduce and direct staff to draft a resolution encouraging businesses and individuals to eliminate the use of single-use plastic straws and other single-use plastics.
2. Direct staff to draft a policy for Board consideration banning the sale or distribution of single-use plastic straws on County property and facilities or at County events.
3. Direct staff to draft a policy for Board consideration banning the sale or distribution of single-use plastic straws and “Styrofoam” on County property and facilities or at County events.
4. Direct staff to prepare a draft ordinance banning the sale or distribution of single-use plastic straws county-wide, including options and recommendations for: which commercial establishments might be included, exemptions to be considered, timelines for implementation and options for penalties and enforcement.
5. Board direction.

Recommendation:

Option #5. Board direction.

Attachment:

1. Summary of Plastic Bans in Florida

Local Governments with Plastic Straw Bans in Florida

Local governments around the state of Florida have adopted varying types of plastic single-use straw bans. The list below summarizes the bans and indicates which local governments have adopted them.

Local governments that have banned the sale or distribution of plastic straws community-wide*:

- Bal Harbour
- Dania Beach**
- Deerfield Beach
- Delray Beach**
- Ft. Lauderdale
- Ft. Myers Beach
- Gainesville
- Hallandale Beach
- Hollywood**
- Marco Island
- Miami Beach
- Pinecrest
- Pompano Beach
- Sanibel Island
- Sarasota
- St. Petersburg
- Surfside

Local governments that have banned the sale or distribution of plastic straws on municipal property and facilities or at County events***:

- Orlando
- Coral Gables
- Largo

Local governments that have passed resolutions supporting the reduction of single-use plastic straws:

- Martin County
- St. Augustine Beach
- Stuart

Local governments that have banned the sale or distribution of other single-use plastic (such as Styrofoam, plastic bags, and plastic utensils) community-wide or on municipal property:

- Bal Harbour
- Coral Gables
- Hollywood
- Largo
- Miami Beach
- Miami-Dade County
- Orlando
- Sarasota
- St. Petersburg
- Surfside

*Each local government has a unique set of exemptions that may include, in varying degrees, medical or dental offices, pre-packaged food, hospitals, school districts, county, state, or federal governments, use during a local emergency, use on private property, use within a certain distance from a waterway, or an Upon Request policy

**Ban is restricted to restaurants and establishments that sell alcoholic beverages

***Each local government has a unique set of exemptions that may include, in varying degrees, pre-packaged food, agreements or special event permits entered into before the ordinance, and families who rent pavilions in parks

**Leon County
Board of County Commissioners**

Notes for Agenda Item #21

Leon County Board of County Commissioners

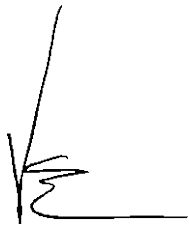
Agenda Item #21

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Agreement with Tallahassee Lenders' Consortium to Operate as the Community Land Trust



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:

This item seeks Board authorization to negotiate an agreement with Tallahassee Lender's Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Authorize the County Administrator to negotiate an agreement with the Tallahassee Lender's Consortium, in a form approved by the County Attorney, to serve as the Community Land Trust for Leon County and bring back the proposed Agreement to the Board for final consideration and approval.

Report and Discussion

Background:

This item is essential to the following FY2017-FY2021 Strategic Initiative:

- *Implement the Joint County-City Affordable Housing Workgroup's recommendations 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 Priorities:

- *(Q4) Support and promote access to basic health and welfare services to our community members most in need*
- *(Q5) Support strong neighborhoods*

This item seeks Board authorization to negotiate an agreement with Tallahassee Lender's Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County. At the October 26, 2018 Joint Affordable Housing Workshop, the County and City Commissions accepted the Affordable Housing Workgroup's final report and approved 13 recommendations aimed at promoting the development and preservation of affordable housing in the community. One of the recommendations directed staff to explore the feasibility of establishing a community land trust. The Board subsequently ratified the workshop actions during the November 14, 2017 regular Board meeting and formally adopted the recommendations as a strategic initiative during the 2018 Annual Board Retreat.

A Community Land Trust (CLT) is a tool used to promote affordable housing. Under the CLT model a non-profit organization acquires, manages and retains ownership of the land. A CLT sells the home or rents the multi-family housing development units located on that land to lower income households. The land is preserved under a 99-year ground lease held by the nonprofit CLT. Because the land is leased by the CLT and held separately from the home, the price of the home is limited to the value of the structure which ensures the home remains affordable. Since the CLT model restricts the sale price of single-family homes to ensure that they remain affordable regardless of market price increases. Multi-family housing units would be leased at rates that do not exceed 30% of the tenant's household income. CLTs can serve a specified neighborhood or region. Currently, there are no organizations that operate a nonprofit CLT in this area.

On June 18, 2018, following a presentation of County and City staff analysis regarding the feasibility of establishing a CLT, the Board authorized the County Administrator to issue a joint request for qualifications in conjunction with the City of Tallahassee and the Housing Finance Authority of Leon County (HFA) to identify a nonprofit organization that could serve as a CLT. In November 2018 a joint Request for Qualification (RFQ) was issued through the City's Purchasing Division. The analysis section of this item discusses the RFQ review and selection process and the Evaluation Committee's final recommendation.

Analysis:

An RFQ Evaluation Committee comprised of representatives from the County, City, the Tallahassee Housing Authority, and the Big Bend Habitat for Humanity was established and approved in accordance with the City's Purchasing procedures.

Responses to the RFQ were received from the following three organizations:

- Farwest Helping Foundation Corp
- Graceful Solutions, Inc.
- Tallahassee Lender's Consortium

After reviewing the responses, the RFQ Evaluation Committee invited two organizations: Tallahassee Lenders' Consortium (TLC) and Graceful Solutions Inc., to present their proposal for establishing and administering the CLT. Following the presentations, the Evaluation Committee ranked TLC as number one with a high score of 81.25 and ranked Graceful Solutions number two with a score of 51.50 out of a possible 100 points (Attachment #1).

The Evaluation Committee assessed that TLC's written response and presentation demonstrated the organization's 25 years of experience in providing affordable housing and their access to financing options which is essential in establishing and maintaining a viable community land trust. In its proposal TLC outlined the resources they currently have in place to support a community land trust as well as build and maintain both affordable single-family homes and mixed-income multi-family housing units. CLT homeowners and tenants would have access to TLCs programs and services including financial literacy courses, credit counseling, and home buyer education classes. TLC currently administers the County and City's respective down payment assistance programs funded through Florida's SHIP program.

On June 19, 2019, the City Commission unanimously approved staff's recommendation and authorized the City Manager to enter into agreement with the Tallahassee Lenders Consortium to serve as the City's Community Land Trust.

It should be noted that Graceful Solutions filed a bid protest through the City's Purchasing Division disputing the evaluation committee's recommendation. In compliance with its Purchasing Grievance Procedures, the City Attorney set a hearing to provide Graceful Solutions and opportunity to present its concerns. After hearing the argument, the City Attorney found that the RFQ Committee properly followed the established process and therefore upheld the Evaluation Committee's recommendation (Attachment #2).

County Housing Services is recommending that the Board authorize the County Administrator to negotiate an agreement with TLC to serve as the CLT for Leon County. The agreement will provide the framework for the County to support the CLT through the conveyance of County-owned parcels the Board has deemed appropriate for affordable housing. The framework will include identifying County-owned properties for the development of affordable single-family homes and multi-family homes; partnering with the HFA to identify construction financing resource including bonds, tax credits, or other capital; coordinating with the Housing Leadership

Council of Tallahassee-Leon County, Big Bend Continuum of Care, Tallahassee Housing Authority, Habitat for Humanity, Ability 1st, and other affordable housing community partners to identify income eligible citizens in need of housing.

Additionally, as the County's CLT, TLC would be required to coordinate with human service agencies to ensure homeowners and tenants have access to essential support services such as after-school programs, healthcare services, financial literacy courses, and job and skills training opportunities. The agreement will provide down payment assistance preference to Leon County residents who purchase homes that are part of the CLT.

Although the County and City Commissions directed that the RFQ be issued jointly, the two governments will each enter into a separate agreement with TLC. Separate agreements will allow each government to independently convey its respective properties to the CLT and establish other terms that may be necessary to support their respective Housing Services Divisions. County and City Housing Services staffs will work collaboratively by holding regular joint meetings to evaluate the CLT's project status and efforts in achieving the objective of increasing the stock of affordable housing in the community.

County Housing Services and the HFA will work together to develop a process for identifying the properties to be conveyed to the CLT for development. The process will generally consider options such as establishing specific timelines for the CLT to develop each property before it reverts back to the County. The proposed Agreement will not prohibit the County from donating or selling parcels deemed appropriate for affordable housing to other organizations. County Housing staff will regularly review the CLT's proposed housing projects and those of other affordable housing partners that require the donation of County-owned properties to ensure that the housing will remain affordable in perpetuity for low-to-moderate-income residents. The terms and conditions of the Agreement will be negotiated with TLC and presented to the Board for final consideration and approval.

Options:

1. Authorize the County Administrator to negotiate an agreement with Tallahassee Lender's Consortium, in a form approved by the County Attorney, to serve as the Community Land Trust for Leon County and bring back the proposed Agreement to the Board for final consideration and approval.
2. Do not authorize the County Administrator to negotiate an agreement with Tallahassee Lender's Consortium to serve as the Community Land Trust for Leon County.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Community Land Trust RFQ Evaluation Committee Score Sheet
2. City of Tallahassee City Attorney's Office Ruling on Graceful Solutions, Inc. Bid Protest


SCORES/RANKING

REQUEST FOR QUALIFICATIONS No:

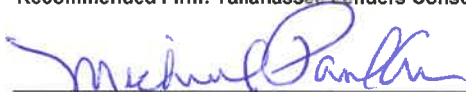
011-19-KM

TITLE/DESCRIPTION:

Community Housing Development Organization (CHDO)

	Non-Cost				Total Points
	Qualify as a CHDO	Capacity as Housing Support Organization	Capacity to Access Financial Support	Description of Approach	
Maximum Points for Category	30	20	20	30	
Respondents					
Tallahassee Lenders' Consortium	28.50	15.25	15.75	21.75	81.25
Inner Harbor (Graceful Solutions)	15.00	8.5	11.50	16.50	51.50
M.C & M Construction (Farwest Helping Foundation Corp)	4.50	0.50	0.50	0.75	6.25

Recommended Firm: Tallahassee Lenders Consortium


Chairperson: Michael Parker

3-4-2019
Date Signed

Posted by
Date

(signing on behalf of the committee)

Committee Members: Brenda Williams, Antoine Wright, Shington Lamy

**CITY OF TALLAHASSEE
PROTEST HEARING
SOLCITATION NO. RFQ-011-19-KM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)¹**

FINAL DECISION

As designee of the City Attorney, and pursuant to the grievance procedures set forth in Section 1.9(d) of the above-referenced Request for Qualifications ("RFQ"), I conducted an informal hearing on the formal bid protest filed by Graceful Solutions, Inc. ("Graceful")², to the recommendation that Tallahassee Lenders' Consortium, Inc. ("TLC") be awarded the opportunity to serve as a Community Land Trust ("CLT") for the City of Tallahassee and Leon County. The hearing was conducted on April 12, 2019 in City Hall. Bill Wilson appeared and presented on behalf of Graceful. Libby Lane appeared and presented on behalf of TLC. Also present were Rex Ware, Chairman of the Board of Directors of Graceful, and Bobby Tedder and Gwen Lightfoot of TLC. Keith Milton and Fran Shewan from the City's Procurement Department were present, as were Jean Amison and Skip Burnside from the City's Department of Community Housing and Human Services. Shington Lamy, a Leon County employee who served on the selection committee for the RFQ, appeared, as did Mickey Bahr, a law clerk with the City Attorney's Office.

At the outset of the hearing, in response to an inquiry by Ms. Lane, I noted that the grievance procedures outlined in Section 1.9 of the RFQ allow an aggrieved bidder to protest

¹ This title is imprecise, if not incorrect, but the substance of the RFQ clearly states that its purpose is to determine the capacity of respondents to operate a Community Land Trust.

² The BidSync system defaulted to identify Mr. Wilson's submission on behalf of Graceful as coming from "Inner Harbor Partners," another corporate (for-profit) entity in which Mr. Wilson is a principal. As such, the scoring sheets reference Inner Harbor Partners, but all parties agreed that the response to the RFQ was submitted on behalf of Graceful Solutions, Inc., a non-profit corporation.

the evaluation (*i.e.*, scoring) of bids or proposals, as well as the staff recommendation regarding an award. As such, I explained that I would not limit the scope of the hearing to the threshold legal issue raised by Graceful, but that I would allow the parties the opportunity to present evidence and argument on all the issues raised in Graceful's formal protest letter.

ISSUES

This RFQ sought written Statements of Qualifications ("SOQ") from non-profit organizations, to determine their capacity to operate a Community Land Trust (CLT) in Leon County. Three entities responded to the RFQ, but this opinion is limited to the proposals submitted by TLC (the highest-scoring vendor) and Graceful (the second highest-scoring vendor). In its formal protest letter, Graceful argued as a threshold issue that, pursuant to s. 193.018, F.S., TLC is not qualified to be the trustee of a CLT and, therefore, its response to the RFQ should not have been considered at all. Graceful also raised several issues relating to the "structure" of the RFQ, as well as to the ultimate evaluation of the proposals. Procurement staff (Fran Shewan) noted that the issues raised by Graceful in its protest were not posed as questions during the procurement process; Addendum 2 to the RFQ (questions received and answered during the bid comment period) confirms this observation.

ANALYSIS

Section 193.018, Florida Statutes

Under Florida law, a CLT is defined as "a nonprofit entity that is qualified as charitable under s. 501(c)(3) of the Internal Revenue Code and has as one of its purposes the acquisition of land to be held in perpetuity for the primary purpose of providing affordable homeownership." Graceful's Articles of Incorporation identifies several "Corporate Purposes,"

one of which is that it may acquire land to be held in perpetuity to providing affordable housing. In its protest letter and at the hearing, Graceful noted that the Articles of Incorporation filed with TLC's proposal do not specifically state that its mission is to acquire land to be held in perpetuity for the primary purpose of providing affordable housing and argued that, as such, TLC is not "currently capable" of being a trustee for a CLT. It is Graceful's position that the RFQ was intended to find a firm qualified to fill the role of trustee, that TLC is not qualified and that, therefore, TLC should not have been recommended for the role.

At the hearing, TLC noted that the purpose of this RFQ was to obtain information, not to immediately award a contract to a "qualified" bidder. TLC argued that nothing in the RFQ required a respondent to have specific language in its Articles of Incorporation or to be currently qualified to serve as a CLT. TLC's Articles of Incorporation do reflect that its primary purpose is to advance affordable housing. At the hearing, TLC stated that if it were the entity recommended for operating a CLT in Leon County pursuant to this RFQ, it would immediately seek an amendment to its Articles of Incorporation to meet any requirements of Florida law.

Section 193.108(a), F.S., defines a CLT, but it does not require a CLT to include the language at issue in its Articles of Incorporation or its mission statement. Likewise, the RFQ did not specify that a responding entity was required to have the language in its governing documents nor did it require a responding entity to currently meet the definition of a CLT. Indeed, the stated purpose of the RFQ was to obtain information from non-profit organizations to determine their *capacity* to operate a CLT in Leon County. (See RFQ Section 3.1, *Scope of Service Project Descriptions*.) Qualification and capacity are different concepts, and the RFQ

sought the latter rather than the former. I find that Graceful's threshold argument cannot be sustained and that TLC is not "disqualified" from this RFQ.

CHDO Eligibility

In its protest letter and at the hearing, Graceful objected to the "structure" of the RFQ. Graceful questioned why respondents were required to complete a CHDO application as part of the response, since CHDO designations are annual and project specific and this was an RFQ to identify a firm with capacity to serve as a trustee for a CLT, not to qualify as a CHDO. Graceful further argued that the actual CHDO process is "pass/fail" and that subjective scoring of the CHDO application in the context of the RFQ was, therefore, inappropriate.

TLC suggested, and Mr. Lamy, as well as procurement staff (Keith Milton), confirmed, that the CHDO application was used in the RFQ to obtain information to demonstrate capacity, not to show that an entity could qualify as a CHDO. The RFQ explains, "The CHDO requirements include documentation regarding the organizational structure and staff expertise which are consistent with the anticipated role of the CLT." (See RFQ Section 2.4.1, *Tab 1 – Capacity to Qualify as a Community Housing Development Organization (CHDO)*.) It appears that the CHDO application was deemed to be an efficient and effective way to obtain some of the information sought by the RFQ, and its use in this context was appropriate.

Scores

Graceful's remaining arguments centered on its belief that its proposal was "superior to TLC's as it relates to the development and management of a [CLT] . . ." and that, therefore, it should have been recommended for the award of the RFQ. Essentially, in its protest letter and at the hearing, Mr. Wilson argued that Graceful has more experience than TLC in developing

and managing a land trust, that TLC's access to financial support was "speculative" as opposed to Graceful's "firm" loan commitment, and that Graceful's proposal focusing on single-family housing would offer more expedient results in line with City and County goals for affordable housing. Ms. Lane countered each of Graceful's criticisms, essentially summarizing TLC's proposal and offering justification for TLC's multi-family housing approach to the RFQ. Mr. Lamy noted that, because SHIP funding is available for single-family affordable housing, the need for multi-family solutions in Leon County is critical and the CLT is intended to address that need. It is true, as Mr. Wilson stated, that the RFQ did not specify that the CLT was intended to solicit information regarding multi-family housing. I would recommend, in the future, the use of more precise language in solicitations which will, in turn, produce more directly responsive proposals.

However, the specific scoring in each category of an RFQ falls within the Evaluation Committee's wide discretion, and I did not receive any evidence which indicated bias or preconceived ill will on behalf of any member of the Committee. Therefore, I impute none. As such, I do not find that Graceful's argument with respect to the actual scoring of the responses has merit.

Splitting the Award

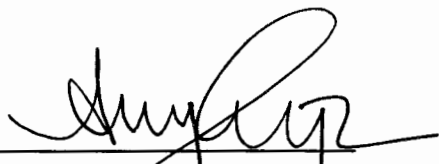
Referring to Section 1.6.2 of the RFQ, Mr. Wilson suggested that the award be "split" between Graceful and CLT, allowing Graceful to serve as trustee for a CLT focused on single-family housing and TLC to serve as trustee for multi-family housing. While the referenced section would appear to authorize such an approach, it certainly does not mandate it. Mr. Lamy opined that Graceful did not sufficiently demonstrate the capacity to serve as a trustee

for a CLT, regardless of the housing solution being considered and that, therefore, splitting the award was not an option.

Again, I defer to the expertise of, and the broad discretion afforded to, the evaluation committee in this context, since they had the authority to recommend such an approach but chose not to do so.

DECISION

Based on the foregoing, the protest of Graceful Solutions, Inc. is denied, and the City should proceed with the recommended award pursuant to Solicitation No. RFQ-011-19-KM to Tallahassee Lenders' Consortium, Inc.



Amy McKeever Toman
Deputy City Attorney

April 25, 2019

**Leon County
Board of County Commissioners**

Notes for Agenda Item #22

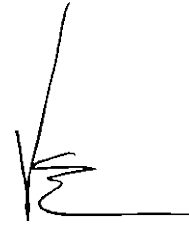
Leon County Board of County Commissioners

Agenda Item #22

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Ratification of the June 18, 2019 Fiscal Year 2020 Budget Workshop

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Timothy Barden, Budget Manager Jelani Marks, Management and Budget Analyst

Statement of Issue:

This agenda item ratifies the Board's actions at the June 18, 2019 Fiscal Year 2020 Budget Workshop.

Fiscal Impact:

This agenda item has a fiscal impact and establishes Board direction for the FY 2020 Tentative Budget. Based on final taxable values, property tax collections are projected to increase \$411,378 more than what was presented at the June 18 budget workshop. As detailed in the analysis, this item recommends using these additional collections to reduce fund balance use by \$404,716 with the remaining \$6,662 allocated for required Community Redevelopment Agency (CRA) payments based on final values provided for the Frenchtown and Downtown CRA Districts.

This item also considers providing Purpose Built Communities \$75,000 from General Fund Contingency to be allocated over a two-year period. (Attachment #5)

Staff Recommendations:

See next page.

Staff Recommendations:

- Option #1: Ratify the actions taken by the Board during the June 18, 2019, FY 2020 Budget Workshop.
- Option #2: Approve Resolution and Budget Amendment appropriating Risk Reserves, funds for Building Renovations, and the purchase of Solid Waste Heavy Equipment (Attachment #1).
- Option #3: Adopt the proposed Policy No. 19-X “L.I.F.E. Rural Road Safety Stabilization Program policy” (Attachment #2), and the associated Resolution establishing the Program as a paramount public purpose (Attachment #3).
- Option #4: Adopt the Resolution establishing the 2020 Complete Count Committee (Attachment #4).
- Option #5: Establish the maximum countywide millage rate for FY 2019 at 8.3144.
- Option #6: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing unit (MSTU) for FY 2019 at 0.5 mills.
- Option #7: Approve allocation of additional property taxes to reduce the use of fund balance by \$404,716.
- Option #8: Approve \$75,000 from the current year contingency account to the South City Foundation for the Purpose-Built Communities project to assist with funding the operations for two years contingent on a similar approval by the City of Tallahassee; and the associated budget amendment (Attachment #6).

Report and Discussion

Background:

As specified on the adopted budget calendar, a workshop on the preliminary FY 2020 budget was held on June 18, 2019. The purpose of the workshop was to provide staff direction regarding the development of the FY 2020 tentative budget.

Analysis:

In accordance with the actions taken during the June 18, 2019 Budget Workshop, the Board authorized the following:

1. Workshop Item #1: Midyear Status Report on FY 2017 – FY 2021 Strategic Plan

The Board approved Option #1 as presented:

1. Accept the midyear status report on FY 2017 – FY 2021 Strategic Plan.

2. Workshop Item #2: Fiscal Year 2020 Preliminary Budget Overview

The Board approved Options # 1, #2, #3 and #4:

1. Accept staff's report on the preliminary budget.
2. Approve advance funding in FY 2019 for improvements to the Human Services and Community Partnerships/Cooperative Extension building.
3. Approve appropriating Risk Fund reserves in FY 2019 for current year workers' compensation claims.
4. Approve equipment purchase for the Solid Waste program during the current fiscal year as described the workshop item.

The necessary Resolution and Budget Amendment Request is reflected in Attachment #1.

The Board also requested an update at the September Public Hearing on the FY 2020 Tentative Budget, regarding whether the City of Tallahassee did or did not approved the reciprocal \$100,000 for the Kearney Homeless Center, and the \$150,000 for the Land Use Consultant to assist with revisions to the Comprehensive Plan.

3. Workshop Item #3: Consideration of Eliminating Fees at the Rural Waste Collection Centers

The Board approved Option #1:

1. Authorize the elimination of the fees at the Rural Waste Service Centers and fund the centers entirely with general revenue.

Staff was requested to bring back a status update on any changes in usage of the Rural Waste Collection Centers and recycling participation in the wake of the fee elimination.

4. Workshop Item #4: Creation of Legacy Grant Program and Additional Funding Support for the Capital City Amphitheater Concerts

The Board approved Options #1, #2, and #3:

1. Authorize a one-year funding agreement with COCA for FY 2020 to include \$150,000 from general revenue and one-cent of Tourist Development Taxes and authorize the County Administrator to execute the agreement in a form to be approved by the County Attorney.
2. Approve the creation of the Tourism Legacy Event Grant Program and approve codifying all the Tourism Grant Programs into a County Policy to be brought back as a future agenda item.
3. Approve the allocation of the ¼ cent of Tourist Development Taxes to the Legacy Event Grant Program and the County's Concert Series.

The Board also requested a status report on the amphitheater support space be provided at the July 9, 2019 meeting.

5. Workshop Item #5: Livable Infrastructure for Everyone (L.I.F.E) Rural Road Safety Stabilization Program

The Board approved Option #1 as amended:

1. Adopt the proposed Policy No. 19-X "L.I.F.E. Rural Road Safety Stabilization Program Policy" (Attachment #2), and the associated Resolution establishing the Program as a paramount public purpose (Attachment #3).

6. Workshop Item #6: Completion of the Daniel B. Chaires Park Ballfield Project

The Board approved Option #1 as presented:

1. Authorize staff to complete the construction of the 60/90 ballfield project at Daniel B. Chaires Park.

7. Workshop Item #7: 2020 Census Strategy and Complete Count Committee

The Board approved Option #1 as presented:

1. Adopt the Resolution establishing the 2020 Complete Count Committee (CCC) and approve \$10,000 to be included in the FY 2020 budget to support a multimedia public outreach campaign (Attachment #4).

8. Establishing Maximum Millage Rates for FY 2020 Tentative Budget

The Board approved Options #1 and #2:

1. Establish the maximum countywide millage rate for FY 2020 at 8.3144.
2. Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2020 at 0.5 mills.

Final Taxable Property Values

As discussed during the June 18, 2019 Budget Workshop, the Property Appraiser provides preliminary property values on June 1 and final taxable values on July 1. The June 1 values were used for the preparation of the preliminary budget presented at the June 19 Budget Workshop. The final taxable values provided on July 1 have increased an additional 0.73% or \$52.1 million. At the current 8.3144 millage rate, property taxes are forecasted to increase an additional \$411,378.

It is recommended that this additional revenue be used to reduce the use of fund balance by \$404,716, and the remaining \$6,662 budgeted for the required CRA payment. This reduces the total recurring fund balance used from \$2.0 million to \$1.595 million. The reduced use of fund balance continues to support the County's long-term fiscal viability. The Frenchtown and Downtown District values increase slightly above the originally forecasts, thereby increasing the payment to the CRA.

"Community Quarterback" - Purpose Built Funding Request

At the March 12, 2019, meeting, the Board considered providing funding to Purposed Built Communities to assist with funding the "Community Quarterback" organization's operating budget over a three-year period. At the meeting the Board declined the funding request but instructed staff to bring back the request for consideration if the City of Tallahassee decided to provide a like amount of funding. On June 27, 2019, the South City Foundation, as the "Community Quarterback" organization, requested funding in the amount of \$100,000 to assist with implementing the Purpose Built Communities Program (Attachment #5). The City has set aside up to \$100,000 in current reserves for this purpose. The City will consider approving the allocation of these funds at their July 10, 2019 meeting. According to the funding request, the total 3-year fundraising goal to operate the organization is \$500,000 with \$315,000 in total commitments to date (this includes the City's \$100,000).

Purpose Built is a nonprofit consulting firm that provides guidance on best practices to eradicate inter-generational poverty, unsafe environments, high crime, poor health, and failing schools in a specific neighborhood. The Purpose Built model incorporates three key components to address these issues:

1. Mixed-income housing;
2. An education strategy that engages youth from cradle-to-college; and,
3. Easy access to resources that support the community's health and wellness.

To address these issues in a neighborhood, a nonprofit organization also known as a "Community Quarterback" is formed for the sole purpose of ensuring the implementation of projects and initiatives that meet the three key components. The "Community Quarterback" organization must be established with a formal operating structure to join the Purpose Built Network. Purpose Built has consistently stated that "Community Quarterback" organizations are typically comprised of private community leaders and funded with private dollars for its operation.

The Purpose Built Community concept comes from two previous joint County/City workshops to discuss mutual affordable housing effort and to receive recommendations from the joint Tallahassee-Leon County Affordable Housing Workgroup. The Workgroup recommended that the

City and County invite Purpose Built Communities to assess implementing their community revitalization model in Tallahassee-Leon County, specifically in South City neighborhood.

As indicated in their request (Attachment #5), the South City Foundation will serve as the “Community Quarterback”. After the initial three years, the Foundation is expected to generate funding from other sources including development fees generated from the redevelopment of the Orange Avenue Apartments and grant funding from national foundations.

If the Board wishes to consider funding the Community Quarterback Organization this fiscal year, funding of \$75,000 to support the FY 2019 and FY 2020 request is available in the general contingency fund account (Attachment #6). This approach addresses the immediate request for funding in the current fiscal year and provides the organization budget certainty for next fiscal year. The funding agreement would provide \$50,000 this fiscal year, and \$25,000 in FY 2020. Providing this funding would be contingent on the City approving funding at their July 10, 2019 meeting.

The use of non-recurring funding from the County’s contingency account aligns with this one-time funding request. Should the ballot to establish the Children Services Council (Council) pass in November 2020, it is recommended that the Community Quarterback Organization request the third year of funding from the Council. If the ballot was not approved by the Leon County voters, then County funding for the third year may be revisited.

Options:

1. Ratify the actions taken by the Board during the June 18, 2019, FY 2020 Budget Workshop.
2. Approve Resolution and Budget Amendment of Risk Reserves, Building Renovation, and Solid Waste Heavy Equipment (Attachment #1).
3. Adopt the proposed Policy No. 19-X “L.I.F.E. Rural Road Safety Stabilization Program policy” (Attachment #2), and the associated Resolution establishing the Program as a paramount public purpose (Attachment #3).
4. Adopt the Resolution establishing the 2020 Complete Count Committee (Attachment #4).
5. Establish the maximum countywide millage rate for FY 2019 at 8.3144.
6. Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing unit (MSTU) for FY 2019 at 0.5 mills.
7. Approve allocation of additional property taxes to reduce the use of fund balance by \$404,716.
8. Approve \$75,000 from the current year contingency account to the South City Foundation for the Purpose Built Communities project to assist with funding the operations for two years contingent on a similar approval by the City of Tallahassee; and the associated budget amendment (Attachment #6).

Recommendations:

Options #1 through #8

Attachments:

1. Resolution & Budget Amendment of Risk Reserves, Building Renovations and Solid Waste Heavy Equipment
2. Proposed Policy No. 19-X “L.I.F.E. Rural Road Safety Stabilization Program Policy”
3. Resolution establishing the L.I.F.E. Rural Road Safety Stabilization Program as a Paramount Public Purpose
4. Resolution establishing the 2020 Complete Count Committee
5. South City Foundation Funding Request for Purpose Built Communities
6. Budget Amendment and General Fund Contingency Statement

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.

Adpted this 9th day of July, 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**

Attachment #1
Page 2 of 2

No: BAB19027
Date: 6/18/2019

Agenda Item No:
Agenda Item Date: 7/9/2019

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
305	000	399900	000	Appropriated Fund Balance (Capital Reserves)	28,300,916	1,000,000	29,300,916
Subtotal:						1,000,000	

Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
305	086079	56200	519	Building General Maintenance & Renovations	664,429	1,000,000	1,664,429
Subtotal:						1,000,000	

Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
501	000	399900	000	Appropriated Fund Balance	-	350,000	350,000
Subtotal:						350,000	

Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
501	821	54514	596	Workers' Comp Claims	1,200,000	350,000	1,550,000
Subtotal:						350,000	

Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
401	000	364100	000	Equipment Buy Back	-	166,000	166,000
Subtotal:						166,000	

Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
401	821	54514	596	Transfer Station Heavy Equipment	126,873	166,000	292,873
Subtotal:						166,000	

Purpose of Request:

This budget amendment appropriated capital reserves in the amount of \$1,000,000 to advance fund the build out of the Cooperative Extension building to accommodate the move of Human Services and Community Partnership to that building to ensure the project to moving the Tourism Development Department to the Historic Train Station is not delayed: Appropriated \$350,000 in risk reserves to fund workers compensation claims for the remainder of the fiscal year; and appropriated buy back revenue to save \$66,000 on the planned purchase of a front end loader for the Solid Waste Transfer Station.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

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

Policy No. 19-_____

Title: L.I.F.E. Rural Road Safety Stabilization Program Policy

Date Adopted: _____, 2019

Effective Date: _____, 2019

Reference: Livable Infrastructure for Everyone (L.I.F.E.) Program Policy No. 16-6

Policy Superseded: None

It shall be policy of the Board of County Commissioners of Leon County, Florida that a new policy entitled “ L.I.F.E. Rural Road Safety Stabilization Program Policy” is hereby adopted, to wit:

**Article 1
Legislative Findings, Intent, and Purpose**

- A. The intent of this Policy, in accordance with the Board’s findings and declarations set forth in Resolution 19-_____, a copy of which is attached hereto and incorporated herein by this reference, is to establish the L.I.F.E. Rural Road Safety Stabilization Program in order to select and implement repairs and improvements to private dirt roads as designated traffic safety and emergency access projects in the Board’s Livable Infrastructure For Everyone (L.I.F.E.) Program. The L.I.F.E. Program Policy (No. 16-6) provides for the annual expenditure, commencing in January 2020, of two percent (2%) of the proceeds of the Local Government Infrastructure Surtax extension as approved by referendum in November 2014 (the 2% Share), with a portion of the funding dedicated to traffic safety and emergency access projects. As authorized in Resolution 19-_____, it is further the intent of this Policy to utilize a portion of the 2% Share to fund the private dirt road repair and improvement projects selected in accordance with this Policy.
- B. The purpose of this Policy is to establish a uniform and clear policy and procedure to insure proper accountability and legal consistency in administering and managing the L.I.F.E. projects selected under this Policy. These policies and procedures shall be followed, along with all applicable laws and professional ethics, in order to insure fair and equitable treatment to the County, the general public, and all affected participants.

Article 2 Definitions

As used in this Policy, unless the context otherwise indicates:

- A. *Adjusted for Family size* means adjusted in a manner that results in an income eligibility level that is lower for Households having fewer than four persons, or higher for Households having more than four persons, than the base income eligibility determined for Low-Income Persons or Low-Income Households, in accordance with the guidelines provided in the SHIP Statute.
- B. *Annual Gross Income* means the amount of income expected to be received collectively by all persons 18 years of age or older in a Household in the coming twelve months based on the current employment status of such persons.
- C. *Board* means the Leon County Board of County Commissioners.
- D. *City* means, as indicated by the context used, either Tallahassee, Florida, as a geographic location, or the City of Tallahassee, a Florida municipal corporation, as a legal entity.
- E. *County* means, as indicated by the context used, either Leon County, Florida, as a geographic location, or Leon County, Florida, a charter county and political subdivision of the state of Florida, as a legal entity.
- F. *Dirt Road* means a way open to travel by the public, including, but not limited to, a street or alley, with a surface consisting primarily of soil, sand, grass, or other such natural material.
- G. *Family* means a natural person or group of natural persons residing together, regardless of whether such persons are related by blood, by marriage, or by any other legal capacity.
- H. *Household* shall have the same meaning as Family.
- I. *Low-Income Person* or *Low-Income Household* means one or more natural persons or a Family that has a total annual gross Household income that does not exceed 80 percent of the median annual income adjusted for Family size for Households within the County.
- J. *Owner* means any natural person who is a part owner, joint owner, tenant in common, tenant in partnership, joint tenant, or tenant by the entirety, of the whole or a part of Parcel.
- K. *Parcel* shall mean any piece of real property in the County, regardless of whether located within City limits or in the unincorporated area, having a single parcel identification number assigned to it by the County Property Appraiser; provided, however, that if such parcel identification number is associated with multiple pieces of real property as depicted on the cadastral map maintained by the County Property Appraiser, each one of such multiple pieces shall be deemed to be a separate parcel unless otherwise determined by County staff.
- L. *Project* means the undertaking and completion of Rural Road Improvements pursuant to this Policy.
- M. *Policy* means this L.I.F.E. Rural Road Safety Stabilization Program as adopted by the Board and as may be amended from time to time.

- N. *Private Dirt Road* means a Dirt Road in which neither the County, City, nor any other governmental entity has an ownership interest, whether by fee simple, easement, plat dedication, presumed dedication, or other such ownership interest, and which is entirely owned by the abutting owners or some other private individual or entity including, but not limited to, a homeowners' association or property owners' association.
- O. *Program* means the L.I.F.E. Rural Road Safety Stabilization Program.
- P. *Property Appraiser* means the Leon County Property Appraiser.
- Q. *Public Works* means the Leon County Public Works Department
- R. *Rural Road Improvements* mean any repairs or improvements to a Rural Road, or to a series of Rural Roads, undertaken pursuant to this Policy.
- S. *Rural Road* means a Private Dirt Road located in the County, regardless of whether located within City limits or in the unincorporated area.
- T. *SHIP Statute* means the State Housing Initiatives Partnership Act contained within sections 420.907 – 420.9079, Florida Statutes, as may be amended from time to time.

Article 3 Responsibilities

- A. The County Administrator, or designee, shall be charged with the responsibility of developing and maintaining uniform and clear procedures for managing and administering the Board's directives in this Policy.
- B. The departmental responsibility for managing and implementing the approved L.I.F.E. projects in accordance with the directives in this Policy and the approved procedures shall be as designated by the County Administrator;
- C. The County Attorney, or designee, shall be charged with the following responsibilities:
 - 1. Preparing, reviewing, and approving the form of any and all legal documents necessary for the implementation of the directives in this Policy and the approved procedures;
 - 2. Providing legal advice, as necessary, in the development of the approved procedures; and
 - 3. Providing legal advice in the determination of any documentation needed to provide appropriate permission for the County employees and contractors to enter the area in which Rural Road Improvements will be undertaken.

Article 4

Owner Eligibility Criteria; Project Selection Process

- A. Application Request. Application forms for participation in the Program shall be obtained from and submitted to Leon County Public Works, 2280 Miccosukee Road, Tallahassee, Florida, 32308. Upon receipt of an application, Public Works staff will perform a review to determine if the request meets all applicable Program criteria.
- B. Ineligibility of Previous Project Area. This Program is intended to provide one-time Rural Road Improvements within the boundaries of the Project area as determined by Public Works staff. As such, any application which requests Rural Road Improvements lying within the boundaries of a previously completed Project will be deemed to be ineligible to receive any further Rural Road Improvements.
- C. Income Limits. In order to be eligible for a Rural Road Improvements Project, no less than sixty percent (60%) of the Owners of the Parcels abutting the Rural Road(s) within the boundaries of the Project area must be deemed to be Low-Income Persons or reside in a Low-Income Household. Owners and other persons 18 years of age or older residing in the Owners' Household must complete a Household income certification form as part of the application process for purposes of income verification. In determining the percentage of Low-Income Persons and Low-Income Households, any parcel owners that are corporations, LLC's, partnerships, trusts, estates, or other such entities that are not natural persons are considered not to be an "Owner," as defined in Article 2 above, and should not be included in the computation.
- D. Terms and Conditions. Each Owner of a Parcel abutting the Rural Road(s) within the boundaries proposed for Rural Road Improvements must agree that: (1) he/she has no objection to the proposed Rural Road Improvements; and (2) he/she will grant any license, right-of-entry, or other such written permission to enter their Parcel if needed to accomplish the proposed Rural Road Improvements. If any Owners object to the proposed Rural Road Improvements or refuse to grant permission to enter their Parcel the proposed Rural Road Improvements will not be completed.
- E. Condition of Road. Upon receipt of a application form, Public Works staff will review the history of the Rural Road, consider its traffic patterns, and verify its condition. Upon evaluation, Public Works staff will determine if the proposed Rural Road Improvements are warranted, and if so, the extent required to sufficiently stabilize the Rural Road and the boundaries within which the Rural Road Improvements will be performed.
- F. Rural Road Improvement Criteria. Proposed Rural Road Improvements must be able to be accomplished by commonly used maintenance techniques such as grading, repair of wash-outs and depressions, and clearing of obstructions and blockages in existing swales and ditches.
 - 1. Rural Road Improvements completed under this Policy are intended only to stabilize the Private Dirt Road, but not to improve it up to County road standards.

2. Upon completion of the Rural Road Improvements, the requesting Owners will be solely responsible, at their expense, for all future maintenance responsibilities of the Rural Road(s). As such, the County will in no manner assume any responsibility for such future maintenance. Owners are encouraged to inquire of Public Works staff about the availability of the County's Private Road Preventative Maintenance and Repair Program and the 2/3 Program for Road Improvements as options for future road maintenance needs.
3. Rural Road Improvements will typically be limited to the following:
 - Roadside ditch repair;
 - Dirt road grading;
 - Addition of soils for the purpose of dirt road stabilization;
 - Addition of aggregates for the purpose of dirt road stabilization; and
 - Installation of sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

Other repairs or improvements may be considered to the extent they are consistent with the criteria and limitations in this Policy and with the objectives of the Program.

- G. Priority. Request application forms will be considered on a first come first served basis upon the submittal of a completed application. Project prioritization may take into consideration: (1) whether or not the Rural Road has historically been deemed impassable to any residents' vehicles or to vehicles of law enforcement or emergency personnel, or (2) the ability to complete a smaller project based on available funds in a given fiscal year.
- H. Waiting List. When funding is not available to proceed with approved Rural Road Improvements, a waiting list will be established. Those applicants on the waiting list will be notified annually of their status. Applicants will be prioritized on the waiting list in the order in which their applications were approved, except in the event of a higher priority Rural Road Improvement as set forth in paragraph G of Article 4 above. Applicants may be required to update their Household Income Certification Form if the original date of their application submittal has exceeded three calendar years.
- I. Program Funding. Approval and scheduling of all requests for Rural Road Improvements shall be contingent upon the availability of Program funding. If at the end of the County fiscal year all appropriated Program funds are not expended, remaining Program funds may be carried forward to the next fiscal year. As set forth in paragraph B of Article 4 above, any application which requests Rural Road Improvements lying within the boundaries of a previously completed Project area will be deemed to be ineligible to receive any further Rural Road Improvements.

RESOLUTION: R19-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA FINDING A PARAMOUNT PUBLIC PURPOSE IN THE REPAIR AND IMPROVEMENT TO DETERIORATING AND SUBSTANDARD PRIVATE DIRT ROADS TO ALLOW FOR SAFE PASSAGE OF EMERGENCY VEHICLES TO RURAL LEON COUNTY NEIGHBORHOODS IN WHICH PROPERTY OWNERS HAVE INSUFFICIENT FINANCIAL MEANS TO PROPERLY MAINTAIN THEIR ROADS TO A SAFE MINIMUM STANDARD; AND DIRECTING THAT THE L.I.F.E. RURAL ROAD SAFETY STABILIZATION PROGRAM BE ESTABLISHED TO PROVIDE FOR SUCH REPAIRS AND IMPROVEMENTS AS APPROVED L.I.F.E. PROJECTS AND, AS SUCH, AUTHORIZING THE USE OF THE TWO PERCENT (2%) SHARE OF THE EXTENDED 2020 SURTAX PROCEEDS TO ACCOMPLISH SUCH REPAIRS AND IMPROVEMENTS.

WHEREAS, on November 4, 2014 a majority of the electors of Leon County voting in a referendum approved a 20-year extension of the existing local government infrastructure surtax scheduled to expire on December 31, 2019 (the “Extended 2020 Surtax”), a portion of which, in the amount of two percent (the “2% Share”), will be used for projects designed to address core infrastructure needs in both the incorporated and unincorporated areas of Leon County, identified as “Livable Infrastructure For Everyone” (“L.I.F.E.”) projects; and

WHEREAS, pursuant to the Second Amended and Restated Interlocal Agreement, dated December 9, 2015, between Leon County and the City of Tallahassee, the use of the 2% Share of the Extended 2020 Surtax proceeds for the cost of financing, planning, and construction or implementation of any L.I.F.E. projects must be authorized by the Board of County Commissioners (the “Board”), and the Board is also charged with the responsibility of administering the spending of the 2% Share on L.I.F.E. projects; and

WHEREAS, on June 14, 2016, in furtherance of its responsibility for authorizing and administering the use of 2% Share for L.I.F.E. projects, the Board adopted its Livable Infrastructure for Everyone (L.I.F.E.) Program Policy, identified as Policy No. 16-6 (the “L.I.F.E. Policy”), wherein it established certain eligibility and implementation criteria for L.I.F.E. projects; and

WHEREAS, among the categories and types of authorized L.I.F.E. projects originally established by the Board in the L.I.F.E. Policy were road projects needed to restore or improve traffic safety; and

WHEREAS, on May 8, 2018, the Board amended its L.I.F.E. Policy by expanding the traffic safety project category to also include road repairs and improvements needed to restore or improve emergency access; and

WHEREAS, the Board's inclusion of traffic safety and emergency access projects as an eligible project category in its L.I.F.E. Policy was in recognition of one of the most critical infrastructure deficiencies in the rural areas of Leon County: unsafe private dirt roads; and

WHEREAS, throughout the rural areas of Leon County there are many miles of private dirt roads collectively owned by the abutting property owners, many of whom have insufficient financial means to properly maintain those roads to a safe minimum standard, and where, in some instances, the roads have deteriorated to the point of causing safety concerns for emergency vehicles attempting to access the roads; and

WHEREAS, much like the way in which these property owners face a constant financial struggle to keep their homes from falling into disrepair resulting in substandard living conditions, they struggle to find the financial means to repair and maintain the substandard dirt roads that also make up a part of their property and that often provide the sole access to their homes for themselves, their guests, and, most importantly, emergency vehicles; and

WHEREAS, the substandard and deteriorating conditions of private dirt roads impede the development and conservation of healthy, safe, and viable neighborhoods in Leon County and contribute to the decline of neighborhoods and the surrounding areas which, in turn, causes a reduction of the value of property making up the Leon County tax base; and

WHEREAS, unless the problem of deteriorating private dirt roads is addressed, along with the accompanying problems of decline of neighborhoods and loss of property value from the tax base, the health, safety, and welfare of the residents of the affected neighborhoods and of Leon County will be detrimentally affected; and

WHEREAS, for all the forgoing reasons, the repair and improvement of deteriorating and substandard private dirt roads to provide safe vehicular access, especially for emergency vehicles, clearly represents a paramount public purpose and is essential to promote sound community development in Leon County; and

WHEREAS, the Board further recognizes that providing public assistance for the repair and improvement of such private dirt roads is consistent with the goals, objectives, and policies set forth in the Leon County Housing Element of the Tallahassee-Leon County 2030 Comprehensive Plan by, among other ways, supporting the conservation, protection, and rehabilitation of affordable housing by programming housing rehabilitation and infrastructure improvements in areas where there is a concentration of substandard housing and where infrastructure improvements are needed; and

WHEREAS, it is the desire of the Board to provide such assistance through a new program to be known as the L.I.F.E. Rural Road Safety Stabilization Program which will utilize a portion of the 2% Share to fund the repair and improvement of deteriorating and substandard private dirt roads, as approved L.I.F.E. projects, in neighborhoods throughout Leon County where the property owners have insufficient financial means to properly maintain those roads to a safe minimum standard.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled at its budget workshop session on the 18th day of June 2019, and ratified at its regular session on the 9th day of July 2019, that:

1. The foregoing recitals are reaffirmed and ratified as though restated herein.
2. The repair and improvement of deteriorating and substandard private dirt roads to provide safe vehicular access, especially for emergency vehicles, clearly represents a paramount public purpose and is essential to promote sound community development in Leon County.
3. The County's assistance in repairing and improving private dirt roads is hereby declared to be a valid County purpose, and a County function of paramount public concern, when such assistance is limited to those dirt roads that allow for open and unobstructed access to the public into private neighborhoods where the roads are in deteriorating and substandard condition such that it results in unsafe vehicular passage, especially for emergency vehicles, and where the property owners are primarily persons of low income with insufficient financial means to maintain the roads in a safe condition.
4. The repair and improvement of private dirt roads, to the extent of the limitations as set forth in paragraph 3 above, are hereby declared to be approved traffic safety and emergency access projects, as designated in the L.I.F.E. Policy, for which the 2% Share is authorized to be spent.

5. In order to implement these approved L.I.F.E. projects, a Board policy shall be adopted to establish a new program to be known as the L.I.F.E. Rural Road Safety Stabilization Program, or such other name as the Board may later choose, which policy shall set forth the guidelines and criteria for interested property owners to apply and qualify for the needed road repair and improvements. In addition, the policy shall attach a copy of this executed Resolution.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, effective as ratified on the 9th day of July 2019.

LEON COUNTY, FLORIDA

BY: _____
Jimbo Jackson, 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

RESOLUTION NO. 19-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AND THE CITY OF TALLAHASSEE COMMISSION TO ESTABLISH AN ADVISORY COMMITTEE WHICH SHALL BE NAMED THE CENSUS 2020 COMPLETE COUNT COMMITTEE, AND WHICH SHALL OPERATE AND FUNCTION AS A FOCUS GROUP.

WHEREAS, the Board of County Commissioners of Leon County, Florida (the Board) and the City of Tallahassee Commission (the Commission) recognizes and acknowledges that the Census count requires extensive work, and the Census Bureau requires participation at the state and local level to ensure a complete and accurate count; and

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, and others will enable the 2020 Census message to reach more of our citizens; the Board and the Commission wish to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. 03-15, "Board-Appointed Citizen Committees" and in accordance with City Commission Policy No. 110, "Citizen Advisory Board Guidelines."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY AND THE CITY OF TALLAHASSEE COMMISSION, that:

1. The Board and the Commission hereby establish an advisory committee, to be named the Census 2020 Complete Count Committee, for the purpose of communicating the importance and safety of completing the census questionnaire to constituents to ensure the Census count for Leon County and Tallahassee is as accurate as possible.

2. The Census 2020 Complete Count Committee shall function and operate as a Focus Group in accordance with Board Policy No. 03-15, "Board-Appointed Citizen Committees" and

as an Advisory Board in accordance with City Commission Policy No. 110, “Citizen Advisory Board Guidelines.”

3. The Census 2020 Complete Count Committee shall be charged with the responsibility of increasing awareness and motivating residents to respond to the 2020 Census.

4. The Census 2020 Complete Count Committee shall have 27 members to be appointed as follows:

- a. The Director of the Tallahassee-Leon County Planning Department who shall serve as Chair.
- b. One (1) staff member from the Tallahassee-Leon County Planning Department.
- c. One (1) staff member from Leon County Community and Media Relations.
- d. One (1) staff member from City of Tallahassee Communications.
- e. One (1) staff member from the Tallahassee-Leon County Office of Economic Vitality.
- f. One (1) member from Florida State University.
- g. One (1) member from Florida Agricultural & Mechanical University.
- h. One (1) member from Tallahassee Community College.
- i. One (1) member from United Partners for Human Services.
- j. One (1) member from Council of Neighborhood Associations.
- k. One (1) member from Leon County Schools.
- l. One (1) member from Greater Tallahassee Chamber of Commerce.
- m. One (1) member from Big Bend Minority Chamber of Commerce.
- n. One (1) member from Capital City Chamber of Commerce.
- o. One (1) member from Faith-Based Community.
- p. One (1) member appointed by each Leon County Commissioner.
- q. One (1) member appointed by the Mayor and each City of Tallahassee

Commissioner.

5. Staff from the Tallahassee-Leon County Planning Department, Tallahassee-Leon County Office of Economic Vitality, Leon County Community & Media Relations, and City of Tallahassee Communications shall assist the Census 2020 Complete Count Committee.

6. The members of the Census 2020 Complete Count Committee shall not be subject to full and public disclosure of financial interests.

7. The Census 2020 Complete Count Committee shall be dissolved upon the completion of responsibilities to occur with final Census Bureau coverage management, to conclude no later than October 2020.

8. This Resolution shall become effective immediately upon its adoption by both bodies.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this ____ day of _____, 2019 and by the City of Tallahassee Commission on this ____ day of _____, 2019.

LEON COUNTY, FLORIDA

BY: Jimbo Jackson, Chairman
Board of County Commissioners

ATTESTED BY:

BY: _____
Gwen Marshall
Clerk of the Circuit Court

APPROVED AS TO FORM:
Leon County Attorney's Office
Leon County, Florida

BY: _____
Herbert W. A. Thiele
County Attorney

CITY OF TALLAHASSEE

BY: John E. Dailey, Mayor
City of Tallahassee Commission

ATTESTED BY:

BY: _____
James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM:

BY: _____
Cassandra K. Jackson
City Attorney



**South City
Foundation
Leadership**

CO-CHAIRS:

Representative
Ramon Alexander

Representative
Loranne Ausley

Pastor Eddie Franklin
Friendship Primitive
Baptist Church

Christic Henry
South City Resident,
Kingdom First Realty

Dr. Brenda Jarmon
Retired Educator,
FSU & FAMU School
of Social Work

Rick Kearney
Mainline Information
Systems

Shonda Knight
Whole Child Leon,
Leon County
Sheriff's Office

Mark O'Bryant
Tallahassee
Memorial
HealthCare

Daryl D. Parks
Parks Law LLC

Darnell Smith
Florida Blue

Wendy Walker
Community
Volunteer

Kim Williams
Marpan Supply

Dr. Iris C. Wilson
Retired Educator,
Leon County Schools

EMERITUS:
Steve Evans
Community
Volunteer

July 27, 2019

The Honorable Jimbo Jackson, Chairman
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

Dear Chairman Jackson,

Tallahassee and Leon County have an unprecedented opportunity to truly transform our South City community. As you are aware, Purpose Built Communities has a proven model that helps local leaders transform struggling neighborhoods. Commissioner Nick Maddox made the first contact with the Atlanta based non-profit several years ago. For the past two years, a small local group has been working with Purpose Built leadership, and we believe we are very close to receiving an official designation as part of Purpose Built's national network of communities.

According to the Purpose Built model, the establishment of a non-profit Community Quarterback is the "secret sauce" of a successful revitalization initiative. The South City Foundation will serve as the Community Quarterback and will be responsible for driving all aspects of the initiative. One of the foundational elements of the Purpose Built model is a robust resident engagement effort to ensure that existing residents are part of the leadership team from the outset. We have identified key members of the Board who have already started this outreach effort. Please see the attached sheet for additional project description, including the complete Board membership.

Working with Purpose Built Communities, we have developed a three-year operational budget of \$500,000. To date, we have secured \$315,000 in commitments towards this goal, including \$100,000 reserved from the City of Tallahassee's current budget year. We are asking the County Commission to consider a funding request of \$100,000 to match the City's commitment.

We look forward to collaborating on this transformational opportunity in our community.

Sincerely,

Rep. Ramon Alexander
Co-Chair

Rep. Loranne Ausley
Co-Chair



South City Neighborhood Revitalization Council, Inc.

1126 Lee Avenue, Tallahassee, FL 32303

SOUTHCITYFOUNDATION.org
Posted July 1, 2019



PURPOSE
BUILT
COMMUNITIES

Changing neighborhoods. Changing lives.

SOUTH CITY FOUNDATION

Creating a Pathway out of Poverty

The Opportunity is Here, the Time is Now!

By using Purpose Built Communities' research-based and proven model for success, we can improve the lives of our south side neighbors and provide long-term economic vibrancy for the entire Tallahassee community.

Purpose Built Communities helps local leaders transform struggling neighborhoods with a proven model to break the cycle of inter-generational poverty in urban America

The newly established South City Foundation is partnering with Purpose Built Communities to revitalize and transform Tallahassee's South City neighborhood.

South City Demographics

2,740	Tallahassee citizens
83.5%	under 18 years old
68.5%	under the poverty level (vs. 17.2% for Leon County)
22%	unemployment
#2	in Tallahassee in gun violence



South City Foundation Leadership

CO-CHAIRS:

Representative Ramon Alexander
Representative Loranne Ausley

Pastor Eddie Franklin
Friendship Primitive Baptist Church

Daryl D. Parks
Parks Law LLC

Christic Henry
South City Resident, Kingdom First Realty

Darnell Smith
Florida Blue

Dr. Brenda Jarmon
Retired Educator, FSU & FAMU School of Social Work

Wendy Walker
Community Volunteer

Rick Kearney
Mainline Information Systems

Dr. Iris C. Wilson
Retired Educator, Leon County Schools

Shonda Knight
Whole Child Leon, Leon County Sheriff's Office

EMERITUS: Steve Evans
Community Volunteer

Mark O'Bryant
Tallahassee Memorial HealthCare

PURPOSE BUILT COMMUNITIES' MODEL

Create high-quality mixed-income housing where all residents can thrive

Establish a seamless cradle-to-college education pipeline that ensures student growth, learning, and achievement at every level

Introduce community wellness programs and facilities that promote healthy living and productive lives

BUILDING THE SOUTH CITY FOUNDATION

Confirmed partnership between Columbia Residential and Tallahassee Housing Authority to redevelop the Orange Avenue Apartments

Established strong partnership with Leon County Schools

Whole Child Leon convening stakeholders around a community quality early learning center

Facilitating on-going dialogue with all south side health stakeholders

A Clear Purpose, With Proven Results

The Purpose Built Communities model was pioneered in the East Lake neighborhood in Atlanta starting in the mid-1990s.



**EAST LAKE
1995**

EDUCATION

5%

of fifth graders met state math standards

EMPLOYMENT

13%

rate of employment median household income of \$4,536

SAFETY

18x

crime rate 18 times higher than the national average

PHOTOS FROM EASTLAKE COMMUNITY, FIRST PBC PROJECT



In 2009, Tom Cousins, Warren Buffet, and Julian Robertson founded Purpose Built Communities as a pro-bono consulting firm to help local leaders replicate the success of the East Lake revitalization in other parts of the country.

Former Atlanta Mayor Shirley Franklin serves as Executive Chair of the Board of Directors, leading an expert team of consultants with decades of experience. The tremendous success of East Lake's revitalization is demonstrated by the following measures >>>

**EAST LAKE
Today**

EDUCATION

99%

of fifth graders meet or exceed state reading and language arts standards. 94% meet or exceed state math standards among top performing schools in the city.

Source: Georgia DOE, 2014 CRCT Results

EMPLOYMENT

100%

of working age adults are employed, going to school, or disabled. Median household income of \$20,000 for working families receiving housing subsidy.

Source: Internal data, Villages of East Lake, April 2015

SAFETY

82%

82% reduction in total crime; 96% reduction in violent crime. Crime rate consistently lower than city-wide rate.

Source: Atlanta Police Department, 2015

It's Not What it Costs, it's What it Saves

Tallahassee has an opportunity to join a growing network creating new worlds of possibility for thousands of people across the country.

Purpose Built Communities: > Atlanta > Birmingham > Charlotte > Columbus > Fort Worth > Houston > Grand Rapids > Indianapolis > Kansas City > New Orleans > Omaha > Orlando > Raleigh > Rome > Spartanburg > Tulsa > West Palm Beach > Wilmington

Learn more at **PURPOSEBUILTCOMMUNITIES.ORG** and, in Tallahassee at **SOUTHCITYFOUNDATION.ORG**

FISCAL YEAR 2018/2019 BUDGET AMENDMENT REQUEST

No: BAB19031
Date: 6/30/2019

Agenda Item No: _____
Agenda Item Date: 7/9/2019

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

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

Subtotal: -

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
001	990	59900	599	General Contingency	152,756	(75,000)	77,756
001	371	58200	569	Aid to Private Organizatons	-	75,000	75,000

Subtotal: -

Purpose of Request:

This budget amendment appropriates \$75,000 through the current year General Revenue Contingency account to provide funding to the South City Foundation as the "Community Quarterback" to support Purposed Built Communities to assist with funding the organization's operating budget over a two-year period. The funding agreement would provide \$50,000 this fiscal year, and \$25,000 in FY 2020. Providing this funding would be contingent on the City approving funding at their July 10, 2019 meeting.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution Motion Administrator

BUDGET "OPERATING" CONTINGENCY RESERVES				
CONTINGENCY FUND UPDATE (FY 2018/19)				
			GENERAL FUND 001-990-59900-599	Beginning Balance: \$200,000.00
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
1	Not Approved	11-Dec-18	Funding for the Apalachee Regional Planning Council for the management of a Solar Energy Improvement Fund \$85k	\$0
2	Not Approved	12-Mar-19	To provide startup funding for the Community Quarterback Organization in support of the Purpose Built housing model	\$0
3	12-Mar-19	12-Mar-19	To CMR to expand video programming on streaming devices	\$7,000
4	13-May-19	14-May-19	Marpan Recycling Cost Increase for FY19	\$40,244
5	<i>Pending</i>	<i>9-Jul-19</i>	<i>Purpose Built Communities</i>	<i>\$75,000</i>
<i>Bold, Italic items are pending Board Approval</i>				
USAGE TO DATE (TOTAL AMENDMENTS)				<u><u>\$122,244.00</u></u>
ENDING BALANCE				77,756.00
END BALANCE AS % OF BEGIN BALANCE				39%
USAGE BALANCE AS % OF BEGIN BALANCE				61%

**Leon County
Board of County Commissioners**

Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for Open Graded Hot Mix Bituminous Paving Services

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:	Chris Muehlemann, P.E., Chief of Engineering Services Shelly Kelley, PMP, Purchasing Director

Statement of Issue:

This agenda item seeks the Board's approval to award a bid to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for Open Graded Hot Mix (OGHM) Paving Services. The contract will provide OGHM materials and other related services to perform stabilization of County maintained dirt roads and resurfacing or repairs to current OGHM roads.

Fiscal Impact:

This item has a fiscal impact. Funding for OGHM projects is included in the FY 2019 and the proposed FY 2020-2024 capital improvement budgets. This Agreement, if authorized by the Board, would be used to complete projects for the remainder of FY 2019 through FY 2024. This is a unit price contract and the Contractor will be paid based on the actual quantity used for each individual pay item.

Staff Recommendation:

Option #1: Approve the bid award to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for the Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services (Attachment #1) and authorize the County Administrator to execute.

Report and Discussion

Background:

This item seeks Board approval to award a bid to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for the Open Graded Hot Mix (OGHM) Bituminous Pavement in Place, Continuing Services contract. The current contract expired on September 30, 2018, however, the contractor was allotted additional time to complete the scheduled projects.

Leon County maintains approximately 50 miles of County roads with open grade mix asphalt material. On average, the Division of Operations resurfaces approximately six miles of roadway a year with this material. The award of this contract provides the material necessary to perform the annual maintenance.

Analysis:

The Invitation to Bid for the Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services contract was advertised locally on April 3, 2019. A total of 213 vendors were notified through the automated procurement system. A total of 12 vendors requested bid packages. The County received three bids on May 2, 2019, with the lowest responsive bidder being Peavy & Son Construction Company, Inc. in the amount of \$601,500 (Attachment #2). The second lowest responsive bid was received from Capital Asphalt, Inc. in the amount of \$647,900, a difference of \$46,400. This is a unit price contract and the Contractor will be paid based on the actual quantity used for each individual pay item (Attachment #3).

Due to no MWBE firms specializing in the type of materials utilized for this contract, and in accordance with the County's MWSBE policy, the Office of Economic Vitality's MWSBE Division advised that no aspirational targets be included as part of the bid process. However, if there are any opportunities for labor, MWSBE participation will be encouraged (Attachment #4).

Staff recommends approval of the bid award to Peavy & Son Construction Company, Inc. for Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services and authorization for the County Administrator to execute the agreement. If approved, the new agreement will begin Open Graded Hot Mix Bituminous Pavement work would commence on July 22, 2019 for a period of two years with three one-year options at the County's discretion. Funding for OGHM projects is included in the FY 2019 and proposed FY 2020 - FY 2024 capital improvement budgets.

Options:

1. Approve the bid award to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for the Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the bid award to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for the Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement
2. Bid Tabulation Sheet
3. Bid Pricing Sheet
4. MWSBE Aspirational Targets Determination

AGREEMENT

THIS AGREEMENT, 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 PEAVY AND SON CONSTRUCTION CO., INC., hereinafter referred to as the ("Contractor"), both collectively referred to as (the "Parties") is entered into as of the date of last signature below. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide to the County the following services related to furnishing Open-Graded Hot Mix Bituminous (OGHM) Pavement in Place for Leon County, Florida in accordance with: 1) Solicitation # BC-05-02-19-13 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, attached to this Agreement as Exhibit B, to the extent that it is not inconsistent with this Agreement or with any of its exhibits.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

Leon County reserves the right to negotiate with the successful bidder/proposer for any related products or services not specifically stated in this solicitation.

3. TIME AND LIQUIDATED DAMAGES

The Agreement shall be for a period of two (2) years, commencing on July 22, 2019 or upon execution of this Agreement, and shall continue until July 21, 2021 or upon two (2) years from the execution of this Agreement. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three (3) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

5. PAYMENTS

The County shall make payments to the Contractor within forty-five (45) days of submission and approval of invoice for services.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Jimmy Hall
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1400
E-mail: [HallJ@leoncountyfl.gov](mailto:HALLJ@leoncountyfl.gov)

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

C. Notices to the Contractor are to be submitted to:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

D. Invoices are to be submitted to:

Name: Jimmy Hall
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1400
E-mail: [HallJ@leoncountyfl.gov](mailto:HALLJ@leoncountyfl.gov)

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

7. STATUS

The Contractor at all times relevant to this Agreement shall be an independent Contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- 3) Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall

contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the Contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to him hereunder without the previous

written consent of the County.

12. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

PUBLIC CONSTRUCTION BOND
Bond No.(enter bond number)

BY THIS BOND, We _____, as Principal and _____ a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the Agreement dated _____, between Principal and Owner for construction of, the Agreement being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Agreement; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the Agreement for the time specified in the Agreement, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the Agreement documents and compliance or noncompliance with any formalities connected with the Agreement or the changes does not affect Surety's obligation under this bond.

DATED on this the ____ day of ____, 20__.

(Name of Principal)

By:
(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

13. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- C. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts

and assignments.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall

be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. EMPLOYMENT ELIGIBILITY VERIFICATION

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this Agreement/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- B. Contractor further agrees that it will require each subcontractor that performs work under this Agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of this Agreement/amendment/extension or within sixty days of the effective date of the Agreement between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
- 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this Agreement or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of the Agreement.

20. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

21. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. REVISIONS

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

23. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

24. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

25. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

- Exhibit A – Solicitation Document #BC-05-02-19-13
Exhibit B – Vendor’s Response to Solicitation #BC-05-02-19-13

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

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

By: _____

Printed
Name _____

Date: _____

Title: _____

Date: _____

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

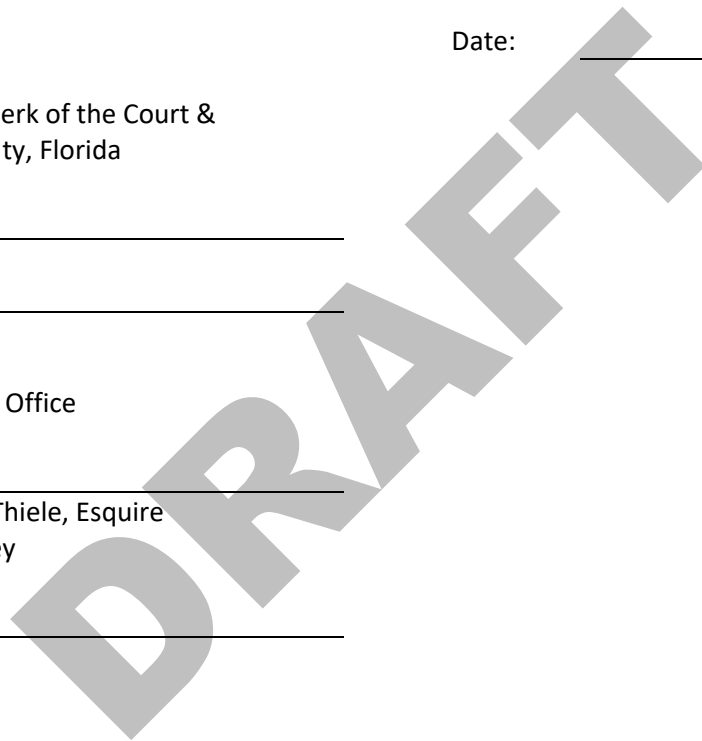
BY: _____

DATE: _____

Approved as to Form:
Leon County Attorney's Office

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

DATE: _____





Leon County
Board of County Commissioners
 301 South Monroe Street, Tallahassee, Florida 32301
 (850) 606-5302 www.leoncountyfl.gov

Attachment# Exhibit A
 Purchasing Division 86
 1800-3 Blairstone Road
 Tallahassee, Florida 32308
 (850) 606-1600

Commissioners

April 29, 2019

JIMBO JACKSON
 District 2
 Chairman

BRYAN DESLOGE
 District 4
 Vice Chairman

BILL PROCTOR
 District 1

RICK MINOR
 District 3

KRISTIN DOZIER
 District 5

MARY ANN LINDLEY
 At-Large

NICK MADDOX
 At-Large

VINCENT S. LONG
 County Administrator

HERBERT W.A. THIELE
 County Attorney

RE: Bid Title: Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
 Bid No: BC-05-02-19-13
Opening Date Changed: May 21, 2019 at 2:00 PM
(addendum changes opening date)

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project. The following shall be added to the bid specifications:

A. The **SCHEDULE OF EVENTS** has been updated to include:

1. The **BID OPENING** has been changed to Tuesday, May 21, 2019 at 2:00 PM

B. Revisions to the Invitation to Bid (ITB):

1. Purpose, Final Construction Inspection, and Price Escalation/De-Escalation, Page 1 and a portion of Page 2, shall be deleted in their entirety and replaced with **Attachment 1**, included with this Addenda.
2. Page 11, Contract Provisions, Payment and Performance Bond, Paragraph 1 shall be revised as follows:

A Payment and Performance Bond in the amount of the estimated project cost as submitted in the Bid Response, for the initial year of the contract, shall be supplied by the successful Contractor prior to Agreement execution. For each subsequent year, a Performance Bond in an amount equal to 100% of the contract budget for that year. Also, a payment and material bond for the contract amounts specified above shall be supplied by the Contractor at the same time.

3. Attachment A – Technical Specifications shall be deleted in its entirety and replaced with **REVISED Attachment A – Technical Specifications**, included with this Addenda.
4. Attachment B – Bid Response Sheet, shall be deleted in its entirety and replaced with **Attachment B – Bid Pricing Sheet**, included with this Addenda.

C. Questions received with answers being provided (***In Bold***) to assist all in preparation of the bid submission:

1. Paragraph 2 under section 1 of the specifications states:

"The contractor shall begin applying O.G.H.M. mat within seven days of the notice to proceed (NTP) from the County. If the work to be performed under this contract is not completed within the time set forth in the NTP, or within such extra time as may be granted by the County, the Contractor shall be deemed in default. For each day the Contractor is in default, liquidated damages will be set based on the bid price and according to section 8-10 of the FDOT's standard Specifications for Road and Bridge Construction, 2010 Edition."

Since the county is responsible for scheduling and preparing the roads to be paved how is it fair for the county to hold the contractor responsible for time and penalize the contractor with liquidated damages. Based on the wording in this paragraph the contractor shall assume that all the roads to be paved under this contract will be ready to be paved within seven days of the NTP.

Additional language added to the Technical Specifications to clarify the NTP issuance, which is attached to this Addenda as Attachment A – Technical Specifications Revised.

2. What kind of notice will the county provide the contractor before each road is ready to be paved, and how many additional contract days will the contractor be given to mobilize for each call out?

Once the NTP is issued for the roadway to be paved the contractor has seven days to mobilize and begin paving. The County will not issue an NTP without prior coordination and a Pre-construction meeting.

3. Will the county give weather days? Will the county award additional time between call outs?

Yes to both questions

4. Do we need to submit a bid bond with our bid?

You need to submit a Payment and Performance Bond as addressed in the solicitation.

5. What is the county's budget for this project, year one? And year two?

Leon County has a yearly budget of \$600,000 for the OGHM contract. The actual amount expended may vary due to the need.

6. Can you please provide a list of roads that will be paved in year one of the contract?

No. It will depend on the condition of the roads for our yearly condition survey.

7. Will there be a fuel and/or bituminous adjustment for this contract?

Yes, language was added to the ITB that the asphalt price at the time of application will be adjusted according to Section 9-2.1.2 of the Leon County Supplemental Specifications to Florida Department of Transportation's Standard Specification for Road and Bridge Construction latest edition, which is addressed in Attachment 1, attached to this Addenda.

8. Will the contractor be required to provide roadway QC?

Yes

9. Will the contractor be required to maintain a certain cross slope or will we just be paving depth? If the county has a desired cross slope they wish to achieve and the county is also responsible for grading the road than the contractor can not be held responsible for spread rate. Paragraph 3 of Section 1.4 of the specifications should be deleted if this is the case.

For new construction the cross slope will be established by the County. For resurfacing the cross slope will be the existing condition. Therefore, the paving will be based on the required compacted depth. Section 1.4 has been modified to reflect the changes, in Attachment A - Technical Specifications Revised, attached to this Addenda.

10. This is a unit price contract, but the county has chosen to base the award on the lump sum amount for a fictitious project, and the fictitious project does not encumber all of the pay items, this has the potential for a significant variation between bids and the remaining pay items that are not included in the fictitious project. Since this is a unit price contract and the county has an estimated quantity of work to be performed in year one, would it not be advantageous for the county to provide quantities and award off of low base bid for all the pay items included under this contract?

Fictitious project has been removed. Estimated quantities have been provided for each pay item, the contract will be awarded to the low bidder based on the total price.

11. If the contract is awarded, what dollar amount and items of work will the performance bond cover?

The information regarding the payment and performance bond is on page 11 and 12 of the solicitation. See item B, 2., of this Addenda. This bond guarantees all work performed by the contractor.

12. How long will the contractor be required to warranty the asphalt?

One year as per Section 2.0 of the Technical Specs.

13. Is the contractor for one year with the option to renew in year two, or is the a two year contractor with the option to opt out after year one without penalty?

The agreement would be for a two-year period which may be extended for no more than three (3) additional one (1) year terms.

14. How will the county handle the situation if the contractor feels that the prepared road (graded by the county) is not suitable to pave on? Will additional contract time be granted if this situation arises, and will the contractor be compensated for mobilizing?

This can be handled at the Pre-Construction meeting.

15. Section 1.5 of the technical specifications, Paragraph 1, states:

"All respondents to this ITB shall provide to the county, there optimum design mixes for OGHM material at the time their bids are submitted."

Can you please clarify what we are required to submit with our bid package based on the statement above. Please note that we do not have a mix design per these specifications on hand. Please be aware that there is a significant cost to procure any approved mix design, and it typically takes a minimum of three weeks to produce an approved mix design. Based on the fact that we are bidding this project, it does not seem fair for the county to expect us to have to expend this type of money just to submit a bid.

Provide the County an Optimum Mix design for OGHM to meet the criteria set forth in section 1.5 of the technical specs.

16. We would request that price escalations be handled according to the FDOT fuel & bituminous index. Since the bidders are all FDOT certified, it is a system that all parties are familiar with. Adjustments could be made on a monthly basis. Charles Wu developed a template that tracks this index and seems to work well. The index is fair to both the contractors and Leon County since it works up or down, but not until a 5% increase or decrease has been triggered. Can we change the language of the escalation clause to incorporate this method? The numbers are potentially so big that the contractor's need to be protected from long term escalations beyond their control.

Language was added to the ITB that the asphalt price at the time of application will be adjusted according to Section 9-2.1.2 of the Leon County Supplemental Specifications to Florida Department of Transportation's Standard Specification for Road and Bridge Construction latest edition.

17. Can we base the bid on the first year of projected paving? It is simply not fair to any of the contractors to base a bid of this magnitude on a fictitious project.

Fictitious project has been removed. Estimated quantities have been provided for each pay item, the contract will be awarded to the low bidder based on the total price.

18. May we have a list of the roads that will be part of the program for the first year of the contract? It would be beneficial to the County for all of the contractors to know where the roads are positioned in relation to their plants.

No. It will depend on the condition of the roads for our yearly condition survey.

19. What is the intended application rate of the prime coat?

Added to the bid pricing sheet, see item B., 4., of this Addenda.

20. Does the Contractor's Certification of Prequalification from the FDOT really need to be notarized? Would using a corporate seal suffice?

See item B., 1., of this Addenda.

21. What is the estimated project cost? The bonding company will want to know this valuation for Performance & payment bonds.

Leon County has a yearly budget of \$600,000 for the OGHM contract. The actual amount expended may vary due to the need.

22. Is there a specific bid bond form that needs to be used?

A bid bond is not a requirement of this solicitation.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at 850-606-1600.

Sincerely,



Gerri M. Forslund
Procurement Administrator
Purchasing Division

DRAFT

PURPOSE

Leon County is seeking the services of a qualified contractor to furnish Open-Graded Hot Mix Bituminous (OGHM) Pavement in Place for Leon County, Florida in accordance with the Technical Specifications, attached hereto and incorporated herein as Attachment A.

Leon County intends to use the OGHM materials and other services specified within this solicitation to perform stabilization of County maintained dirt roads and repairs to current roads. The County estimates approximately 6,000 Tons of OGHM will be needed on a yearly basis. Leon County does not guarantee purchase of the full amounts shown or indicated for any item within this document. Continuous monitoring to collect information on performance, long term maintenance and quality control will be used in the evaluation of the performance of the OGHM roads by County staff to determine the continual success of the OGHM application. The services and materials required under this solicitation will be on an on-call basis and must be supplied by the provider within the time frames as outlined within this document.

The actual asphalt price at the time of application will be adjusted according to Section 9-2.1.2 of the Leon County Supplemental Specifications to Florida Department of Transportation's Standard Specification for Road and Bridge Construction latest edition.

Bid evaluation and recommendation for award shall be based on the estimated quantities that have been provided for each pay item, the contract will be awarded to the low bidder based on the total price. The Contractor shall provide the costs of all items in accordance with the Bid Response Sheet, attached hereto and incorporated herein as Attachment B.

The Bid Pricing Sheet – Attachment B, is available in Excel format at:

<http://cms.leoncountyfl.gov/Home/Departments/Office-of-Financial-Stewardship/Purchasing/Supplemental-Solicitation-Documents>

This Invitation to Bid is for Open-Graded Hot Mix Bituminous (OGHM) only. No substitutions shall be accepted.

At minimum, the primary contractor or any subcontractors used shall possess a current and valid FDOT Certificate of Qualifications. Copies of both the contractor's, and any proposed subcontractors' Certificate of Qualifications shall be submitted to Leon County concurrent with the bid. Failure to demonstrate FDOT Certification in the fashion describe will result in the rejection of the bid.

FINAL CONSTRUCTION INSPECTION

The Contractor shall maintain all work in first-class condition until it has been completed as a whole and been accepted by Leon County. Upon seven (7) days-notice from the Contractor of completion of this project, the Director of Public Works will set up a semi-final inspection with the Contractor, the Project Manager, and himself.

If, at the semi-final inspection, all construction provided for and contemplated by the contract is found completed to the County's satisfaction, such inspection shall constitute the final inspection. If, however, at any semi-final inspection any work is found unsatisfactory, in whole or in part, the Contractor shall be given the necessary instructions as to the replacement of material and performance or re-performance,

of work necessary and prerequisite as to final completion and acceptance, and the Contractor forthwith shall comply and execute such instructions. When all materials have been furnished, all work performed, and all construction contemplated by the contract satisfactorily completed, a written notice of final acceptance shall be given to the Contractor.

DRAFT

REVISED TECHNICAL SPECIFICATIONS:

1. In the event of any conflict between the Florida Department of Transportation's Standard Specifications and the specifications of this contract, the specifications of this contract shall govern.

The Contractor shall begin work applying the O.G.H.M. mat within seven days of the notice to proceed (NTP) from the County. For new road construction the roadbed will be prepared for paving prior to the issuance of the NTP. If the work to be performed under this Contract is not completed within the time set forth in the NTP, or within such extra time as may be granted by the County, the Contractor shall be deemed in default. For each day the Contractor is in default, liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, Latest Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the contract.

1.1 Scope of Work

- a. This is a Turn-Key contract and the Contractor shall provide all equipment (except PRIME COAT), personnel and materials necessary for material lay-down, compaction and traffic control. Leon County shall provide project inspection and project management.

New Construction: Work shall consist of constructing an open-graded hot mix surface/pavement using an asphalt binder and aggregates applied to a prepared road base. The typical OGHM width will be 18 feet. Leon County will seal the roadbed with PRIME COAT prior to open graded road mix application.

As an option for Leon County, PRIME COAT may be placed by the contractor. Bidders are required to submit as separate line item an option to apply PRIME COAT priced by the square yard.

- b. Resurfacing: Resurfacing of existing OGHM roads shall be placed at a depth that shall be determined by Leon County (minimum 2"). The Contractor shall be responsible to sweep and remove all loose aggregate and apply a tack coat prior to OGHM. This item shall be bid on as a two (2) inch application after compaction.

1.2 Description

OGHM is a mixture of open graded course mineral aggregates premixed with a heated asphalt at the required temperature according to Section 287 of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, latest edition. This is laid on a prepared road base to the required depth and width.

1.3 OGHM Materials

The Superpave PG Asphalt Binder (PG 67-22) or County approved equivalent shall be used for the OGHM material. The asphalt content may be increased to achieve optimum performance for pavement design.

The Contractor shall provide to the County verification of compliance with FDOT, ASTM, and AASHTO Standard Specifications for the asphalt binder being used.

The design asphalt content should be established based on the mix design and the mix temperature within the range of 230° to 285°F.

The aggregate may be either #57 or #67 FDOT certified granite or lime stones, which shall meet all FDOT requirements to be used for asphalt concrete applications and optimum mix design for OGHM.

1.4 Mixing and Spreading of Material

The paver screen shall have width adjustments that vary from 9 to 18 feet and be capable of articulating to allow for crowning of the mat.

The OGHM shall be deposited on the prepared and sealed road base spread in a uniform layer so as to produce the specified thickness of three inches (3") after compaction.

The aggregate and asphalt binder shall be thoroughly mixed to ensure that the bituminous material is uniformly distributed and that all aggregate particles are uniformly coated. In order to meet certain environmental permitting requirements some projects may require increased mat thickness above three inches (3"). All mats shall be laid down and compacted to exhibit good quality, stability, and durability as specified in this contract and FDOT Standards. A minimum of 98% of the aggregate shall be coated.

All mixing, spreading, compaction and traffic control operations shall be the responsibility of the Contractor.

The OGHM shall be placed when the atmospheric temperature is above 50°F and rising. Do not use OGHM material that was mixed more than two hours prior to placement.

Placement and compaction of the OGHM shall follow Section 287 of the FDOT's Standard Specifications for Road and Bridge Construction, latest edition. There shall be no rutting or raveling resulting from vehicular traffic after construction. The road shall be opened to traffic within two hours after completion or sooner if directed by the County's representative/inspector.

1.5 Optimum Design Mix:

All respondents to this ITB shall provide to the County, their optimum design mixes for OGHM material at the time their bids are submitted. All mix designs provided shall be based upon procedures set forth within Section 287 of the FDOT Standard Specifications for Road and Bridge Construction, latest edition. The design mixes shall incorporate the specified asphalt binder and both aggregate sizes referenced within

the Materials Section of this document.

The design mixes shall specify but not be limited to:

- a. Aggregate moisture content
- b. Aggregate Grade Number
- c. Optimum asphalt binder content/percent
- d. Asphalt Binder classification
- e. Required Testing Results Listed in Section 916 of the FDOT Standard Specifications for Road and Bridge Construction
- f. Mix coating percentage
- g. OGHM mat porosity
- h. Stability

The design mixes shall produce an OGHM material with a minimum porosity of thirty-percent (30%) at the required thickness of three inches (3") after compaction.

1.6 Roadway Preparation:

The roadway surface shall be graded to the desired elevation and width and compacted by the County. This item is not a turn-key option.

1.7 Traffic Control:

The Contractor shall provide all necessary traffic control to ensure the safety of the traveling public and all working personnel. All traffic control shall be performed in accordance with The Florida Department of Transportation Maintenance of Traffic Standards. Traffic shall not travel on the fresh mix until rolling has been accomplished and upon approval by the County's representative/inspector.

1.8 Road Intersections and Driveways:

At the discretion of the County Representative, the Contractor shall place Superpave 9.5 on all driveway turnouts and road intersections. This work will be an additional pay item and bid on a per/ton basis. Leon County may select to do this work with in-house resources and therefore, no amount of work is guaranteed.

1.9 Experience

The Contractor shall provide a list of OGHM or hot mix asphalt projects successfully constructed within the last two years. Failure to provide the required information may cause a submitted bid to be determined non-responsive and set aside.

2.0 Warranty:

The Contractor agrees that unless otherwise specified, the products and/or services furnished as a result of this invitation and award thereto, shall be covered by the most favorable commercial warranty the Contractor gives to any customer for comparable products. In no case however, shall the limit of the warranty of the product be for a period of less than one year.

- A. The Contractor agrees to make any needed repairs during the warranty period at no cost to the County. These repairs may include but not be limited to the repairs for rutting, cracking, and raveling. A time frame for the completion of the repairs shall be determined by the County's representative. If the Contractor fails to meet the time frame, Liquidation Damages shall apply.
- B. In the event repairs are required during the warranty period, the Contractor agrees to warranty such repairs for an additional two-year period.
- C. All performance issues pertaining to road base preparation will be the responsibility of the County.
- D. It is the Contractor's responsibility to ensure the roadbed to be adequately sealed so there will be no failures caused by the water intrusion into the roadbed.

2.1 Damage to Public or Private Property

Damage to any public or private property occurring during construction shall be the responsibility of the Contractor and shall be repaired at their expense.

3.0 Testing:

Standard testing to determine compliance with the Technical Specifications of the Contract shall consist of coring to determine residual asphalt contents and porosity, and to determine asphalt content in the binder. Random testing to determine compliance with the Technical Specifications contained within the Contract and the FDOT's Standard Specifications for Road and Bridge Construction shall be the responsibility of the County. However, the Contractor shall be responsible for all subsequent testing evolving from failed warranty items.

All testing associated with the development of design mixes shall be the responsibility of the respondents to this ITB. In addition, the testing results shall be certified meeting the FDOT standards and be submitted to Leon County.

- A. The Contractor shall submit a proposed mix design along with representative samples of all component materials to the County, at least two weeks before the scheduled start of production.
- B. The testing results of the asphalt binder shall be certified to meet the FDOT requirements and be submitted to the County for verification of the asphalt quality. The asphalt binder shall be tested and certified for each mix.

5.0 Payment:

Payment for all items contained within the document shall be in accordance with the AOGHM Pay Item Section of the document.

Upon being invoiced by the Contractor, Leon County shall make a Substantial Completion Payment of 90% to the Contractor. A performance insurer of 10% shall be

withheld for a period of six weeks on all projects.

6.0 Alternate Bids:

This ITB is for Open-Grade Hot Mixes only. No other alternates will be accepted.

DRAFT

OPEN GRADED HOT MIX BITUMINOUS PAVEMENT CONTINUING SUPPLY SUMMARY OF PAY ITEMS

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
334-1-13	TYPE SP 9.5 IN PLACE (Note 1)	TN	100.0		\$0.00
LC 010	OGHM APPLICATION (Note 2)	TN	6000		\$0.00
LC 020	BITUMINOUS MATERIAL (PRIME COAT) IN-PLACE (See Note 3)	GA	4,400.0		\$0.00
Total					\$0.00

- Note # 1 Item will only be used in conjunction with an OGHM Application Project
- Note #2 Includes OGHM Application, Mobilization, Traffic Control and Sweeping (Resurfacing)
- Note #3 Prime Coat Application to newly prepared base: 0.15 GAL/SY, Tack Coat for OGHM Resurfacing: 0.08 Gal/SY

DRAFT



INVITATION TO BID

FOR

**OPEN-GRADED HOT MIX BITUMINOUS PAVEMENT IN PLACE,
CONTINUING SERVICE**

PROPOSAL NUMBER BC-05-02-19-13

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

GENERAL CONDITIONS

To ensure acceptance of your bid, please follow these instructions:

BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids may be submitted in person, by mail or other carrier.

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No.
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an **original, manual** signature of an authorized representative of the company.

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

INFORMATION

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley or Geri Forslund, telephone (850) 606-1600; E-mail: KelleyS@leoncountyfl.gov or ForslundG@leoncountyfl.gov.

SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/procurementconnect>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

REJECTION OF BIDS

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

PURPOSE

Leon County is seeking the services of a qualified contractor to furnish Open-Graded Hot Mix Bituminous (OGHM) Pavement in Place for Leon County, Florida in accordance with the Technical Specifications, attached hereto and incorporated herein as Attachment A.

Leon County intends to use the OGHM materials and other services specified within this solicitation to perform stabilization of County maintained dirt roads and repairs to current roads. The County estimates approximately 52,800 square yards of OGHM will be needed in the first year. Continuous monitoring to collect information on performance, long term maintenance and quality control will be used in the evaluation of the performance of the OGHM roads by County staff to determine the continual success of the OGHM application. The services and materials required under this solicitation will be on an on-call basis and must be supplied by the provider within the time frames as outlined within this document.

Bid evaluation and recommendation for award shall be based on the entire bid packet. However, the total cost for the fictitious project shall be the primary evaluation. The Contractor shall provide the costs of all items in accordance with the Bid Response Sheet, attached hereto and incorporated herein as Attachment B.

This Invitation to Bid is for Open-Graded Hot Mix Bituminous (OGHM) only. No substitutions shall be accepted.

At minimum, the primary contractor or any subcontractors used shall possess a current and valid FDOT Certificate of Qualifications. Notarized copies of both the contractor's, and any proposed subcontractors' Certificate of Qualifications shall be submitted to Leon County concurrent with the bid. Failure to demonstrate FDOT Certification in the fashion describe will result in the rejection of the bid.

FINAL CONSTRUCTION INSPECTION

The Contractor shall maintain all work in first-class condition until it has been completed as a whole and been accepted by Leon County. Upon seven (7) days-notice from the Contractor of completion of this project, the Director of Public Works will set up a semi-final inspection with the Contractor, the Project Manager, and himself.

If, at the semi-final inspection, all construction provided for and contemplated by the contract is found completed to the County's satisfaction, such inspection shall constitute the final inspection. If, however, at any semi-final inspection any work is found unsatisfactory, in whole or in part, the Contractor shall be given the necessary instructions as to the replacement of material and performance or re-performance, of work necessary and prerequisite as to final completion and acceptance, and the Contractor forthwith shall comply and execute such instructions. When all materials have been furnished, all work performed, and all construction contemplated by the contract satisfactorily completed, a written notice of final acceptance shall be given to the Contractor.

PRICE ESCALATION/DE-ESCALATION

Prices offered in this bid for traffic control and mobilization shall be firm against any increase for one year from the effective date of the contract. Prior to the commencement of any subsequent renewal terms, the County will entertain a request for escalation or de-escalation in accordance with the Producers Price Index as published by the U.S. Department of Labor at the time of the request or up to a maximum of 5% increase on the current pricing, whichever is lower.

Prices offered in this bid for the OGHM shall be firm against any increase for the first one-year period of the

agreement. Price adjustments for each one-year period thereafter may be considered only in the event of an extraordinary factor such as a larger than 10% increase/decrease in the cost of petroleum products utilized in the production of OGHM. The County may consider a price adjustment on a case-by-case basis upon the written request of the contractor. All adjustments in product pricing shall be at the sole discretion of the County. Leon County reserves the right to accept or reject the request for any price adjustment within fourteen (14) days from receipt.

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website address is: <http://www.leoncountyfl.gov/procurementconnect/>.

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
April 3, 2019	Release of the ITB
April 17, 2019 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.
Not later than: April 19, 2019 at 5:00 p.m.	QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.
Not later than: May 2, 2019 at 2:00 p.m.	BID SUBMISSION DUE DATE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

BID INFORMATION AND CLARIFICATION

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Geri Forslund, phone (850) 606-1600 or E-mail KelleyS@leoncountyfl.gov and ForslundG@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than the last day for questions listed in schedule of events, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in 125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division (<http://www.leoncountyfl.gov/Procurementconnect>) may cause your submittal to be rejected as non-responsive.

PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

WITHDRAWAL OF BIDS

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived, and no bids received thereafter will not be considered. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect>.

A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

AWARD OF BIDS/BID PROTEST

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at: <http://www.leoncountyfl.gov/Procurementconnect> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. At the time fixed for the opening of bids, the contents of the Bid Form will be made public for the information of Bidders and other interested parties, who may be present either in person or by representatives.

PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect> by simply clicking the planholder link on the bottom left of the advertisement of the respective solicitation. A listing of the registered bidders with their telephone numbers and email address is designed to assist bidders in preparation of their responses.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
 2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to

effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

- a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE's and WBE's.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime vendors.
3. Each Bidder is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Bidders responding to this solicitation are hereby made aware of the County's targets for MBE and WBE utilization. Bidders that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact:

Darryl Jones, Director, Minority, Women and Small Business Enterprise, Tallahassee-Leon County Office of Economic Vitality, PHONE: 850-300-7567, FAX: 850-219-1098, djones@oeforbusiness.org

Alternates:

LaTanya Raffington, MWSBE Coordinator by email at lraffington@oeforbusiness.org

Shanea Wilks, MWSBE Coordinator by email at swilks@oeforbuisness.org

4. The online Certification Directory is available to assist you with identifying potential certified vendors for MWSBE participation. The directory is comprised of information relative to certified MBEs, WBEs, and SBEs. You may access the directory via the following link: <https://oeforbusiness.mwsbe.com/>. The directory interface is user-friendly and allows for vendors searches to be conducted for various procurement categories and business capabilities.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

- A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a

preference to local businesses in making such purchase or awarding such contract, as follows:

1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

- B. Local business definition. For purposes of this section, "local business" shall mean a business which:
1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- C. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual

liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).

2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best=s rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original

endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

AGREEMENT

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached IDENTICAL TIE BID form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

CONTRACT PROVISIONS

PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

PUBLIC CONSTRUCTION BOND Bond No. (enter bond number)

BY THIS BOND, We _____, as Principal and _____ a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, between Principal and Owner for construction of the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____ day of _____, 2018.

(Name of Principal)

By:
(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

TIME

The Agreement resulting from this solicitation is anticipated to be for a period of two (2) years, commencing on May 13, 2019, or upon execution of the agreement and shall continue until May 12, 2021, or two years following the execution of the agreement. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three (3) additional one (1) year terms. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

EMPLOYMENT ELIGIBILITY VERIFICATION

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify

“Edit Company Profile” screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage).

2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

The County shall make payments to the Contractor within forty-five (45) days of submission and approval of invoice for services. The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases. Visa acceptance is mandatory under this solicitation.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
7. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:
LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive

discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

Leon County may terminate this Contract without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Contract for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the seller.

WARRANTIES

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
7. Other reasons deemed appropriate by the Board of County Commissioners.

TERMS AND CONDITIONS

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Equal Opportunity/Affirmative Action Statement
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Contractor's Business Information Form
- _____ Non-Collusion Affidavit
- _____ Certification/Debarment Form
- _____ Local Vendor Certification
- _____ Applicable Licenses/Registration
- _____ E-Verify Form

DRAFT

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Jimbo Jackson, Chairman
Board of County Commissioners

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

(Authorized Representative)

(Printed or Typed Name)
ADDRESS _____

EMAIL ADDRESS _____
TELEPHONE _____
FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act (INA@).

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _ day of _____, 20__.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____ Notary Public - State of _____

(Type of identification)
My commission expires: _____

Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Firm: _____
Address: _____

DRAFT

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
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IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

Bidder's Signature

Title

Date

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name:	
Street Address:	
City, State, Zip:	
Taxpayer ID Number:	
Telephone:	Fax:
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: _____ Date Established: _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	
License Type:	
License Number:	Expiration Date:
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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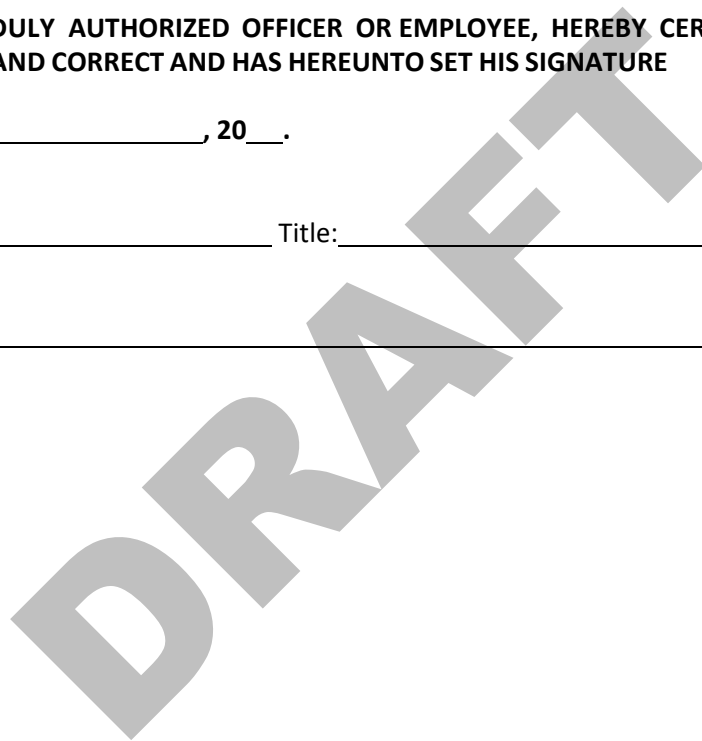
Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>
--	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS _____ DAY OF _____, 20__.

By: _____ Title: _____

Printed Name and Title: _____



Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,

_____ (Name of Corporation, Partnership, Individual, etc.)

a _____, formed under the laws of _____
(Type of Business) (State or Province)

of which he/she is _____
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

AFFIANT'S NAME

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this ____ Day of _____, 20__.

Personally Known _____ Or Produced Identification

Type of Identification

NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: _____

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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers- Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Professional Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

- 1. Is the insurer to be used for Workers- Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

- 2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers- Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature _____.

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service

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Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the “Memorandum of Understanding” governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify “‘Edit Company Profile’ screen”, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

Signature

Date

TECHNICAL SPECIFICATIONS:

1. In the event of any conflict between the Florida Department of Transportation's Standard Specifications and the specifications of this contract, the specifications of this contract shall govern.

The Contractor shall begin work applying the O.G.H.M. mat within seven days of the notice to proceed (NTP) from the County. If the work to be performed under this Contract is not completed within the time set forth in the NTP, or within such extra time as may be granted by the County, the Contractor shall be deemed in default. For each day the Contractor is in default, liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2010 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the contract.

1.1 Scope of Work

- a. This is a Turn-Key contract and the Contractor shall provide all equipment (except PRIME COAT), personnel and materials necessary for material lay-down, compaction and traffic control. Leon County shall provide project inspection and project management.

New Construction: Work shall consist of constructing an open-graded hot mix surface/pavement using an asphalt binder and aggregates applied to a prepared road base. The typical OGHM width will be 18 feet. Leon County will seal the roadbed with PRIME COAT prior to open graded road mix application.

As an option for Leon County, PRIME COAT may be placed by the contractor. Bidders are required to submit as separate line item an option to apply PRIME COAT priced by the square yard.

- b. Resurfacing: Resurfacing of existing OGHM roads shall be placed at a depth that shall be determined by Leon County (minimum 2"). The Contractor shall be responsible to sweep and remove all loose aggregate and apply a tack coat prior to OGHM. This item shall be bid on as a two (2) inch application after compaction.

Any increase in thickness above two (2) inches shall be bid as additional pay item based on one (1) inch thickness after compaction over the two (2) inch standard.

1.2 Description

OGHM is a mixture of open graded course mineral aggregates premixed with a heated asphalt at the required temperature according to Section 287 of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, latest edition. This is laid on a prepared road base to the required depth and width.

1.3 OGHM Materials

The Superpave PG Asphalt Binder (PG 67-22) or County approved equivalent shall be used for the OGHM material. The asphalt content may be increased to achieve optimum performance for pavement design.

The Contractor shall provide to the County verification of compliance with FDOT, ASTM, and AASHTO Standard Specifications for the asphalt binder being used.

The design asphalt content should be established based on the mix design and the mix temperature within the range of 230° to 285°F.

The aggregate may be either #57 or #67 FDOT certified granite or lime stones, which shall meet all FDOT requirements to be used for asphalt concrete applications and optimum mix design for OGHM.

1.4 Mixing and Spreading of Material

The paver screen shall have width adjustments that vary from 9 to 18 feet and be capable of articulating to allow for crowning of the mat.

The aggregate and asphalt binder shall be thoroughly mixed to ensure that the bituminous material is uniformly distributed and that all aggregate particles are uniformly coated. In order to meet certain environmental permitting requirements some projects may require increased mat thickness above three inches (3"). Increased mat thicknesses above three inches (3") shall be an additional pay item. The item shall be bid on an increment of one-inch (1") after compaction above the three inch (3") standard. All mats shall be laid down and compacted to exhibit good quality, stability, and durability as specified in this contract and FDOT Standards. A minimum of 98% of the aggregate shall be coated.

The OGHM shall be deposited on the prepared and sealed road base spread in a uniform layer so as to produce the specified thickness of three inches (3") after compaction. Variations of between 1/4 and 1/2 inches in the minimum mat thickness shall result in a deduction of 10% in the pay item over the affected area. Variations of greater than 1/2 inches shall result in the affected area being repaired at the Contractor's expense. The repair may include removal and reinstallation of the mat or overlaying the mat in order to achieve the minimum required thickness after compaction. The type of repair utilized shall be at the County's option.

All mixing, spreading compaction and traffic control operations shall be the responsibility of the Contractor.

The OGHM shall be placed when the atmospheric temperature is above 50°F and rising. Do not use OGHM material that was mixed more than two hours prior to placement.

Placement and compaction of the OGHM shall follow Section 287 of the FDOT's Standard Specifications for Road and Bridge Construction, latest edition. There shall

be no rutting or raveling resulting from vehicular traffic after construction. The road shall be opened to traffic within two hours after completion or sooner if directed by the County's representative/inspector.

1.5 Optimum Design Mix:

All respondents to this ITB shall provide to the County, their optimum design mixes for OGHM material at the time their bids are submitted. All mix designs provided shall be based upon procedures set forth within Section 287 of the FDOT Standard Specifications for Road and Bridge Construction, latest edition. The design mixes shall incorporate the specified asphalt binder and both aggregate sizes referenced within the Materials Section of this document.

The design mixes shall specify but not be limited to:

- a. Aggregate moisture content
- b. Aggregate Grade Number
- c. Optimum asphalt binder content/percent
- d. Asphalt Binder classification
- e. Required Testing Results Listed in Section 916 of the FDOT Standard Specifications for Road and Bridge Construction
- f. Mix coating percentage
- g. OGHM mat porosity
- h. Stability

The design mixes shall produce an OGHM material with a minimum porosity of thirty-percent (30%) at the required thickness of three inches (3") after compaction.

1.6 Roadway Preparation:

The roadway surface shall be graded to the desired elevation and width and compacted by the County. This item is not a turn-key option.

1.7 Traffic Control:

The Contractor shall provide all necessary traffic control to ensure the safety of the traveling public and all working personnel. All traffic control shall be performed in accordance with The Florida Department of Transportation Maintenance of Traffic Standards. Traffic shall not travel on the fresh mix until rolling has been accomplished and upon approval by the County's representative/inspector.

1.8 Road Intersections and Driveways:

At the discretion of the County Representative, the Contractor shall place Type S asphalt or the Superpave equivalent on all driveway turnouts and road intersections. This work will be an additional pay item and bid on a per/ton basis. Leon County may select to do this work with in-house resources and therefore, no amount of work is guaranteed.

1.9 Experience

The Contractor shall provide a list of OGHM or hot mix asphalt projects successfully constructed within the last two years. Failure to provide the required information may cause a submitted bid to be determined non-responsive and set aside.

2.0 Warranty:

The Contractor agrees that unless otherwise specified, the products and/or services furnished as a result of this invitation and award thereto, shall be covered by the most favorable commercial warranty the Contractor gives to any customer for comparable products. In no case however, shall the limit of the warranty of the product be for a period of less than one year.

- A. The Contractor agrees to make any needed repairs during the warranty period as a turn- key repair and at no cost to the County. These repairs may include but not be limited to the repairs for rutting, cracking, and raveling. A time frame for the completion of the repairs shall be determined by the County's representative. If the Contractor fails to meet the time frame, Liquidation Damages shall apply.
- B. In the event repairs are required during the warranty period, the Contractor agrees to warranty such repairs for an additional two-year period.
- C. All performance issues pertaining to road base preparation will be the responsibility of the County.
- D. It is the Contractor's responsibility to ensure the roadbed to be adequately sealed so there will be no failures caused by the water intrusion into the roadbed.

2.1 Damage to Public or Private Property

Damage to any public or private property occurring during construction shall be the responsibility of the Contractor and shall be repaired at their expense.

3.0 Testing:

Standard testing to determine compliance with the Technical Specifications of the Contract shall consist of coring to determine residual asphalt contents and porosity, and to determine asphalt content in the binder. Random testing to determine compliance with the Technical Specifications contained within the Contract and the FDOT's Standard Specifications for Road and Bridge Construction shall be the responsibility of the County. However, the Contractor shall be responsible for all subsequent testing evolving from failed warranty items.

All testing associated with the development of design mixes shall be the responsibility of the respondents to this ITB. In addition, the testing results shall be certified meeting the FDOT standards and be submitted to Leon County.

- A. The Contractor shall submit a proposed mix design along with representative samples of all component materials to the County, at least two weeks before

the scheduled start of production.

- B. The testing results of the asphalt binder shall be certified to meet the FDOT requirements and be submitted to the County for verification of the asphalt quality. The asphalt binder shall be tested and certified for each mix.

5.0 Payment:

Payment for all items contained within the document shall be in accordance with the AOGHM Pay Item Section of the document.

Upon being invoiced by the Contractor, Leon County shall make a Substantial Completion Payment of 90% to the Contractor. A performance insurer of 10% shall be withheld for a period of six weeks on all projects.

6.0 Alternate Bids:

This ITB is for Open-Grade Hot Mixes only. No other alternates will be accepted.

DRAFT

BID RESPONSE SHEET – OGHM

1. Turn-Key Operation (OGHM Application, Mobilization, and Traffic Control to create a three-inch mat excluding roadbed surface sealing): \$_____ Per Ton
2. Type S or Superpave Equivalent Asphalt \$_____ Per Ton
3. OGHM Exceeding the Standard Three Inches When Required \$_____ Per Ton
4. OGHM resurfacing at 2" minimum compacted (includes sweeping, tack coat, OGHM, application, mobilization, and traffic control) \$_____ Per Ton
5. Prime coat seal \$_____ per square yard

The Bid Award will be based on the lowest bid for the following fictitious project:

A roadway prepared base of 20 foot wide and 1,000 foot in length using Bid Items No. 1 & No. 5

TOTAL PRICE \$_____

DRAFT

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Jimbo Jackson, Chairman
Board of County Commissioners

I am a duly licensed firm/individual by the undersigned authorized representative.

Peavy & Son Construction Co., Inc.

(Firm Name)

[Signature]

(Authorized Representative)

M. D. Peavy, IV

(Printed or Typed Name)

39 Schwall Road

Havana, FL 32333

Georgiapine@peavyandson.com

850 539 5019

850 539 6669

RECEIVED

2019 MAY 21 PM 1:45

PURCHASING DIVISION
LEON COUNTY

(APPLICABLE)

Addendum #1 dated 4/29/19 Initials (LE)

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act (INA)).

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Reary & Son Construction Co., Inc.

Signature: Lu Lassiter Title: Manager

STATE OF Florida
COUNTY OF Leadsden

Sworn to and subscribed before me this 10 day of April, 2019

Personally known

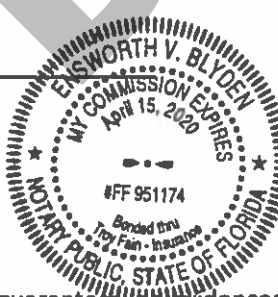
[Signature]
NOTARY PUBLIC

OR Produced identification

Notary Public - State of FLORIDA

(Type of identification)

My commission expires: 4/29/20



ENSWORTH V. BLYDEN
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: Lee Lassiter
Title: Manager
Firm: Reynolds Construction
Address: 39 Schwann Rd
Havana, FL 32333

DRAFT

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.

Lee Lassich

Bidder's Signature

Manager

Title

4-10-2019

Date

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: <i>Peavy & Son Construction Co., Inc.</i>	
Street Address: <i>39 Schwall Road</i>	
City, State, Zip: <i>Havana, FL 32333</i>	
Taxpayer ID Number: <i>59-1576957</i>	
Telephone: <i>850 539 5019</i>	Fax: <i>850 539 6669</i>
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input checked="" type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: *Florida* Date Established: *8/31/1974*

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
<i>M.D. Peavy, III</i>	<i>President</i>	<i>5395019</i>	
<i>M.D. Peavy, IV</i>	<i>Vice President</i>	<i>5395019</i>	<i>delaun4@msn.com</i>
<i>Lee Lasseter</i>	<i>Manager</i>	<i>5395019</i>	<i>georgiapine@peavyandson.com</i>

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee: <i>M.D. Remy, IV</i>	
License Type: <i>Certified Underground</i>	
License Number: <i>CUC056755</i>	Expiration Date: <i>8/31/2020</i>
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	<i>Traveler's Casualty & Surety</i>
Contact's Name	<i>Kevin Wojtowicz</i>
Telephone	<i>7272091803</i>
Fax	<i>7272091335</i>
Address	<i>1000 Central Avenue, Suite 200 St. Petersburg, FL 33725</i>

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)
--	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 10 DAY OF April, 2019.

By: Lee Lasseter Title: Manager

Printed Name and Title: Lee Lasseter, Manager

DRAFT

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

Reay & Son Construction Co., Inc

(Name of Corporation, Partnership, Individual, etc.)

a Corporation, formed under the laws of Florida
(Type of Business) (State or Province)

of which he/she is Manager
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

Ue Lasseter

AFFIANT'S NAME

Manager

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 10 Day of April, 2019.

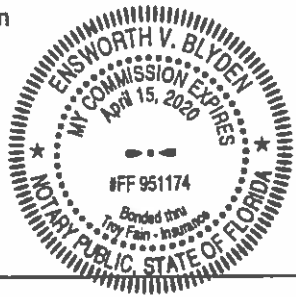
Personally Known Or Produced Identification

Type of Identification

Ernest V. Blyden
NOTARY PUBLIC

(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: 4/10/19



Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Lee Lasseter
Typed or Printed

Signature Lee Lasseter

Date 4-10-19

Title Manager
(Company Risk Manager or Manager with Risk Authority)

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Lu Lussich

Signature

Manager

Title

Perini Son Construction

Contractor/Firm

39 Schwall Rd., Havana, FL 32333

Address

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
Bid Number: BC-05-02-19-13
Opening Date: May 2, 2019

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: <u>Reavy's Son Construction Co., Inc</u>	
Current Local Address: <u>39 Schwall Road Havana, FL 32333</u>	Phone: <u>539 5019</u> Fax: <u>539 6669</u>
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: <u>Same as above</u>	Phone: Fax:

Lee Lassiter _____ 4-10-19 _____
 Signature of Authorized Representative Date

STATE OF Florida
 COUNTY OF Gadsden

The foregoing instrument was acknowledged before me this 10 day of April, 2019
 By Lee Lassiter, Project Manager of Reavy's Son Construction
(Name of officer or agent, title of officer or agent) (Name of corporation)
 a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
 or has produced _____ as identification.

Ensworth V. Blyden _____
 Signature of Notary
ENSWORTH V. BLYDEN
 Print, Type or Stamp Name of Notary
Project Manager
 Title or Rank



Return Completed form with supporting documents to:
 Leon County Purchasing Division
 1800-3 N. Blair Stone Road
 Tallahassee, Florida 32308

Serial Number, If Any

Bid Title: Invitation to Bid for Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service
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Opening Date: May 2, 2019

Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.



Signature



Date

Attachment A

REVISED TECHNICAL SPECIFICATIONS:

1. In the event of any conflict between the Florida Department of Transportation's Standard Specifications and the specifications of this contract, the specifications of this contract shall govern.

The Contractor shall begin work applying the O.G.H.M. mat within seven days of the notice to proceed (NTP) from the County. For new road construction the roadbed will be prepared for paving prior to the issuance of the NTP. If the work to be performed under this Contract is not completed within the time set forth in the NTP, or within such extra time as may be granted by the County, the Contractor shall be deemed in default. For each day the Contractor is in default, liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, Latest Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the contract.

1.1 Scope of Work

- a. This is a Turn-Key contract and the Contractor shall provide all equipment (except PRIME COAT), personnel and materials necessary for material lay-down, compaction and traffic control. Leon County shall provide project inspection and project management.

New Construction: Work shall consist of constructing an open-graded hot mix surface/pavement using an asphalt binder and aggregates applied to a prepared road base. The typical OGHM width will be 18 feet. Leon County will seal the roadbed with PRIME COAT prior to open graded road mix application.

As an option for Leon County, PRIME COAT may be placed by the contractor. Bidders are required to submit as separate line item an option to apply PRIME COAT priced by the square yard.

- b. Resurfacing: Resurfacing of existing OGHM roads shall be placed at a depth that shall be determined by Leon County (minimum 2"). The Contractor shall be responsible to sweep and remove all loose aggregate and apply a tack coat prior to OGHM. This item shall be bid on as a two (2) inch application after compaction.

1.2 Description

OGHM is a mixture of open graded course mineral aggregates premixed with a heated asphalt at the required temperature according to Section 287 of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, latest edition. This is laid on a prepared road base to the required depth and width.

1.3 OGHM Materials

add #1

Attachment A

The Superpave PG Asphalt Binder (PG 67-22) or County approved equivalent shall be used for the OGHM material. The asphalt content may be increased to achieve optimum performance for pavement design.

The Contractor shall provide to the County verification of compliance with FDOT, ASTM, and AASHTO Standard Specifications for the asphalt binder being used.

The design asphalt content should be established based on the mix design and the mix temperature within the range of 230° to 285°F.

The aggregate may be either #57 or #67 FDOT certified granite or lime stones, which shall meet all FDOT requirements to be used for asphalt concrete applications and optimum mix design for OGHM.

1.4 Mixing and Spreading of Material

The paver screen shall have width adjustments that vary from 9 to 18 feet and be capable of articulating to allow for crowning of the mat.

The OGHM shall be deposited on the prepared and sealed road base spread in a uniform layer so as to produce the specified thickness of three inches (3") after compaction.

The aggregate and asphalt binder shall be thoroughly mixed to ensure that the bituminous material is uniformly distributed and that all aggregate particles are uniformly coated. In order to meet certain environmental permitting requirements some projects may require increased mat thickness above three inches (3"). All mats shall be laid down and compacted to exhibit good quality, stability, and durability as specified in this contract and FDOT Standards. A minimum of 98% of the aggregate shall be coated.

All mixing, spreading compaction and traffic control operations shall be the responsibility of the Contractor.

The OGHM shall be placed when the atmospheric temperature is above 50°F and rising. Do not use OGHM material that was mixed more than two hours prior to placement.

Placement and compaction of the OGHM shall follow Section 287 of the FDOT's Standard Specifications for Road and Bridge Construction, latest edition. There shall be no rutting or raveling resulting from vehicular traffic after construction. The road shall be opened to traffic within two hours after completion or sooner if directed by the County's representative/inspector.

1.5 Optimum Design Mix:

All respondents to this ITB shall provide to the County, their optimum design mixes for OGHM material at the time their bids are submitted. All mix designs provided shall be based upon procedures set forth within Section 287 of the FDOT Standard Specifications for Road and Bridge Construction, latest edition. The design mixes shall incorporate the specified asphalt binder and both aggregate sizes referenced within

Attachment A

the Materials Section of this document.

The design mixes shall specify but not be limited to:

- a. Aggregate moisture content
- b. Aggregate Grade Number
- c. Optimum asphalt binder content/percent
- d. Asphalt Binder classification
- e. Required Testing Results Listed in Section 916 of the FDOT Standard Specifications for Road and Bridge Construction
- f. Mix coating percentage
- g. OGHM mat porosity
- h. Stability

The design mixes shall produce an OGHM material with a minimum porosity of thirty-percent (30%) at the required thickness of three inches (3") after compaction.

1.6 Roadway Preparation:

The roadway surface shall be graded to the desired elevation and width and compacted by the County. This item is not a turn-key option.

1.7 Traffic Control:

The Contractor shall provide all necessary traffic control to ensure the safety of the traveling public and all working personnel. All traffic control shall be performed in accordance with The Florida Department of Transportation Maintenance of Traffic Standards. Traffic shall not travel on the fresh mix until rolling has been accomplished and upon approval by the County's representative/inspector.

1.8 Road Intersections and Driveways:

At the discretion of the County Representative, the Contractor shall place Superpave 9.5 on all driveway turnouts and road intersections. This work will be an additional pay item and bid on a per/ton basis. Leon County may select to do this work with in-house resources and therefore, no amount of work is guaranteed.

1.9 Experience

The Contractor shall provide a list of OGHM or hot mix asphalt projects successfully constructed within the last two years. Failure to provide the required information may cause a submitted bid to be determined non-responsive and set aside.

2.0 Warranty:

The Contractor agrees that unless otherwise specified, the products and/or services furnished as a result of this invitation and award thereto, shall be covered by the most favorable commercial warranty the Contractor gives to any customer for comparable products. In no case however, shall the limit of the warranty of the product be for a period of less than one year.

Attachment A

- A. The Contractor agrees to make any needed repairs during the warranty period at no cost to the County. These repairs may include but not be limited to the repairs for rutting, cracking, and raveling. A time frame for the completion of the repairs shall be determined by the County's representative. If the Contractor fails to meet the time frame, Liquidation Damages shall apply.
- B. In the event repairs are required during the warranty period, the Contractor agrees to warranty such repairs for an additional two-year period.
- C. All performance issues pertaining to road base preparation will be the responsibility of the County.
- D. It is the Contractor's responsibility to ensure the roadbed to be adequately sealed so there will be no failures caused by the water intrusion into the roadbed.

2.1 Damage to Public or Private Property

Damage to any public or private property occurring during construction shall be the responsibility of the Contractor and shall be repaired at their expense.

3.0 Testing:

Standard testing to determine compliance with the Technical Specifications of the Contract shall consist of coring to determine residual asphalt contents and porosity, and to determine asphalt content in the binder. Random testing to determine compliance with the Technical Specifications contained within the Contract and the FDOT's Standard Specifications for Road and Bridge Construction shall be the responsibility of the County. However, the Contractor shall be responsible for all subsequent testing evolving from failed warranty items.

All testing associated with the development of design mixes shall be the responsibility of the respondents to this ITB. In addition, the testing results shall be certified meeting the FDOT standards and be submitted to Leon County.

- A. The Contractor shall submit a proposed mix design along with representative samples of all component materials to the County, at least two weeks before the scheduled start of production.
- B. The testing results of the asphalt binder shall be certified to meet the FDOT requirements and be submitted to the County for verification of the asphalt quality. The asphalt binder shall be tested and certified for each mix.

5.0 Payment:

Payment for all items contained within the document shall be in accordance with the AOGHM Pay Item Section of the document.

Upon being invoiced by the Contractor, Leon County shall make a Substantial Completion Payment of 90% to the Contractor. A performance insurer of 10% shall be

Attachment A

withheld for a period of six weeks on all projects.

6.0 Alternate Bids:

This ITB is for Open-Grade Hot Mixes only. No other alternates will be accepted.

DRAFT

OPEN GRADED HOT MIX BITUMINOUS PAVEMENT CONTINUING SUPPLY SUMMARY OF PAY ITEMS

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
334-1-13	TYPE SP 9.5 IN PLACE (Note 1)	TN	100.0	\$95.00	\$9,500.00
LC 010	OGHM APPLICATION (Note 2)	TN	6000	\$95.00	\$570,000.00
LC 020	BITUMINOUS MATERIAL (PRIME COAT) IN-PLACE (See Note 3)	GA	4,400.0	\$5.00	\$22,000.00
Total					\$601,500.00

- Note # 1 Item will only be used in conjunction with an OGHM Application Project
- Note #2 Includes OGHM Application, Mobilization, Traffic Control and Sweeping (Resurfacing)
- Note #3 Prime Coat Application to newly prepared base: 0.15 GAL/SY, Tack Coat for OGHM Resurfacing: 0.08 Gal/SY

DRAFT





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sihle Insurance Group, Inc. 1700 West Main Street, Suite 300 Pensacola FL 32502	CONTACT NAME: Stephanie Dombrow	
	PHONE (A/C No. Ext): 850-332-5458	FAX (A/C No.): 850-607-2060
E-MAIL ADDRESS: sdombrow@sihle.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: BITCO Insurance Companies		20095
INSURER B: Great American Insurance Co		16691
INSURER C: Hanover Insurance Co		22292
INSURER D:		
INSURER E:		
INSURER F:		

INSURED PEAVSON-01
 Peavy & Son Construction Co., Inc.
 P.O. Box 2369
 Havana FL 32333


COVERAGES **CERTIFICATE NUMBER:** 560623244 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			CLP3669882	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAP3669883	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			TUJ2061781 01	7/1/2018	7/1/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC3669881	7/1/2018	7/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Contractors Equipment			IHLJ-D212883-01	7/1/2018	7/1/2019	Leased/Rented Equip \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder may be included as Additional Insured as respects General Liability coverage when required by written contract. A Waiver of Subrogation applies in favor of same when required by written contract.

CERTIFICATE HOLDER **CANCELLATION**

For Bid Purposes only Please contact Agent listed above for current information	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--



RICK SCOTT, GOVERNOR

JONATHAN ZAGHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

PEAVY, MAGNUS DELACY IV

PEAVY & SON CONSTRUCTION CO INC
P O BOX 2369
HAVANA FL 32333

LICENSE NUMBER: CUC056755

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**MIKE DEW
SECRETARY**

5/24/2018

PEAVY & SON CONSTRUCTION CO., INC.
39 SCHWALL ROAD
HAVANA, FLORIDA 32333

RE: CERTIFICATE OF QUALIFICATION

Dear Sir/Madam:

The Department of Transportation has qualified your company for the type of work indicated below. Unless your company is notified otherwise, this Certificate of Qualification will expire 6/30/2019. However, the new application is due 4/30/2019.

In accordance with S.337.14 (1) F.S. your next application must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If your company's maximum capacity has been revised, you can access it by logging into the Contractor Prequalification Application System via the following link:

[HTTPS://fdotwpl.dot.state.fl.us/ContractorPreQualification/](https://fdotwpl.dot.state.fl.us/ContractorPreQualification/)

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

FDOT APPROVED WORK CLASSES:

DEBRIS REMOVAL (EMERGENCY), DRAINAGE, FENCING, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, GUARDRAIL, HOT PLANT-MIXED BITUM. COURSES, INTERMEDIATE BRIDGES, MINOR BRIDGES, ROADWAY SIGNING, BRICK PAVERS AND STREET PRINT.

You may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing your most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that your company has done such work with your own forces and equipment or that experience was gained with another contractor and that you have the necessary equipment for each additional class of work requested.

Peavy & Son Construction Co.
Page Two
5/24/2018

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,



Alan Autry, Manager
Contracts Administration Office

AA:
JT:

DRAFT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ASPHALT MIX DESIGN - SP 19-17410A (TL-N/A)

Owning Company Peavy & Sons Construction Company, Inc.
 Type Mix #57 Stone Intended Use Of Mix Base
 Design Traffic Level NA Gyration @ Ndes N/A

Product	Description	Name	Production Facility	Plant/Mine	Terminal
C10	#57 Stone	# 57 Stone	Anderson Columbia Company, Inc.	GA553	
Lime	Lime				

PERCENTAGE BY WEIGHT TOTAL AGGREGATE PASSING SIEVES

Blend		99%	1%					JOB MIX FORMULA	CONTROL POINTS	PRIMARY CONTROL SIEVE
Product		C10	Lime							
SIEVE SIZE	3/4" 19.0mm	72	100					72		
	1/2" 12.5mm	29	100					30		
	3/8" 9.5mm	11	100					12		
	No. 4 4.75mm	2	100					3		
	No. 8 2.36mm	1	100					2		
	No. 16 1.18mm	1	100					2		
	No. 30 600µm	1	100					2		
	No. 50 300µm	1	100					2		
	No. 100 150µm	1	100					2		
	No. 200 75µm	1.0	100.0					2.0		
G _{sb}										

The mix properties of the Job Mix Formula have been conditionally verified, pending successful final verification during production at the assigned plant, the mix design is approved subject to F.D.O.T. specifications. JMF reflects aggregate changes expected during production.

Total Binder Content	<u>3.0</u> %	Gmb @ Ndes	<u> </u>	Effective Date	<u>5/1/2019</u>
Ignition Oven Corr. Factor	<u>0.18</u>	Gmm	<u> </u>	Expiration Date	<u>5/1/2022</u>
(+ To Be Added)/(- To Be Subtracted)		Va	<u> </u>		
Gmm Corr. Factor	<u> </u>	VMA	<u> </u>		
Mixing Temp. (Plant)	<u>250</u> °F	VFA	<u> </u>		
Compaction Temp. (Roadway)	<u>250</u> °F	P-200/Pbe	<u> </u>		
Spread Rate @ 1"	<u> </u> lb/yd ²	Additives	<u> </u>		
Binder from Recycled Materials	<u>0.00</u> %				
PG 67-22 to be added	<u>3.00</u> %				

Transferred from SP 15-14285A (ATPB)

DRAFT



Project References

Tony Walters, Project Administrator
Florida DOT, Midway Operations
17 Commerce Blvd.
Midway, FL 32343
850.922.7900

Parrish Barwick
Jefferson County Coordinator
Jefferson County Commission
450 W. Walnut Street
Monticello, FL 32344
850.342.0287

Garrison Design & Construction
Mike Garrison
5158 Woodlane Circle
Tallahassee, FL 32303
850.562.3250

Proposed Suppliers

Hunt Refining Company
2200 Jack Warner Parkway
Tuscaloosa, AL 35401

Mr. Shawn Snyder
Junction City Mining
850 Business Park Road
Midway, Florida 32343
850.575.4473

List of previous OGHM projects

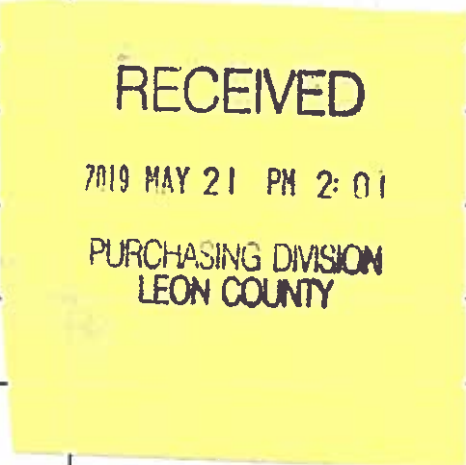
Leon County 2013 - 2018

DRAFT

Bid Title: Open-Graded Hot Mix Bituminous Pavement in Place, Continuing Service

Opening Date: Thursday, May 21, 2019 at 2:00 PM

Item/Vendor	Capital asphalt inc	Peavy and sons	CW Roberts Contracting
Response Sheet with Manual Signature	✓	✓	✓
Affidavit Immigration	✓	✓	✓
Insurance Certification Form	✓	✓	✓
Contractor's Business Information/Applicable Licenses/Registrations	✓	✓	✓
Equal Opportunity and Affirmative Action	✓	✓	✓
Local Vendor Certification	✓	✓	✓
Non-Collusion Affidavit	✓	✓	✓
Certification/Debarment	✓	✓	✓
Identical Tie Bid	✓	✓	✓
E-Verify	✓	✓	✓
Addendum	✓	✓	✓
Total Price	\$ 647,900.00	\$ 601,500.00	\$ 820,800.00



Tabulated By:

Austin O'Connor
Beri M. Forslund

Austin O'Connor

Bid Pricing Sheet

Attachment B

OPEN GRADED HOT MIX BITUMINOUS PAVEMENT CONTINUING SUPPLY SUMMARY OF PAY ITEMS

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
334-1-13	TYPE SP 9.5 IN PLACE (Note 1)	TN	100.0	\$95.00	\$9,500.00
LC 010	OGHM APPLICATION (Note 2)	TN	6000	\$95.00	\$570,000.00
LC 020	BITUMINOUS MATERIAL (PRIME COAT) IN-PLACE (See Note 3)	GA	4,400.0	\$5.00	\$22,000.00
Total					\$601,500.00

- Note # 1 Item will only be used in conjunction with an OGHM Application Project
- Note #2 Includes OGHM Application, Mobilization, Traffic Control and Sweeping (Resurfacing)
- Note #3 Prime Coat Application to newly prepared base: 0.15 GAL/SY, Tack Coat for OGHM Resurfacing: 0.08 Ga/SY



Gerri Forslund

From: Darryl Jones <Djones@oeforbusiness.org>
Sent: Wednesday, March 13, 2019 9:50 AM
To: Shelly Kelley
Cc: Shanea Wilks; LaTonya Raffington; Geri Forslund; Cristina Paredes
Subject: RE: Pre-Solicitation Development Meeting

Shelly Kelley:

Regarding Open Grade Hot Mix (OGHM) Continuing Service Contract, I am recommending no aspirational targets be set for this contract.

The policy states the following:

Policy 96-1(15)(B)(1)(E):

- 3. Aspirational Targets are considered to be the minimum level of MBE, WBE, and/or SBE participation expected for a particular procurement. Aspirational Targets are considered to be targets set to achieve participation levels commensurate with available businesses, and for which there are opportunities for exemptions based upon Good Faith Efforts.*
- 4. Aspirational Targets shall be reasonable (with consideration given to Subcontracting opportunities and the availability of MBEs, WBEs, or SBEs in the Market Area, that are capable of performing the work).*
- 5. Aspirational Targets may not be appropriate when Subcontracting is not reasonable or permitted.*
- 6. In cases where it is not reasonable to set Aspirational Targets, the MWSBE Director may encourage MWSBE participation through Bidder's purchase of goods or services from MWSBEs, consistent with the Aspirational Targets, or provide for any combination thereof.*

This is primarily a materials and supplies procurement opportunity, and presently, there are no MWBE firms who specialize in these materials. If there are any opportunities for any labor, MWSBE participation can be encouraged.

If you require additional information, please advise.

Darryl Jones

*Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise Division
Tallahassee-Leon County Office of Economic Vitality
PHONE: 850-300-7567 | FAX: 850-219-1098
djones@oeforbusiness.org
<http://oeforbusiness.org/>*



From: Shelly Kelley <KelleyS@leoncountyfl.gov>
Sent: Tuesday, March 12, 2019 2:43 PM
To: Darryl Jones <Djones@oeforbusiness.org>

**Leon County
Board of County Commissioners**

Notes for Agenda Item #24

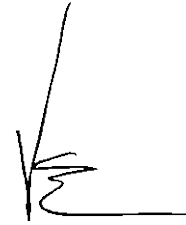
Leon County Board of County Commissioners

Agenda Item #24

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for Sidewalk and Associated Work Construction, Continuing Services

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:	Chris Muehlemann, P.E., Chief of Engineering Services Shelly Kelley, PMP, Purchasing Director

Statement of Issue:

This item seeks the Board's approval to award a bid to Capital Asphalt, Inc. in the amount of \$4,606,443 for Sidewalk and Associated Work Construction, Continuing Services. The Sidewalk and Associated Work Construction Continuing Services contract provides for the construction of sidewalks and any work associated with the construction of sidewalks at various locations within Leon County.

Fiscal Impact:

This item has a fiscal impact. Funding for sidewalk projects is included in the FY 2019 and proposed FY 2020-2022 capital improvement budgets. This Agreement, if approved by the Board, would be used to construct approximately five miles of new sidewalks programmed for the remainder of FY 2019 through FY 2022. This is a unit price contract and the Contractor will be paid based on the actual quantity used for each individual pay item.

Staff Recommendation:

Option #1: Approve the bid award to Capital Asphalt, Inc. in the amount of \$4,609,443 for Sidewalk and Associated Work Construction, Continuing Services (Attachment #1) and authorize the County Administrator to execute.

Report and Discussion

Background:

The Sidewalk and Associated Work Construction, Continuing Services contract is essential to the following FY2017-FY2021 Strategic Plan 5-Year Target:

- *Construct 30 miles of sidewalks, greenways and trails. (T8)*

This item seeks Board approval to award a bid to Capital Asphalt, Inc. for the Sidewalk and Associated Work Construction, Continuing Services in the amount of \$4,609,443. The current contract expires on July 31, 2019. This continuing supply contract provides for the construction of sidewalks and any work associated with the construction of sidewalks at various locations within Leon County. Leon County's Sidewalk Program consists of projects classified as either Safe Routes to Schools or Community Sidewalk Enhancements.

Analysis:

The Invitation to Bid for the Sidewalk and Associated Work Construction, Continuing Services contract was advertised locally on May 23, 2019. A total of 395 vendors were notified through the automated procurement system. A total of 35 vendors requested bid packages. The County received three bids on June 11, 2019, with the lowest responsive bidder being Capital Asphalt, Inc. in the amount of \$4,609,443 (Attachment #2). The second lowest responsive bid was received from Allen's Excavation, Inc. in the amount of \$4,779,953, a difference of \$170,510. This is a unit price contract and the Contractor will be paid based on the actual quantity used for each individual pay item (Attachment #3).

The Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans submitted by the bidders, to determine if the 17% MBE and 9% WBE aspirational targets were achieved for the Sidewalk and Associated Work Construction, Continuing Services project. All bidders met the aspirational targets placed in this bid (Attachment #4).

Staff recommends approval of the bid award to Capital Asphalt Inc. and authorization for the County Administrator to execute the agreement. If approved, the new agreement will continue sidewalk and associated construction work for two years with the optional County approved one-year extension. Funding for sidewalk projects is included in the FY 2019 and proposed FY 2020 – FY 2022 capital improvement budgets for the construction of approximately five miles of new sidewalks.

Options:

1. Approve the bid award to Capital Asphalt, Inc. in the amount of \$4,609,443 for Sidewalk and Associated Work Construction, Continuing Services (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the bid award to Capital Asphalt, Inc. in the amount of \$4,609,443 for Sidewalk and Associated Work Construction, Continuing Services.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Sidewalk and Associated Work Construction, Continuing Services Agreement
2. Bid Tabulation Sheet
3. Bid Pricing Sheet
4. MWBE Analysis

AGREEMENT

THIS AGREEMENT, 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 CAPITAL ASPHALT INC, hereinafter referred to as the ("Contractor"), both collectively referred to as (the "Parties") is entered into as of the date of last signature below. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide to the County the following services related to construction of sidewalks at various locations within Leon County, Florida in accordance with: 1) Solicitation # BC-06-11-19-28 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, attached to this Agreement as Exhibit B, to the extent that it is not inconsistent with this Agreement or with any of its exhibits.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

Leon County reserves the right to negotiate with the successful bidder/proposer for any related products or services not specifically state in this solicitation.

3. TIME AND LIQUIDATED DAMAGES

The initial agreement term will be two (2) years, commencing on July 15, 2019, or upon execution of the agreement and shall continue until July 14, 2021, or two years following the execution of the agreement. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than one (1) additional one (1) year term. Such one (1) year extension will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term. Price increases, if any, may be negotiated at the time of contract renewal. In no case shall any increase exceed the increase in the Consumer Price Index during the contract term.

The work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Agreement shall be completed within the time specified for each separate project. If the work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2016 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the

Agreement time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the Agreement.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

5. PAYMENTS

The County shall make payments to the Contractor within forty-five (45) days of submission and approval of invoice for services.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Chris Muehleemann
Charles Wu
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: MuehleemannC@leoncountyfl.gov
WuC@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

C. Notices to the Contractor are to be submitted to:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

D. Invoices are to be submitted to:

Name: Chris Muehleemann
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: MuehleemannC@leoncountyfl.gov

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

7. STATUS

The Contractor at all times relevant to this Agreement shall be an independent Contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- 3) Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

- a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the Contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

PUBLIC CONSTRUCTION BOND
Bond No. (enter bond number)

BY THIS BOND, We _____, as Principal and _____ a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the Agreement dated _____, between Principal and Owner for construction of _____, the Agreement being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Agreement; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the Agreement for the time specified in the Agreement, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and

time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the Agreement documents and compliance or noncompliance with any formalities connected with the Agreement or the changes does not affect Surety's obligation under this bond.

DATED on this the day of , 20__.

(Name of Principal)

By:

(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

13. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

14. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof except when the County Good Faith Committee approves an exception.

The Contractor shall provide a monthly report to the Tallahassee/Leon County Office of Economic Vitality's Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the

appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of their Agreement with the County may be suspended from bidding on and/or participation in any future County projects for up to three (3) years as provided in Part B, Section 1 of the Purchasing and Minority, Women, and Small Business Enterprise Policy 96-1.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oeforbusiness.org, LaTanya Raffington at lraffington@oeforbusiness.org, or Shanea Wilks at swilks@oeforbusiness.org.

15. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- C. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE

CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

16. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

17. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

18. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

19. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized

aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

20. EMPLOYMENT ELIGIBILITY VERIFICATION

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this Agreement/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- B. Contractor further agrees that it will require each subcontractor that performs work under this Agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of this Agreement/amendment/extension or within sixty days of the effective date of the Agreement between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this Agreement or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of the Agreement.

21. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

22. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

23. REVISIONS

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

24. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

25. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

26. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-06-11-19-28

Exhibit B – Vendor's Response to Solicitation #BC-06-11-19-28

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

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

By: _____
Printed
Name _____

Date: _____

Title: _____

Date: _____

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

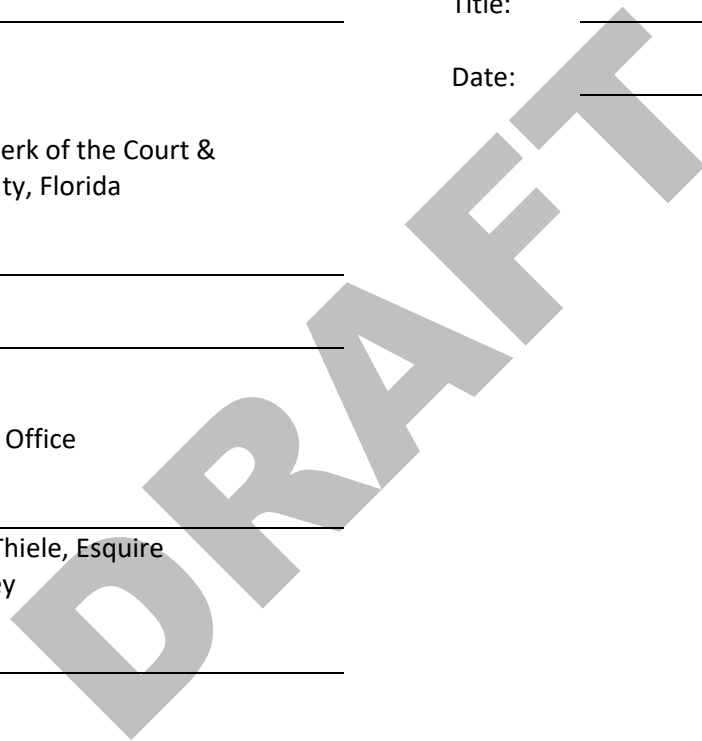
BY: _____

DATE: _____

Approved as to Form:
Leon County Attorney's Office

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

DATE: _____





INVITATION TO BID

FOR

**SIDEWALK AND ASSOCIATED WORK CONSTRUCTION, CONTINUING
SERVICE**

PROPOSAL NUMBER BC-06-11-19-28

**LEON COUNTY GOVERNMENT
LEON COUNTY, FLORIDA**

Release: May 23, 2019

GENERAL CONDITIONS

To ensure acceptance of your bid, please follow these instructions:

BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids may be submitted in person, by mail or other carrier.

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No.
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an **original, manual** signature of an authorized representative of the company.

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

INFORMATION

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley or Geri Forslund, telephone (850) 606-1600; E-mail: kelleyS@leoncountyfl.gov or ForslundG@leoncountyfl.gov.

SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/procurementconnect>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

REJECTION OF BIDS

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

PURPOSE

Leon County is seeking the continuing supply services of a qualified vendor for the construction of sidewalks at various locations within Leon County, Florida. The scope of work to be performed under this solicitation shall include sidewalk construction and any work associated with construction of a sidewalk within an open swale system or a curb and gutter system between the edge of the vehicular travel lane and the right-of-way line including but not limited to enhancing and maintaining existing drainage system, driveway reconstruction, embankment or retaining wall construction to support the sidewalk, and shoulder reworking. All quantities represent good faith estimates made by Leon County. Actual in-place quantities may vary from those shown and described in the contract documents. Leon County does not guarantee purchase of the full amounts shown or indicated for any item within this document.

The initial agreement term will be two (2) years. After the initial two (2) year period, at the sole discretion of the County, this contract may be extended for no more than one additional one (1) year period. Such one year extension will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the current term. Price increases, if any, may be negotiated at the time of contract renewal. In no case shall any increase exceed the increase in the Consumer Price Index during the contract term.

For further information please see:

Attachment A – Technical Specifications

Attachment B – Typical Sidewalk Location (with open ditch)

Attachment C – Typical Sidewalk Location (with curb and gutter)

Attachment D – Typical Raised Sidewalk (with French Drain)

Attachment E – Bid Pricing Sheet

The Bid Pricing Sheet – Attachment E, is available in Excel format at:

<http://cms.leoncountyfl.gov/Home/Departments/Office-of-Financial-Stewardship/Purchasing/Supplemental-Solicitation-Documents>

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website address is: <http://www.leoncountyfl.gov/procurementconnect/>.

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
May 23, 2019	Release of the ITB
May 29, 2019 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

<p>Not later than: May 30, 2019 at 5:00 p.m.</p>	<p>QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.</p>
<p>Not later than: June 11, 2019 at 2:00 p.m.</p>	<p>BID SUBMISSION DUE DATE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.</p>

BID INFORMATION AND CLARIFICATION

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Geri Forslund, phone (850) 606-1600 or E-mail KelleyS@leoncountyfl.gov and ForslundG@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than the last day for questions listed in schedule of events, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person’s representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner’s staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person=s representative shall include, but not be limited to, the person=s employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a

contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process. The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in 125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the

solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division (<http://www.leoncountyfl.gov/Procurementconnect>) may cause your submittal to be rejected as non-responsive.

CONTRACTOR'S QUALIFICATIONS

The Contractor must be either prequalified by the Florida Department of Transportation (FDOT) for the Sidewalks Specialty Class of Work or provide proof of three sidewalk projects constructed by the Contractor in the past three years totaling a minimum of 2,000 linear feet.

Copies of both the contractor's, and any proposed subcontractors' Certificate of Pre-Qualifications or proof of required sidewalk projects shall be submitted to Leon County concurrent with the bid. Failure to demonstrate FDOT Pre-Certification or required sidewalk projects in the fashion described shall result in the rejection of the bid.

PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

WITHDRAWAL OF BIDS

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived, and no bids received thereafter will not be considered. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect>.

A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

AWARD OF BIDS/BID PROTEST

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at: <http://www.leoncountyfl.gov/Procurementconnect> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. At the time fixed for the opening of bids, the contents of the Bid Form will be made public for the information of Bidders and other interested parties, who may be present either in person or by representatives.

PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect> by simply clicking the planholder link on the bottom left of

the advertisement of the respective solicitation. A listing of the registered bidders with their telephone numbers and email address is designed to assist bidders in preparation of their responses.

BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of this contract and may be forfeited due to non-performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through

enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

- a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE's and WBE's.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
2. The term Certified Minority Women Business Enterprise (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
3. Each Bidder is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Bidders responding to this solicitation are hereby made aware of the County's targets for MBE and WBE utilization. Bidders that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact:

Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality by telephone (850) 300-7567 or by email DJones@oevforbusiness.org

Alternates:

LaTanya Raffington, MWSBE Coordinator by email at lraffington@oevforbusiness.org

Shanea Wilks, MWSBE Coordinator by email at swilks@oevforbusiness.org

Bidders must complete and submit the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form may result in a determination of non-responsiveness for the bid.

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All bidders, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). Failure to complete such good faith effort statement may result in the bid being non-responsive. Below are policy examples of good faith efforts that bidders can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

- a. Advertised for participation by M/WBE's in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all M/WBE's referred to the bidder by the MWSBE Division for the goods and services to be subcontracted and/or supplied.

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Contractors as applicable to the aspirational Target.
 - c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid.
 - d. Contacted MBEs and/or WBEs that provide the services needed for the bid.
 - e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
 - f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid related items at no charge to the M/WBE's.
 - g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid deadline, regarding problems the with bidder is having in achieving and/or reaching the aspirational targets.
 - h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Construction Sub-Contractor Targets:
Minority Business Enterprise - 17% Woman Business Enterprise - 9%
5. Definitions for the above targets follow:
- a. Minority/Women Business Enterprise (MWBE) - a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
 - b. Minority Person - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a (n):
 - 1) African/Black American - All persons having origins in any of the Black African

racial groups not of Hispanic origins and having community identification as such.

- 2) Hispanic American - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
- 3) Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- 4) American Indian, Alaskan Native and American Aleuts - All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.

c. Women - American Woman

6. Prime Contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid as non-responsive.
8. The online Certification Directory is available to assist you with identifying potential certified vendors for MWSBE participation. The directory is comprised of information relative to certified MBEs, WBEs, and SBEs. You may access the directory via the following link: <https://oevforbusiness.mwsbe.com/>. The directory interface is user friendly and allows for vendors searches to be conducted for various procurement categories and business categories and business capabilities.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:

1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

B. Local business definition. For purposes of this section, "local business" shall mean a business which:

1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

C. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days'

prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best=s rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

AGREEMENT

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of

being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached IDENTICAL TIE BID form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

CONTRACT PROVISIONS

PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of

the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:
PUBLIC CONSTRUCTION BOND Bond No. (enter bond number)

BY THIS BOND, We _____, as Principal and _____ a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.
THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, between Principal and Owner for construction of the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____ day of _____, 2018.

(Name of Principal)

By:
(As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

TIME AND LIQUIDATED DAMAGES

The work to be performed under this contract shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Contract shall be completed within the time specified for each separate project. If the work to be performed under this Contract is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2016 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the contract time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated

damages due under the contract.

EMPLOYMENT ELIGIBILITY VERIFICATION

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

The County shall make payments to the Contractor within forty-five (45) days of submission and approval of invoice for services. The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County

personnel by the purchasing card in the same manner as other Visa purchases. Visa acceptance is mandatory under this solicitation.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

7. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

Leon County may terminate this Contract without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Contract for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the seller.

WARRANTIES

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

Leon County reserves the right to negotiate with the successful bidder/proposer for any related products or services not specifically stated in this solicitation.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney=s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
7. Other reasons deemed appropriate by the Board of County Commissioners.

TERMS AND CONDITIONS

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Equal Opportunity/Affirmative Action Statement
- _____ Minority/Women Business Enterprise Participation Plan/Good Faith Statement
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Contractor's Business Information Form
- _____ Non-Collusion Affidavit
- _____ Certification/Debarment Form
- _____ Local Vendor Certification
- _____ Applicable Licenses/Registration
- _____ E-Verify Form
- _____ Bid Pricing Sheet
- _____ FDOT Certification

DRAFT

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
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BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Jimbo Jackson, Chairman
Board of County Commissioners

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

_____ (Authorized Representative)

_____ (Printed or Typed Name)

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

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**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act (INA@)}.

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _ day of _____, 20__.

Personally known _____

NOTARY PUBLIC

OR Produced identification _____ Notary Public - State of _____

My commission expires: _____

(Type of identification)

Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Firm: _____
Address: _____

DRAFT

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MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Bidder: _____

All bidders, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their bid. Through submission of its bid, Bidder certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the bidder to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County.

DIRECTIONS: Each bidder must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All bidders are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

The aspirational target for this project is:
Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

SECTION 2 - GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County’s Purchasing and Minority, Women, and Small Business Enterprise Policy. These criteria are used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the bidder’s Good Faith Effort documentation.

1. Please identify all of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of all Good Faith Efforts completed by your firm may result in your bid being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it

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appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBE's referred to the bidder by the MWSBE Division for the goods and services to be subcontracted and/or supplied.

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Contractors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid deadline, regarding problems the with bidder is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

- 2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid as non-responsive.

PARTICIPATION PLAN FORM continued on following pages.

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#

SECTION 3 – BIDDER’S PROPOSED MWBE PARTICIPATION

Bidder shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.

MBE and WBE Intended Utilization

Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)					
a.					
b.					
c.					
d.					
e.					
f.					
Total Bid Amount \$		Total MWBE Participation \$		MBE Participation % WBE Participation % (MBE or WBE Participation \$ Total Bid \$)	
¹ <u>Certification</u> Attach and submit a copy of each MBE and WBE certification with the bid. ² <u>Ethnic Group</u> Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non-Minority Female (F) owned firms.					

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SECTION 4 - NON-MWBE SUBCONTRACTORS

Bidder shall complete the following Table identifying non-MBE or WBE’s subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utilization				
Firm’s Name	Firm’s Address	Firm’s Phone #	Total Dollar Amount	Type of Service to Provide
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				

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IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

Bidder's Signature

Title

Date

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CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name:	
Street Address:	
City, State, Zip:	
Taxpayer ID Number:	
Telephone:	Fax:
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: _____ Date Established: _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail

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FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	
License Type:	
License Number:	Expiration Date:
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

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Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>
--	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS _____ DAY OF _____, 20__.

By: _____ Title: _____

Printed Name and Title: _____

DRAFT

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NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,

(Name of Corporation, Partnership, Individual, etc.)

a _____, formed under the laws of _____
(Type of Business) (State or Province)

of which he/she is _____
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

AFFIANT'S NAME

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this ____ Day of _____, 20__.

Personally Known _____ Or Produced Identification

Type of Identification

NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: _____

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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers- Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Professional Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers- Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

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Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers- Compensation and Employer’s Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker’s Compensation & Employer’s Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature _____.

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

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**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

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LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

Signature of Authorized Representative

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____ of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation)
acknowledging)

a _____ Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification.

Return Completed form with supporting documents to:

**Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308**

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

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Opening Date: June 11, 2019

Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the “Memorandum of Understanding” governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify “‘Edit Company Profile’ screen”, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

Signature

Date

TECHNICAL SPECIFICATIONS

I. PURPOSE/SCOPE

Leon County is seeking the continuing supply services of a qualified vendor for the construction of sidewalks at various locations within Leon County, Florida. The scope of work to be performed under this bid will include sidewalk construction and any work associated with construction of a sidewalk within an open swale system or a curb & gutter system between the edge of the vehicular travel lane and the Right-of-way line including but not limited to enhancing and maintaining existing drainage system, driveway reconstruction, embankment or retaining wall construction to support the sidewalk, and shoulder reworking. All quantities represent good faith estimates made by Leon County. Actual in-place quantities may vary from those shown and described in the contract documents. Leon County does not guarantee purchase of the full amounts shown or indicated for any item within this document.

The initial agreement term will be two (2) years. After the initial two (2) year period, at the sole discretion of the County, this contract may be extended for no more than one additional one (1) year period. Such one year extension will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty days prior to the expiration date of the current term. Price increases, if any, may be negotiated at the time of contract renewal. In no case shall any increase exceed the increase in the Consumer Price Index during the contract term.

The Contractor must be certified by the Florida Department of Transportation (FDOT) for any Work Class pertinent to the scope of work under this contract. Proof of certification must be submitted with the bid.

II. GENERAL REQUIREMENTS

This is to be a segmented project. Each segment will be a particular roadway in Leon County. Leon County will secure all necessary permits prior to notifying the Contractor to proceed with particular segment. Upon receiving Notice to Proceed (NTP), the Contractor will have 15 calendar days to begin work on specified section.

The construction sequence and design notes will be shown on the construction plans and may be adjusted on site with Engineer's approval. Except when modified by the specifications for individual projects, the technical specifications herein, construction, procedure, materials, and equipment shall be in accordance with the following specifications and contract documents:

- A. Leon County Technical Specifications
- B. All standards and specifications called out on the construction plans.
- C. Manual on Uniform Traffic Control Devices (MUTCD), Federal Highway

- Administration, Latest Edition.
- D. Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2018 Edition.
- E. Florida Department of Transportation Design Standards, 2018 Edition.
- F. Americans with Disabilities Act, Latest Edition.

In the event of any conflict between the F.D.O.T. standard specifications and the specifications of this contract the specifications of this contract shall govern.

The County's project manager reserves the right to inspect projects at all stages of completion. In the event of unsatisfactory work, the Contractor shall make corrections or changes at no cost to Leon County. The Contractor shall consult with the County's project manager and Chief of Construction Management, or their designees for final inspection upon completion of each sidewalk installation.

III. SPECIAL PROVISIONS

1. A minimum width of sidewalk shall be 5 feet with sufficient buffer between edge of road and sidewalk.
2. Where insufficient buffer zone is present, other alternatives may be considered by the Engineer including but not limited to curb & gutter and boardwalk.
3. The details of the sidewalk construction are depicted on the Typical Section Sheets.
4. The minimum width of the sidewalk directly behind the concrete curb is six feet.
5. Raised Sidewalk with French Drain may be used in environmentally sensitive area if required by Environmental Agencies.
6. A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities applies to this Contract when the project area is greater than one acre. It is the Contractor's responsibility to secure the NPDES permit prior to commencement of construction. Cost for the NPDES is incidental to project. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's web site at http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.
7. The Contractor shall exercise extreme care during all construction activities in proximity to utility poles and buried utilities. The Contractor shall be responsible to obtain and verify all necessary utility locations.

8. The Contractor must be either prequalified by the Florida Department of Transportation (FDOT) for the Sidewalks Specialty Class of Work or provide proof of three sidewalk projects constructed by the Contractor in the past three years totaling a minimum of 2,000 linear feet.
9. The Contractor or its subcontractor shall be certified by FDOT for maintenance of traffic.
10. The Contractor shall furnish signage, barricades, lights and flagmen in accordance with the MUTCD and the FDOT's Maintenance of Traffic Specifications, within all construction areas. Safety equipment shall be kept and maintained in good working order. Should the County's project manager determine that an unsafe condition exists; the Contractor shall be required to stop work until the condition has been corrected. The correction of unsafe condition does not warrant extension of contract time.
11. The pedestrian bridge pay item may be used at the discretion of the County.
12. When the pedestrian bridge is used to connect the sidewalks over a wetland area or through an area with extremely steep back slopes, the minimum width (clearance) for pedestrian access on the bridge is five feet while sufficient buffer is provided between the edge of pavements and the pedestrian bridge.
13. The price of the pedestrian bridge will be negotiated under the term of this contract and on the individual basis when the respective sidewalk project calls for it.
14. This contract is a Unit Price Contract and the work will be paid based on the actual quantities used during construction.
15. Contractor understands that no amount of work is guaranteed nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.
16. The liquidated damages are set based on the contract amount for each individual assigned project and according to the latest FDOT Standard Specifications for Road and Bridge Construction.
17. The Contractor shall provide, as needed, a Sheriff's Deputy at their hourly rate, per Leon County's discretion. The Contractor shall pay the weekly invoice from the Sheriff's Department, and submit it to Leon County Public Works Department without any markup cost for reimbursement.

18. Construction Layout and Certified As-Built Survey are incidental to each Sidewalk Project.
19. Item No. 110-1-1 Clearing and Grubbing - Consists of complete removal and disposal of all vegetation, debris, drainage structures, flexible pavement, buildings or any other obstructions in all areas where excavation is to be done, or where embankments or structures will be constructed. This includes roadway area, ditch area, borrow and material pits, and areas where culverts or pipe lines will be constructed. Also includes shrub and tree trimming identified in the contract documents. This item will be paid on an Acre Basis and shall not be co-mingled with any excavation material. Clearing and Grubbing material will not be paid as excavation.

This Project hereby adopts the Florida Department of Transportation Standard Specifications for Road and Bridge Construction 2018 or latest edition together with all updates in its entirety as part of its guiding standards for construction except as amended by following specifications. If the Standard Specification section is not referenced in this document, it is considered unaltered and remains in force as written except for the general substitution of definitions listed below.

Division 1 General Requirements is modified as follows:

Section 1: Definition and Terms

Department – shall be revised to be Leon County throughout the entire Specifications unless specifically noted otherwise in this document.

Department's Approved Product List (APL) – This term remains the Florida Department of Transportation Approved Products List.

Engineer – Engineer shall be revised to mean the Leon County Engineer or designee throughout the Specifications unless noted elsewhere in this document.

Secretary of Transportation – shall be revised to be Leon County throughout the entire Specifications unless specifically noted otherwise in this document.

Standard Plans – The Florida Department of Transportation's latest Standard Design Plans Indexes.

Section 2: Proposal, Requirements and Conditions

Delete this Section in its entirety with the exception of the retention of Section 2-1 requiring bidders be prequalified with the Florida Department of Transportation and Section 2-4 requiring the contractor to review the plans, site etc. Replace all remaining sections with Leon County Standard Bid procedures included in the front end of all bid documents.

Section 3: Award and Execution of Contract

Delete in its entirety and replace with Leon County Standard award and bond requirements included with every contract.

Section 5: Control of Work

5-4: Modify to add: The County must respond in writing before the contractor proceeds with work associated with the error or omission.

5-7.1: Revise The Engineer of Record will provide centerline control points ...

5-7.3: Revise the sentence: Utilizing the control points furnished by the Engineer of Record

5-9.1: Modify to include: If the work was covered without a required inspection and the Engineer requests that it be uncovered for examination, the contractor shall do so at no expense to the County.

5-12.2.1: This section is revised to reduce the time frame for claims for extra work for projects with an original contract amount of \$1,000,000 or less from 90 to 30 calendar days after final acceptance and for projects with an original contract amount greater than \$1,000,000 from 180 to 60 calendar days. The same reduced time frames shall apply to claims pertaining to final estimate of quantities.

5-12.2.2: This section is revised to limit the time frame for projects with an original contract amount of \$1,000,000 or less from 90 to 30 calendar days after final acceptance and for projects with an original contract amount greater than \$1,000,000 from 180 to 60 calendar days.

5-12.4: This section is revised to reduce the time for County action on a claim for projects with an original contract amount of \$1,000,000 or less from 90 to 60 calendar days and for projects with an original contract amount greater than \$1,000,000 from 120 to 90 calendar days.

5-12.5: Delete this section in its entirety. The County does not pay interest on claims

Section 6-Control of Materials:

Due to the interchanging of the responsibilities of the Florida Department of Transportation (FDOT) and the County and the need for the FDOT to retain some of its requirements, this section is revised as follows:. The assignments of responsibilities within this section shall be as stated

6-1.2 Sampling and Testing: Use the FDOT's current sampling identification and tracking system to provide related information and attach the information to each sample. Restore immediately any site from which material has been removed for sampling purposes to the pre-sampled condition with materials and construction methods used in the initial construction, at no additional cost to Leon County.

Ensure when a material is delivered to the location as describe in the Contract Documents, there is enough material delivered to take samples, at no expense to Leon County.

6-1.3.1 Manufacturer Material Certification: Submit material certifications for all materials to Leon County for approval when required by the Specifications. Materials will not be considered for payment when not accompanied by a material certification. Sample material certification forms are available on the FDOT's website at the following URL:

http://www.fdot.gov/materials/administration/resources/library/publications/certifications/sample_forms.shtm. Ensure that the material certification follows the format of the sample form, is submitted on the manufacturer's letterhead and is signed by a legally responsible person employed by the manufacturer.

6-1.3.1.1 Approved Products List: The Product Evaluation Section in the State Specifications and Estimates Office maintains the APL. This list provides assurances to the Contractors,

consultants, designers and County personnel that specific products and materials are approved for use on County facilities. The County will limit the contractor's use of products and materials that require use of APL items listed on the APL effective at the time of placement.

7-1.9 Florida Minority Business Loan Mobilization Program: This section is deleted in its entirety.

7-2.2 Work in Navigable Waters of the U.S.: Modify the statement *will procure all the necessary permits prior to advertisement for bids* to will obtain the necessary permits prior to authorization of that portion of the work. Whenever a permit has not been obtained prior to advertisement, notification shall be provided in the bid documents pertaining to the anticipated requirements of the required but pending permit.

7-19 Source of Forest Products: This section is modified to encourage, but not require the use of Florida timber, timber piling or other forest products.

7-24 Disadvantaged Business Enterprise Program: Replace in its entirety with the Leon County Disadvantaged enterprise requirements included in the front-end project specific specifications. If the front end does not address DBE requirements, none shall be required.

7-25 On the Job Training Requirements: With the exception of Federally Aid Contracts, this section shall be deleted in its entirety.

8-5 Qualifications of Contractor Personnel: This section shall be amended to require that the superintendent or other qualified personnel shall be required to read, speak and understand English in order to communicate effectively with county personnel.

9-2.1.1 Fuels: The County will not adjust or track fuel consumption. This section is deleted in its entirety.

9-2.1.2 Bituminous Material: The County will follow this asphalt adjustment procedure for projects meeting the time or volume criteria. The Department is the FDOT and the County will utilize FDOT's calculations of API posted on the Construction Office website.

9-5.1 Partial Payments General: Delete paragraph 3 regarding the retainage amounts and replace with the county shall withhold 10% of the project cost for all pay requests up to 50% completion, then it shall be reduced to 5% for the remaining balance according to the Florida Local Government Prompt Payment Act. County shall follow Section 9-5.4 for the release of retainage.

9-5.5.2 Partial Payment Amounts: Delete subsection (1). The County will make partial payments monthly without restriction to the minimum payment amount.

Division II

102-6.2 Construction: The County will not provide any equipment or personnel, the contractor shall be solely responsible for all efforts relating to this item.

102-6.6 Operation of Existing Movable Bridge: Substitute that the contractor shall maintain and operate all movable bridges. The County shall have no responsibility whatsoever for this task.

104-7 Maintenance of Erosion Control Features: Delete the reference to the State of Florida Department of Environmental Protection Generic Permit for Stormwater Discharge from Large and Small Construction Activities. The contractor shall maintain all erosion control features as shown on the construction plans or as required by permits.

104-9 and 104-10 Method of Measurement and Basis of Payment: If the contract documents are silent, this basis of measurement and payment for erosion control devices governs otherwise bid quantities for erosion control devices will be paid as a lump sum.

105-1.2.2 Quality Control Inspection: Delete this section as the County does not maintain a testing and material placement database.

105-4.2 & 105-4.4 Producer Quality Control Program Requirements & Compliance with the Materials Manual: In these sections, all references to the Departments Material manual or specifications manual shall remain the Florida Department of Transportation, not Leon County.

105-4.5 & 105-4.6 Producers Quality Control (QC) Plan Review and Acceptance & Producer's Quality Control (QC) Plan: Submittal to and approval of the Quality Control Plan shall be the Leon County Engineer.

105-7 Lab Qualification Program: Any lab meeting the Florida Department of Transportation's qualification is permitted to do testing on Leon County projects.

110-1 (3) Clearing and Grubbing- Description: Modify this section to read: Trim trees and shrubs within the project right-of-way that are identified in the Contract documents or are needed to safely conduct the work. Trees not identified for trimming shall be brought to the attention of the County inspector for approval prior to conducting the work. In no case shall trees be trimmed on any canopy road without express designation in writing on the contract documents or by the County Engineer or his designee.

110-6.5 & 120-1.2 Asbestos Containing Materials (ACM) Not Identified Prior to Work & Unidentified Areas of Contamination: These sections are modified to delete the reference to the District Contamination Assessment Coordinator. The County Engineers shall coordinate with the appropriate party and that party shall act as the CAR Contractor outlined in this specification.

120-6.2 Furnishing of Borrow Areas: Delete this section and replace with: Use of an offsite borrow area shall meet all local, state and federal requirements for use of the site as a borrow area.

120-8.4 Reclaimed Asphalt Pavement (RAP) Method: Delete this section. Replace with Reclaimed Asphalt Pavement (RAP) shall be used only if specifically designated on the construction drawings. Requirements and limitations shall also be stated on the construction drawings as applicable.

120-10.1.1 and 120-10.1.2 Initial Equipment Comparison & Initial Production Lot: Delete these sections for initial equipment comparison and initial production lot.

120-10.1.6 Reduced Testing Frequency: delete this methodology. Independent testing is at the sole discretion of the County.

120-10.4 Verification Comparison Criteria and Resolution Procedures: The County reserves the right to follow whatever verification testing schedule the Engineer or his representative deem necessary for the project and is not bound by the frequency suggested by FDOT.

121-3 Mix Design: Modify this section to require submittal of a signed and sealed mix design for the County's files.

125-8.1.1 General Requirements for Structures and Pipe: Modify the lot definition Lot is defined as one lift of backfill material placement, not to exceed 500 feet for pipe placed *under pavement* or a single run of pipe connecting two successive structures whichever is less. *For pipe installations outside of pavement a lot is defined as one lift of backfill material placement, not to*

exceed 1000 feet. In both cases, backfill around structures compacted separately from pipes will be considered a separate lot

125-8.1.6: Placement and Compaction Modify to indicate performance verification testing may be done by the county.

125-8.3.3.1 Compaction – Lowest Zone: Revise this section to read Compact soil in the lowest zone and bedding to match contiguous in situ density.

125-8.3.4 Backfill under Wet Conditions: Delete the sentence: Leon County will pay for any select material which is not available from the grading as Unforeseeable Work.

125-9.1.1 Reduced Testing Frequency: Delete this section.

125-9.3.1 Frequency: Add that Verification test is at the discretion of the County. Specify that the Quality control frequency is for under pavement. A lesser frequency for work done outside the pavement may be added onto the project specific plans. If no reduction of frequency is included in the project plans, then this testing frequency applies for all project locations.

125-10 Verification Comparison Criteria and Resolution Procedures: Delete the verification and resolution test procedures, the County’s independent test lab results govern the acceptance of a work product.

145-7 Verification Comparison Criteria and Resolution Procedures: Delete the comparison and resolution procedures, the County verification tests control the acceptance criteria.

160-3.2 Application and Acceptance of Stabilizing Material: Revise the wording to make the verification tests by the County discretionary.

160-4.1.4.1 Modified Proctor Maximum Density Determination: Delete the reference to the use of Random Number Generator for determination of mixing depth and modified proctor maximum density testing locations. County inspector in most cases will determine the location of the tests.

160-4.4.1 Frequency: Modify the testing frequency for non FDOT Roadways for Stabilization provided by the Contractor. Verification tests shall be at the discretion of Leon County. These values represent in most cases a 50% reduction of contractor provided testing frequency required by FDOT

Test Name	Quality Control	Verification
Modified Proctor Maximum Density	One per four consecutive LOTs	At County discretion
Density	One per two LOTs	At County discretion
Stabilizing Mixing Depth	One per 500 feet	At County discretion
LBR	One per four consecutive LOTs	At County discretion
Gradation, LL/PI & Soil Classification	Not required	At County discretion

160-4.5.2 Modified Proctor Maximum Density Determination and 160-4.5.3 Density Testing: Verification tests are done at the discretion of the County and as is the acceptance of the test results.

160-4.5.7 Mixing Depth: Delete the reference to the use of Random Number Generator for determination of mixing depth and modified proctor maximum density testing locations. County inspector in most cases will determine the location of the tests.

200-5.2 Number of Courses: The County may elect to utilize different verification testing for the determination of the acceptability of base course installation in thicker than 6” lifts.

200-7.2.2 Frequency: Modify the testing frequency for non FDOT Roadways for Base Course installation provided by the Contractor. Verification tests shall be at the discretion of Leon County. These values represent in most cases a 50% reduction of contractor provided testing frequency required by FDOT.

Mainline Pavement Lanes, Turn Lanes, Ramps, Parking Lots, Concrete Culverts and Retaining Wall Systems

Test Name	Quality Control - Contractor	Verification - County
Modified Proctor Maximum Density	One per 16 consecutive LOTS	At County discretion
Density	One per two LOT	At County discretion
Roadway Surface	Five per LOT	At County discretion
Roadway Thickness	2 per LOT	At County discretion

Shoulder - Only, Bike/Shared Use Path and Sidewalk Construction

Test Name	Quality Control- Contractor	Verification – County
Modified Proctor Maximum Density	One per four LOTS	At County discretion
Density	One per two LOTS	At County discretion
Surface	Two per 500 feet	At County discretion
Thickness	1 per 1000 consecutive feet	At County discretion

200-7.3.1 Quality Control Testing: Modify this section to require the retention of the samples until the County accepts the test results provided by the contractor.

200-7.3.1.2 Depth and Surface Testing Requirements: Delete the reference to the use of Random Number Generator for determination of depth and surface testing locations. County inspector in most cases will determine the location of the tests. Delete the requirement for entering data into the Department’s database.

200-7.3.1.3 Surface & Thickness Reduced Testing Frequency: Delete this section as the testing frequencies have already been reduced.

200-7.3.2 County Verification Tests: This section shall be modified to delete the requirements for verification testing and replace with: All verification testing shall be done at the sole discretion of the County.

234-9 Method of Measurement: Delete the certification of quantities data information that does not pertain to the County pay request format.

327-1 Milling of Existing Pavement Description: Revise to state: unless the County specifically designates the desire to take ownership of the milled material on the project plans, the contractor shall take ownership of milled material.

327-3.2 Quality Control Requirements: The County Inspector will work with the Contractor to assure compliance with milling cross slope and other construction parameters.

334-2.3.1 Reclaimed Asphalt Pavement Material (RAP) General Requirements: The generic substitution of County for Department does not apply to this section. The use of RAP from a FDOT approved stockpile or RAP that has an FDOT furnished Pavement Composition Data Sheet shall remain the Florida Department of Transportation.

334-2.3.4 Pavement Coring Report: The County does not maintain a Pavement Coring Report. This may apply for federal aid roadways.

334-3.2.1 Mix Design General: Delete section and replace with Contractor shall certify adherence to FDOT standard mix design.

334-5 Acceptance of the Mixture: Delete all references to adjustment pay factors. The pay factor shall be considered a 1.0 for acceptable work. County shall have the discretion on its independent or verification testing.

334-5.1.1 Sampling and Testing Requirements: The verification testing shall be at the discretion of the County.

334-5.1.2 Acceptance Testing Exceptions: Unless stated in the project plans, a LOT will be considered 2000 tons.

337-4 Mix Design-FC-5: Revise to require the contractor provide a signed and sealed FC-5 mix design if used.

337-12 Basis of Payment: Pay factors are 1.0

338 Value Added Asphalt Pavement: This section is deleted in its entirety. (Note if the County wants to have this as an option then a dispute resolution system and pavement evaluation criteria needs to be developed or adopted.)

346-2.4 Coarse Aggregate Gradation: Retain the requirement that the aggregate sources must be approved by the Department- meaning FDOT.

346-7.7 Sample Location: Sampling locations must receive approval from the County inspector prior to the taking of the samples. Delete the comparative sampling requirements

346-9.1 Acceptance Sampling and Testing General: Samples shall be taken as directed by the County inspector, not in accordance with a random number generator. The County will provide independent testing of the contractors test samples at its discretion. If the County does independent testing, it shall cast one additional cylinder and hold it for possible future evaluation if required.

Delete the requirement for inputting the compressive strength into the sample tracking database within 24 hours. Contractor's lab shall coordinate, if required, with the County's independent lab for results comparisons.

352-2 Equipment: Identification of equipment to be used in grinding concrete is required.

352-8 Basis of Payment: The County does not adjust the contract unit prices.

355 Value Added Portland Cement Concrete Pavement: Delete this section in its entirety.

400 Concrete Structures: precast products must be from a plant that is currently on the Department's Production Facility Listing.

410 Precast Concrete Box Culvert: Box Culverts shall be obtained from a plant that is currently on the Department's Production Facility Listing. Proof of said approval must be provided to the county with the shop drawings.

413 Sealing Cracks and Concrete Structure Surfaces: In the event that the FDOT specification and manufacturers recommendations conflict, it shall be the County's Engineer decision as to which specification governs.

430 Pipe Culverts: All pipes shall be provided from a producer on the Department's Production Facility Listing. Evidence of the suppliers meeting this standard shall be provided with the shop drawing submittal to the county.

430-3.2 Side Drains: The Department's Drainage Manual and Culvert Service Life Estimator shall remain as the Department's Drainage Manual and Culvert Service Life Estimator

430-12.9 Railroad Requirements: Add: The contractor is expected to schedule its work to minimize its time within the railroad right of way for work requiring a flagman or watchman.

431-4.8 Bursting: The County may designate pipe bursting for pipes with minimal laterals if deemed appropriate.

449 Precast Concrete Drainage Products: All precast drainage products shall be provided from a producer on the Department's Production Facility Listing. Evidence of the suppliers meeting this standard shall be provided with the shop drawing submittal to the county.

515 Metal Pedestrian/Bicycle Railings, Guiderails, and Handrails: All products shall be provided from a producer on the Department's Production Facility Listing.

530 Revetment Systems: Add the requirement that the engineer of record must verify the size of riprap needed for the particular application.

603-2.1 General: All products must be on the FDOT list and must meet the current County controller hardware and software for full compatibility and integration with the existing operations

611-2.3.1 Submittal Requirements: The as-built drawings submittal should be signed and sealed paper copies. Drawings in electronic format is also required.

649-4.3 Painting: Factory painting of mast arms and monotubes is required for all County installations. Paint shall be the County Standardized brown. Provide products from a fabricator on the Department's list of Prequalified Fabricators of Painted Galvanized Steel Strain Poles, Mast Arms and Monotube Assemblies.

670-2 Traffic Controller Assembly Materials: Modify this section to add Specific Controller assemblies must be compatible with County installations and actual controller selection is based on project specific criteria provided on the project plans.

710-8 Corrections for Deficiencies to Applied Painted Pavement Markings: Revise this section to: Reapply a .25-mile section centered around any deficiency, at no additional cost to the County.

711-2 Materials and 713-2 Materials: The County may take random samples of the material at its discretion.

924-1 Admixtures for Concrete: Add: The County Engineer or his designee must approve the use of admixtures.

949 Miscellaneous Components for Manholes, Inlets and Other Structures: Revise to restrict the use of brick for riser adjustment and repairs, not new structures.

972-1 Recycled Plastic Products: Modify to include: The usage of these products is restricted unless specifically noted on the project plans.

981-1 Turf Materials General: Add: The Contractor must reinstall sod matching the type removed. If a conflict arises between the contractor and the property owner regarding replacement sod, the property owner's claim shall prevail unless the contractor provides evidence of preconstruction sod type.

Written notification already stated in spec

Original intent already defined in section 1

Definition added in section 1

Original intent of replacing "Department" with "Leon County" does not change for these sections

Original intent of replacing "Department" with "Leon County" does not change for these sections

Original intent has not changed, and would be strictly repeating current specs.

Repair to On and Off-system highways is already stated in the section

Information not needed.

Clarification of Secretary added to Section 1.

If there are any changes, then as it is stated, the contract documents will list the modifications.

Section removed from standard specs

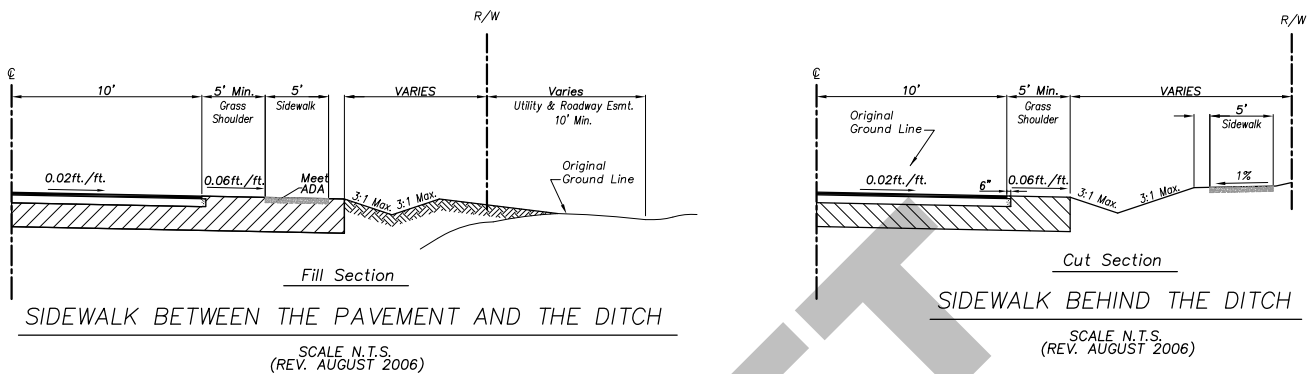
Standard spec number changed to 160-4.5.7

Section removed from standard specs

Section Removed from standard specs

20.

DRAFT

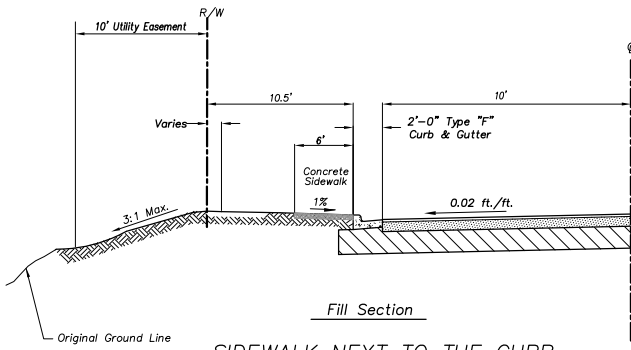


GENERAL NOTES:

1. 60' MINIMUM DEDICATED RIGHT-OF-WAY LIMITS FOR OPEN DITCH SECTION.
2. SIDEWALK CONCRETE AND BASE TO BE INSTALLED AS PER FDOT DESIGN SPECIFICATIONS INDEX NUMBER 310 & SECTION 522 OF FDOT STANDARD SPECIFICATIONS.
3. MINIMUM SIDEWALK WIDTH IS 5 FEET WHEN THERE IS A SUFFICIENT BUFFER BETWEEN THE SIDEWALK AND THE EDGE OF PAVEMENT. MINIMUM 4" THICK CONCRETE, 3000 PSI OR STRONGER AND REINFORCED BY FIBER AND MINIMUM 6" OF CONCRETE AT DRIVEWAY TURNOUTS.
4. SIDEWALK DIRECTLY BEHIND THE CURB SHALL BE A MINIMUM OF 6 FEET
5. SIDEWALK SHALL BE PROVIDED ON AT LEAST ONE SIDE OF THE ROAD IF INSIDE URBAN SERVICE AREA.
6. WHEN AN OPEN ROADSIDE DRAINAGE SYSTEM IS DESIGNED, SURFACE STABILIZATION OF THE DITCH OR SWALE WITH GRASS, GEOTEXTILE, CONCRETE LINER, OR ANY OTHER REINFORCEMENT BASED ON THE HYDRAULIC CALCULATIONS WILL BE REQUIRED.
7. THE SHOULDER AND ANY DISTURBED AREA WITHIN THE PROPOSED RIGHT OF WAY SHALL BE STABILIZED WITH SURFACE TREATMENT SUCH AS SODDING OR SEED AND MULCH
8. WHEN THE CONSTRUCTION LIMIT IS DIFFERENT FROM THE RIGHT OF WAY LIMIT, BOTH LIMITS NEED TO BE CALLED OUT IN THE TYPICAL SECTION
9. ROAD PROFILE ELEVATIONS SHALL REFERENCE TOP OF SOD OR ANY TYPE OF SURFACE STABILIZATION MATERIALS.
10. THE SIDEWALK CONSTRUCTION MUST MEET A.D.A. REQUIREMENTS.
11. WHEN A DROP-OFF IS GREATER THAN 10" THAT IS CLOSER THAN TWO FEET FROM THE PEDESTRIANS' OR BICYCLISTS' PATHWAY OR EDGE OF SIDEWALK, SHIELDING SUCH AS THE HANDRAIL WILL BE REQUIRED FOR SAFETY.
12. WHEN THE SLOPE IS STEEPER THAN 2:1 (HORIZONTAL:VERTICAL) THAT BEGINS CLOSER THAN TWO FEET FROM THE PEDESTRIANS' OR BICYCLISTS' PATHWAY OR EDGE OF SIDEWALK, AND THE TOTAL DROP-OFF IS GREATER THEN 30", SHIELDING SUCH AS THE HANDRAIL WILL BE REQUIRED.

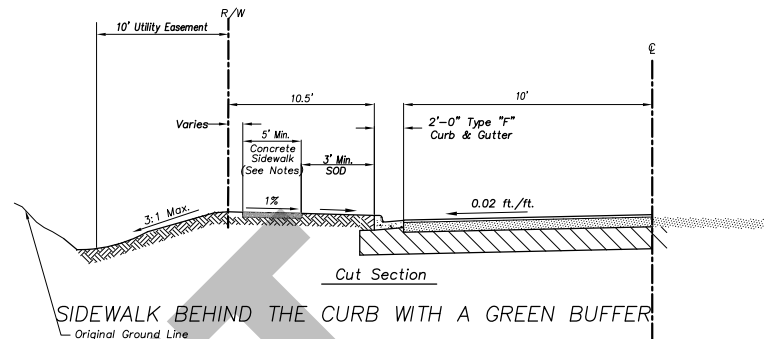
Typical Sidewalk Location

(WITH OPEN DITCH)



SIDEWALK NEXT TO THE CURB

SCALE: N.T.S.
(REV. AUGUST 2006)



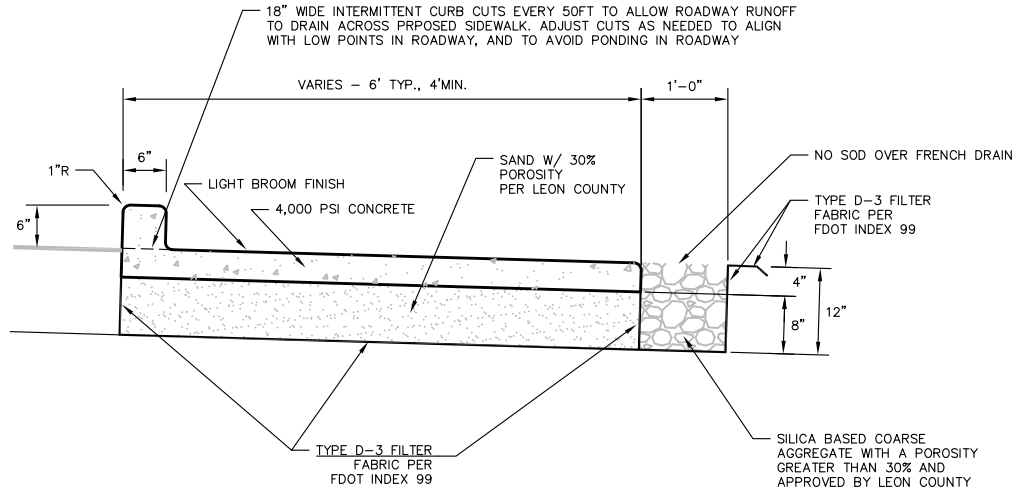
SIDEWALK BEHIND THE CURB WITH A GREEN BUFFER

SCALE: N.T.S.
(REV. AUGUST 2006)

GENERAL NOTES:

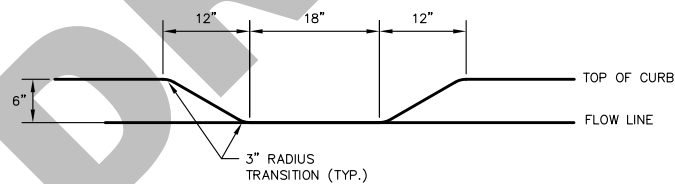
1. 60' MINIMUM DEDICATED RIGHT-OF-WAY LIMITS FOR OPEN DITCH SECTION.
2. SIDEWALK CONCRETE AND BASE TO BE INSTALLED AS PER FDOT DESIGN SPECIFICATIONS INDEX NUMBER 310 & SECTION 522 OF FDOT STANDARD SPECIFICATIONS.
3. MINIMUM SIDEWALK WIDTH IS 5 FEET WHEN THERE IS A SUFFICIENT BUFFER BETWEEN THE SIDEWALK AND THE EDGE OF PAVEMENT. MINIMUM 4" THICK CONCRETE, 3000 PSI OR STRONGER AND REINFORCED BY FIBER AND MINIMUM 6" OF CONCRETE AT DRIVEWAY TURNOUTS.
4. SIDEWALK DIRECTLY BEHIND THE CURB SHALL BE A MINIMUM OF 6 FEET
5. SIDEWALK SHALL BE PROVIDED ON AT LEAST ONE SIDE OF THE ROAD IF INSIDE URBAN SERVICE AREA.
6. WHEN AN OPEN ROADSIDE DRAINAGE SYSTEM IS DESIGNED, SURFACE STABILIZATION OF THE DITCH OR SWALE WITH GRASS, GEOTEXTILE, CONCRETE LINER, OR ANY OTHER REINFORCEMENT BASED ON THE HYDRAULIC CALCULATIONS WILL BE REQUIRED
7. THE SHOULDER AND ANY DISTURBED AREA WITHIN THE PROPOSED RIGHT OF WAY SHALL BE STABILIZED WITH SURFACE TREATMENT SUCH AS SODDING OR SEED AND MULCH
8. WHEN THE CONSTRUCTION LIMIT IS DIFFERENT FROM THE RIGHT OF WAY LIMIT, BOTH LIMITS NEED TO BE CALLED OUT IN THE TYPICAL SECTION
9. ROAD PROFILE ELEVATIONS SHALL REFERENCE TOP OF SOD OR ANY TYPE OF SURFACE STABILIZATION MATERIALS.
10. THE SIDEWALK CONSTRUCTION MUST MEET A.D.A. REQUIREMENTS.
11. WHEN A DROP-OFF IS GREATER THAN 10" THAT IS CLOSER THAN TWO FEET FROM THE PEDESTRIANS' OR BICYCLISTS' PATHWAY OR EDGE OF SIDEWALK, SHIELDING SUCH AS THE HANDRAIL WILL BE REQUIRED FOR SAFETY.
12. WHEN THE SLOPE IS STEEPER THAN 2:1 (HORIZONTAL:VERTICAL) THAT BEGINS CLOSER THAN TWO FEET FROM THE PEDESTRIANS' OR BICYCLISTS' PATHWAY OR EDGE OF SIDEWALK, AND THE TOTAL DROP-OFF IS GREATER THEN 30", SHIELDING SUCH AS THE HANDRAIL WILL BE REQUIRED.

Typical Sidewalk Location (WITH CURB AND GUTTER)

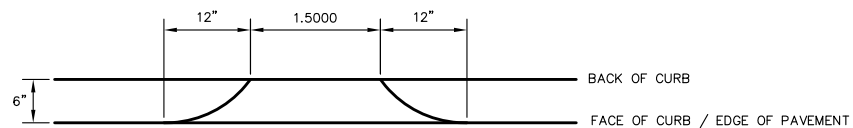


- NOTES:
1. FRENCH DRAIN SHOULD NOT BE CONSTRUCTED WITHIN THE CPZ OF ANY PROTECTED 24" OR LARGER TREES, ADJACENT TO SIGNIFICANT SLOPES, OR WHERE NOTED ON PLANS.
 2. DRAIN SIDEWALK TOWARD 1' EXPOSED COARSE AGGREGATE, AND DRAIN ENTIRE DRAIN AND SIDEWALK TO MATCH EXISTING DIRECTION OF DRAINAGE FLOWS.

RAISED SIDEWALK
WITH FRENCH DRAIN
NTS



PROFILE



PLAN

BID PRICING SHEET
SIDEWALK CONTINUING SUPPLY CONTRACT

PAY ITEM	UNIT	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
101-1	LS	MOBILIZATION (Note 1)	1	\$0.00	\$0.00
102-1	DA	MAINTENANCE OF TRAFFIC (Note 6)	1095	\$0.00	\$0.00
102-99	PS/ED	PORTABLE CHANGEABLE MESSAGE SIGN, TEMP (Note 5)	1095	\$0.00	\$0.00
104-10-3	LF	SEDIMENT BARRIER	2,000	\$0.00	\$0.00
104-18	EA	INLET PROTECTION SYSTEM	60	\$0.00	\$0.00
110-1-1	AC	CLEARING AND GRUBBING (Note 9)	20.00	\$0.00	\$0.00
110-4-10	SY	REMOVAL OF EXISTING CONCRETE	60.00	\$0.00	\$0.00
110-7-1	EA	MAILBOX (FURNISH AND INSTALL)	150	\$0.00	\$0.00
120-1	CY	EXCAVATION REGULAR	7,500.00	\$0.00	\$0.00
120-6	CY	EMBANKMENT	6,500.00	\$0.00	\$0.00
160-4	SY	TYPE B STABILIZATION	180.00	\$0.00	\$0.00
285704	SY	OPTIONAL BASE GROUP 04 - LIMEROCK, LBR 100	180.00	\$0.00	\$0.00
285704	SY	OPTIONAL BASE GROUP 04 - RECYCLED CONCRETE AGGREGATE, LBR 150	180.00	\$0.00	\$0.00
400-1-2	CY	CONCRETE CLASS I (ENDWALL)	60	\$0.00	\$0.00
425-1-521	EA	INLETS (DITCH BOTTOM) TYPE 'C' <10'	20	\$0.00	\$0.00
425-1-541	EA	INLETS (DITCH BOTTOM) TYPE 'D' <10'	25	\$0.00	\$0.00
425-1-549	EA	INLETS (DITCH BOTTOM) TYPE "Modified" (Note 2)			
425-6	EA	VALVE BOX (ADJUST)	30	\$0.00	\$0.00
430-174-118	LF	PIPE CULVERT OPT. MATERIAL CLASS II (18") RCP	500	\$0.00	\$0.00
430-174-124	LF	PIPE CULVERT OPT. MATERIAL CLASS II (24") RCP	300	\$0.00	\$0.00
430-174-130	LF	PIPE CULVERT OPT. MATERIAL CLASS II (30") RCP	300	\$0.00	\$0.00
430-174-136	LF	PIPE CULVERT OPT. MATERIAL CLASS II (36") RCP	175	\$0.00	\$0.00
430-174-224	LF	PIPE CULVERT OPT. MATERIAL, OTHER-ELIP/ARCH 24"/S/CD	100	\$0.00	\$0.00
430-984-125	EA	MITERED END SECTION (18")	26	\$0.00	\$0.00
430-984-129	EA	MITERED END SECTION (24")	16	\$0.00	\$0.00
430-984-133	EA	MITERED END SECTION (30")	10	\$0.00	\$0.00
430-984-138	EA	MITERED END SECTION (36")	10	\$0.00	\$0.00
515-1-2	LF	PIPE HANDRAIL - GUIDERAIL (ALUMINUM)	500	\$0.00	\$0.00
515-2-311	LF	PEDESTRIAN/BICYCLE RAILING	950	\$0.00	\$0.00
520-1-10	LF	CURB & GUTTER CONC. (TYPE F)	6,000	\$0.00	\$0.00
522-1	SY	SIDEWALK (4" THICK) W/ FIBER MESH ADDED	32,000.00	\$0.00	\$0.00
522-2	SY	SIDEWALK (6" THICK) W/ FIBER MESH ADDED	8,500.00	\$0.00	\$0.00
523-1	SY	PATTERNED/TEXTURED PAVEMENT (Paveway System)	250.00	\$0.00	\$0.00
527-2	EA	DETECTABLE WARNING (truncated dome mat)	130	\$0.00	\$0.00
536-1-1	LF	GUARDRAIL	400	\$0.00	\$0.00
546-71	PS	RUMBLE STRIP SETS	40	\$0.00	\$0.00
550-10212	LF	FENCING, TYPE B, 0.5-5.0', W/ VINYL COATING	1,000	\$0.00	\$0.00
550-10420	LF	FENCING, WOOD FENCE, 5.1-6.0'	500	\$0.00	\$0.00
550-10-2	LF	FENCE (RESET EXISTING)	750	\$0.00	\$0.00
570-1-1	SY	PERFORMANCE TURF	75,000.00	\$0.00	\$0.00
700-1-11	AS	SIGN, SINGLE POST	100	\$0.00	\$0.00
700-1-50	EA	SIGN, EXISTING (RELOCATE)	75	\$0.00	\$0.00
710-11123	LF	PAINTED PAVT MARK, STD, WHITE, SOLID 12"	4,640.00	\$0.00	\$0.00
710-11101	LF	PAINTED PAVT MARK, STD, WHITE, SOLID 6"	2,100.00	\$0.00	\$0.00
710-11201	LF	PAINTED PAVT MARK, STD, YELLOW, SOLID 6"	2,100.00	\$0.00	\$0.00
710-11105	LF	PAINTED PAVT MARK, STD, WHITE, SOLID 24"	400.00	\$0.00	\$0.00
711-11123	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 12"	4,640.00	\$0.00	\$0.00
711-11101	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 6"	6,000.00	\$0.00	\$0.00
LC-010	LF	TREE PROTECTION	1,000	\$0.00	\$0.00
LC-030	SY	SIDEWALK (8" THICK) W/ FIBER MESH ADDED (Note 3)	1,000.00	\$0.00	\$0.00
LC-050	LF	PEDESTRIAN BRIDGE (Note 4)			
LC-070	CY	2" BEDROCK SAND	782.00	\$0.00	\$0.00
LC-090	CY	30% AGGREGATE (SILICA OR GRANITIC BASED W/ MIN. 30% POROSITY)	195.00	\$0.00	\$0.00
LC-110	SY	D-3 FILTER FABRIC	5182.00	\$0.00	\$0.00
LC-130	LF	CONCRETE SIDEWALK SKIP CURB (Note 7)	5182.00	\$0.00	\$0.00
LC-180	CY	POROUS CONCRETE SIDEWALK (Note 8)	500.00	\$0.00	\$0.00
LC-220	LF	SAW CUT ASPHALT	1500.00	\$0.00	\$0.00
LC-240	SY	SUPERPAVE ASPHALTIC CONCRETE, SP 9.5, 2 INCHES	500.00	\$0.00	\$0.00
GRAND TOTAL:					\$0.00

- Note 1** 8% of construction cost excluding Maintenance of Traffic on an individual project basis
- Note 2** Modified DBI may be required Size and Quantity will be determined on a project specific basis. Price will be negotiated on actual assignment.
- Note 3** Needed at Intersecting Roads for Buses, Garbage Trucks, etc.
- Note 4** Cost & quantity of Pedestrian Bridge Construction will be negotiated with actual assignment.
- Note 5** Item 102-99 used prior to construction for community outreach and during construction as part of MOT
- Note 6** Item 102-1 shall not include VMS daily charge
- Note 7** See Raised Sidewalk with French Drain Typical Section
- Note 8** See Porous Concrete Technical Specifications
- Note 9** Refer to special provisions Item 19 in the Technical Specifications

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Jimbo Jackson, Chairman
Board of County Commissioners

named firm/individual by the undersigned authorized representative.

Capital Asphalt Inc

(Firm
Name)

[Signature]

(Authorized Representative)

Marc Mitchell

(Printed or Typed Name)

1330 Capital Circle NE

Tallahassee FL 32308

marc@capitalasphalt.net

850 574 3742

850 656 6435

RECEIVED
2019 JUN 11 PM 1:52
PURCHASING DIVISION
LEON COUNTY

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

**BID PRICING SHEET
SIDEWALK CONTINUING SUPPLY CONTRACT**

PAY ITEM	UNIT	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
101-1	LS	MOBILIZATION (Note 1)	LS	\$0.00	\$300,977.28
102-1	DA	MAINTENANCE OF TRAFFIC (Note 6)	1095	\$250.00	\$273,750.00
102-99	PS/ED	PORTABLE CHANGEABLE MESSAGE SIGN, TEMP (Note 3)	1095	\$15.00	\$16,425.00
104-10-3	LF	SEDIMENT BARRIER	2,000	\$2.50	\$5,000.00
104-18	EA	INLET PROTECTION SYSTEM	60	\$250.00	\$15,000.00
110-1-1	AC	CLEARING AND GRUBBING (Note 9)	20.00	\$10,000.00	\$200,000.00
110-4-10	SY	REMOVAL OF EXISTING CONCRETE	60.00	\$36.00	\$2,160.00
110-7-1	EA	MAILBOX (FURNISH AND INSTALL)	150	\$150.00	\$22,500.00
120-1	CY	EXCAVATION REGULAR	7,500.00	\$12.00	\$90,000.00
120-6	CY	EMBANKMENT	6,500.00	\$20.00	\$130,000.00
160-4	SY	TYPE B STABILIZATION	180.00	\$20.00	\$3,600.00
285704	SY	OPTIONAL BASE GROUP 04 - LIMEROCK, LBR 100	180.00	\$20.00	\$3,600.00
285704	SY	OPTIONAL BASE GROUP 04 - RECYCLED CONCRETE AGGREGATE, LBR 150	180.00	\$18.00	\$3,240.00
400-1-2	CY	CONCRETE CLASS I (ENDWALL)	60	\$1,500.00	\$90,000.00
425-1-521	EA	INLETS (DITCH BOTTOM) TYPE 'C' <10'	20	\$3,000.00	\$60,000.00
425-1-541	EA	INLETS (DITCH BOTTOM) TYPE 'D' <10'	25	\$4,000.00	\$100,000.00
425-1-549	EA	INLETS (DITCH BOTTOM) TYPE "Modified" (Note 2)			
425-6	EA	VALVE BOX (ADJUST)	30	\$750.00	\$22,500.00
430-174-118	LF	PIPE CULVERT OPT. MATERIAL CLASS II (18") RCP	500	\$50.00	\$25,000.00
430-174-124	LF	PIPE CULVERT OPT. MATERIAL CLASS II (24") RCP	300	\$75.00	\$22,500.00
430-174-130	LF	PIPE CULVERT OPT. MATERIAL CLASS II (30") RCP	300	\$100.00	\$30,000.00
430-174-136	LF	PIPE CULVERT OPT. MATERIAL CLASS II (36") RCP	175	\$200.00	\$35,000.00
430-174-224	LF	PIPE CULVERT OPT. MATERIAL, OTHER-ELIP/ARCH 24"S/CD	100	\$250.00	\$25,000.00
430-984-125	EA	MITERED END SECTION (18")	26	\$500.00	\$13,000.00
430-984-129	EA	MITERED END SECTION (24")	16	\$800.00	\$9,600.00
430-984-133	EA	MITERED END SECTION (30")	10	\$700.00	\$7,000.00
430-984-138	EA	MITERED END SECTION (36")	10	\$800.00	\$8,000.00
515-1-2	LF	PIPE HANDRAIL - GUIDERAIL (ALUMINUM)	500	\$54.00	\$27,000.00
515-2-311	LF	PEDESTRIAN/BICYCLE RAILING	950	\$102.00	\$96,900.00
520-1-10	LF	CURB & GUTTER CONC. (TYPE F)	6,000	\$18.00	\$108,000.00
522-1	SY	SIDEWALK (4" THICK) W/ FIBER MESH ADDED	32,000.00	\$48.60	\$1,556,200.00
522-2	SY	SIDEWALK (6" THICK) W/ FIBER MESH ADDED	8,500.00	\$55.80	\$474,300.00
523-1	SY	PATTERNED/TEXTURED PAVEMENT (Paveway System)	250.00	\$90.00	\$22,500.00
527-2	EA	DETECTABLE WARNING (truncated dome mat)	130	\$250.00	\$32,500.00
536-1-1	LF	GUARDRAIL	400	\$24.00	\$9,600.00
546-71	PS	RUMBLE STRIP SETS	40	\$150.00	\$6,000.00
550-10212	LF	FENCING, TYPE B, 0.5-5.0', W/ VINYL COATING	1,000	\$25.00	\$25,000.00
550-10420	LF	FENCING, WOOD FENCE, 5 1-6 0'	500	\$150.00	\$75,000.00
550-10-2	LF	FENCE (RESET EXISTING)	750	\$25.00	\$18,750.00
570-1-1	SY	PERFORMANCE TURF	75,000.00	\$0.50	\$37,500.00
700-1-11	AS	SIGN, SINGLE POST	100	\$175.00	\$17,500.00
700-1-50	EA	SIGN, EXISTING (RELOCATE)	75	\$50.00	\$3,750.00
710-11123	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 12"	4,640.00	\$2.50	\$11,600.00
710-11101	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 6"	2,100.00	\$1.30	\$2,730.00
710-11201	LF	PAINTED PAVT MARK, STD. YELLOW, SOLID 6"	2,100.00	\$1.30	\$2,730.00
710-11105	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 24"	400.00	\$3.50	\$1,400.00
711-11123	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 12"	4,640.00	\$1.50	\$6,960.00
711-11101	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 6"	6,000.00	\$1.25	\$7,500.00
LC-010	LF	TREE PROTECTION	1,000	\$25.00	\$25,000.00
LC-030	SY	SIDEWALK (8" THICK) W/ FIBER MESH ADDED (Note 3)	1,000.00	\$98.40	\$98,400.00
LC-050	LF	PEDESTRIAN BRIDGE (Note 4)			
LC-070	CY	2" BEDROCK SAND	782.00	\$30.00	\$23,460.00
LC-090	CY	30% AGGREGATE (SILICA OR GRANITIC BASED W/ MIN 30% POROSITY)	195.00	\$75.00	\$14,625.00
LC-110	SY	D-3 FILTER FABRIC	5182.00	\$3.00	\$15,546.00
LC-130	LF	CONCRETE SIDEWALK SKIP CURB (Note 7)	5182.00	\$20.00	\$103,640.00
LC-180	CY	POROUS CONCRETE SIDEWALK (Note 8)	500.00	\$250.00	\$125,000.00
LC-220	LF	SAW CUT ASPHALT	1500.00	\$15.00	\$22,500.00
LC-240	SY	SUPERPAVE ASPHALTIC CONCRETE, SP 9 5, 2 INCHES	500.00	\$250.00	\$125,000.00
GRAND TOTAL:					\$4,809,443.28

- Note 1 8% of construction cost excluding Maintenance of Traffic on an individual project basis
- Note 2 Modified DBI may be required Size and Quantity will be determined on a project specific basis Price will be negotiated on actual assignment
- Note 3 Needed at Intersecting Roads for Buses, Garbage Trucks, etc.
- Note 4 Cost & quantity of Pedestrian Bridge Construction will be negotiated with actual assignment
- Note 5 Item 102-99 used prior to construction for community outreach and during construction as part of MOT
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Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act (INA)).

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Capital Asphalt Inc
Signature: [Signature] Title: President

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 11th day of June, 2019

Personally known X Candace Grant
NOTARY PUBLIC

OR Produced identification _____ Notary Public - State of Florida

My commission expires: July 17 2021

(Type of identification)

Printed, typed, or stamped commissioned name of notary




The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

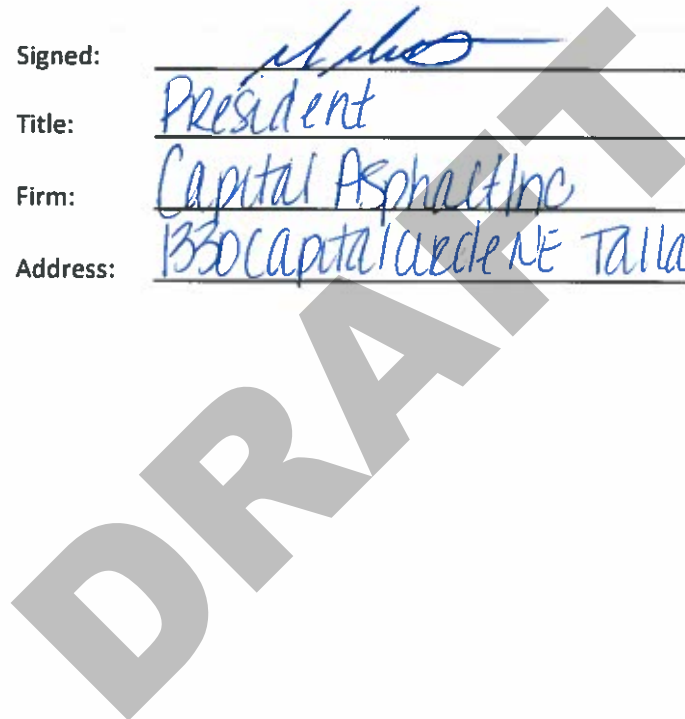
**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: President
Firm: Capital Asphalt Inc
Address: 1330 Capital Circle NE Tallahassee FL 32308



Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019
MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Bidder: Capital Asphalt Inc

All bidders, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their bid. Through submission of its bid, Bidder certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the bidder to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County.

DIRECTIONS: Each bidder must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All bidders are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

The aspirational target for this project is:
 Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

SECTION 2 - GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County's Purchasing and Minority, Women, and Small Business Enterprise Policy. These criteria are used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the bidder's Good Faith Effort documentation.

1. Please identify all of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of all Good Faith Efforts completed by your firm may result in your bid being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service

Bid Number: BC-06-11-19-28

Opening Date: June 11, 2019

appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBE's referred to the bidder by the MWSBE Division for the goods and services to be subcontracted and/or supplied.

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Contractors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid deadline, regarding problems the with bidder is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

- 2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- 3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid as non-responsive.

PARTICIPATION PLAN FORM continued on following pages.

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

#

SECTION 3 – BIDDER’S PROPOSED MWBE PARTICIPATION

Bidder shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.

MBE and WBE Intended Utilization

Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)					
a. AMC Infrastructure	10041 Bluewater Tallahassee FL	850 518 1816	B	\$ 322,661.03	Sitework Trucking
b. FL Developers	630 W Brevard St Tallahassee FL	850 224 6002	B	\$ 230,172.16	Sitework Trucking
c. Gaines & Sons	8765 Jimeree Tallahassee FL	850 893 4084	B	\$ 230,472.16	Steering Construction Service
d. Hale Contracting	1736 Commerce Midway FL	850 575 2506	F	\$ 414,849.90	Sitework Trucking
e.					
f.					
Total Bid Amount \$ 4,009,443.28				Total MWBE Participation \$ 1,198,455.25	MBE Participation % 17 WBE Participation % 9 (MBE or WBE Participation \$ Total Bid \$)
¹ Certification Attach and submit a copy of each MBE and WBE certification with the bid. ² Ethnic Group Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non-Minority Female (F) owned firms.					

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
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SECTION 4 - NON-MWBE SUBCONTRACTORS

Bidder shall complete the following Table identifying non-MBE or WBE's subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utilization				
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide
a. TBD				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
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IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:


- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.



Bidder's Signature
President

Title
June 11, 2019

Date

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Capital Asphalt Inc	
Street Address: 1330 Capital Circle NE	
City, State, Zip: Tallahassee FL 32308	
Taxpayer ID Number: 59-2270011	
Telephone: 850 574 3742	Fax: 850 556 0435
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input checked="" type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: Florida Date Established: 04-28-1980

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
Maree Mitchell	President	850 556 1010	maree@capitalasphalt.net

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee: <i>Mark Mitchell</i>	
License Type: <i>General Contractor</i>	
License Number: <i>1517660</i>	Expiration Date: <i>08-31-2020</i>
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	<i>Florida Surety Bonds</i>
Contact's Name	<i>Sarah Drinnan & Susan Reich</i>
Telephone	<i>470 478 6841</i>
Fax	<i>470 786 7766</i>
Address	<i>620 N. Wymore Rd Suite 200 Maitland FL 32751</i>

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

Present Amount of Bonding Coverage (\$): \$10M Single \$20M aggregate	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)
---	--	---

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 14th DAY OF June, 2019

By: [Signature] Title: President

Printed Name and Title: Mark Mitchell

DRAFT

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,
Capital Asphalt Inc
(Name of Corporation, Partnership, Individual, etc.)
a Corporation, formed under the laws of Florida
(Type of Business) (State or Province)
of which he/she is President
(Sole Owner, partner, president, etc.)
3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

[Signature]
AFFIANT'S NAME

President
AFFIANT'S TITLE

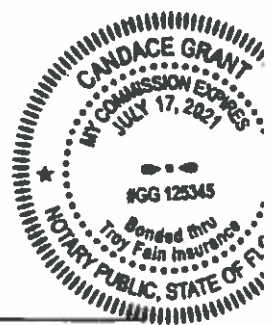
TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 11th Day of June 2019

Personally Known Or Produced Identification

Type of Identification Candace Grant

NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: July 17 2021



Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Marc Mitchell
Typed or Printed

Signature 

Date June 11, 2019

Title Company Risk Manager
(Company Risk Manager or Manager with Risk Authority)

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

PRESIDENT

Title

Capital Asphalt Inc

Contractor/Firm

1330 Capital Creele NE Tallahassee FL 32308

Address

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: <u>Capital Asphalt Inc</u>	
Current Local Address: <u>1330 Capital Circle NE Tallahassee FL 32308</u>	Phone: <u>850 574 3742</u> Fax: <u>850 656 6435</u>
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: <u>39</u>	
Home Office Address: <u>1330 Capital Circle NE Tallahassee FL 32308</u>	Phone: <u>850 574 3742</u> Fax: <u>850 656 6435</u>

Signature of Authorized Representative

Date June 11, 2019

STATE OF Florida
COUNTY OF LEM

The foregoing instrument was acknowledged before me this 11th day of June, 2019
 By Mack Mitchell of Capital Asphalt Inc
(Name of officer or agent, title of officer or agent) (Name of corporation)

a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
 or has produced _____ as identification.

Return Completed form with supporting documents to:

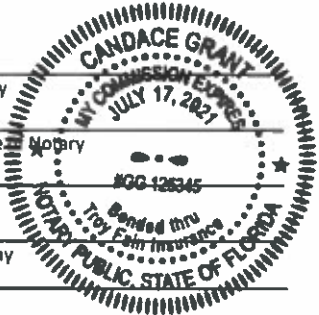
 Leon County Purchasing Division
 1800-3 N. Blair Stone Road
 Tallahassee, Florida 32308

Candace Grant
Signature of Notary

Print, Type or Stamp Name, Notary

Title or Rank

Serial Number, If Any



Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service
Bid Number: BC-06-11-19-28
Opening Date: June 11, 2019

Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.



Signature



Date



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MITCHELL, EDWARD MARCO III

CAPITAL ASPHALT INC
1330 CAPITAL CIRCLE NE
TALLAHASSEE FL 32308

LICENSE NUMBER: CGC1517660

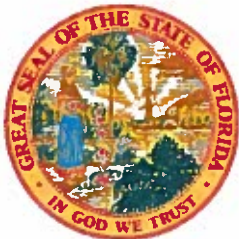
EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MITCHELL, EDWARD MARCO III

CAPITAL ASPHALT INC
600 BLOUNTSTOWN HWY
TALLAHASSEE FL 32304

LICENSE NUMBER: CUC1225086

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Bid Title: Invitation to Bid for Sidewalk and Associated Work Construction, Continuing Service

Bid Number: BC-06-11-19-28

Opening Date: June 11, 2019

BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- Completed Bid Response Sheet with Manual Signature
- Affidavit Immigration Laws
- Equal Opportunity/Affirmative Action Statement
- Minority/Women Business Enterprise Participation Plan/Good Faith Statement
- Identical Tie Bid Statement
- Insurance Certification Form
- Contractor's Business Information Form
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification
- Applicable Licenses/Registration
- E-Verify Form
- Bid Pricing Sheet
- FDOT Certification

DRAFT

**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-06-11-19-28**

Bid Title: Sidewalk and Associated Work Construction

Opening Date: Tuesday, June 11, 2019

Item/Vendor	<i>North FL Asphalt</i>	<i>Capitol Asphalt</i>	<i>Allen's Excavation</i>
Response Sheet with Manual Signature	Y	Y	Y
Affidavit Immigration	Y	Y	Y
Insurance Certification Form	Y	Y	Y
Contractors Business Information - Applicable Licenses/Registrations	Y	Y	Y
Equal Opportunity/Affirmative Action Statement	Y	Y	Y
Identical Tie Bids	Y	Y	Y
MWSBE	Y	Y	Y
Non-Collusion	Y	Y	Y
Certification of Debarment	Y	Y	N
Performance Bond			
Local Vendor	Y	Y	Y
E-Verify	Y	Y	Y
Bid Bond	Y	Y	Y
Base Bid Price	\$ 6,851,431.72	\$ 4,609,443.28	\$ 4,779,953.00

RECEIVED
 2019 JUN 11 PM 2:01
 PURCHASING DIVISION
 LEON COUNTY

Tabulated By:

Shelley Kelley

Ken M. Forslund

**BID PRICING SHEET
SIDEWALK CONTINUING SUPPLY CONTRACT**

PAY ITEM	UNIT	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
101-1	LS	MOBILIZATION (Note 1)	LS	\$0.00	\$300,977.28
102-1	DA	MAINTENANCE OF TRAFFIC (Note 6)	1095	\$250.00	\$273,750.00
102-99	PS/ED	PORTABLE CHANGEABLE MESSAGE SIGN, TEMP (Note 3)	1095	\$15.00	\$16,425.00
104-10-3	LF	SEDIMENT BARRIER	2,000	\$2.50	\$5,000.00
104-18	EA	INLET PROTECTION SYSTEM	60	\$250.00	\$15,000.00
110-1-1	AC	CLEARING AND GRUBBING (Note 9)	20.00	\$10,000.00	\$200,000.00
110-4-10	SY	REMOVAL OF EXISTING CONCRETE	60.00	\$36.00	\$2,160.00
110-7-1	EA	MAILBOX (FURNISH AND INSTALL)	150	\$150.00	\$22,500.00
120-1	CY	EXCAVATION REGULAR	7,500.00	\$12.00	\$90,000.00
120-6	CY	EMBANKMENT	6,500.00	\$20.00	\$130,000.00
160-4	SY	TYPE B STABILIZATION	180.00	\$20.00	\$3,600.00
285704	SY	OPTIONAL BASE GROUP 04 - LIMEROCK, LBR 100	180.00	\$20.00	\$3,600.00
285704	SY	OPTIONAL BASE GROUP 04 - RECYCLED CONCRETE AGGREGATE, LBR 150	180.00	\$18.00	\$3,240.00
400-1-2	CY	CONCRETE CLASS I (ENDWALL)	60	\$1,500.00	\$90,000.00
425-1-521	EA	INLETS (DITCH BOTTOM) TYPE 'C' <10'	20	\$3,000.00	\$60,000.00
425-1-541	EA	INLETS (DITCH BOTTOM) TYPE 'D' <10'	25	\$4,000.00	\$100,000.00
425-1-549	EA	INLETS (DITCH BOTTOM) TYPE "Modified" (Note 2)			
425-6	EA	VALVE BOX (ADJUST)	30	\$750.00	\$22,500.00
430-174-118	LF	PIPE CULVERT OPT. MATERIAL CLASS II (18") RCP	500	\$50.00	\$25,000.00
430-174-124	LF	PIPE CULVERT OPT. MATERIAL CLASS II (24") RCP	300	\$75.00	\$22,500.00
430-174-130	LF	PIPE CULVERT OPT. MATERIAL CLASS II (30") RCP	300	\$100.00	\$30,000.00
430-174-136	LF	PIPE CULVERT OPT. MATERIAL CLASS II (36") RCP	175	\$200.00	\$35,000.00
430-174-224	LF	PIPE CULVERT OPT. MATERIAL, OTHER-ELIP/ARCH 24"S/CD	100	\$250.00	\$25,000.00
430-984-125	EA	MITERED END SECTION (18")	26	\$500.00	\$13,000.00
430-984-129	EA	MITERED END SECTION (24")	16	\$800.00	\$9,600.00
430-984-133	EA	MITERED END SECTION (30")	10	\$700.00	\$7,000.00
430-984-138	EA	MITERED END SECTION (36")	10	\$800.00	\$8,000.00
515-1-2	LF	PIPE HANDRAIL - GUIDERAIL (ALUMINUM)	500	\$54.00	\$27,000.00
515-2-311	LF	PEDESTRIAN/BICYCLE RAILING	950	\$102.00	\$96,900.00
520-1-10	LF	CURB & GUTTER CONC. (TYPE F)	6,000	\$18.00	\$108,000.00
522-1	SY	SIDEWALK (4" THICK) W/ FIBER MESH ADDED	32,000.00	\$48.60	\$1,556,200.00
522-2	SY	SIDEWALK (6" THICK) W/ FIBER MESH ADDED	8,500.00	\$55.80	\$474,300.00
523-1	SY	PATTERNED/TEXTURED PAVEMENT (Paveway System)	250.00	\$90.00	\$22,500.00
527-2	EA	DETECTABLE WARNING (truncated dome mat)	130	\$250.00	\$32,500.00
536-1-1	LF	GUARDRAIL	400	\$24.00	\$9,600.00
546-71	PS	RUMBLE STRIP SETS	40	\$150.00	\$6,000.00
550-10212	LF	FENCING, TYPE B, 0.5-5.0', W/ VINYL COATING	1,000	\$25.00	\$25,000.00
550-10420	LF	FENCING, WOOD FENCE, 5 1-6 0'	500	\$150.00	\$75,000.00
550-10-2	LF	FENCE (RESET EXISTING)	750	\$25.00	\$18,750.00
570-1-1	SY	PERFORMANCE TURF	75,000.00	\$0.50	\$37,500.00
700-1-11	AS	SIGN, SINGLE POST	100	\$175.00	\$17,500.00
700-1-50	EA	SIGN, EXISTING (RELOCATE)	75	\$50.00	\$3,750.00
710-11123	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 12"	4,640.00	\$2.50	\$11,600.00
710-11101	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 6"	2,100.00	\$1.30	\$2,730.00
710-11201	LF	PAINTED PAVT MARK, STD. YELLOW, SOLID 6"	2,100.00	\$1.30	\$2,730.00
710-11105	LF	PAINTED PAVT MARK, STD. WHITE, SOLID 24"	400.00	\$3.50	\$1,400.00
711-11123	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 12"	4,640.00	\$1.50	\$6,960.00
711-11101	LF	TRAFFIC STRIPE SOLID (THERMO) NON-SKID (WHITE) 6"	6,000.00	\$1.25	\$7,500.00
LC-010	LF	TREE PROTECTION	1,000	\$25.00	\$25,000.00
LC-030	SY	SIDEWALK (8" THICK) W/ FIBER MESH ADDED (Note 3)	1,000.00	\$98.40	\$98,400.00
LC-050	LF	PEDESTRIAN BRIDGE (Note 4)			
LC-070	CY	2" BEDROCK SAND	782.00	\$30.00	\$23,460.00
LC-090	CY	30% AGGREGATE (SILICA OR GRANITIC BASED W/ MIN 30% POROSITY)	195.00	\$75.00	\$14,625.00
LC-110	SY	D-3 FILTER FABRIC	5182.00	\$3.00	\$15,546.00
LC-130	LF	CONCRETE SIDEWALK SKIP CURB (Note 7)	5182.00	\$20.00	\$103,640.00
LC-180	CY	POROUS CONCRETE SIDEWALK (Note 8)	500.00	\$250.00	\$125,000.00
LC-220	LF	SAW CUT ASPHALT	1500.00	\$15.00	\$22,500.00
LC-240	SY	SUPERPAVE ASPHALTIC CONCRETE, SP 9 5, 2 INCHES	500.00	\$250.00	\$125,000.00
GRAND TOTAL:					\$4,809,443.28

- Note 1 8% of construction cost excluding Maintenance of Traffic on an individual project basis
- Note 2 Modified DBI may be required Size and Quantity will be determined on a project specific basis Price will be negotiated on actual assignment
- Note 3 Needed at Intersecting Roads for Buses, Garbage Trucks, etc.
- Note 4 Cost & quantity of Pedestrian Bridge Construction will be negotiated with actual assignment
- Note 5 Item 102-99 used prior to construction for community outreach and during construction as part of MOT
- Note 6 Item 102-1 shall not include VMS daily charge
- Note 7 See Raised Sidewalk with French Drain Typical Section
- Note 8 See Porous Concrete Technical Specifications
- Note 9 Refer to special provisions Item 19 in the Technical Specifications



Inter-Office Memorandum

Date: June 12, 2019

To: Chris Muehlemann, Chief of Engineering Design
Public Works- Engineering Services

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Sidewalk and Associated Work Construction, Continuing Services Project1 (BC-06-11-19-28)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of three bid respondents to determine if the 17% MBE and 9% WBE Aspirational Targets for Construction Subcontracting were achieved for the Sidewalk and Associated Work Construction, Continuing Services Project.

The submitted MWBE Participation Plans for each bidder are as follows:

Capital Asphalt, Inc. met the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below are the firms **Capital Asphalt, Inc.** intends to utilize on this project.

Total Bid Amount		\$4,609,443.28			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
AMC Infrastructure	African American Male	Tallahassee-Leon County OEV	Site Work Trucking	\$322,661.03	7%
FL Developers	African American Male	Tallahassee-Leon County OEV	Site Work Trucking	\$230,472.16	5%
Gaines & Sons	African American Male	Tallahassee Leon County OEV	Striping Construction Service	\$230,472.16	5%
Hale Contracting	Non-Minority Female	Tallahassee-Leon County OEV	Site Work Trucking	\$414,849.90	9%
Total MWBE Dollars				\$1,198,455.25	
Total MWBE Utilization Percentage				26%	

Allen's Excavation, Inc. - met the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below are the firms **Allen's Excavation, Inc.** intends to utilize on this project.

Total Bid Amount		\$4,779,953			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Unique Concrete	African American Male	Tallahassee-Leon County OEV	Concrete	\$504,000	10.5%
Anchor Group	African American Male	Tallahassee-Leon County OEV	Concrete	\$283,593	6%
Gaines & Sons	African American Male	Tallahassee-Leon County OEV	Stripping & Asphalt	\$25,000	.5%
Bannerman Landscape	Non-Minority Female	Tallahassee-Leon County OEV	Erosion control plants, tree protection	\$215,098	4.5%
Delacy Farm Sod	Non-Minority Female	Tallahassee-Leon County OEV	Sodding	\$215,098	4.5%
Total MWBE Dollars					\$1,242,789
Total MWBE Utilization Percentage					26%

North Florida Asphalt - met the MWBE Aspirational Targets for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. The MWBE firms listed below are the firms **North Florida Asphalt** intends to utilize on this project.

Total Bid Amount		\$6,851,431.72			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Concrete Services	African American Male	Tallahassee-Leon County OEV	Sidewalks Endwalls	\$1,170,740	17 %
Fultineer Construction, LLC	Non-Minority Female	Tallahassee-Leon County OEV	Hauling	\$1,649,350	24 %
Total MWBE Dollars					\$2,820,090
Total MWBE Utilization Percentage					41%

**Leon County
Board of County Commissioners**

Notes for Agenda Item #25

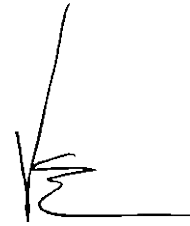
Leon County Board of County Commissioners

Agenda Item #25

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for the Division of Tourism Contracted Research Services

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Shelly Kelley, Director, Purchasing Division Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board approval of the bid award recommendation to Downs & St. Germain, to provide contracted research services for the Division of Tourism.

Fiscal Impact:

This item has a fiscal impact. The County's FY 2020 budget includes \$140,000 for research services to be contracted through the Division of Tourism. If awarded, the term of the contract is for two years, with three one-year options.

Staff Recommendation:

Option #1: Approve the bid award to Downs & St. Germain to provide research services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the bid award recommendation to Downs & St. Germain to provide contracted research services for the Division of Tourism (Attachment #1).

On February 12, 2019, the Board approved the scope of services for the Division of Tourism's contracted research services included in the Request for Proposals (RFP) which provide specific goals, objectives, and strategies to be fulfilled (Attachment #2). The approved scope of services support the Tourism Strategic Plan and the following FY2017-FY2021 Strategic Plan Bold Goal:

- *Grow the five-year tourism economy to \$5 billion. (BG1)*

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

The County is in its fifth and final year of its agreement with Downs & St. Germain Research for market research and analysis services. As currently contracted, Downs & St. Germain Research serves as the principal advisor and provides tourism related data and analysis including the profiles, trends, and economic impact of visitors in the community. Among other research services, Downs & St. Germain utilizes this data to create and implement all research material such as studies and in-person interview guides, the marketing research strategy, and economic impact model for all County events. The contract, effective October 1, 2014, was for two years with the option of three additional one-year period extensions, to ultimately conclude on September 30, 2019.

Analysis:

The County's contracted research and analysis services support the Division of Tourism's efforts to promote the Tallahassee-Leon County area as a destination market. The Division of Tourism utilizes marketing research and data such as visitor profiles and demographics, visitor trend analysis, and annual forecasting to guide informed decision making and establish benchmarks for future funding considerations in an effort to grow and sustain the economic impacts of visitor spending in the Tallahassee-Leon County area. Further, the contracted research firm regularly surveys area hoteliers and businesses to determine the economic impact of large community events and festivals supported by the County including information gathering on out-of-town visitors.

On February 22, 2019, the RFP for the Division of Tourism's research services was issued (Attachment #1) notifying 753 vendors through the County's automatic procurement system. In total, 24 vendors requested proposal packages followed by two responses submitted by (1) Downs & St. Germain Research and (2) Study Hall Research.

In accordance with the County Purchasing Policy, the County Administrator appointed a five-member evaluation committee to review bid responses for the RFP. The scope of the committee was to evaluate and rank bid respondents based on the selection criteria provided in the RFP and to provide a bid award recommendation to the Board. The Committee consisted of County staff and representation from the Tourist Development Council (TDC) as follows:

- Kerri Post, Director, Division of Tourism (Committee Chair)
- Scott Lindeman, Division of Tourism
- Dionte Gavin, Division of Tourism
- Nicki Paden, County Administration
- Michael Collins, Florida State University Campus Recreation (TDC)

On May 16, 2019, the Committee conducted a public meeting to deliberate and evaluate the two bid responses based on the guidelines specified in the RFP. Committee members provided scores for the (1) Capabilities and Experience, (2) Approach, and (3) Methodology sections of the RFPs to be combined with scores provided for the (4) Cost/Budget, (5) Minority/Women Business Enterprise (MWBE) Utilization, and (6) Local Preference sections of the RFP, as determined by the Division of Purchasing. The combined total scores for the two respondents are reflected in Table #1; a summary of these scores is provided in Attachment #3.

Table #1: Bid Respondents Final Score and Ranking

Respondent	Total Score	Final Ranking
Downs & St. Germain Research	445	1
Study Hall Research	261	2

Table #1 reflects both respondents score out of a possible 500 points. Based on the total scores, the Committee unanimously selected Downs & St. Germain as the top-ranked firm. This item seeks the Board's approval to award the bid for contracted research services for the Division of Tourism to Downs & St. Germain and seeks authorization for the County Administrator to negotiate and execute an agreement in a form approved by the County Attorney. Based on its proposal, Downs & St. Germain met the County's MBE aspirational target (7%) but did not meet the WBE aspirational target (15%). However, Downs & St. Germain did satisfy the required Good Faith Effort according to the MWSBE Division.

The scope of services includes providing professional research and analysis services to determine economic impacts, visitor demographics and related strategic information, festival and event research utilizing data collection and modeling, statistical testing, forecasting and data analysis to present historical data as well as strategic implications of the data to be considered in future marketing decisions. The selected vendor participates in TDC meetings to present and interpret its findings and research materials including the economic impact of County-sponsored events.

The annual budget for research services is dependent on the availability of funds and approval of the Division of Tourism budget. For FY 2020, \$140,000 has been dedicated for research services. Consistent with the scope of the RFP, the agreement would be for a term of two years beginning October 1, 2019 through September 30, 2021. At the sole option of the County, the agreement may be extended for no more than three additional one-year periods. The one-year extensions will be automatic unless the County provides written notice of non-renewal to the agency no less than 30 days prior to the expiration date of the term.

Along with contracted research services, the Board also authorized the issuance of Request for Proposals for Marketing/Advertising and Public Relations Services for the Division of Tourism. Staff has prepared a separate agenda item presenting the bid award recommendations for these services.

Options:

1. Approve the bid award to Downs & St. Germain to provide research services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.
2. Do not approve the bid award to Downs & St. Germain to provide research services for the Division of Tourism.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Downs & St. Germain's Proposal
2. February 12, 2019 agenda item providing the Scope of Services for the RFP
3. Summary Score Sheet

Leon County Division of Tourism

RFP for Research Services
Proposal Number BC-04-04-19-06

ELECTRONIC COPY

SUBMITTED BY:
DOWNS & ST. GERMAIN RESEARCH
2992 HABERSHAM DRIVE TALLAHASSEE, FLORIDA 32309

Contact Person:
Joseph St. Germain, Ph.D
Ph. 800.564.3182
joseph@dsg-research.com

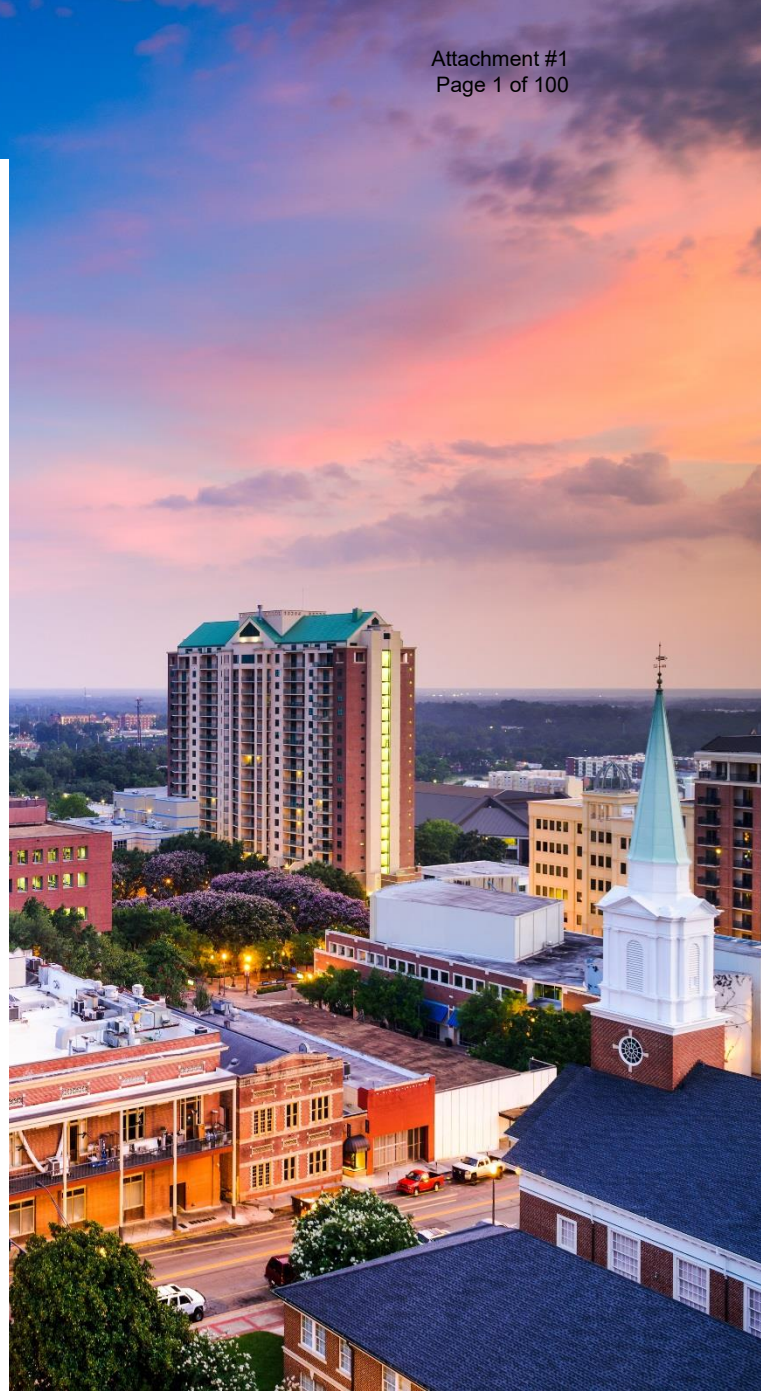


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Tab A: Corporate Background

- 1. Company Legal Name:** Downs & St. Germain Research, Inc.
2992 Habersham Drive
850.906.3111
850.906.3112 (F)
www.dsg-research.com
- 2. Branch offices:** None
- 3. Address of office or work:** 2992 Habersham Drive Tallahassee, Florida 32309
- 4. Key Contacts**
Phillip Downs, Ph.D., Senior Partner, 850.906.3111,
Cell 850.545.9255; fax 850.906.3112; email pd@dsg-research.com
2992 Habersham Dr. Tallahassee, Florida 32309
Joseph St. Germain, Ph.D., President, 850.906.3111,
Cell 850.321.1782; fax 850.906.3112. email joseph@dsg-research.com
2992 Habersham Drive Tallahassee, Florida 32309
- 5. Owners**
Phillip Downs & Joseph St. Germain
Established 1983
- 6. FEID**
59-2998952
- 7. Florida Charter**
P15000101649
- 8. Firm size**
6 full-time; 40 part-time
- 9. Nature of services**
Full-service market research firm specializing in travel & tourism research, government research, and association research.
Offer internet surveys, telephone surveys, intercept surveys, personal interviews, IDIs, ethnographic research, focus groups and other types of qualitative research.
- 10. Total billings**
2014 - \$500,000 to \$1 million
2015 - \$500,000 to \$1 million
2016 - \$1 to \$2 million
2017 - \$1 to \$2 million
2018 - \$1 to \$2 million
- 11. Statement of income**
Income (billings) is shown above. Sources of income currently include Visit South Walton, Marion County VCB, PDAStats, City of Boynton Beach, Visit Central Florida, Visit Sarasota County, Florida's Sports Coast, Visit Tampa Bay, Visit Tallahassee, St. Johns County TDC, Columbia County TDC, Charlotte County CVB, Palm Beach Health District, Lee County VCB, and the Florida Justice Association.
- 12. Statement of changes in financial position**
As of March 2019, assets exceed liabilities by \$1,000,000+.
This financial position has increased incrementally in the past 10 years. A balance sheet is included as further evidence of financial stability.

Downs & St. Germain Research Balance Sheet 3.1.2019

ASSETS

Fixed Assets

Equipment	\$125,000	
Client list	\$700,000	
Building	\$525,000	
Total fixed assets		\$1,350,000

Current Assets

Accounts receivable	\$95,000	
Bank accounts	\$85,000	
Total current assets		\$ 180,000

Total assets **\$1,530,000**

LIABILITIES

Long-term liabilities

None \$ 0

Current liabilities

Payroll – 2 months	\$55,000	
Accounts payable	\$25,000	
Credit line balance	\$ 0	
Total liabilities		\$ 80,000

Total assets less total liabilities **\$1,450,000**

Downs & St. Germain Research was founded in 1983 as Kerr & Downs Research and switched names in 2015. The firm has never experienced any type of credit or financial issues. Current banking partner is Capital City Bank. Our accountant is Andrew Gay, CPA, andrew@grimsleycpa.com, 850.385.1120.

Tab B: Studies, Analyses, and Reports

The RFP requests the following studies:

1. On-going Visitor Profile
 - a. Leisure Visitor Profile – hotel, motel, home share, campground visitors
 - b. Leisure Visitor Profile – In-home visitors
 - c. Attraction Visitor Profile
 - d. Convention, meeting, business traveler
 - e. Day Visitor Profile
 - f. Online Consumer traveler
2. Visitation Trends – Origin Profile
3. Value of Tourism Report (Economic Impact)
4. Special projects

Before discussing study design, methodology, etc., for each study, we would like to suggest a research design that encompasses all of the aforementioned studies and is the design Downs & St. Germain Research has successfully implemented for Visit Tallahassee over the past 4+ years.

Of interest to Leon County is how to utilize synergy in research designs so as to **maximize the ROI on the County's research dollars**. The RFP states that, "the marketing research vendor shall be able to suggest strategies to expand the impact of each research study while allowing for the most effective measurement and data collection possible within the available budget. Maximizing the usage of data across various studies should be included in such strategies. The Tourist Development Council is aware that the budget may be insufficient to fund all of these reports separately."

Downs & St. Germain Research believes we can deliver all of the reports desired by the Tourist Development Council by developing research design with a multi-modal data collection process. The research design that we will present is state-of-the-art, and we utilize it for other destination marketing organizations (DMOs).

Downs & St. Germain Research's research design will use a multi-modal data collection approach that enables us to collect data for several different types of visitors simultaneously. The most critical objective in data collection is to gather valid and representative information. That is, **information we collect must represent all types of visitors and we must be able to generalize our results to all visitors who come to Leon County.**

Downs & St. Germain Research's three Ph.D.s on staff have developed an optimal research design for DMOs. It is based on the simple philosophy of "**interviewing visitors where they are.**" Visitors:

- Stay in paid accommodations
- Visit attractions
- Appear in public places
- Attend events

Therefore, the optimal research design should incorporate data collection methodology that reaches visitors:

- At accommodations
- At attractions
- In public places
- At events

It is not necessary to interview **all** visitors on-site at accommodations, attractions, etc., although some visitors will be interviewed on-site. Many accommodations and attractions have email databases of visitors.

The most cost-effective, valid research design is to combine internet surveys of guests using email databases with on-site intercept surveys. Downs & St. Germain Research is currently using this approach for Visit Tallahassee and with 8 other DMOs in Florida.

The multi-modal data collection approach for Leon County is show below. For some types of visitors, a certain data collection technique is more advisable or feasible. We have **highlighted** the primary data collection for each type of visitor.

Research Target	Data Collection Methods	
Leisure Visitor Profile – hotel, motel, campground visitors	Internet	On-site
Leisure Visitor Profile – In-home visitors	Internet	On-site
Attraction Visitor Profile	Internet	On-site
Day Visitor Profile	Internet	On-site
Online Consumer Visitor Profile	Internet	On-site
Convention, meeting, business traveler	Internet	On-site

On-site interviews will be conducted at various locations. For example, leisure, in-home visitors and day visitors go to attractions, attend events, eat and shop. On-site data collection can be conducted at any of these locations.

All six of these visitor types will be included in one research design with a multi-modal data collection approach.

Given our approach for a valid, cost efficient research design with multi-modal data collection that will enable Leon County to conduct all of the studies in the RFP, the numbered questions in the RFP will be covered within one research design.

RFP Questions

1. RECOMMENDED STUDY DESIGN, METHODOLOGY, SAMPLE SIZE, SAMPLE PARAMETERS AND COMPOSITION, SAMPLE BASE/LIST SOURCE, ETC.

As shown previously, the multi-modal data collection approach will be as follows:

Research Target	Data Collection Methods	
Leisure Visitor Profile – hotel, motel, campground visitors	Internet	On-site
Leisure Visitor Profile – In-home visitors	Internet	On-site
Attraction Visitor Profile	Internet	On-site
Day Visitor Profile	Internet	On-site
Online Consumer Visitor Profile	Internet	On-site
Convention, meeting, business traveler	Internet	On-site

Sample sizes should be correlated to a degree with the economic importance of each visitor type. In Discovery Sessions with Leon County officials, we will gather their input regarding priorities of various visitor types. It should be noted that there will be overlap across targets. For example, leisure visitors who stay at hotels will also attend events and visit attractions.

Research Target	Sample Sizes				
	Spring	Summer	Fall	Winter	Total
Leisure Visitor Profile – hotel, motel, campground visitors	200	200	200	200	800
Leisure Visitor Profile – In-home visitors	50	50	50	50	200
Attraction Visitor Profile	50	50	50	50	200
Day Visitor Profile	50	50	50	50	200
Online Consumer Visitor Profile	50	50	50	50	200
Convention, meeting, business traveler	100	100	100	100	400
Total	500	500	500	500	2,000

It is critical to note that the preceding data collection design permits sample sizes large enough each quarter to permit valid statistical comparisons. Sample sizes for each quarter will produce sampling errors of $\pm 4.4\%$ points given a 95% confidence level.

Sampling frames (the RFP refers to “sample base/list source”) for each visitor segment will constitute all possible visitors in each segment. That is, all visitors will be eligible to participate in the studies, and each visitor will have a probability of being included in the studies.

Conclusion. In 2014 when Downs & St. Germain Research (then named Kerr & Downs Research) won the Visit Tallahassee contract, we recommended the research design as shown in the preceding paragraphs. This research design was far superior to what had previously been conducted for Visit Tallahassee. The research design we implemented in 2014 has been successful not only in Leon County

over the past 4+ years, but also in 12 other counties in Florida over the past few years. Our research design is the Gold Standard for local DMOs.

2. RATIONALE FOR SAMPLES AS WELL AS PLANS TO AVOID RE-CONTACT OVER THE COURSE OF MULTIPLE YEARS OF DATA COLLECTION, IF APPROPRIATE.

Re-contacting visitors has not been an issue in any of the DMO studies that we have conducted in Leon County or in other counties in which we conduct research across Florida. For internet-based surveys, we will have email addresses documented for each survey completed, ensuring that duplicates are screened out during analysis. Having taught market research at two universities for over 30 years, if I had my professor hat on, I would barely be “concerned” about re-contacting individual visitors.

Having directed over 1,200 “real world” projects, we are not concerned about re-contacting individuals. In the odd case that this happens, the impact on the overall results is infinitesimal. For example, with 2,000 completed interviews each individual represents .0005 of the total sample. Nonetheless, we will also employ “best practices” techniques to guard against duplicates including asking if the individual has completed an interview previously.

In our experience with DMO studies, the more pressing issue is how to ensure that visitors complete surveys! Our senior partner, Phillip Downs, Ph.D., has written articles on tried and true methods for increasing response rates.

3. ESTIMATED SURVEY/INTERVIEW LENGTH AND OVERVIEW OF THE QUESTIONNAIRE TOPICS.

The online and on-site surveys we have conducted for Visit Tallahassee have been no longer than 5 to 7 minutes. We recommend including entire questionnaires in online surveys and reducing on-site questionnaires to bare essentials or dividing the questionnaires into two and exposing visitors in on-site surveys to only half of the questionnaire. We have used this split sample approach successfully with other DMOs.

The content of the questionnaire should be developed jointly by the Leon County TDC and Downs & St. Germain Research. The following are questions that we have typically asked in Visitor Tracking surveys:

1. During your last trip to Leon County, how many people were in your travel party, including yourself?
2. How many of these people were under 20? Under 12?
3. Did you drive or fly to Leon County?
4. Into which airport did you fly?
5. Do you know if there are direct flights to Leon County from your city?
6. How many nights did you stay in Leon County on your last visit?
7. Approximately how many times have you ever visited Leon County?
8. Do you live in the US or outside the US?
9. What is your home zip code?
10. In which country do you live?
11. Using a 10-point scale where 10 means “Excellent” and 1 means “Poor,” how would you rate Leon County overall as a place for a visit?
12. How likely are you to return to Leon County?
Why are you uncertain about returning to Leon County?
(Why are you not likely to return to Leon County?)
13. What was your main reason for taking your last trip to Leon County?

14. Think back to your last trip to Leon County - you said you stayed **[ANSWER TO Q. 6]** nights.
15. About how much did you spend **per day** on:
- Accommodations (hotel)
 - Restaurants
 - Groceries
 - Shopping
 - Entertainment including water sports, golf, fishing
 - Transportation once you were there including gas, car or bike rentals, limos, etc.
 - Other
16. Please tell me if you engaged in any or the following activities on your last visit to Leon County.
- Art galleries, museums, cultural events
 - Legislative, state government activities
 - Attend FSU or FAMU sports
 - Biking, running, etc.
 - Hiking, nature walks, bird watching, eco tours
 - Shopping, antiques
 - Restaurants
 - Bars, nightclubs
 - Spas
 - Golf or tennis
 - Hunting or fishing
 - Relax and unwind
 - Family time, reading, cooking, etc.
 - Special events (e.g., wine festival, music festival, farmers market, food festival, children's event, etc.)
 - Visit family or friends
 - Business meetings, conferences
 - Attractions
17. How would you **rate Leon County** as a place to visit on each of the following attributes - use a 10-point scale where 10 is excellent and 1 is poor.
- LIST TO BE DEVELOPED WITH LCTDC**
18. How far in advance did you plan your last visit to Leon County?
19. On your last trip to Leon County, did you use websites or social media to plan your trip – which ones?
20. What (other) sources did you use to plan your last trip to Leon County?
21. Do you have a smartphone or tablet?
22. Did you use it while planning your trip to Leon County or during your visit to learn what to do or where to go?
23. Did you request a Visitors Guide before coming to Leon County?
24. How useful was the Visitors Guide in helping you plan your vacation - use a scale of 1 to 10 where 10 is Extremely useful and 1 is Not at all useful.
25. Did you stop at the Visitor Center during your last trip to Leon County?
26. How would you rate the service you received at the Visitor Center using a 10-point scale where 10 is Excellent and 1 is Poor.
27. If you were talking to a friend who had never visited, how would you describe Leon County as a place to visit?
28. Which category best fits your age?
29. Which category best fits your total household income in 2018 from all sources?
30. In what type of accommodations did you stay?
31. Gender

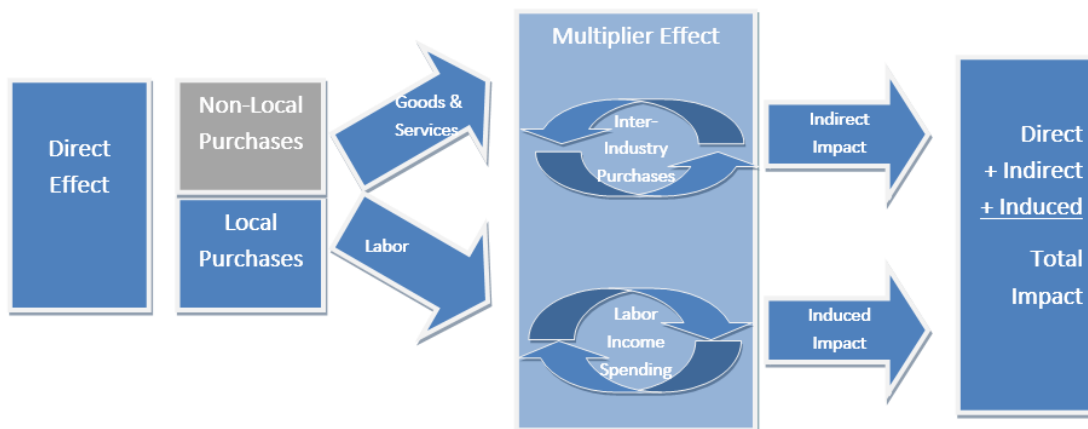
4. MODELS, FORECASTS OR OTHER PROJECTS – GIVE DETAILED DESCRIPTIONS OF ALGORITHMS, MULTIPLIERS, INPUT/OUTPUT CONSTRUCT, ETC., THAT WILL BE USED AND DETAILS ABOUT SOURCES OF DATA FOR MODELING.

To determine economic impact of tourism, Downs & St. Germain Research uses IMPLAN since it is one of the accepted models (along with REMI and RIMS II) and Leon County has been using it. It should be noted that all three of these economic models use as a primary foundation the US Department of Commerce Input-Output tables.

Evidence of IMPLAN’s validity is the fact that the US Bureau of Economic Analysis, the Federal Reserve Bank, and the Environmental Protection Agency are a few of its customers.

IMPLAN is an input-output model that takes direct effect (direct expenditures, which will emanate from surveys Downs & St. Germain Research conducts) and generates additional economic impacts within Leon County. The following is a graphic depiction of input-output modeling.

Input-Output Modeling: Conceptual Overview



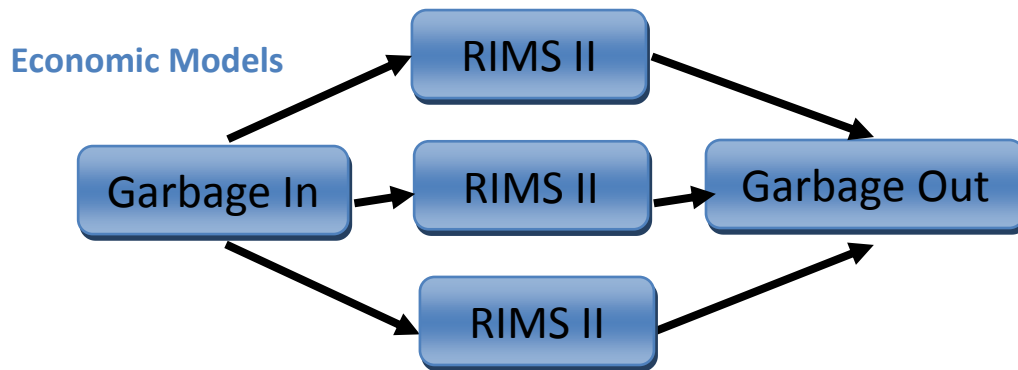
The direct effect (expenditures) from tourism in Leon County are fed into the model. The direct effect is divided into two types of local purchases:

1. Purchases that will generate additional economic impacts within the local economy and
2. Purchases that leave the local economy or are retained through savings and investments.

Purchases that generate additional economic impacts cover a wide range of economic activity, but we will offer the following for illustrative purposes. A restaurant that serves visitors to the community purchases kitchen supplies from a local company, purchases paper products from a local company, purchases uniforms from a local company, and purchases cleaning services from a local company. Each round of inter-industry purchases generates fewer local effects until all of the money originally spent leaks out of the local economy. This process is referred to as the multiplier effect. Wages for employees

of the restaurant work through the local economy in the same fashion. The induced (from labor spending) and indirect (from inter-industry spending) effects combine with direct effects (actual dollars spent by visitors in Leon County) to produce the total economic impact of visitors on Leon County's economy.

It also should be noted that these economic models are only as good as the data that are input in to the modeling process. The data fed into the model will be generated through Downs & St. Germain Research's unique multi-modal data collection design explained elsewhere in this proposal. The use of internet surveys and intercept surveys will not only produce more valid data, but also enable Leon County TDC to use some data collection money for studies that are predictive in nature not just descriptive. These studies will help the agency of record attract more visitors.



Economic models cannot overcome compromised data.

Downs & St. Germain Research's state-of-the-art multimodal data collection approach will ensure valid visitor expenditure data for input into economic models that are used to estimate the economic impact of tourism in Leon County.

5. REPORTING FORMAT WITH OUTLINE OF KEY CONTENT AREAS.

We have worked with Visit Tallahassee over the past several years to ensure that reports fulfill their information needs as well as their aesthetic needs. We will continue to work with Visit Tallahassee to ensure that our reports are valid, readable, and aesthetically appealing.

On the following page is an example of a slide from a quarterly report of key tourism indicators, and a slide from the FY2018 Economic Impact report. These reports have been tailored to fit the needs of the Leon County TDC. We will continue to tailor specific reports and presentations to the needs and wishes of the Leon County TDC.

In closing, we reiterate: Leon County TDC deserves to receive the types and formatting of reports that it wants. We will sit down with LCTDC officials before studies are completed and work out content and format of reports. We consider report format a deliverable to be approved by Leon County TDC.

Tourism Snapshot: July - Sept 2018

Visitor Statistics	4th Qtr 2017	4th Qtr 2018	% Change
Visitors	519,781	525,996	1.2%
Direct Expenditures*	\$116,634,700	\$131,055,200	12.4%
Total Economic Impact	\$184,282,800	\$207,067,200	12.4%
Lodging Statistics	4th Qtr 2017	4th Qtr 2018	% Change
Occupancy**	68.0%	64.6%	-5.0%
Room Rates**	\$93.40	\$101.74	+8.9%
RevPAR**	\$63.52	\$65.72	+3.5%
Room Nights***	349,835	338,337	-3.3%
TDT Collections****	\$1,351,904	\$1,485,068	+9.9%

* Includes spending for: accommodations, restaurants, entertainment, shopping, transportation, groceries, and "other" expenses.

** From STR Report

*** Reflects a 3.3% year-over-year increase in hotel inventory

**** From Leon County Division of Tourism Development/Visit Tallahassee



4



Yearly Comparisons

Economic Indicators	FY 2017	FY 2018	% Change
Visitors	2,358,833	2,368,988	+0.4%
Direct expenditures	\$566,982,300	\$576,099,100	+1.6%
Total economic impact	\$895,832,000	\$910,236,600	+1.6%
Room nights generated	1,368,160	1,369,756	+0.1%
Jobs created	14,354	14,573	+1.5%
Tourist Development Tax	\$5,783,298	\$5,999,573	+3.7%
Occupancy	67.4%	66.9%	-0.7%
Room Rates	\$101.30	\$102.96	+1.6%
RevPAR	\$68.28	\$68.90	+0.9%



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6. TIMING – DELINEATING THE ESTIMATED NUMBER OF DATES/DAYS BY MONTH FOR A FULL CALENDAR YEAR.

Downs & St. Germain Research's unique multi-modal data collection approach will:

- Save Leon County TDC money,
- Provide statistically reliable sample sizes,
- Produce valid data, and

- Enable us to conduct other, more prescriptive research that will help bring more visitors.

Our approach is based on access to different types of visitors and different places where they go.

- Accommodations (hotels, motels, campgrounds)
- Public spaces (e.g., Capital City Amphitheatre at Cascades Park, airport, shopping districts, FSU & FAMU campuses, Civic Center, downtown, etc.)
- Attractions (Tallahassee Museum, Florida Museum of History, Florida Capitol, etc.)
- Events (FSU & FAMU events, Florida Legislature, Winter Festival, Springtime Tallahassee, Red Hills International Horse Trials, Doak After Dark, athletic events at Apalachee Regional Park, Legislative Session, Market Days, Southern Shakespeare Festival, LeMoyne Chain of Parks Arts Festival, Word of South, etc.)

An important factor in designing data collection is to ensure that a venue, attraction, event, etc., that is critical for bringing visitors to Leon County is included in the data collection design. Data collection should be conducted monthly to capture events such as graduation, sporting events at high schools and colleges, concerts, the Florida legislature, etc.

TIMING OF INTERVIEWS

Public spaces

We will conduct interviews at public spaces such as the Capital City Amphitheatre at Cascades Park, airport, shopping districts, FSU & FAMU campuses, Civic Center, and downtown. We will coordinate our data collection efforts with the schedule of activities occurring in public spaces. For example, it is more appropriate to conduct interviews in shopping districts during critical shopping periods (e.g., Parents' Day at FSU and FAMU, graduation days, major sporting events, etc.). This schedule will optimize the possibility of reaching out-of-county visitors.

Attractions

We will conduct interviews at major attractions such as the Tallahassee Museum, Florida Museum of History, Florida Capitol, etc. We will meet with officials at each attraction to determine which days are more likely to attract out-of-county visitors, and we will develop an interviewing schedule around these dates.

We have also utilized email data bases of visitors to major attractions to interview visitors via the internet. This is a cost-effective way to reach a valid and representative set of visitors. We have used this approach successfully in other DMOs.

Events

We will conduct interviews at major events at FSU, FAMU, Florida Legislature, Winter Festival, Springtime Tallahassee, etc. We will meet with officials at Visit Tallahassee as part of our Discovery Phase to select events for interviewing. There has been special emphasis on developing economic impact of Signature Events, and we will allocate additional interviewing efforts at these events as we have in the past.

Accommodations (hotels, motels, campgrounds)

We will conduct onsite interviews at selected hotels and motels. We will also use internet surveys when possible. Email databases of guests for each month will be collected from bed tax collectors. Downs & St. Germain Research will send out internet-based surveys to all guests. We have used this approach with other DMOs and it produces a valid and representative set of interviews from guests. We get cooperation from bed tax collectors by offering them a tailored dashboard of metrics of their guests. Each bed tax collector will be able to designate which questions it wants to see on its dashboard. This information is then used by bed tax collectors to help them increase guest satisfaction, increase repeat business, and to help their guests during their visits.

Conclusion – Downs & St. Germain Research’s Data Collection Approach

It is important to note that the sampling frame for interviews consists of all out-of-county visitors to Leon County whether or not they stay at paid accommodations, or whether or not they spend the night. We will use a data collection approach that is not based on a random set of days of the year or times of the day, which would be appropriate if we were trying to reach a representative set of residents as they moved throughout the county. Rather, we plan to interview visitors at key times throughout the year when they come to our county. We will reach them at events, attractions and public places. We can reach a representative set of day visitors and visitors who stay with friends and relatives by interviewing them at events, attractions, and public places. Our data collection approach also has the potential to reach all visitors who stay in paid lodging.

Our multi-modal data collection approach will:

- Reach a more representative set of visitors
- Produce more valid results with lower margins of error (sampling errors)

7. RECOMMENDED PERCENTAGE OF TOTAL BUDGET ALLOCATED TO EACH STUDY, ANALYSIS OR REPORT AND RELATED RATIONALE.

Studies requested include the following:

- Leisure Visitor Profile – hotel, motel, campground visitors
- Leisure Visitor Profile – In-home visitors
- Attraction Visitor Profile
- Day Visitor Profile
- Online Consumer Visitor Profile
- Convention, meeting, business traveler
- Visitation Trends – Origin
- Value of Tourism Report (Economic Impact)
- Special projects

We will provide quarterly and annual reports on all of the studies listed above except “Special projects.” Our multi-modal data collection approach that runs throughout the year provides interviews for all of the research targets, e.g., leisure visitors staying in paid accommodations, leisure visitors staying with friends and relatives, attraction visitors, day visitors, online consumers, convention visitors, meeting

visitors, and business visitors. **Our multi-modal data collection approach focuses on where visitors go, and we interview them where they are (or have been).**

It does not matter if the visitor we interview at Tallahassee Museum is a business visitor, a day visitor, a leisure visitor who is staying at paid accommodations, etc., nor does it matter if the visitor we interview online from a bed tax collector's email data base is a business visitor, a leisure visitor, an attractions visitor, etc. ***It only matters that our data collection approach reaches a valid and representative set of visitors to Leon County.***

We have used this approach successfully at Visit Tallahassee and at twelve other DMOs in Florida.

So, back to the original question: ***What is our recommended percentage of total budget allocated to each study, analysis or report and related rationale?***

Our budget will produce all of the quarterly and annual reports for all of the studies within the cost we have included in this proposal including Leisure Visitor Profile – hotel, motel, campground visitors, Leisure Visitor Profile – In-home visitors, Attraction Visitor Profile, Day Visitor Profile, Online Consumer Visitor Profile, Convention, meeting, business traveler, Visitation Trends – Origin, Value of Tourism Report (Economic Impact), and Economic Impact reports for Signature Events. Plus, we will conduct at least two Special Studies that could include the following:

SPECIAL STUDY #1 – UNIQUE EMOTIONAL POSITIONING OF TALLAHASSEE

If Leon County TDC desires, in addition to providing quarterly and annual reports for each of the research targets that Leon County wished to investigate, we will provide Unique Emotional Positioning research that enables Leon County TDC to discover its key differentiators vis-à-vis other destinations in its competitive mix.

SPECIAL STUDY #2 – POTENTIAL VISITORS STUDY

If Leon County TDC desires, in addition to providing quarterly and annual reports for each of the research targets that Leon County wishes to investigate, we will provide an annual Potential Visitor Study. Based on results of all of our other research, we will design an internet-based study of potential visitors to Leon County. The design of this study will be influenced by what we learn in our other studies, for example, we will use the top origin markets of existing visitors plus results of our lifestyle segmentation study to define the target market for the potential Visitor Study. We will interview 500 potential visitors to determine factors such as:

- Aided and unaided awareness of Leon County as a place to visit
- Ever visited Leon County
- Obstacles to visiting Leon County
- Perceptions of Leon County
- Rating of Leon County on key vacation attributes
- Perceived similar destination that compete with Leon County
- Awareness of advertising for Leon County
- Awareness of media coverage of Leon County

- Other questions will be added based on discussions with Leon County TDC and its agency of record

These Special Studies will also be included in our budget, i.e., it will not cost Leon County TDC any additional money.

8. RECOMMENDED POSSIBLE NEW METHODOLOGY TO STRETCH THE EFFICIENCY AND EFFECTIVENESS OF THE RESEARCH BUDGET THAT WOULD NOT CHANGE THE RELEVANCE OF OUR PRIOR DATA

In 2014, we introduced our multimodal data collection approach to Visit Tallahassee that:

- Reaches a more representative set of visitors
- Produces more valid results with lower margins of error (sampling errors)
- Enables us to deliver all of the quarterly and annual reports that Leon County TDC requests
- Enables us to deliver two new reports that are designed to help the TDC's agency of record attract more visitors to Leon County.

We will continue to ensure that the validity of trending data is preserved. We have and we will do what most sophisticated market researchers do; make changes to methodology when necessary, but keep most things as they were. We will analyze results for data collected via the new approach and we will analyze data collected the previous way. We will make comparisons, and weight final results so that trending is not compromised. Eventually, the new methodology will become the norm. This is the approach the Census Bureau takes; this is the approach that other major survey efforts take on a federal level. This is the approach Downs & St. Germain Research has used with Visit Tallahassee and it is the approach we use with other DMOs.

9. RATIONALE FOR MAINTAINING STUDIES/METHODOLOGY.

Downs & St. Germain Research has utilized the Gold Standard methodology for Visit Tallahassee over the past 4+ years. Data generated have been valid and reliable and economic data and reports have been accurate and well received. The base part of our research design includes:

- Visitor Tracking surveys (and quarterly reports)
- Signature Event surveys (and economic reports)
- Economic Impact report annually

Beyond this base research design, we have conducted the following types of research and analyses for Visit Tallahassee over the past few years:

- Meeting Planner Study
- Emotional Positioning Research
- Lifestage analysis of Visitor Profile data
- Generational analysis of Visitor Profile data
- GIS maps Visitor Profile data
- Logo and advertising asset study
- Offered tourism insights
- Visitor Guide study

We recommend additional emotional positioning research as well as research that focuses on better understanding visitors' vacation planning process. We will work with Visit Tallahassee to develop a Strategic Market Research Plan that will maximize Visit Tallahassee's ROI for its research dollars.

Tab C: In-house research services and subcontracted services

1. STUDY DESIGN

We have three full-time personnel for study design:

- Phillip Downs, Ph.D.
- Joseph St. Germain, Ph.D.
- Roger Formisano, Ph.D.

All three have doctoral degrees that require advanced knowledge of research design. Together they have designed over 1,200 market research studies with over 200 being for tourism and travel clients.

2. QUESTIONNAIRE AND INTERVIEW GUIDE

Doctors Downs, St. Germain, and Formisano will be available full-time to work on questionnaires and interview guides. Together, they have written over 1,000 questionnaires and taught questionnaire construction to over 20,000 college students and to over 1,000 executives in executive education programs.

3. DATA COLLECTION

Downs & St. Germain Research employs three data collection supervisors, a data collection manager, and 40 professional interviewers. Our interviewers have conducted over 1,000,000 surveys in-person, online and via telephone. Our data collection manager is Rachael Anglin who has worked with Downs & St. Germain Research for 5 years. All data collection personnel work part-time and average between 15 and 30 hours per week. Our interviewer supervisors are:

- Glencora Haskins
- Colleen Jerkins
- Isiah Lewis

Facility

Downs & St. Germain Research's office at 2992 Habersham Drive, Tallahassee, Florida will be used as the interviewing facility. The facility is equipped with twenty (20) CATI (Computer Assisted Telephone Interviewing) stations. CATI stations facilitate a completely computerized interviewing process that reduces interviewer-induced bias and mistakes.

Interviewer Training

The project director and the research director will be responsible for interviewer training. Topics to be covered in the training sessions will include:

- Purpose of the survey
- How the information will be used
- Sampling procedure
- Selection of appropriate household member
- Detailed review of the questionnaire
- Methods for handling objections
- Coding procedures
- Maintaining a telephone log
- Role playing and practice interview

Standardized Survey Interviewing by Floyd J. Fowler, Jr., and Thomas W. Mangione will be the reference guide for the training session.

Computer Assisted Interviewing

As they are interviewing residents, interviewers will record answers directly into iPads. The software program that enables direct computer data entry will be written to exclude out-of-range responses and to assure that interviewers follow the appropriate skip patterns throughout the study. This process eliminates potential errors inherent in separate, manual data coding and entry steps.

Controlling all elements of the research process on-site affords the *highest level of integration and quality control.*

4. DATA CODING, CLEANING, PROCESSING AND CROSSTABULATIONS

Personnel working on these tasks include Rachael Anglin and Glencora Haskins, both full-time employees, who together have worked on over 200 studies. A key component of our data quality is that all operations are conducted in-house with our own software and employees.

Downs & St. Germain Research has a full suite of analytical software that enables the firm to program all research activities in-house and to conduct sophisticated statistical analyses and modeling in-house.

Crosstabulations

Of course, we also provide more typical analyses such as crosstabulations or examining how segments of the total sample answer questions. Unlike most market research firms, we place no limit on the number of crosstabulations Leon County TDC may have under the contract. Unlike most firms that leave crosstab data in software output (less elegant, less easily read and interpreted), we provide elegant and easy-to-read crosstab tables.

5. STATISTICAL TESTING AND INTERPRETATION

6. DATA ANALYSIS AND REPORT WRITING

7. ECONOMETRIC FORECASTING

8. ECONOMIC IMPACT MODELING

9. STRATEGIC PLANNING

All five of these tasks are handled by our partners:

- Phillip Downs, Ph.D.
- Joseph St. Germain, Ph.D.
- Roger Formisano, Ph.D.

All three have doctoral degrees and have had extensive academic training and practical experience in these five areas. They have not only directed over 1,200 real world research projects, they have also written over 50 academic articles and made over 50 academic presentations. Downs & St. Germain Research will work with IMPLAN in developing economic impact analyses and econometric forecasts when needed. Leon County TDC currently relies on IMPLAN for its economic impact modeling.

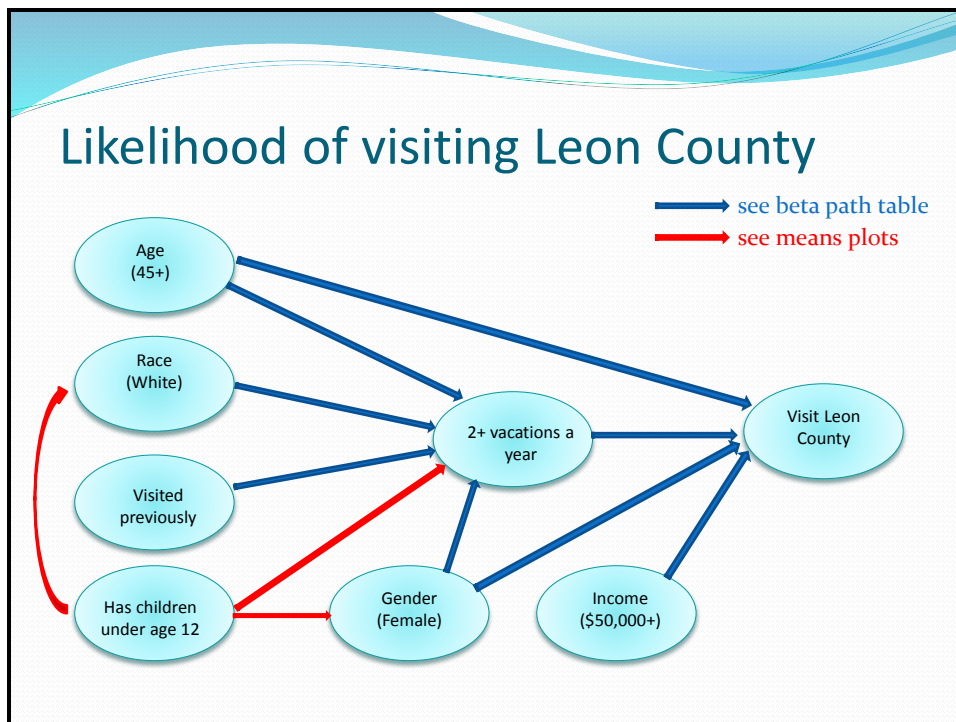
An advantage Downs & St. Germain Research has over most, if not all, research firms working with DMOs in Florida is the ability to conduct Structural Equation Modeling (SEM) and other sophisticated predictive modeling designed to maximize ROI for advertising dollars and to drive more visitors to Leon County.

Structural Equation Modeling

Structural Equation Modeling determines what variables drive behaviors and perceptions.

As shown in the figure below, the main predictors of visiting Leon County were 1) age (45+), 2) gender (females), 3) take 2+ vacations per year, and 4) income (\$50,000+). Several other factors influence many of the primary drivers of visiting Leon County.

STRUCTURAL EQUATION MODEL PREDICTING LIKELIHOOD OF VISITING LEON COUNTY

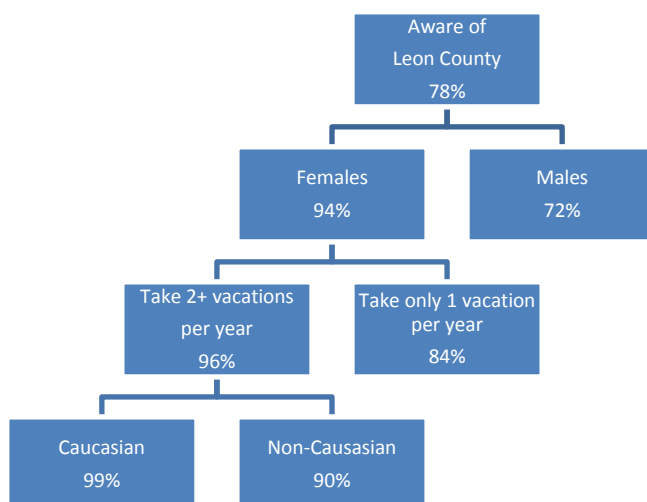


Armed with this information, Leon County TDC's advertising agency would know which market segments were more likely to visit and could thus target more advertising to these segments.

AnswerTree Analysis

AnswerTree analysis can identify the characteristics/variables that are most likely to predict a particular behavior or perception. The diagram below shows an AnswerTree analysis that looks at awareness of a program.

MOCK ANSWERTREE DIAGRAM – AWARENESS OF LEON COUNTY



Interpretation of AnswerTree Diagram

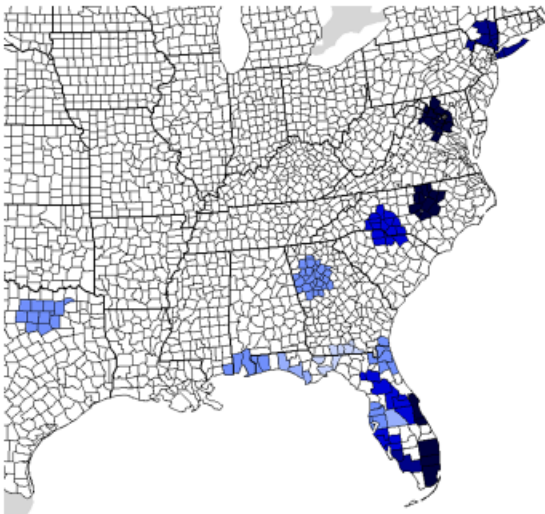
Based on the surveys, nearly four out of five potential visitors (78%) are aware of Leon County as a vacation destination. Gender is the number one predictor of whether or not individuals are aware of Leon County, as females are more likely to be aware (94%). The second most powerful predictor of whether or not one is aware of Leon County is the number of vacations taken per year, as potential visitors who take two or more vacations and are female (96%) are more likely to be aware of Leon County. The third most powerful predictor of whether or not one is aware of Leon County is race, as Caucasians, who take two or more vacations and are female are more likely (99%) to be aware of Leon County.

Armed with the results of the AnswerTree analysis, our client can tailor its future services and messages to reinforce understanding among segments that already are aware of Leon County and segments that are not aware.

GIS Mapping

GIS Mapping will allow Leon County TDC to determine behaviors and perceptions by particular regions. GIS Maps are clearer than data tables and easily allow Leon County officials to determine areas of need. GIS Maps for Leon County could be developed for various geographic areas including the southeast, the entire US, or even abroad to help determine where best to spend advertising dollars. The maps on the next page were developed for Visit Tallahassee.

Spending per Party by Market



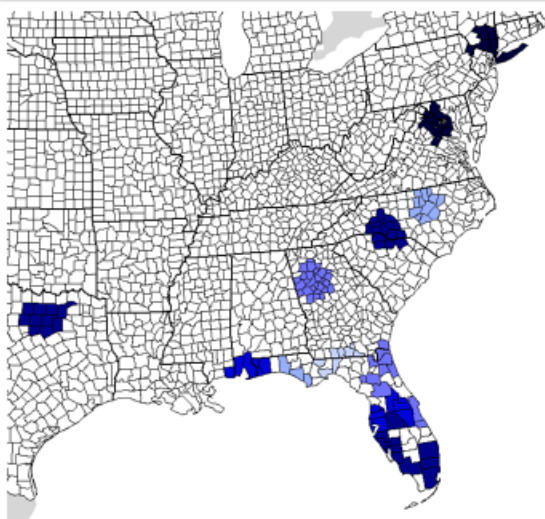
Market	Mean
Miami-Ft. Lauderdale	\$1,040
Melbourne-Vero Beach	\$1,020
Washington DC-Baltimore	\$1,000
Raleigh-Durham NC	\$1,000
Naples-Ft. Myers	\$940
New York City	\$920
Orlando	\$750
Charlotte	\$750
Ocala	\$740
Gainesville	\$700
Sarasota-Bradenton	\$700
Jacksonville	\$690
Tampa-Clearwater-St. Petersburg	\$680
Atlanta	\$670
Pensacola-Mobile	\$665
Dallas-Ft Worth	\$610
Lakeland FL	\$490
Panama City-Destin	\$450
Surrounding areas	\$175



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Average Income by Market



Market	Mean
New York City	\$135,250
Washington DC-Baltimore	\$132,375
Sarasota-Bradenton	\$128,625
Dallas-Ft Worth	\$126,500
Miami-Ft. Lauderdale	\$125,000
Naples-Ft. Myers	\$124,500
Lakeland FL	\$122,750
Charlotte	\$121,750
Orlando	\$119,750
Pensacola-Mobile	\$116,250
Tampa-Clearwater-St. Petersburg	\$111,250
Melbourne-Vero Beach	\$107,500
Jacksonville	\$105,625
Atlanta	\$103,250
Ocala	\$100,000
Gainesville	\$96,125
Raleigh-Durham NC	\$84,625
Panama City-Destin	\$82,000
Surrounding areas	\$68,625



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10. ACCOUNTING

Billing and accounting functions are done in-house by Rachael Anglin. Downs & St. Germain Research's accountant is Andrew Gay, CPA.

Tab D: Resources

Staffing plan and oversight of various projects

Position	Staff	Description of Duties	% FTE
Project Manager	Joseph St. Germain, Ph.D.	Coordinate all survey research activities including questionnaire programming, managing the data collection effort, analysis, and report preparation.	20%
Assistant Project Director	Phillip Downs, Ph.D.	Develop research designs, construct all questionnaires, supervise all analyses, and supervise all reports, and present result and recommendations to TDC.	20%
Research Director	Rachael Anglin	Assist in data collection, analysis, and report preparation.	15%
Assistant Research Manager	Glencora Haskins	Assist in data collection, analysis, and report preparation.	15%
Interviewer Manager	Isiah Lewis	Supervise all interviewing activity.	8%
Associate Project Director	Roger Formisano, Ph.D.	Assist Project Director, as necessary.	2%
Interviewer Supervisors	3 supervisors	Train, schedule, manage, and encourage interviewers. Validate interviews.	10%
Interviewers	40 Interviewers	Conduct on-site interviews.	10%

Downs & St. Germain Research’s team for Leon County TDC’s market research includes three Ph.D.s who have directed over 1,200 market research studies for Fortune 500 firms, national and international associations, and over 200 tourism and hospitality studies. One key element of any successful research endeavor is the data collection process. Our team’s manager of data collection has directed over 100 studies for tourism and hospitality clients, Fortune 500 clients and international and national associations.

1. Project Director – Joseph St. Germain, Ph.D., President

1. Regarding travel and tourism projects, Dr. St. Germain is responsible for day-to-day actions on all key issues including:
 - Directing the Backgrounding phase during which the Strategic Market Research Plan will be developed
 - Developing the research designs for all studies including:
 - Sampling frames
 - Sampling plans

- Sample sizes
 - Sampling errors
 - Writing all questionnaires
 - Developing the analysis templates for all studies
 - Developing the report template for each study
 - Preparing Executive Summaries for each study
 - Presenting strategic recommendations to the TDC for all studies
 - Meeting with TDC representatives and attending meetings
2. Dr. St. Germain will be assigned 80% to other projects
 3. Dr. St. Germain will be assigned 20% to Leon County TDC.
 4. Dr. St. Germain has been with Downs & St. Germain Research for 11 years.
 5. Dr. St. Germain worked 3 years with other organizations.
 6.
 - a. St. Germain has directed over 300 projects at Downs & St. Germain Research in the past seven years, including over 200 studies involving tourism and hospitality clients, such as the Visit Sarasota County, Florida's Sports Coast (Pasco), Visit South Walton, Amelia Island TDC, Visit Central Florida, Visit Delaware, Visit Louisiana, St. Johns County TDC, Lee County VCB, Marion County VCB, Charlotte County VCB, VISIT FLORIDA, and the Crystal Coast Tourism Authority.
 - b. St. Germain has worked on projects ranging from \$5,000 to \$400,000.
 - c. St. Germain has developed research designs, written questionnaires and interviewer guides, trained interviewers, analyzed data, written reports, developed strategic recommendations, and presented results to clients.
 7. Education – Ph.D. Psychology; minor in quantitative methods
 8. Training – On-the-job training for 11 years – directing and co-directing over 300 studies.
 9. Active registrations – not applicable
 10. Other experience – directed over 300 projects, several with travel and tourism clients. Currently director or co-director for projects with Florida's Sports Coast (Pasco), Visit South Walton, Amelia Island TDC, Visit Central Florida, Visit Delaware, Visit Louisiana, St. Johns County TDC, Lee County VCB, Marion County VCB, Charlotte County VCB, VISIT FLORIDA, and the Crystal Coast Tourism Authority.

2. Assistant Project Director – Phillip Downs, Ph.D., Senior Partner

1. Regarding travel and tourism projects, Dr. Downs is responsible for day-to-day actions on all key issues including:
 - Directing the Backgrounding phase during which the Strategic Market Research Plan will be developed
 - Developing the research designs for all studies including:
 - Sampling frames
 - Sampling plans
 - Sample sizes
 - Sampling errors
 - Writing questionnaires
 - Developing the analysis templates for all studies
 - Developing the report template for each study
 - Preparing Executive Summaries for each study

- Presenting strategic recommendations to the TDC for all studies
 - Meeting with TDC representatives and attending meetings
2. Dr. Downs will be assigned 80% to other clients.
 3. Dr. Downs will be assigned 20% to Leon County TDC.
 4. Dr. Downs has been with Downs & St. Germain Research for 34 years.
 5. Dr. Downs worked 3 years with other organizations.
 6. a. Downs has directed over 1,200 projects at Downs & St. Germain Research in the past thirty-four years, including over 300 studies involving tourism and hospitality clients, such as the Leon County TDC, Florida's Sports Coast (Pasco), Visit South Walton, Amelia Island TDC, Visit Central Florida, Visit Delaware, Visit Louisiana, Visit Kentucky, Visit Tampa Bay, Okaloosa County TDC, Florida Sports Foundation, St. Johns County TDC, Lee County VCB, Marion County VCB, VISIT FLORIDA, and the Crystal Coast Tourism Authority.
b. Downs has worked on projects ranging from \$5,000 to \$400,000.
c. Downs has developed research designs, written questionnaires and interviewer guides, trained interviewers, analyzed data, written reports, developed strategic recommendations, and presented results to clients.
 7. Education – Ph.D. Marketing; minor in quantitative methods
 8. Training – On-the-job training for 34 years – directing and co-directing over 1,200 studies.
 9. Active registrations – not applicable
 10. Other experience – Worked with the following travel and tourism clients:

American Society of Travel Agents	The Don Cesar
British Virgin Islands	United Airlines
Charles Hotel (Boston)	Vancouver Tourism
Club Med	VISIT FLORIDA, Inc.
Colonial Williamsburg	Florida Sports Foundation
Crystal Coast Tourism Authority	Columbia County Sports Commission
Delta Air Lines	Pasco County TDC
Grand Bahama Island	Visit Central Florida
Indian River Plantation	Visit Tallahassee
Interstate Hotels & Resorts	Amelia Island TDC
Leon County TDC	Charlotte County TDC
Marion County VCB	Lee County VCB
Marriott Hotels	Visit Central Florida
Okaloosa County TDC	Visit Tampa Bay
Our Lucaya Golf & Beach Resort	Kentucky Office of Tourism
Peter Islands	Delaware Office of Tourism
Roosevelt Hotel (New York)	Louisiana Office of Tourism
Visit Sarasota County	St. Lucie County TDC
South Seas Island Resort	
Visit South Walton County	
Space Coast Office of Tourism	
St. Johns County TDC	

The Boeing Company

3. Associate Project Director – Roger Formisano, Ph.D., Associate Partner

1. Regarding travel and tourism projects, Dr. Formisano is responsible, in the absence of Drs. Downs and St. Germain, for day-to-day actions on all key issues including:
 - Directing the Backgrounding phase during which the Strategic Market Research Plan will be developed
 - Developing the research designs for all studies including:
 - Sampling frames
 - Sampling plans
 - Sample sizes
 - Sampling errors
 - Writing questionnaires
 - Developing the analysis templates for all studies
 - Developing the report template for each study
 - Preparing Executive Summaries for each study
 - Presenting strategic recommendations to the TDC for all studies
 - Meeting with TDC representatives and attending meetings
2. Dr. Formisano will be assigned 2% to Leon County TDC.
3. Dr. Formisano has been with Downs & St. Germain Research for 10 years.
4. Dr. Formisano worked 20 years with other organizations.
5.
 - a. Formisano has directed over 50 projects for several governors and government agencies.
 - b. Formisano has worked on projects ranging from \$5,000 to \$200,000.
 - c. Formisano has developed research designs and developed strategies, and presented results to clients.
6. Education – Ph.D. Business; minor in quantitative methods
7. Training – Ph.D. in business and on-the-job training for 34 years
8. Active registrations – not applicable
9. Dr. Formisano has written books and articles on strategy and conducted studies with federal, state, and local governments on a wide range of issues. He serves on several national boards of directors.

4. Associate Project Director Research Director – Rachael Anglin

1. Regarding travel and tourism projects, Anglin is responsible for:
 - Analysis
 - Report preparation
 - Data collection management
2. Anglin will be assigned 85% to other clients.
3. Anglin will be assigned 15% to Leon County TDC.
4. Anglin has been with Downs & St. Germain Research for 5 years.
5. Anglin has worked with one other organization.
6.
 - a. Anglin has directed over 150 projects.
 - b. Anglin has worked on projects ranging from \$5,000 to \$255,000.
 - c. Anglin has conducted analyses and written reports for tourism clients, as well as government clients at all three levels.
7. Education – B.A. Public Relations
8. Training – Training for 5 years at Downs & St. Germain Research

9. Active registrations – Florida Notary Public

5. Assistant Research Director – Glencora Haskins

1. Regarding travel and tourism projects, Haskins is responsible for
 - Analysis
 - Report preparation
2. Haskins will be assigned 85% to other clients.
3. Haskins will be assigned 15% to Leon County TDC.
4. Haskins has been with Downs & St. Germain Research for less than one year.
5. Haskins has worked with one other organization.
6. a. Haskins has directed 10 projects.
b. Haskins has worked on projects ranging from \$5,000 to \$150,000.
c. Haskins has conducted analyses and written reports for a range of clients.
7. Education – B.A. Economics
8. Training – Training at Downs & St. Germain Research
9. Active registrations – Florida Notary Public

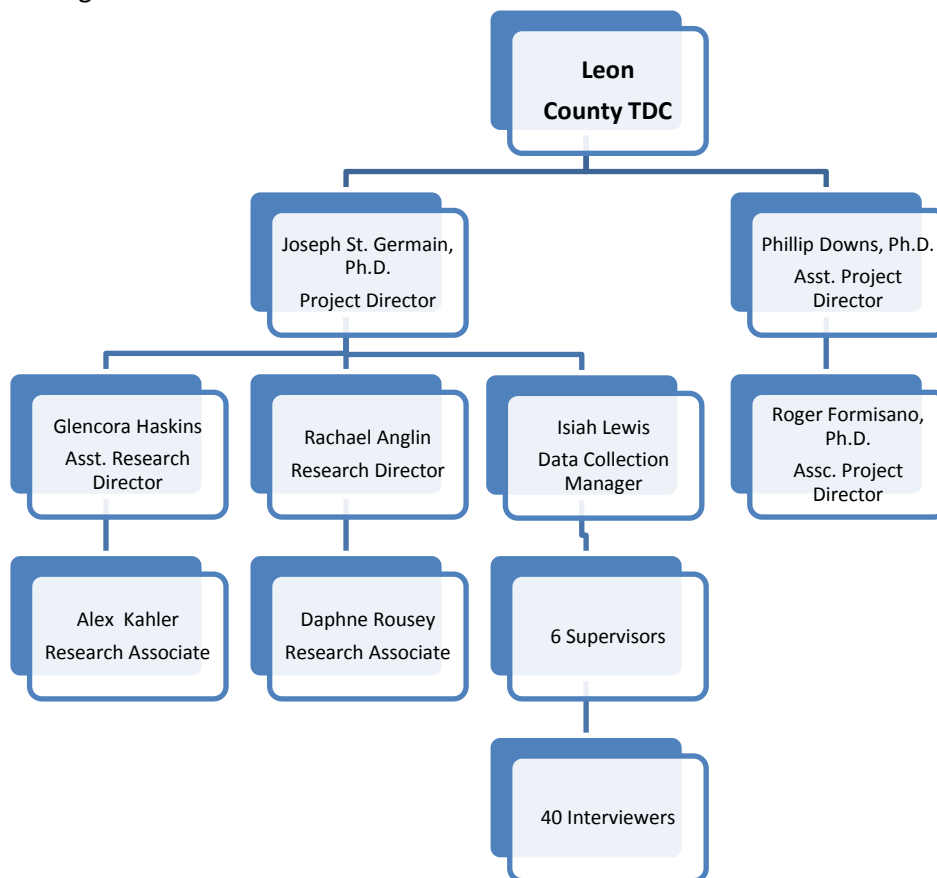
6. Data Collection Supervisor – Isiah Lewis

1. Regarding travel and tourism projects, Lewis is responsible for
 - Managing data collection
2. Lewis will be assigned 90% to other clients.
3. Lewis will be assigned 10% to Leon County TDC.
4. Lewis has been with Downs & St. Germain Research for one year.
5. Lewis has worked with one other organization.
6. a. Lewis has managed data collection for over 20 research projects.
b. Lewis has worked on projects ranging from \$5,000 to \$100,000.
7. Education – B.S. Marketing
8. Training – Training at Downs & St. Germain Research
9. Active registrations – Florida Notary Public
10. Lewis has managed data collection for 20 survey research projects over the past year.

Supervisors and Interviewers

Downs & St. Germain Research currently employs 6 interviewer supervisors and over 40 interviewers. Downs & St. Germain Research possesses a unique blend of talents and experience for the Leon County TDC.

Below is the organizational chart for Downs & St. Germain Research.



Subcontractors – None. All research activities including telephone and on-site interviews, internet surveys, focus groups, data analysis, research design, questionnaire development, report preparation, strategic recommendations, presentations, etc., will be conducted in-house to ensure maximum quality control.

Resumes of Key Staff - On following pages.

Joseph St. Germain, Ph.D.

Education

Florida State University

Ph.D. in Educational Psychology with a Sport Psychology major
M.S. in Educational Psychology with a Sport Psychology major
Received the College of Education Teaching Fellowship (2002-2003)
Certificate in Measurement and Statistics

University of Minnesota – Duluth

B.A.S. in psychology, Minor in coaching
Graduated cum laude and with departmental honors

Professional Experience

Downs & St. Germain Research

President

- Manage market research projects for local, state, and national clients
- Design research methodologies customized to client's needs
- Conduct research via telephone, mail, web surveys, in-depth interviews, and focus groups
- Analyze qualitative and quantitative data
- Develop strategic recommendations to guide client's future marketing and business decision
- Prepare reports of research results
- Present research results and recommendations
- Prepare and submit proposals

Florida State University

Academic Advisor

- Provided academic advising to students in the College of Human Sciences
- Chair of the Social/Teambuilding Committee
- Chair of the Policy Committee
- Served on the Peer Mentoring Committee
- Leader of a Peer Mentoring Group
- Presenter at NACADA Region IV Conference: March 2006
- Aided in planning and coordinating of the 2007 NACADA Conference
- Workshop facilitator for Orientation Workshop: April 2006 & 2007
- Conducted Preview and Orientation presentations
- Performed student outreach activities

Graduate Assistant-- Academic Advisor

- Advised students
- Created First Year Experience (FYE) presentation
- Conducted Orientation presentations

Phillip E. Downs, Ph.D.

Education

- Ph.D. - University of North Carolina, Chapel Hill, 1976
- M.B.A. - Bowling Green State University, 1972
- B.S. - Bowling Green State University, 1970

Consulting Experience

- Downs & St. Germain Research
 - 1984 – Present
 - Founding partner
 - Project Director for over 1,000 research projects
 - Moderated over 700 focus group interviews

Professional & Academic Presentations

- 1975-present - 50 presentations at the American Marketing Association, Southern Marketing Association, Academy of Marketing Science, Southeastern American Institute of Decision Sciences, National Operations Research Society of America/The Institute of Decision Sciences, Mid-South Marketing Educators' Conference, American Society of Association Executives, American Association of Public Opinion Research, Journal of Public Policy & Marketing

Academic Experience

- 1985-present - Professor of Marketing, Florida State University
- Associate Professor of Marketing, Florida State University
- Assistant Professor of Marketing, Florida State University
- Assistant Professor of Business Administration, College of William and Mary

Honors and Awards

- American Marketing Doctoral Consortium Fellow
- Southern Marketing Association - Steven J. Shaw Award - Best Paper Award
- Southern Marketing Association - Best paper in the marketing research track
- Tallahassee Society of Association Executives - President's Award
- Tallahassee Society of Association Executives - Associate of the Year
- Florida State University - Outstanding Teaching Award
- American Marketing Association - FSU Chapter, Outstanding Marketing Teaching Award
- American Society of Association Executives, Marketing Section Council Member
- Florida Society of Association Executives, Associate Member of the Year

Publications

- 35 articles in The Marketing Forum, Journal of the Academy of Marketing Science, Journal of Public Policy & Marketing, Handbook of Business Planning and Budgeting, Journal of Business Research, Developments in Marketing Science Volume II, Journal of the Market Research Society, Marketing Management: Strategies and Cases, Developments in Marketing Science, Volume I, Contemporary Marketing Thought, and Proceedings from the American Marketing Association, Southern Marketing Association, Academy of Marketing Science, and the Southeastern American Institute for Decision Sciences

Roger Formisano, Ph.D.

Education

- Ph.D. – **University of North Carolina – Chapel Hill**, 1976
- M.S. – **University of New Hampshire**
- B.A. – **University of New Hampshire**

Professional Experience

- **Downs & St. Germain Research**
Associate Partner (2001 – Present)
Strategic planning
Present research results and recommendations
Prepare and submit proposals
- **Formisano & Company**
Founder and principal (2001 – Present)
Strategic business consulting with an emphasis on strategy articulation and execution, leadership development, and M&A advisory services. The firm has served clients from various industries, and wide-ranging size differences.
- **University of Wisconsin Medical Foundation**
Vice President of Leadership Development and Strategy (part-time 2001 – present)
University of Wisconsin Medical Foundation is the functional organization for 1,050 physicians practicing at UW Health sites.
- **Visiting Professorships**
Dr. Formisano currently serves as a Visiting Professor on the business school faculty at HEC in Paris, and ISTCE in Lisbon; where in both cases he teaches Entrepreneurship and Strategy in the MBA program. He also currently teaches the Mergers and Acquisitions course in the eMBA program at UW-Madison.
- **United Wisconsin Services**
Executive Vice President and Chief Operating Officer (1992 -1999)
Formisano served as Executive Vice President and Chief Operating Officer for United Wisconsin Services, a multi-line, publicly traded insurance company headquartered in Milwaukee, Wisconsin. Formisano served United Wisconsin for seven years and had full responsibility for business units totaling \$500 million in revenue with over 600 employees. Formisano served as President of Compcare, one of the state's largest HMOs and Meridian Resource Corporation, a consulting firm he founded as a subsidiary in Madison, Wisconsin.

Corporate Boards & Awards

- Integrity Mutual Insurance Company (1986-Present)
- Audit Committee Chair (2001-Present)
- Wisconsin Sports Development Foundation (2006-present)
- Badger State Games (1999-2001)
- Wisconsin Sports Authority (1990-1999)
- Greater Milwaukee Open PGA Tournament (1997-2005)
- Wilshire Mutual Funds (2001-Present)
- Audit Committee Chair (2001-Present)

Rachael Anglin

Education

University of Georgia, Athens, Georgia
Bachelor of Arts, Public Relations, Magna Cum Laude
Minor, Sociology

The University of Oxford, Oxford, England
6 Week Intensive Program Concentrating on Global Mass Media Effects

Professional Experience

Project Director, May 2014 - Present

Downs & St. Germain Research, Tallahassee, FL

- Assist in the development of questionnaires, surveys, analysis and reports.
- Conduct in-depth data analyses using traditional and advanced methods.
- Co-author reports containing actionable recommendations.

Public Relations Intern, January 2014- May 2014

Pure Barre, Athens, GA

- Develop, implement and evaluate a campaign to increase members, retention rates and sales
- Oversee research, goals and objectives, logistics and graphics teams
- Create and manage a system to accurately keep track of hours worked on the campaign

Public Relations Assistant, June 2013- April 2014

QuackerSmackers.com, Athens, GA

- Write and distribute press releases
- Create a proposal to obtain sponsors for the website
- Generate surveys to gain insight from the target market
- Attend tradeshow and other events to promote the website

Marketing Assistant & Proofing and Production, May 2013- August 2013

Campus Special, Duluth, GA

- Assist business owners with creating deals/offers and with designing advertisements to achieve optimal return
- Manage production of coupon books for over 20 colleges/universities
- Manage business contracts, payments and other administrative work for over 60 sales representatives
- Meet strict deadlines for production

Director of Public Relations, September 2012- December 2012

Four Athens, Athens, GA

- Write and submit press releases and media alerts
- Create and maintain a "Founders' Fridays" blog for the Four Athens webpage
- Assist in planning and executing Four Athens events

Highlights

- Proficiency in InDesign CS6, Photoshop CS6, SPSS predictive analytics software and Google Analytics

Isiah Lewis

Education

Florida State University - Tallahassee, FL

Bachelor of Science: Marketing,

Professional Experience

Project Director, June 2018 - Present

Downs & St. Germain Research, Tallahassee, FL

- Analyze data on SPSS Statistical output for client reports
- Manage the data collection process
- Assist in the development of questionnaires, surveys, analysis and reports

Market Research Intern, May 2017- April 2018

Downs & St. Germain Research, Tallahassee, FL

- Analyze data on SPSS Statistical output to prepare graphs and tables for client annual reports
- Assist with general administration tasks, including contacting interviewers and supervisors
- Conduct research as needed for existing and potential client proposals

Marketing Intern, January 2017- April 2018

Visit Tallahassee, Tallahassee, FL

- Developed a project to advertise National Tourism Week to residents
- Oversaw social media postings and track potential reach and followings
- Participated in events focused on promoting Tallahassee as a travel destination

Student Liaison, Dec 2016- May 2018

Florida State University Garnet and Gold Guides, Tallahassee, FL

- Used knowledge of Florida State athletics to attract student athletes to attend the university
- Encouraged boosters to be active within Florida State athletics through facility tours
- Managed and facilitated guides relations with recruits during game day activities

Glencora Haskins

Education

Rollins College, Winter Park, Florida
Bachelor of Arts, Economics, Magna Cum Laude
Minor, Spanish

Professional Experience

Project Director, January 2019 - Present

Downs & St. Germain Research, Tallahassee, FL

- Assist in the development of questionnaires, surveys, analysis and reports.
- Conduct in-depth data analyses using traditional and advanced methods.
- Co-author reports containing actionable recommendations.

Departmental Assistant, November 2016 - January 2019

Rollins College Economics Department, Winter Park, FL

- Conduct administrative and clerical duties for departmental faculty and staff
- Coordinate representation of the department in school event and deliver information to students, parents, and community members
- Streamline office duties to provide superior assistance to departmental employees to maintain an efficient work environment

IT Help Desk Representative, September 2016 - January 2019

Rollins College Information Technology, Winter Park, FL

- Manage technological cases reported by university students and faculty members in-person and via telephone to ensure efficient case management for the benefit of the department and clients
- Aid clients with any issues relating to their electronic devices, including installation of software
- Ensure excellent customer service for all clients to improve customer satisfaction

Junior Researcher, June 2015 – August 2017

Florida State University Center for Economic Forecasting and Analysis, Tallahassee, FL

- Compile data and perform research for use in official university publications and research reports
- Construct and edit Scope of Work Economic Analyses for university clientele
- Support the peer-review process for university journal publications
- Author and co-author thorough and comprehensive literature reviews and data analysis for economic impact reports and proposals

Highlights

Proficiency in Microsoft Office Suite, Adobe Creative Cloud, Stata, and SPSS predictive analytics software

Tab E: Experience

1. CURRENT TOURISM CLIENTS

- Visit South Walton 2011 - present
- Marion County CVB 2014 - present
- Visit Sarasota County 2014 - present
- Visit Tallahassee 2014 - present
- Florida's Sports Coast (Pasco County) 2017 - present
- St. Johns County CVB 2018 - present
- Visit Central Florida 2017 - present
- Charlotte County CVB 2018 - present
- Visit Tampa Bay 2016 - present
- Columbia County 2019 - present
- Palm Beach County Sports Commission 2019 - present
- Lee County VCB 2019 - present

2. OTHER CURRENT CLIENTS

- City of Boynton Beach
- PDASStats
- Texas Society of Association Executives
- Florida Mobile Homes Association
- City of Clearwater
- Florida Justice Association
- Palm Beach County Health Care District

3. SIMILAR PROJECTS

Similar Project #1

- a. Visit Sarasota County
- b. Downs & St. Germain Research conducted the following studies:
 - Visitor Profile Research
 - Economic Impact Study
 - Day Tripper Profile
 - ADR Study (four, one for each quarter)
 - Visitor Trend Analysis
- c. Virginia J. Haley, CDME, President
Visit Sarasota County
5868, 1777 Main St #302, Sarasota, FL 34236
941.955.0991 ext. #107
vhaley@visitsarasota.org
- d. On-going
- e. Fees - \$150,000
- f. Project team

- Phillip Downs, Director
- Joseph St. Germain, Assistant Director
- Roger Formisano, Associate Director
- Rachael Anglin, Research Director
- Isiah Lewis, Data Collection Manager

Similar Project #2

- Visit South Walton
- Downs & St. Germain Research conducted the following studies:
 - Branding focus groups
 - ADR Study (four, one for each quarter)
 - Visitor Tracking Studies (four, one for each quarter)
 - Potential Visitor Study
 - Lifestyle Segmentation Study
 - Past Visitor Study
 - Group Business Study
 - Advertising Effectiveness Study
 - Economic Impact Study
- David Demarest, Director of Marketing and Communications
Walton County TDC
25777 U.S. Highway 331 South, Santa Rosa Beach, FL 32459
850.267.1216
DavidD@visitsouthwalton.com
- On-going
- Fees - \$220,000
- Project team
 - Phillip Downs, Director
 - Joseph St. Germain, Assistant Director
 - Roger Formisano, Associate Director
 - Rachael Anglin, Research Director
 - Glencora Haskins, Data Collection Manager

Similar Project #3

- Lee County VCB
- Downs & St. Germain Research conducts the following studies:
 - ADR Study (four, one for each quarter)
 - Visitor Tracking Studies (four, one for each quarter)
 - Potential Studies:
 - Potential Visitor Study
 - Lifestyle Segmentation Study
 - Past Visitor Study
 - Group Business Study
 - Advertising Effectiveness Study

- Economic Impact Study
- c. Tamara Pigott, Executive Director
Lee County VCB
2201 Second St #600, Fort Myers, FL 33901
239.338.3500
TPigott@leegov.com
- d. On-going
- e. Fees - \$250,000
- f. Project team
 - Phillip Downs, Director
 - Joseph St. Germain, Assistant Director
 - Roger Formisano, Associate Director
 - Rachael Anglin, Research Director
 - Glencora Haskins, Data Collection Manager
 - Isiah Lewis, Assistant Project Director

Similar Project #4

- a. Visit Central Florida
- b. Downs & St. Germain Research is conducting Visitor Tracking Studies and ADR studies, as well as emotional positioning research and advertising asset testing. This project is more similar in nature to Leon County TDC's study. Economic Impact analysis is one of the components.
- c. Kris Keprios, Marketing Director
Visit Central Florida
2701 Lake Myrtle Park Road, Auburndale, Florida 33823
863.551.4727
kris@visitcentralflorida.org
- d. On-going
- e. Fees - \$100,000
- f. Project team
 - Phillip Downs, Director
 - Joseph St. Germain, Assistant Director
 - Roger Formisano, Associate Director
 - Rachael Anglin, Research Director
 - Isiah Lewis, Data Collection Manager

Similar Project #5

- a. Ocala/Maron County VCB
- b. Downs & St. Germain Research is conducting Visitor Tracking Studies and ADR studies. This project is also similar in nature to Leon County TDC's study. Economic Impact analysis is one of the components.
- c. Loretta Shaffer, Executive Director
Ocala/Marion County VCB
109 W Silver Springs Blvd, Ocala, FL 34475
352.438.2804

Loretta.Shaffer@MarionCountyFl.org

- d. On-going
- e. Fees - \$50,000
- f. Project team
 - Phillip Downs, Director
 - Joseph St. Germain, Assistant Director
 - Roger Formisano, Associate Director
 - Rachael Anglin, Research Director
 - Isiah Lewis, Data Collection Manager

Tab F: Case Histories

The RFP requested two case histories.

VISIT SARASOTA COUNTY – BRANDING RESEARCH

Research Program Synopsis: When Visit Sarasota County looked to refresh the brand of their destination, they hired Downs & St. Germain to conduct the research. Focus groups were conducted in five markets (New York, Toronto, Chicago, Washington DC, and Sarasota). The groups provided feedback on logos, naming conventions, themes, and advertisements. We also conducted a series of internet surveys to determine the unique emotional positioning for Sarasota and to quantify and confirm focus group findings regarding advertising assets.

In addition to the focus groups, Downs & St. Germain Research completed an Emotional Mapping Study. In this study, words and phrases, emanating from the focus groups, describing Sarasota and other travel destinations were tested to see which phrases resonated with visitors and were “owned” by Sarasota County.

The Brand Reveal was attended by over 300 community leaders and politicians. For a short video on this study, please visit the following link: <https://www.youtube.com/watch?v=tLMG1T1GyIU>.

Situation Overview: VSC wanted to refresh its brand and to convince county commissioners that removing the word “County” from the logo was the appropriate strategy when advertising outside Sarasota County.

Audiences: Existing and potential visitors to Sarasota County.

Objectives: Determine best messaging, best creative, best logo, best emotional positioning, best advertising vehicles, etc. to attract more visitors to Sarasota.

Methodologies: Focus groups and internet surveys. The former were used to tease out emotional reactions to the destination and its advertising assets. The latter were used to confirm and quantify focus group results.

Insights/recommendations: The following logo was selected based on our research:



The unique emotional positioning was “the ahhh feeling” visitors feel when in Sarasota. Some examples of advertising assets developed from the research include:

3. Develop – Advertisements



The research process is summarized in the panel below, which was included in the Brand Reveal.



Results: VSC received a refreshed brand, a new, unique emotional positioning, a series of new advertisements, and new messaging.

Budget: \$120,000

VISIT SOUTH WALTON (VSW) – LIFESTYLE SEGMENTATION STUDY

Research Program Synopsis: Through sophisticated lifestyle segmentation algorithms, we provided South Walton and its agency of record with critical inputs and recommendations regarding marketing strategies that would increase its visitor numbers. Based on our recommendations, South Walton had two consecutive record-breaking years.

Situational Overview: VSW wanted to obtain information that would inform its advertising messaging and media vehicle decisions so it could attract more visitors.

Audiences: Existing and potential visitors to South Walton.

Objectives: Determine best messaging, best creative, best advertising vehicles, etc. to attract more visitors to South Walton.

Methodologies: The South Walton Lifestyle Segmentation Study utilizes data and algorithms from RUF Strategic Solutions (RUF) with supportive demographic, consumer, and media data from the US Census Bureau, Experian Information Solutions, and Simmons Research Bureau. Study results are based on over 4,000 US Census variables; personal data from 115 million Experian households with individual demographics; thousands of Simmons lifestyle variables; RUF's proprietary data enhancements; and Downs & St. Germain Research's analytic enhancements.

Lifestyle segmentation begins with information about consumers, i.e., visitors to South Walton. Working with bed tax collectors of South Walton, Downs & St. Germain Research generated information on 36,793 visitors to South Walton in 2011.

Insights/recommendations: The key value of any study is the strategic recommendations and the value they provide to clients and their advertising agencies. We list a series of recommendations that informed VSW's marketing and advertising decisions.

→ The top markets for South Walton's advertising and marketing should be (in priority order):

- Atlanta
- New Orleans-Baton Rouge
- Birmingham
- Mobile-Gulfport-Biloxi-Pensacola
- Nashville
- Montgomery
- Jackson
- Houston
- Dallas-Ft. Worth

→ Based on past visitor origin and on market sizes, South Walton's peak season marketing should be targeted to (in priority order):

- Atlanta
- Birmingham
- New Orleans
- Dallas-Ft Worth
- Houston

→ Non-peak marketing should be targeted to (in priority order):

- Atlanta
- Mobile-Pensacola

- Birmingham
- New Orleans

- Nashville

- Advertising and marketing can target the same types of persons throughout the year (albeit for different reasons as seasons change).
- Heavy peak season and heavy non-peak season visitors are the same types of people and represent roughly 70% of all visitors to South Walton.
- Conversely, light peak season visitors and light non-peak season visitors also are the same types of people and represent roughly 24% of all visitors to South Walton.
- South Walton’s advertising can target the same type of person regardless of season. There is no need to spend precious ad money chasing different types of potential visitors throughout the year.
- Direct marketing efforts should be targeted at the following ZIP 3 numbers:

• Birmingham	352	• New Orleans	704
• Montgomery	361	• Mobile	366
• Mobile	395	• Mobile	365
• New Orleans	701	• Nashville	370
• Pensacola	325	• Atlanta	301
• Atlanta	300	• New Orleans	700
• Atlanta	303	• Tallahassee	323

Results/Outcomes: Modifications to advertising and PR strategies based, in part, on our strategic recommendations, resulted in VSW having two successive record years in visitors.

Budget: The Lifestyle Segmentation study was budgeted at \$35,000, yet some data for the study came from other parts of a strategic market research plan that was budgeted at \$150,000.

Tab G: Case Summary

“Documentation” research, which involves estimating visitors, direct spending, and economic impact are critical to Leon County TDC so it can track tourism trends and document the overall impact of tourism marketing dollars. Yet, **Downs & St. Germain Research goes beyond conducting documentation research.** We can assist the TDC to **expand Leon County’s Market Share.** Downs & St. Germain Research will also conduct research that enables Leon County to expand its tourism market share, **and we will conduct this additional research within Leon County’s budget.** Examples include:

- Vacation Planning Decision Making
- Lifestyle (PRIZM segments such as Gulf Bound Families, Sunset Seniors, Blue Blood Estates, etc.),
- Lifestage (e.g., “Young & Free” – 18 to 34, no children, moderate income; “Affluent Mature” – 55+, no children in household, \$100,000+ income), etc.
- Targeted cities for Leon County advertising (using our proprietary “Potential vs Market Penetration” analysis of Leon County’s visitors)
- Unique Emotional Positioning – using our proprietary approach for exploring what differentiates Leon County emotionally in the hearts and minds of potential visitors from competitive destinations in the SE.

Assist with Marketing & Strategic Planning. We function as a marketing and strategic consultant to Leon County as well as a market research vendor. We not only help our tourism clients integrate market research results into strategy, we recommend specific marketing tactics and strategy.

Professional Involvement. Downs & St. Germain Research is active in the tourism professional community by presenting and attending Destinations International, Travel & Tourism Research Association, and the Florida Association of Destination Marketing Organization (FADMO) conferences. We strive to set professional standards for tourism in market research by educating tourism executives at these meetings. We also involve our clients in these professional presentations and assist in establishing them as leaders in the profession. We give back to the profession by doing pro bono studies such as the county economic analysis we did for FADMO.

Number 1 Tourism Research Firm in Florida. We are the number 1 tourism market research firm in Florida. In the past 5 years, several DMOs have switched from other well-known research providers to Downs & St. Germain Research, and several DMOs have initiated their tourism research efforts with our firm. We have worked with 13 counties in Florida.

State DMOs such as Delaware, Louisiana, Florida, and Kentucky hired us in the past few years. Downs & St. Germain Research has been very active on the professional side of the tourism research industry:

- We have presented at 5 FADMO conferences in the past few years,
- We conducted a pro bono county-by-county economic impact study for FADMO to use as ammunition when the Florida Legislature attempts to diminish DMO funding, and
- We have been active in the Travel & Tourism Research Association, the Florida Governor’s Conference on Tourism, and in Destinations International.

Experience in Leon County. We have been the research firm of record since 2014.

Tab H: Fee Structure

Deliverables mentioned in the RFP

- Quarterly and annual reports including:
 - leisure visitors staying at paid accommodations
 - leisure visitors staying with friends and family
 - attractions visitors
 - convention, meeting, and business travelers
 - day visitors
 - online travel used by all Leon County visitor segments
 - Visitation Trend - origin profiles
- Annual Value of Tourism report
- Attending Leon County TDC meetings
- Economic Impact of Signature Events (up to 10)

\$110,000 - TOTAL FEES FOR ALL OF REQUIRED DELIVERABLES LISTED ABOVE INCLUDING PROJECTS, REPORTS, TDC MEETINGS, STAFF MEETINGS, CONSULTATIONS, ETC.

- Special Projects for the TDC (some possibilities listed below)
 - Lifestage Analysis
 - No charge – analysis of Visitor Tracking data
 - GIS mapping
 - No charge - mapping of Visitor Tracking data
 - Generational analysis
 - No charge – analysis of Visitor Tracking data
 - Unique Emotional Positioning research
 - Focus groups - \$7,500/group
 - Internet surveys - \$12,500/survey
 - Vacation Planning Study
 - \$22,500
 - Meeting Planner Study
 - \$22,500
 - Sports Market Study
 - \$25,000
 - Potential Visitor Study
 - \$25,000

Recommended Market Research Plan

While we recommend having a strategic market research discussion with TDC staff before finalizing the research plan and budget, the RFP states that “The annual research fee (in the proposal) will include all services the Proposer submits as the recommended.” To comply with this stipulation, we present the following recommended research listing and fees:

Required Deliverables

- Quarterly and annual reports including:
 - leisure visitors staying at paid accommodations
 - leisure visitors staying with friends and family
 - attractions visitors
 - convention, meeting, and business travelers
 - day visitors
 - online travel used by all Leon County visitor segments
 - Visitation Trend - origin profiles
- Annual Value of Tourism report
- Attending Leon County TDC meetings
- Economic Impact of Signature Events (up to 10)

Special Projects

- Lifestage Analysis of Visitor Tracking data
- GIS mapping of Visitor Tracking data
- Generational analysis of Visitor Tracking data
- Vacation Planning Decision Making Study
- 2 focus groups for unique emotional positioning and/or advertising asset testing

\$147,500 - Total fees for all recommended deliverables and special projects

Hourly rates

The RFP requests hourly rates for staff:

- Project Directors - \$200/hour
- Project Assistants - \$100/hour
- Research Assistants - \$75/hour
- Interviewers - \$45/hour
- Supervisors - \$60/hour

Tab I: Leon County Forms

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
 Proposal Number: BC-04-04-19-06
 Opening Date: Thursday, April 4, 2019 at 2:00 PM

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: Downs & St. Germain Research

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level herein designated is accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies: "A Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) are firms certified by Leon County or the City of Tallahassee."

DIRECTIONS: Each respondent must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

1. The aspirational targets for this project are:

M/WBE Classification	Aspirational Target
Certified Minority Business Enterprise (MBE)	7% of the total anticipated contract value
Certified Women Business Enterprise (WBE)	15% of the total anticipated contract value

If a respondent is MBE or WBE certified, then the aspirational target for subcontracting in that category shall be deemed fulfilled. Please submit a copy of the respondent's certification as verification. All other aspirational targets will apply.

2. MWBE Points – as part of the selection process for the project, the evaluation process will include a maximum MWBE utilization total score of ten (10) points as listed in the table below.

Points for MBE and WBE Participation Levels

Criterion	Points
The Respondent certifies that they will meet or exceed aspirational targets identified above through subcontracting to certified MBE and WBE firms.	10
The Respondent certifies that they shall: 1) Meet at least 50% of the aspirational targets identified above through subcontracting to certified MBE and WBE firms; AND 2) Submit a Good Faith Effort Statement based on the guidelines referenced in Section 2 of this Participation Plan	8
The Respondent certifies that they shall: 1) Meet at least 20%, but less than 50% of the aspirational targets identified above through subcontracting to certified MBE and WBE firms; AND 2) Submit a Good Faith Effort Statement based on the guidelines referenced in Section 2 of this Participation Plan	6
The Respondent could not meet the aspirational targets and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 2 of this Participation Plan to be considered a responsive proposer.	4

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

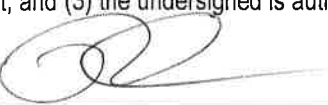
SECTION 2 – GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County’s Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent’s Good Faith Effort documentation.

1. Please identify all of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of all Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:

✓	a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied.
✓	b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
✓	c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
✓	d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
✓	e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
✓	f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
✓	g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
✓	h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

2. Prime contractors will negotiate in good faith with interested MWSBE’s, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE’s seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non- responsive.
4. Certification - The respondent certifies, acknowledges and agrees that: (1) it has read the M/WBE Participation Plan form; (2) the information the respondent has provided in its submitted Participation Plan and attachments thereto are true and correct; and (3) the undersigned is authorized on behalf of the respondent to make such certification.

Signature  Title Senior Partner Date 3.21.19

PARTICIPATION PLAN FORM continued on following pages.

SECTION 3 – RESPONDENT’S PROPOSED MWBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.
 MBE and WBE Intended Utilization

Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group ² (B, A, H, N, F)	Total Dollar Amount of MWBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)					
a. Cardinal Staffing *	3375 Capital Circle NW #3 Tallahassee FL 32308	850 513.3008	F	\$20,000*	Interviewing
b. GMD Communications **	6248 Hines Hill Circle Tallahassee FL 32312	850 510.5640	B	\$4,900**	Interviewing
c. ESP Media **	1028 E Park Ave Tallahassee FL 32301	850 222.0361	B	\$4,900**	Interviewing
d.					
e.					
f.					
Total Bid Amount \$		Total MWBE Participation \$		MBE Participation % WBE Participation % <u>(MBE or WBE Participation \$</u> <u>Total Bid \$)</u>	
¹ Certification Attach and submit a copy of each MBE and WBE certification with the proposal. ² Ethnic Group Use following abbreviations for MBE's: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non-Minority Female (F) owned firms.					

* Nationally certified as a woman-owned business.
 We use the local office.

** Contingent upon firm being able to supply experienced interviewers at market price.

SECTION 4 - NON-MWBE SUBCONTRACTORS

Respondent shall complete the following Table identifying non-MBE or WBE's subcontractors it anticipates utilizing on the project.

Non-MBE and WBE Intended Utilization				
Firm's Name	Firm's Address	Firm's Phone #	Total Dollar Amount	Type of Service to Provide
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				

None



April 25, 2018

Sean Pittman
ESP Media Production Company
1026 East Park Avenue
Tallahassee, FL 32301

RE: Minority Business Enterprise (MBE) Certification Approval

Dear Sean Pittman:

Congratulations! Your Minority Business Enterprise (MBE) Certification is approved by the Tallahassee-Leon County Office of Economic Vitality's Minority, Women, and Small Business Enterprise (MWSBE) Division. Your certification is effective for a period of two years from **April 25, 2018 through April 30, 2020**. This Certification is applicable when business is conducted consistent with the following specialty(s):

Marketing Consulting Services, Marketing Research and Public Opinion Polling, Public Relations, Media Buying, Advertising, Agents and Managers for Artists, Athletes, Entertainers, and other Public Figures

Your submittal of bids to supply other products or services outside of this specialty(s) will result in the contracting entity not getting credit for Minority Business Enterprise (MBE) participation for the project.

This certification is for Leon County Board of County Commissioners and the City of Tallahassee projects only. You are encouraged to become an active bidder in both Leon County's and the City of Tallahassee's procurement processes. Vendors interested in bidding with the City of Tallahassee may view bid information at: <http://www.talgov.com/dma/dma-procurement-purchasing.aspx>. Additionally, vendors interested in bidding Leon County may view bidding information at: <https://procurementconnect.leoncountyfl.gov/>.

This certification must be renewed bi-annually. If there is any change in ownership or control of the business; or, if you propose to provide additional services not listed previously, the MWSBE Division must be contacted and a new Certification Application completed. In addition, the MWSBE Division must be advised of any changes in your business name, address or contact information. All changes must be reported within fourteen (14) days of taking place. This requirement is applicable throughout the effective certification period.

Failure to report such changes may constitute grounds for cancellation of this certification. The Tallahassee-Leon County MWSBE Division reserves the right to cancel this certification at any time, due to fraudulent information, failure to properly report any type of business changes or revocation by a party of the MWBE Interlocal Agreement. Cancellation of your certification is subject to your right to appeal. If such action is deemed necessary, you will be notified of the action, the appeal process, and of your appeal rights.

If you have any questions regarding your certification, you may call or email me at 850-300-7567 or djones@oeforbusiness.org.

Sincerely,

A handwritten signature in blue ink that reads "Darryl Jones".

Darryl Jones, Deputy Director
MWSDBE Division



Certifies that

ESP Media Production Company

is recognized as a

Minority Business Enterprise (MBE)

under the

Leon County and the City of Tallahassee Consortium

Interlocal Agreement

For a period of two (2) years beginning:

April 25, 2018 - April 30, 2020

A handwritten signature in blue ink that reads "Darryl Jones".

By: Darryl Jones, Deputy Director
Office of Economic Vitality MWSDBE Division

A handwritten signature in blue ink that reads "Al Latimer".

By: Al Latimer, Director
Office of Economic Vitality MWSDBE Division



Cardinal Services, Inc. Order Acknowledgement

Company Name: **Downs & St. Germain Research** Date: **3/15/2019**

Placement Center: **Tallahassee** Account Executive: **Susan Smith**
 PO Number: Agreement is valid until **5/31/2020**

Additional Comments: Cardinal employees are available for hire after completing 720 hours for an acquisition fee of \$NO CHARGE per employee. In addition there will be a per hour straight time surcharge to cover ACA costs. This charge is currently \$.24 per hour and will be reviewed on a quarterly basis.

Temporary From **3/18/2019** Indefinite
 To **As Needed**

It is intended by this agreement that each employee Cardinal Services, Inc. provides, pursuant to this agreement, is assigned on an indefinite basis. These employees are intended to be provided by Cardinal Services, Inc. for an unlimited period of time and each employee would continue to work for _____ or to work for a successor service provider by _____ in the event this agreement is not renewed or is terminated.

	Shift		Hours		Other
<input type="checkbox"/>	First	<input checked="" type="checkbox"/>	7a-3p	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Second	<input checked="" type="checkbox"/>	3p-11p	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Third	<input type="checkbox"/>	11p-7a	<input type="checkbox"/>	

Estimated Start Date: **3/18/2019**

Job Description	Administrative	Pay Rate	\$12.00	Bill Rate	\$17.40
		Mark Up	1.45	BWC Code	8810

Job Description	Pay Rate		Bill Rate	
	Mark Up%		BWC Code	

Standard Services Provided: Payroll - Direct Deposit, 10 Panel Drug Screen, Background Check

Standard Terms and Conditions

Payment terms are Net Due Upon Receipt

Cardinal Services, Inc. will email/fax your invoices weekly

After you have had an opportunity to review this Order Acknowledgement, if acceptable, please sign and date below. Your signature acknowledges that you have read the terms and conditions listed and are in agreement with the terms

Authorized Name(Please Print): **Glencora Haskins**

Authorized Signature: *Glencora Haskins*

Date: **3/15/19**

Cardinal Onsite Staffing Services, Inc.

Date:

TERMS AND CONDITIONS

Cardinal Services, Inc. covers Cardinal Services, Inc. and all of its subsidiaries, including, Cardinal Staffing, Inc., Cardinal On-Site Staffing Services, LLC, Cardinal Logistics LLC, Cardinal Services LLC, Cardinal Staffing Services Company of Michigan Inc., Cardinal Services and Staffing of Michigan LLC, and Cardinal Staffing Services of Tallahassee, Inc. (also known as Four Directions, Inc.)

We understand that the employee of Cardinal Services, Inc. is referred to us while searching for employment through Cardinal Services, Inc. If our company, or an affiliate, employs this person on their payroll or in a consulting capacity, or if within one year after termination of this person's assignment, utilizes this person's services through another temporary or outsourcing service, unless otherwise agreed to in writing, we agree to pay Cardinal Services, Inc. their permanent placement fee as follows:

One percent (1%) for each thousand dollars of computed annual salary (e.g. 20% for a \$20,000 salary) multiplied by the annual salary, to a maximum of twenty-five percent (25%). If the employee is employed on a part-time basis the calculation will be made based on a full-time equivalent but not less than the \$1,000.

We agree that payments made or due to Cardinal Services, Inc. for service prior to said employment will not be applied against the permanent placement fee.

Unless we have obtained the prior written consent of Cardinal Services, Inc., we agree not to ask or allow an employee to perform any of the following job related activities:

- Driving an automobile or other motor vehicle;
- Operating machinery other than office equipment; or
- Handling cash, securities or other valuables.

If this prior written consent is not obtained, we agree to waive all rights to make a claim against Cardinal Services, Inc., from all liability and responsibility for any damage, loss or expense which we incur as a result of this temporary employee engaging in such activities, and we further agree to indemnify and hold harmless Cardinal Services, Inc. from and against all claims, damages, bodily injuries, losses, and expenses which might be caused as a result of the temporary employee engaging in any of these activities.

Customer acknowledges that Cardinal Services, Inc. is an Equal Employment Opportunity employer, and agrees that it shall not harass, discriminate against or retaliate against any Employee because of his or her race, religion, national origin, age, disability, marital status or other category protected by law, nor shall Customer cause or request Cardinal Services, Inc. to engage in such discrimination. Customer agrees to indemnify and hold harmless Cardinal Services, Inc. against any action brought about as a result of the acts of its officers or employees as related to such discrimination.

Furthermore, we agree not to expose any Cardinal Services, Inc.'s employees to unnecessary hazard or extra hazard, and not to violate any OSHA or safety law, rule or regulation whether federal, state or local. We understand that we will be held liable as a result of the breach of the Agreement.

We also understand that a Cardinal Services, Inc. Accounting Employee is not authorized to render an opinion on behalf of Cardinal Services, Inc. or its owners, on your behalf on financial statements, nor is the employee authorized to sign the name of Cardinal Services, Inc. or sign the employee's own name on financial statements or tax returns while on an assignment from Cardinal Services, Inc.

Invoices not paid within Net 60 days of the due date will be subject to a finance charge of 18% annually, but not to exceed the maximum amount permitted by applicable state law. This finance charge shall be levied each month until all overdue balances are paid. If Customer fails to pay any amount when due, including finance charges, Customer agrees to pay the full amount of any costs or expense, including reasonable attorney's fees and collection fees incurred by Cardinal Services, Inc. in the collection of such overdue amounts by litigation or otherwise.

The term of this agreement shall be for a period of one (1) year, unless otherwise stated, and shall automatically renew for one year periods thereafter unless terminated by either party upon sixty (60) days written notice to the other at any time after the expiration of the initial year for just cause such as failure of performance. Either party shall have the right to non-renewal by providing written notice to the other at least 60 days prior to the start of any renewal period.

Authorized Signers Initials

gh

Date

3/15/19



Summary of Efforts to Involve MBEs/WBEs as Subcontractors

Typically, Downs & St. Germain Research utilizes no subcontractors on any studies. Since Leon County has a stated policy strongly encouraging use of MBEs/WBEs, we did the following (documentation is provided on the following pages):

- We contacted the MWSBE Division for a listing of available MWBEs who provide services needed for this project.
- We visited the MWSBE Division website for Leon County and used their MWSBE Directory to look for market research firms, econometric firms, other management consulting forms that might possess skills needed for this project, namely market research skills and econometric modeling skills.
 - There were no firms listed on the County's MWSBE Directory.
- We contacted Darryl Jones, Deputy Director, Minority Women and Small Business Enterprise Program, and Candice Wilson, Human Resources Director, via email on 3.22.2019, two weeks prior to submittal deadline, to inform him of difficulties we were experiencing in attempting to meet the W/MSBE aspirational goals for the study.
- Since we were unable to find a market research firm or econometric modeling firm, we searched for advertising, PR, and marketing firms.
- We reached out to these firms via email during the week of March 11th, nearly 4 weeks prior to the submittal date, to investigate their ability to fulfill the skills needed for this study. We made all firms aware of skills needed to perform subcontracting work for this project. Advertising, PR, and marketing firms we contacted were not equipped to provide the level of professionalism required in a state-of-the-art torus research initiative.
- In an effort to secure W/MSBE subcontractors for this study, we also advertised in Capitol Outlook. A copy of the advertisement, which ran more than 2 weeks prior to the submittal date, is included in this proposal. We received no qualified replies to our advertisement.
- **We currently use Cardinal Staffing of Tallahassee that is a certified women-owned business** on a national scale (WBENC). We will continue to use Cardinal Staffing on the proposed project if they continue to meet our success criteria.
- We will also contract with two MSBEs, ESPMedia and GMD Communications Consultants for interviewing services if they are able to provide experienced and competent interviewers at market rates.

We will use MBEs and/or WBEs for office supplies for the Leon County TDC study if we are awarded the contract.

Women/Minority Involvement

It should be noted that Downs & St. Germain Research practices diversity in its hiring practices. Of our 6 fulltime employees, three are women and one is an African American male.



Of our management, supervisory, and interviewer staff who are available to work on this project, 74% are women, 21% are African American, and 16% are Hispanic (listing of employees attached).

So, while our extensive efforts to subcontract with W/MSBEs has not be fruitful, there is substantial women and African American involvement in the day-to-day work on this project should we win it.

Summary of Downs & St. Germain Research's employees

- 24 Caucasians – 63%
- 8 African Americans – 21%
- 6 Hispanics – 16%
- 10 males – 26%
- 28 females – 74%

Listing of Current Employees

Senior Staff

1. Joseph St. Germain – white male
2. Phillip Downs – white male
3. Rachael Anglin – white female
4. Isiah Lewis – African American male
5. Glencora Haskins – white female
6. Colleen Jerkin – white female

Interviewers

1. Bianca Perez – Hispanic Female
2. Mark Jerkins – white male
3. Danielle Boddie – white female
4. Erik Frene – white male
5. Thomas Smith – white male
6. Suellyn Ortiz – Hispanic female
7. Susan Johnston – white female
8. Sergio Stephens – African American male
9. Daniel Dibartolomeo – white male
10. Elisa Scherff – white female
11. Dorothea Malsbary – white female
12. Willistine Gaymone – African American female
13. Donna Delahunty – white female
14. Leila Russell – Hispanic female
15. Marlene Lamora – Hispanic female
16. Valerie Larose – African American female
17. Stephanie Kelly – white female
18. Marjorie Foster – white female
19. Syvlie Reichmann – white female
20. Chrissy Lasseter – white female
21. Joshua Bonsell – African American male
22. Tammy Mosley – African American female
23. Jazmen Green – African American female
24. Colleen Jerkin – white female
25. Bianca Perez – Hispanic Female
26. Mark Jerkins – white male
27. Danielle Boddie – white female

Interns

1. Abby Grant – white female
2. Alex Kahler – white female
3. Daphne Rousey – white female
4. Michelle Hernandez – Hispanic female
5. Sean Dwyer – African American male

Phillip Downs

From: Glencora Haskins
Sent: Friday, March 22, 2019 3:13 PM
To: Phillip Downs
Subject: Additional MWSBE Good Faith Efforts
Attachments: Cardinal Staffing.pdf; Cardinal Staffing Contract.pdf

Phillip,

I have previously sent along all documentation I have related to MWSBEs and attempts to contact them, including the contact between myself and the OEV, and the individual outreach attempts to firms in the database that they provided.

The staffing agency that we utilize in Tallahassee, Cardinal Staffing, is not a Tallahassee-Leon County certified MWSBE-- however, it is certified as a WBENC business. I believe that the main difference in the criteria between the two certifications is that the MWSBE certification requires that the business itself--not just a branch or franchise-- is owned and operated in Leon County, while the WBENC certification is national. Here are the criteria provided by the WBENC for a business to be certified:

- Applicant company must be at least fifty-one percent (51%) owned and controlled by one or more women who are U.S. citizens or lawful permanent residents, or in the case of any publicly-owned business, at least fifty-one percent (51%) of the equity of which is owned and controlled by one or more women, who are U.S. citizens or lawful permanent residents;
- Management and daily operation is controlled by one or more of the women.

I am attaching our contract with them, as well as an email from their Tallahassee office representative bearing evidence of their certification.

Phillip Downs

To: Phillip 2
Subject: FW: Online Certified Vendor Directory

From: Shanea Wilks [<mailto:swilks@oeforbusiness.org>]
Sent: Thursday, March 14, 2019 4:15 PM
To: Glencora Haskins <glencora@dsg-research.com>
Subject: Online Certified Vendor Directory

Good Afternoon Glencora:

Thank you for contacting the Office of Economic Vitality.

Businesses certified through our program do not certify specifically by trade; however, they do self-identify the services offered by their individual firms.

The following is the link for our Certified Vendor Directory: <https://oeforbusiness.mwsbe.com/> . Once you have an opportunity to visit our webpage, please click the Search Vendor Directory link.

You may conduct various types of searches based upon the parameters that you choose.

If I may be of further assistance, please do not hesitate to contact me by phone or via email

Regards,

Shanea Wilks, Senior Coordinator
Minority, Women, & Small Business Enterprise Division
Tallahassee-Leon County Office of Economic Vitality
PHONE: 850-300-7563 | FAX: 850-219-1098
swilks@oeforbusiness.org
<http://oeforbusiness.org/>



Help Wanted



Seeking Minority or Women owned busi-

www.capitalout

Classifieds

March 14-20, 2019

7

Employment



LEON COUNTY GOVERNMENT EMPLOYMENT OPPORTUNITIES

If you are driven by making a difference on the issues that matter most to our community and committed to demonstrating results, exceed-

ness partner for tourism market research. If you have experience in any aspect of tourism market research or can provide supplies or services related to tourism market research, contact isiah@dsg-research.com

Job Listing

Housing Authority jobs
Position: Property Manager
Reports to: Asset Management Director

Pat Smith appointed to renaissance Charter School, Inc. board

Special to the Outlook

Renaissance Charter School, Inc has appointed Pat Smith, community relations director for the Florida Department of Children and Families (DCF) to its board of directors. Renaissance Charter School governing board is responsible for 38 charters throughout the state, including Governors Charter Academy in Tallahassee.

the Renaissance Charter School, Inc. achieve success," Smith said. "It will also allow me to share with others, how the power of education has impacted my life."

Smith brings more than 15 years of leadership and experience in communications and community relations in both the private and public sectors.

Renaissance Charter School, Inc. was founded by a diverse group of



Phillip Downs

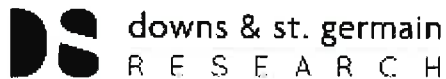
To: Phillip 2
Subject: FW: Advertisement Posting

From: advertising <advertising@capitaloutlook.com>
Sent: Friday, March 08, 2019 4:58 PM
To: Isiah Lewis <isiah@dsg-research.com>
Subject: RE: Advertisement Posting

Okay. I will place it and forward the proof once it has been published in the paper.

On March 8, 2019 at 1:50 PM Isiah Lewis <isiah@dsg-research.com> wrote:
We can go ahead and go forward with that option

Isiah Lewis
Project Director | Downs & St. Germain Research
ph. 850.906.3111 | fax 850.906.3112
isiah@dsg-research.com

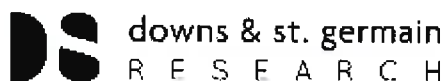


From: advertising <advertising@capitaloutlook.com>
Sent: Friday, March 8, 2019 12:26 PM
To: Isiah Lewis <isiah@dsg-research.com>
Subject: RE: Advertisement Posting

That would be \$24.00.

On March 8, 2019 at 12:12 PM Isiah Lewis <isiah@dsg-research.com> wrote:
Yes that works fine with me to put it in the classifies. How much would that be?

Isiah Lewis
Project Director | Downs & St. Germain Research
ph. 850.906.3111 | fax 850.906.3112
isiah@dsg-research.com



From: advertising <advertising@capitaloutlook.com>
Sent: Friday, March 8, 2019 12:11 PM
To: Isiah Lewis <isiah@dsg-research.com>
Subject: Re: Advertisement Posting

Also, is the wording in quotations what will go in the ad?
Is this a job listing? If so, it can go in classifies as a Help Wanted advertising and the price may be cheaper than \$52.00.

On March 8, 2019 at 11:48 AM Isiah Lewis <isiah@dsg-research.com>

wrote:

Hello,

I am looking to post the following advertisement with Capital Outlook for a \$52 1/8th page advertisement in next week's newsletter.

"Seeking Minority or Women owned business partner for tourism market research. If you have experience in any aspect of tourism market research or can provide supplies or services related to tourism market research, contact isiah@dsg-research.com"

Please let me know if this would be possible and if so what the next steps in the process would be. I can be contacted at this email or by phone at 850 906 3111

Thank you.

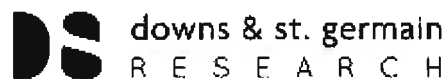
Isiah

Isiah Lewis

Project Director | Downs & St. Germain Research

ph. 850.906.3111 | fax 850.906.3112

isiah@dsg-research.com



Thanks,

Ms Taralisha M Sanders

Advertising Department

Live Communications, Inc

1363 E Tennessee St

Tallahassee, FL 32308

(850) 877-0105 - phone

(850) 877-5110 - fax

advertising@capitaloutlook.com

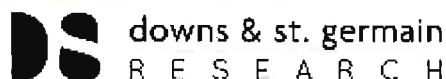
Phillip Downs

To: Phillip 2
Subject: FW: Advertisement Posting

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Sent: Friday, March 08, 2019 1:50 PM
To: advertising <advertising@capitaloutlook.com>
Subject: RE: Advertisement Posting

We can go ahead and go forward with that option

Isiah Lewis
Project Director | Downs & St. Germain Research
ph. 850.906.3111 | fax 850.906.3112
isiah@dsg-research.com

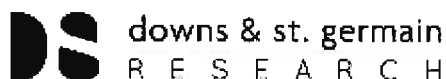


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Please let me know if this would be possible and if so what the next steps in the process would be. I can be contacted at this email or by phone at 850 906 3111

Thank you,

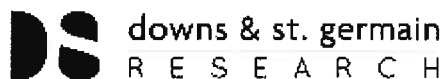
Isiah

Isiah Lewis

Project Director | Downs & St. Germain Research

ph. 850.906.3111 | fax 850.906.3112

isiah@dsg-research.com



Thanks,

Ms Taralisha M Sanders

Advertising Department

Live Communications, Inc

1363 E Tennessee St

Tallahassee, FL 32308

(850) 877-0105 - phone

(850) 877-5110 - fax

advertising@capitaloutlook.com

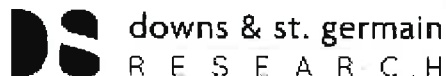
Phillip Downs

To: Phillip 2
Subject: FW: Advertisement Posting

From: Isiah Lewis <isiah@dsg-research.com>
Sent: Friday, March 08, 2019 12:09 PM
To: advertising <advertising@capitaloutlook.com>
Subject: RE: Advertisement Posting

We can go with the \$52 business card size ad. Sorry for the confusion

Isiah Lewis
Project Director | Downs & St. Germain Research
ph. 850.906.3111 | fax 850.906.3112
isiah@dsg-research.com



From: advertising <advertising@capitaloutlook.com>
Sent: Friday, March 8, 2019 12:08 PM
To: Isiah Lewis <isiah@dsg-research.com>
Subject: Re: Advertisement Posting

Hello,
Are you looking to have an 1/8 page ad or the ad that costs \$52.00?
A business card size ad is \$52.00 but a 1/8 page ad is \$212.00.
Please advise.

On March 8, 2019 at 11:48 AM Isiah Lewis <isiah@dsg-research.com> wrote:

Hello,

I am looking to post the following advertisement with Capital Outlook for a \$52 1/8th page advertisement in next week's newsletter.

"Seeking Minority or Women owned business partner for tourism market research. If you have experience in any aspect of tourism market research or can provide supplies or services related to tourism market research, contact isiah@dsg-research.com"

Please let me know if this would be possible and if so what the next steps in the process would be. I can be contacted at this email or by phone at 850 906 3111

Thank you,

Isiah

Isiah Lewis
Project Director | Downs & St. Germain Research
ph. 850.906.3111 | fax 850.906.3112
isiah@dsg-research.com



Thanks,

Ms Taralisha M Sanders

Advertising Department

Live Communications, Inc

1363 E Tennessee St

Tallahassee, FL 32308

(850) 877-0105 - phone

(850) 877-5110 - fax

advertising@capitaloutlook.com

Phillip Downs

From: Phillip Downs
Sent: Friday, March 08, 2019 8:27 AM
To: Isiah Lewis
Cc: Glencora Haskins
Subject: RE: Publication Prices

Isiah

Please place the following ad today – have it run once ASAP

Seeking Minority or Women owned business partner for tourism market research. If you have experience in any aspect of tourism market research or can provide supplies or services related to tourism market research, contact isiah@dsg-research.com

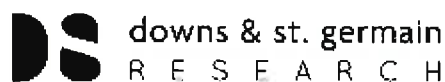
Phillip Downs, Ph.D.

Senior Partner | Downs & St. Germain Research

Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Isiah Lewis <isiah@dsg-research.com>
Sent: Wednesday, March 06, 2019 4:17 PM
To: Phillip Downs <pd@dsg-research.com>
Subject: Publication Prices

Capital Outlook - \$52 for a 1/8th page business card size display Ad in their print paper

Isiah Lewis

Project Director | Downs & St. Germain Research

ph. 850.906.3111 | fax 850.906.3112

isiah@dsg-research.com



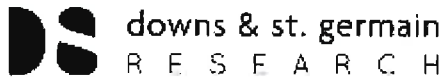
Phillip Downs

To: bkwyattjr@bezgraphix.com
Cc: Glencora Haskins
Subject: FW: Seeking MWSBE Firm for Tourism Market Research Proposal

Bryan

Rather than possibly misrepresent the RFP requirements, I am attaching them for you review. If there are services or supplies that your company can assist with, please let us know. Thank you, Phillip

Phillip Downs, Ph.D.
Senior Partner | Downs & St. Germain Research
Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee
Professor of Marketing | Florida State University (retired)
ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Glencora Haskins <glencora@dsg-research.com>
Sent: Monday, March 11, 2019 9:04 AM
To: Phillip Downs <pd@dsg-research.com>
Subject: Fwd: Seeking MWSBE Firm for Tourism Market Research Proposal

Phillip,

I am forwarding a response from B-EZ Graphics regarding the RFP.

Begin forwarded message:

From: "Brian K. Wyatt Jr." <bkwyattjr@bezgraphix.com>
Date: March 8, 2019 at 8:26:33 PM EST
To: Glencora Haskins <glencora@dsg-research.com>
Subject: Re: Seeking MWSBE Firm for Tourism Market Research Proposal

Hello Glencora,

We would be happy to learn more about the opportunity to work with you. When can we meet?

Be Easy,



Brian K. Wyatt, Jr | President & CEO
Cell: 770.765.7239 | bkwyattjr@bezgraphix.com

Please pardon any errors. This message was sent from my iPhone.

On Mar 8, 2019, at 9:54 AM, Glencora Haskins <glencora@dsg-research.com> wrote:

Good morning,

Downs & St. Germain Research is seeking MWSBE firms across the Tallahassee-Leon County area who may be interested in subcontracting their services to us in an upcoming tourism market research proposal that we will be bidding in for the Board of County Commissioners.

If you have experience in conducting any aspect of tourism market research or can provide services or supplies related to tourism market research and wish to partner with a firm that specializes in tourism market research, please contact glencora@dsg-research.com

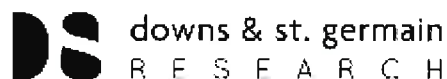
Glencora Haskins
Project Director | Downs & St. Germain Research
ph. 850-906-3111 | www.dsg-research.com
<image001.jpg>

Phillip Downs

From: Phillip Downs
Sent: Monday, March 11, 2019 9:14 AM
To: 'Lena Juarez'
Subject: FW: Seeking MWSBE Firm for Tourism Market Research Proposal
Attachments: BC-04-04-19-06-RFP_DOCUMENT-02-22-2019.pdf

Lena
Rather than possibly misrepresent the RFP requirements, I am attaching them for you review. Thank you, Phillip

Phillip Downs, Ph.D.
Senior Partner | Downs & St. Germain Research
Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee
Professor of Marketing | Florida State University (retired)
ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Glencora Haskins <glencora@dsg-research.com>
Sent: Monday, March 11, 2019 9:05 AM
To: Phillip Downs <pd@dsg-research.com>
Subject: Fwd: Seeking MWSBE Firm for Tourism Market Research Proposal

Phillip,

I am forwarding a response from JEJ & Associates regarding the RFP.

Begin forwarded message:

From: Lena Juarez <lena@jejassoc.com>
Date: March 10, 2019 at 2:44:47 PM EDT
To: Glencora Haskins <glencora@dsg-research.com>
Subject: RE: Seeking MWSBE Firm for Tourism Market Research Proposal

Ms. Haskins – I might be interested in this opportunity, but am not entirely sure we are able to provide the services and resources that you are requesting. Can you give me a little more information about your project? Thank you. Lena

From: Glencora Haskins [<mailto:glencora@dsg-research.com>]
Sent: Friday, March 08, 2019 10:38 AM
To: Glencora Haskins
Subject: Seeking MWSBE Firm for Tourism Market Research Proposal

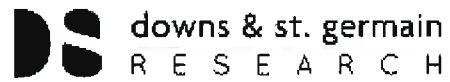
Good morning,

Downs & St. Germain Research is seeking MWSBE firms across the Tallahassee-Leon County area who may be interested in subcontracting their services to us in an upcoming tourism market research proposal that we will be bidding in for the Board of County Commissioners.

If you have experience in conducting any aspect of tourism market research or can provide services or supplies related to tourism market research and wish to partner with a firm that specializes in tourism market research, please contact glencora@dsg-research.com.

Thanks,

Glencora Haskins
Project Director | Downs & St. Germain Research
ph. 850-906-3111 | www.dsg-research.com



Phillip Downs

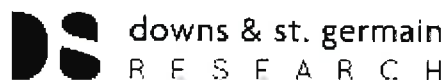
From: Lena Juarez <lena@jeassoc.com>
Sent: Monday, March 11, 2019 9:46 AM
To: Phillip Downs
Subject: RE: Seeking MWSBE Firm for Tourism Market Research Proposal

Phillip- Thank you so much for sending this RFP. I don't think I am a candidate for this response after reading this. I run an agritourism association where we work with farmers to develop activities/events on their properties. If you are interested, check out www.visitfloridafarms.com. Thank you for contacting me! Lena

From: Phillip Downs [mailto:pd@dsg-research.com]
Sent: Monday, March 11, 2019 9:14 AM
To: Lena Juarez
Subject: FW: Seeking MWSBE Firm for Tourism Market Research Proposal

Lena
Rather than possibly misrepresent the RFP requirements, I am attaching them for you review. Thank you, Phillip

Phillip Downs, Ph.D.
Senior Partner | Downs & St. Germain Research
Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee
Professor of Marketing | Florida State University (retired)
ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Glencora Haskins <glencora@dsg-research.com>
Sent: Monday, March 11, 2019 9:05 AM
To: Phillip Downs <pd@dsg-research.com>
Subject: Fwd: Seeking MWSBE Firm for Tourism Market Research Proposal

Phillip,

I am forwarding a response from JEJ & Associates regarding the RFP.

Begin forwarded message:

From: Lena Juarez <lena@jeassoc.com>
Date: March 10, 2019 at 2:44:47 PM EDT
To: Glencora Haskins <glencora@dsg-research.com>
Subject: RE: Seeking MWSBE Firm for Tourism Market Research Proposal

Ms. Haskins – I might be interested in this opportunity, but am not entirely sure we are able to provide the services and resources that you are requesting. Can you give me a little more information about your project? Thank you. Lena

From: Glencora Haskins [<mailto:glencora@dsg-research.com>]
Sent: Friday, March 08, 2019 10:38 AM
To: Glencora Haskins
Subject: Seeking MWSBE Firm for Tourism Market Research Proposal

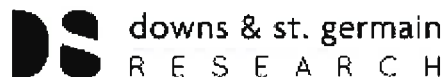
Good morning,

Downs & St. Germain Research is seeking MWSBE firms across the Tallahassee-Leon County area who may be interested in subcontracting their services to us in an upcoming tourism market research proposal that we will be bidding in for the Board of County Commissioners.

If you have experience in conducting any aspect of tourism market research or can provide services or supplies related to tourism market research and wish to partner with a firm that specializes in tourism market research, please contact glencora@dsg-research.com.

Thanks,

Glencora Haskins
Project Director | Downs & St. Germain Research
ph. 850-906-3111 | www.dsg-research.com



Phillip Downs

To: djones@oevforbusiness.org
Cc: Joseph St. Germain; Rachael Anglin (rachael@dsg-research.com)
Subject: Proposal BC-04-04-19-06

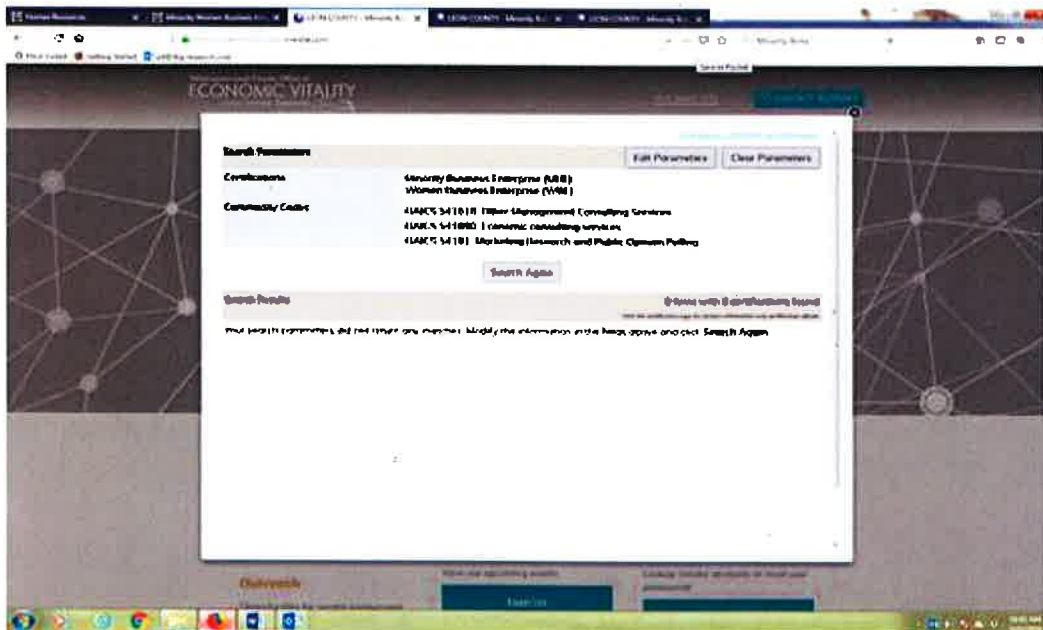
Mr. Jones

We are putting together a proposal in response to Leon County's proposal number BC-04-04-19-06 for Research Services for the Leon County Division of Tourism.

Primary skills needed for this study are:

- Market research
- Econometrics

We have searched the County's directory of Minority and Women owned businesses as evidenced by the following:



In accordance with the RFP requirements, we are contacting you to report difficulties we are having in achieving the aspirational targets for this contract, which are 7% of total anticipated contract value for Certified Minority Business Enterprises, and 15% of the total anticipated contract value for Certified Women Business Enterprises.

Thank you, Phillip

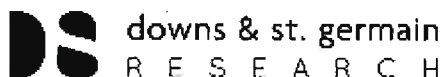
Phillip Downs, Ph.D.

Senior Partner | Downs & St. Germain Research

Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



Phillip Downs

From: Phillip Downs
Sent: Tuesday, March 26, 2019 11:32 AM
To: 'Harold Uzzell'
Subject: RE: Seeking MWSBE Firm for Tourism Market Research Proposal

Mr. Uzzell

The proposed study requires the following types of expertise:

- Econometric modeling
- Statistical analysis of tourism data
- On-site interviewing of visitors using iPads

If your firm has experience in these areas, please provide details.

The proposed study does not call for marketing expertise that you provided for Visit Florida. The proposed study is designed to document the economic impact of visitors to Leon County. Thank you, Phillip

Phillip Downs, Ph.D.
Senior Partner | Downs & St. Germain Research
Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee
Professor of Marketing | Florida State University (retired)
ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Harold Uzzell <huzzell3@comcast.net>
Sent: Tuesday, March 26, 2019 11:01 AM
To: Phillip Downs <pd@dsg-research.com>
Subject: Re: Seeking MWSBE Firm for Tourism Market Research Proposal

Mr. Downs

Yes my firm does have the experience needed. We worked with VISIT FLORIDA on tourism marketing for the African American and minority markets for 10 years. We have experience in all areas from creative development to market research aspects for tourism.

Harold Uzzell

On Mar 25, 2019, at 3:47 PM, Phillip Downs <pd@dsg-research.com> wrote:

Mr. Uzzell

I am following up on the email string between you and Glencora from our office.

To assist us in the event that we win the Visit Tallahassee contract, we are seeking assistance from minority and women owned businesses for the following functions:

- Econometric modeling
- Statistical analysis of tourism data
- On-site interviewing of visitors using iPads

Please let me know if your firm has experience in any of these areas.

Thank you, Phillip

Phillip Downs, Ph.D.
Senior Partner | Downs & St. Germain Research
Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee
Professor of Marketing | Florida State University (retired)
ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112
<image001.jpg>

From: Glencora Haskins <glencora@dsg-research.com>
Sent: Tuesday, March 12, 2019 1:59 PM
To: Phillip Downs <pd@dsg-research.com>
Subject: Fwd: Seeking MWSBE Firm for Tourism Market Research Proposal

Begin forwarded message:

From: Harold Uzzell <huzzell3@comcast.net>
Date: March 12, 2019 at 12:14:37 PM EDT
To: Glencora Haskins <glencora@dsg-research.com>
Subject: Re: Seeking MWSBE Firm for Tourism Market Research Proposal

Glencora,

I am interested in working with you on this project. My previous company (Uzzell Group) has experience working in the tourism industry. Please let me know what information you need from me.

Harold Uzzell
GMD Communication Consultants

On Mar 8, 2019, at 9:49 AM, Glencora Haskins <glencora@dsg-research.com> wrote:

Good morning,

Downs & St. Germain Research is seeking MWSBE firms across the Tallahassee-Leon County area who may be interested in subcontracting their services to us in an upcoming tourism market research proposal that we will be bidding in for the Board of County Commissioners.

If you have experience in conducting any aspect of tourism market research or can provide services or supplies related to tourism market research and wish to partner with a firm that specializes in tourism market research, please contact glencora@dsg-research.com

Glencora Haskins
Project Director | Downs & St. Germain Research

Phillip Downs

To: WilsonCa@LeonCountyFL.gov
Cc: Joseph St. Germain; Rachael Anglin (rachael@dsg-research.com)
Subject: Women & Minority Owned businesses

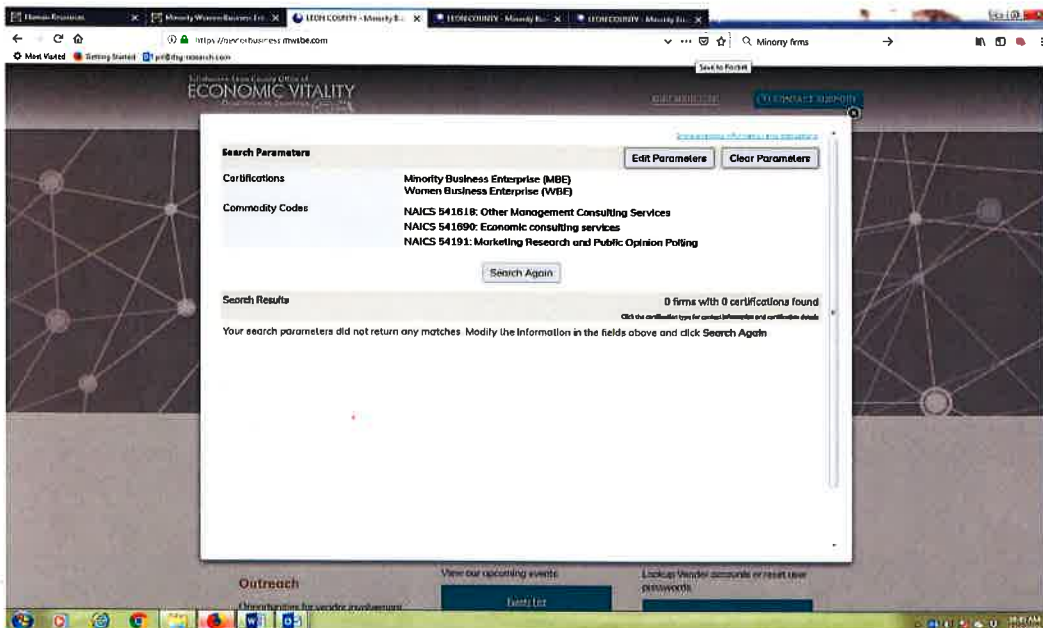
Ms. Wilson

We are putting together a proposal in response to Leon County's proposal number BC-04-04-19-06 for Research Services for the Leon County Division of Tourism.

Primary skills needed for this study are:

- Market research
- Econometrics

We have searched the County's directory of Minority and Women owned businesses as evidenced by the following:



In accordance with the RFP requirements, we are contacting you to report difficulties we are having in achieving the aspirational targets for this contract, which are 7% of total anticipated contract value for Certified Minority Business Enterprises, and 15% of the total anticipated contract value for Certified Women Business Enterprises.

Thank you, Phillip

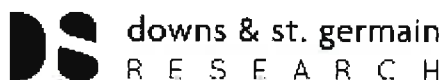
Phillip Downs, Ph.D.

Senior Partner | Downs & St. Germain Research

Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



Phillip Downs

To: Harold Uzzell
Subject: RE: Seeking MWSBE Firm for Tourism Market Research Proposal

Harold

If you are able to provide interviewers, we may be able to utilize your firm if we win the contract.

The RFP requires that we submit the MWSBE certification of any firm that we contemplate utilizing.

If you are interested in possibly providing interviewers, please email us a copy of your MWSBE certification in Leon County.

Thank you, Phillip

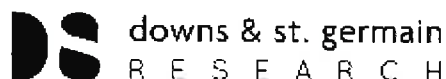
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Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Harold Uzzell <huzzell3@comcast.net>

Sent: Tuesday, March 26, 2019 11:01 AM

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Mr. Uzzell

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- Statistical analysis of tourism data
- On-site interviewing of visitors using iPads

Please let me know if your firm has experience in any of these areas.

Thank you, Phillip

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Senior Partner | Downs & St. Germain Research

Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112

<image001.jpg>

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Sent: Tuesday, March 12, 2019 1:59 PM
To: Phillip Downs <pd@dsg-research.com>
Subject: Fwd: Seeking MWSBE Firm for Tourism Market Research Proposal

Begin forwarded message:

From: Harold Uzzell <huzzell3@comcast.net>
Date: March 12, 2019 at 12:14:37 PM EDT
To: Glencora Haskins <glencora@dsg-research.com>
Subject: Re: Seeking MWSBE Firm for Tourism Market Research Proposal

Glencora,

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Harold Uzzell
GMD Communication Consultants

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Good morning,

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If you have experience in conducting any aspect of tourism market research or can provide services or supplies related to tourism market research and wish to partner with a firm that specializes in tourism market research, please contact glencora@dsg-research.com

Glencora Haskins
Project Director | Downs & St. Germain Research
ph. 850-906-3111 | www.dsg-research.com
<image001.jpg>

<image002.png>

Phillip Downs

To: jamie@espmedia.net
Subject: FW: ESPMedia - Visit Florida
Attachments: ESPMedia_ITN_No Financials.pdf

Jamie

If you are able to provide interviewers, we may be able to utilize your firm if we win the contract.

The RFP requires that we submit the MWSBE certification of any firm that we contemplate utilizing.

If you are interested in possibly providing interviewers, please email us a copy of your MWSBE certification in Leon County.

Thank you, Phillip

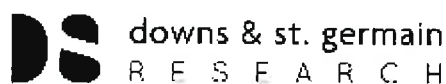
Phillip Downs, Ph.D.

Senior Partner | Downs & St. Germain Research

Owner | Growing Room Child Development Centers, Ft. Myers, Bonita Springs & Tallahassee

Professor of Marketing | Florida State University (retired)

ph. 850-906-3111 | cell 850.545.9255 | fax 850-906-3112



From: Joseph St. Germain <joseph@dsg-research.com>

Sent: Tuesday, March 19, 2019 1:32 PM

To: Phillip Downs <pd@dsg-research.com>

Subject: FW: ESPMedia - Visit Florida

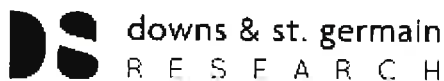
FWIW – here is what Jamie Van Pelt sent.

Joseph

Joseph St. Germain, Ph.D.

President | Downs & St. Germain Research

ph. 800.564.3182 | cell 850.321.1782



From: Jamie Van Pelt <jamie@espmedia.net>

Sent: Friday, March 15, 2019 10:14 AM

To: Joseph St. Germain <joseph@dsg-research.com>

Subject: ESPMedia - Visit Florida

Joey –

I am sending this over for you and Dr. Downs to take a look at (I couldn't recall his email address). This is the proposal my firm put in for Visit Florida in 2017. I apologize for the delay – we have been swamped this week.

Let me know what you think. I'm happy to discuss further.

Regards,
JVP

Jamie Van Pelt

President

O – 850-222-0361

C – 813-210-2202

[Facebook](#)

[Twitter](#)

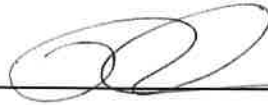


RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____



Title: _____

Senior Partner

Firm: _____

Downs & St Germain Research

Address: _____

2992 Habersham Dr Tallahassee FL 32309

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Indicate Best Rating: *A*
Liability: Indicate Best Financial Classification: *A + +*

Business Auto: *Not applicable*
 Indicate Best Rating:
 Indicate Best Financial Classification:

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: *A*
Indicate Best Financial Classification: *A*

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Leon County. At the option of Leon County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Leon County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers) - General Liability,
Automobile Liability, Workers' Compensation and Employer's Liability


Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability,
Worker's Compensation & Employer's Liability.

Claims will be directed to Teresa Beaudoin (teresa.beaudoin@hubinternational.com) (person/agency) at
HUB International (address/fax/e-mail) for investigation and appropriate handling.

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Phillip Downs Signature 
Typed or Printed

Date 3 21 2019 Title Senior Partner
(Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Senior Partner

Title

Downs & St. Germain Research

Contractor/Firm

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

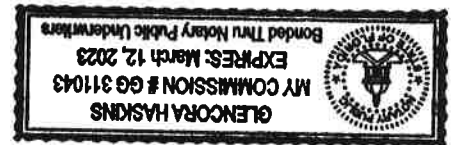
Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Downs & St. Germain Research

Signature: [Handwritten Signature] Title: Senior Partner

STATE OF Florida
COUNTY OF Leon



Sworn to and subscribed before me this 21st day of March, 2019

Personally known ✓

[Handwritten Signature]
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of FLORIDA

(Type of identification)

My commission expires: MARCH 12, 2023

Glencora Haskins
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.



RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: <u>Downs & St. Germain Research</u>	
Current Local Address: <u>2992 Habersham Drive</u> <u>Tallahassee FL 32309</u>	Phone: <u>850 906 3111</u> Fax: <u>850 906 3112</u>
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: <u>23 Years</u>	
Home Office Address: <u>2992 Habersham Drive</u> <u>Tallahassee FL 32309</u>	Phone: <u>850 906 3111</u> Fax: <u>850 906 3112</u>

[Signature]
Signature of Authorized Representative

3.21.2019
Date

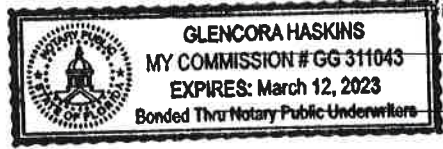
STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 21st day of March, 2019
By Phillip Downs of Downs & St Germain Research
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a S Corporation Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification.

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308



[Signature]
Signature of Notary
Glencora Haskins
Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

NON-COLLUSION AFFIDAVIT

I, Phillip Downs of the city of Tallahassee according to law on my oath, and under penalty of perjury, depose and say that:

- I am Senior Partner
of the firm of Downs & St. Germain Research, Inc
in response to the Request for Proposals for:

Research Services for the Division of Tourism for Leon County, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

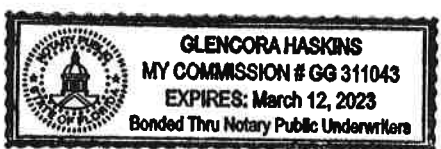
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Leon County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

[Signature]
(Signature of Responder)

3.21.2019
(Date)

STATE OF FLORIDA
COUNTY OF Leon

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Phillip Downs who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this 21st day of March 2019.



Glencora Haskins
NOTARY PUBLIC

My Commission Expires: March 12, 2023

RFP Title: Request for Proposals for Research Services for the Leon County Division of Tourism
Proposal Number: BC-04-04-19-06
Opening Date: Thursday, April 4, 2019 at 2:00 PM

DRUG-FREE WORKPLACE FORM

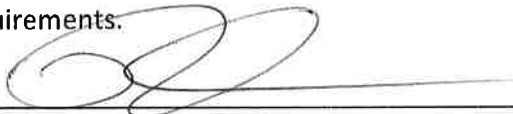
The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Downs & St. German Research

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Responder's Signature

3.21.2019

Date



Detail by FEI/EIN Number

Florida Profit Corporation

DOWNS & ST. GERMAIN RESEARCH, INC.

Filing Information

Document Number P15000101649
FEI/EIN Number 59-2998952
Date Filed 12/22/2015
Effective Date 01/01/2016
State FL
Status ACTIVE

Principal Address

2992 HABERSHAM DR
 TALLAHASSEE, FL 32309

Mailing Address

2992 HABERSHAM DR
 TALLAHASSEE, FL 32309

Registered Agent Name & Address

ST. GERMAIN, JOSEPH I
 2795 SUMMER MEADOW DR
 TALLAHASSEE, FL 32303

Officer/Director Detail

Name & Address

Title P

ST. GERMAIN, JOSEPH I
 2795 SUMMER MEADOW DR
 TALLAHASSEE, FL 32303

Title C

DOWNS, PHILLIP E
 6027 HEARTLAND CIRCLE
 TALLAHASSEE, FL 32312

Annual Reports

Report Year	Filed Date
2017	01/10/2017
2018	01/30/2018
2019	03/04/2019

Document Images

03/04/2019 -- ANNUAL REPORT [View image in PDF format](#)

01/30/2018 -- ANNUAL REPORT [View image in PDF format](#)

DIVISION OF CORPORATIONS



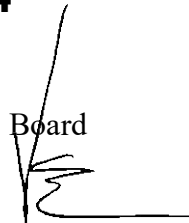
[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Leon County Board of County Commissioners

Agenda Item #14

February 12, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Request for Proposals for the Division of Tourism's Contracted Marketing, Public Relations, and Research Services

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Shelly Kelley, Director, Purchasing Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board authorization for staff to issue three separate Request for Proposals for marketing/advertising, public relations, and research services to be contracted through the Division of Tourism.

Fiscal Impact:

This item has a fiscal impact. Adequate funds for contractual services are anticipated to be available in the County's FY 2020 budget through the Division of Tourism.

Staff Recommendation:

- Option #1: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Marketing/Advertising Services (Attachment #1).
- Option #2: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Public Relations Services (Attachment #2).
- Option #3: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Research Services (Attachment #3).

Report and Discussion

Background:

As proposed, the scopes of services for these contracted services to be included in the RFPs provide specific goals, objectives, and strategies to support the Tourism Strategic Plan approved by the Board on June 19, 2018 and the following FY2017-FY2021 Strategic Plan Bold Goal:

- Grow the five-year tourism economy to \$5 billion. (BG1)

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- (EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.

This item seeks Board authorization for staff to issue three separate Request for Proposals for tourism marketing, public relations, and research services to include the attached proposed scopes of services (Attachments #1, #2, and #3).

Leon County, through the Division of Tourism, procures tourism marketing/advertising, public relations, and research services through a competitive bidding process. These services support the Division of Tourism's efforts to promote Tallahassee-Leon County as a visitor destination and grow the tourism economy.

The County is in its fifth and final year of its agreements with The Zimmerman Agency for marketing and public relations services and Downs & St. Germain Research for market research and analysis services. As currently contracted, The Zimmerman Agency serves as the agency of record for the destination to provide integrated marketing communications to advertise, publicize and promote the Tallahassee-Leon County area. The County's contracted market research firm, Downs and St. Germain Research, provides tourism related data and analysis including the profiles, trends, and economic impact of visitors in the community. Both contracts, effective on October 1, 2014, were set for two years with the option of three additional one-year period extensions to ultimately conclude on September 30, 2019.

Historically, the County has issued a singular Request for Proposals (RFP) for marketing/advertising and public relations services along with a stand-alone RFP for research services. This item seeks Board authorization for staff to issue three separate RFPs for marketing/advertising, public relations, and research to initiate the competitive bidding process for these services.

Analysis:

The County has utilized private vendors for tourism marketing and public relations, combined with a separate research and analysis contractor, to support the efforts in promoting the Tallahassee-Leon County area and analyze the demographics, psychographics and economic impacts of visitors from regional, national, and international markets. The County's continued investment in the promotion and growth of the market as a destination continues to generate a significant return on

investment as demonstrated by hotel occupancy rates and visitor spending in the community. In 2018, Leon County welcomed nearly 2.4 million visitors from 44 states and 36 countries, and supported more than 14,500 jobs in the community.

As mentioned previously, staff has identified an opportunity to refine the County's structure for these services to best support the Division of Tourism's efforts in achieving the County's targeted outcomes. Currently, the County contracts marketing/advertising and public relations services within the same agreement which may limit potential vendors to large, full-service agencies with the ability to provide both services. Alternatively, separate agreements could allow the public relations services to be contracted through a smaller, specialized firm to directly provide services to the County. In today's marketplace, smaller agencies with specialized focused models of service directly reporting to the client, have proven to be nimble, innovative, and accessible models worth exploring. To best support the County's destination marketing efforts, staff recommends procuring marketing/advertising and public relations services in separate contracts. It should be noted that this refinement would not preclude a singular agency from being awarded both contracts.

As authorized by the Board, staff will issue three separate RFPs for marketing/advertising, public relations, and research services including the approved scopes of services that detail specific goals, objectives, and strategies to be fulfilled. Consistent with the current contracts, staff recommends an initial contract period of two years for each service; thereafter, the County will have the option to extend the agreement for no more than three additional one-year periods. Such renewals will be automatic unless a written notice of non-renewal is provided to the contractor, no less than 30 days prior to the expiration date. As detailed in the scopes of services, the budget for marketing, public relations, and research services is dependent on the availability of funds and approval of the Division of Tourism budget. The RFPs will offer the following estimated annual budget ranges for each service:

- Marketing/Advertising Services: \$1,000,000 - \$1,500,000
- Public Relations Services: \$100,000 - \$140,000
- Research Services: \$120,000 - \$150,000

In accordance with Board Policy, the County Administrator will appoint a 3-5-member evaluation committee to review bid responses for each RFP. Following the initial review, the committee will rank the bid responses and advance the top scoring firms to be interviewed and evaluated based on the selection criteria provided in the RFPs. All three RFPs will include Local Preference and M/WBE requirements. The top ranked firm for each contract, as determined by the evaluation committee, will be recommended to the Board for final approval in summer 2019 prior to the anticipated contract commencement on October 1, 2019.

Should the Board not wish to commence the competitive bidding process and prefer to retain the existing vendors, Option #4 provides that guidance to the County Administrator. As professional services contracts, the Board has the discretion to extend any or all of the County's existing agreements for marketing, public relations, and research services without the issuance of an RFP. The last RFP for these services was issued in May 2014.

Options:

1. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Marketing/Advertising Services (Attachment #1).
2. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Public Relations (Attachment #2).
3. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Research Services (Attachment #3).
4. Do not approve the issuance of Request for Proposals for Tourism Marketing/Advertising, Public Relations and Research Services and direct the County Administrator to renew the existing contracts for Tourism Marketing, Public Relations and Research Services, in a form to be approved by the County Attorney.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Draft Scope of Services for Tourism Marketing/Advertising Services
2. Draft Scope of Services for Tourism Public Relations Services
3. Draft Scope of Services for Tourism Research Services

Summary Scoresheet and Ranking
RFP BC-04-04-19-06
Research Services for the Leon County Division of Tourism

	<i>Evaluator (MC) Score</i>	<i>Evaluator (MC) Rank</i>	<i>Evaluator (DG) Score</i>	<i>Evaluator (DG) Rank</i>	<i>Evaluator (SL) Score</i>	<i>Evaluator (SL) Rank</i>	<i>Evaluator (NP) Score</i>	<i>Evaluator (NP) Rank</i>	<i>Evaluator (KP) Score</i>	<i>Evaluator (KP) Rank</i>	Raw Score	Average Rank
Downs & St. Germain Research	96	1	85	1	89	1	83	1	92	1	445	1
Study Hall Research	58	2	51	2	48	2	50	2	56	2	261	2

Vendor Ranking:

Downs & St. Germain Research 1
Study Hall Research 2

Committee Signatures

EVALUATION CRITERIA SCORESHEET
RFP BC-04-04-19-06
Research Services for the Leon County Division of Tourism

Respondent's Name: **Downs & St. Germain Research**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (DG) Score	Evaluator (SL) Score	Evaluator (NP) Score	Evaluator (KP) Score
1. Capabilities and Experience	30	30	25	27	25	29
2. Approach	20	20	17	18	16	19
3. Methodology	20	20	17	18	16	18
4. Cost/Budget	15	15.00	15.00	15.00	15.00	15.00
5. Minority and Women Business Enterprise Participation	10	6	6	6	6	6
6. Local Preference	5	5	5	5	5	5
Total Score	100	96.00	85.00	89.00	83.00	92.00

EVALUATION CRITERIA SCORESHEET
RFP BC-04-04-19-06
Research Services for the Leon County Division of Tourism

Respondent's Name: **Study Hall Research**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (DG) Score	Evaluator (SL) Score	Evaluator (NP) Score	Evaluator (KP) Score
1. Capabilities and Experience	30	25	19	15	16	19
2. Approach	20	10	8	10	10	12
3. Methodology	20	10	11	10	11	12
4. Cost/Budget	15	12.69	12.69	12.69	12.69	12.69
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	0	0	0	0	0
Total Score	100	57.69	50.69	47.69	49.69	55.69

Price Points - Monthly Retainer						
Vendor	Monthly Retainer	Lowest Monthly Retainer	Vendor Monthly Retainer/ Lowest Monthly Retainer		Maximum Possible Price Points	Total Price Points
Downs & St. Germain	\$ 110,000.00	\$ 110,000.00	\$ 1.00	X	15	15.00
Study Hall Research	\$ 130,000.00	\$ 110,000.00	\$ 0.85	X	15	12.69

MWBE Utilization Points				
Vendor	% Minority Utilization	%Women Utilization	Good Faith Effort	Points Awarded
Downs & St. Germain	9	0	Y	6
Study Hall Research	0	0	N	0

Local Preference Points			
Vendor	Home Office in Leon, Gadsden, Wakulla or Jefferson	Local Business in Market Area (not home office)	Points Awarded
Downs & St. Germain	Yes	NA	5
Study Hall Research	No	NA	0

Legend:

Home office - 5 points

Local Business (not home office) - 3 points

Not Local - 0 points

**Leon County
Board of County Commissioners**

Notes for Agenda Item #26


Leon County Board of County Commissioners

Agenda Item #26

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for the Division of Tourism Contracted Marketing/Advertising and Public Relations Services

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Shelly Kelley, Director, Purchasing Division Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board approval of the bid award recommendations for The Zimmerman Agency to provide contracted marketing/advertising and public relations services for the Division of Tourism.

Fiscal Impact:

This item has a fiscal impact. The County's FY 2020 budget includes \$1,476,473 for marketing/advertising services and \$140,000 for public relations services to be contracted through the Division of Tourism. If approved, the term of the contract is for two years, with three additional one-year add-ons.

Staff Recommendation:

- Option #1: Approve the award of the bid to The Zimmerman Agency to provide marketing/advertising services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.
- Option #2: Approve the award of the bid to The Zimmerman Agency to provide public relations services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the bid award recommendations for The Zimmermann Agency to provide contracted marketing/advertising and public relations services for the Division of Tourism (Attachments #1 and #2).

On February 12, 2019, the Board approved two scopes of services for the Division of Tourism's Request for Proposals (RFP) for contracted marketing/advertising and public relations services (Attachment #3). The scopes of services included specific goals, objectives, and strategies to be fulfilled to support the Tourism Strategic Plan and the following FY2017-FY2021 Strategic Plan Bold Goal:

- *Grow the five-year tourism economy to \$5 billion. (BG1)*

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

The County is in its fifth and final year of its agreement with The Zimmerman Agency for marketing/advertising and public relations services. As currently contracted under a single agreement, The Zimmerman Agency serves as the agency of record for the destination to provide integrated marketing communications to advertise, publicize and promote the Tallahassee-Leon County area. The County's current contract, effective on October 1, 2014, was set for two years with the option of three additional one-year period extensions to ultimately conclude on September 30, 2019.

Historically, the County has issued a singular RFP for marketing/advertising and public relations services. As presented to the Board in the February 12, 2019 agenda item, the Division of Tourism sought to separate the solicitation for marketing/advertising services from the public relations services to attract additional respondents and greater competition, particularly for the smaller public relations contract. As a result, the Board authorized the issuance of two separate RFPs for marketing/advertising and public relations to initiate the competitive bidding process for these services.

Analysis:

On February 22, 2019, two separate RFPs for marketing/advertising and public relations were issued (Attachment #1 and #2) notifying over 290 vendors through the County's automatic procurement system. In total, 54 vendors requested proposal packages for the marketing/advertising RFP and five responses were submitted. For the public relations RFP, 40 vendors requested proposal packages and three responses were submitted to the County.

In accordance with Board Policy, the County Administrator appointed a five-member evaluation committee to review bid responses for both RFPs. Given the precedent of contracting for these services jointly and the overlapping subject matter, the County Administrator appointed one evaluation committee for both the marketing/advertising and public relations RFPs. The Committee was charged with evaluating and ranking bid respondents based on the selection criteria provided in the respective RFPs and to provide bid award recommendations to the Board. The Committee consisted of County staff and representation from the Tourist Development Council (TDC) as follows:

- Kerri Post, Director, Division of Tourism (Committee Chair)
- Ken Morris, Assistant County Administrator
- Matt Cavell, Assistant to the County Administrator
- Amanda Heidecker, Division of Tourism
- Bo Schmitz, Hampton Inn & Suites Tallahassee (TDC)

Both RFPs culminated in two phases of scoring, the first based on the written proposals submitted by all respondents and the second based on presentations by a short list of respondents. An overview of the evaluation of responses, scoring, and ranking of proposals for both RFPs is provided in the following sections.

Marketing and Advertising

On April 29, 2019, the Committee conducted a public meeting to deliberate and evaluate the five responses for the marketing/advertising services based on the guidelines specified in the RFP. Committee members provided scores for the (1) Capabilities and Experience, (2) Approach, and (3) Methodology sections of the RFPs to be combined with scores provided for the (4) Cost/Budget, (5) Minority/Women Business Enterprise (MWBE) Utilization, and (6) Local Preference sections of the RFP, as determined by the Division of Purchasing. Based on the total scores for Phase I, the Committee unanimously recommended the short list of respondents to advance to the second phase of evaluations. The short list comprised of the top three respondent scores, out of a possible 500 points for Phase I, as follows:

- Aqua Marketing and Communications (Total Phase I Score: 393)
- The Zimmerman Agency (Total Phase I Score: 370)
- BowStern Marketing Communications (Total Phase I Score: 345)

On Friday, June 7, 2019, the Committee convened to receive presentations from the marketing and advertising short list. Each agency was given 30 minutes to present followed by a 15-minute segment for questions from the Committee. Following the presentations, the Committee convened a public meeting to deliberate and provide scores and the final ranking of bid responses for the marketing and advertising services RFP.

Table #1 provides the respondents total scores for Phase I and Phase II as determined by the Committee. Based on the guidelines outlined in the RFP for Phase I and Phase II of evaluations, the possible total combined score was 1,000 points. A summary of the scores for each evaluation is provided in Attachment #4.

Table #1: Final Ranking of Bid Respondents for Marketing & Advertising Services

Respondent	Phase I Total Score	Phase II Total Score	Total Score	Final Ranking
The Zimmerman Agency	370	380	750	1
BowStern Marketing Communications	345	353	698	2
Aqua Marketing and Communications	393	269	662	3

Based on the total combined scores, the Committee unanimously selected The Zimmerman Agency as the top-ranked firm. The Zimmerman Agency met the MBE aspirational target (7%) but, at the time of application, fell short of meeting the County's WBE aspirational target (15%). The Zimmerman Agency was awarded no MWBE points under this solicitation because, believing their proposal met the County's aspirational targets, they did not include supporting documentation with the Good Faith Effort Form. Upon further review by the MWSBE Division, one of the subcontractors listed in its proposal was not a registered WBE at the time of application. Since that time the subcontractor has been certified as a WBE and, should the Board award the marketing/advertising bid to top ranked respondent, The Zimmerman Agency intends to satisfy the County's MBE and WBE aspirational targets.

This item seeks the Board's approval to award the bid for contracted marketing/advertising services for the Division of Tourism to The Zimmerman Agency and seeks authorization for the County Administrator to negotiate and execute an agreement in a form approved by the County Attorney. As detailed in the scopes of services, the annual budget for marketing/advertising services is dependent on the availability of funds and approval of the Division of Tourism budget. For FY 2020, \$1,476,473 has been dedicated for marketing/advertising services. Under the direction of the Division of Tourism and with guidance from the TDC, The Zimmerman Agency would develop and implement Tourism's strategic integrated marketing programs to promote the Tallahassee-Leon County area to in-state, regional, national, and international markets by creating and managing successful marketing campaigns, comprehensive media planning and buying, digital executions across all media, design and maintenance of Tourism websites (VisitTallahassee.com, Trailahassee.com, and CapitalCityAmphitheater.com), social media planning and execution, digital and print asset production and developing industry partner cooperative advertising opportunities.

Public Relations

On April 29, 2019, the Committee conducted a public meeting to deliberate and evaluate the three responses for the public relations services based on the guidelines specified in the RFP. Committee members provided scores for the (1) Capabilities and Experience, (2) Approach, and (3) Methodology sections of the RFPs to be combined with scores provided for the (4) Cost/Budget, (5) Minority/Women Business Enterprise (MWBE) Utilization, and (6) Local Preference sections of the RFP, as determined by the Division of Purchasing. The total scores for Phase I reflect each respondents score out of a possible 500 points. Based on the total scores for Phase I, the Committee unanimously recommended all three respondents to advance to the second phase of evaluations as follows:

- Aqua Marketing and Communication (Total Phase I Score: 394)
- The Zimmerman Agency (Total Phase I Score: 355)
- BowStern Marketing Communications (Total Phase I Score: 331)

On Thursday, June 6, 2019, the Committee convened to receive presentations from the public relations short list. Each agency was given 30 minutes to present followed by a 15-minute segment for questions from the Committee. On Friday, June 7, 2019, the Committee finalized its recommendations for the public relations RFP in a public meeting.

Based on the Phase I and Phase II combined scores, Aqua Marketing and Communications had the highest total score, three points more than The Zimmerman Agency. However, the Committee unanimously recommends awarding the bid to The Zimmerman Agency. As described earlier in this item, the separate solicitation for the public relations contract was designed to foster competition and entice additional responses particularly from small boutique and specialized firms that may not have the capacity to serve the County's marketing/advertising needs. Only three firms submitted responses to the public relations RFP, each of which also submitted proposals for the larger marketing/advertising RFP and emphasized the importance of communication on both fronts.

Due to the close coordination required to carry out successful marketing, advertising, and public relations initiatives and strategies, the Committee deliberated the value of maintaining one agency for both contracts. The Committee also discussed the demonstrated capacity of both agencies and their local understanding of the destination before unanimously recommending The Zimmerman Agency be awarded the public relations bid. Table #2 provides the respondents total scores for Phase I and Phase II and final rankings as determined by the Committee.

Table #2: Final Ranking of Bid Respondents for Public Relations Services

Respondent	Phase I Total Score	Phase II Total Score	Total Score	Final Ranking
The Zimmerman Agency	355	376	731	1
Aqua Marketing and Communications	394	340	734	2
BowStern Marketing Communications	331	330	661	3

Based on the guidelines outlined in the RFP for Phase I and Phase II of evaluations, the possible total combined score was 1,000 points. This includes a total of up to 100 points awarded for MWBE utilization. As reflected in Table #2, Aqua Marketing and Communication and The Zimmerman Agency were the top respondents with only a 3-point difference between their total combined scores. A summary of the scores for each evaluation is provided in Attachment #5.

Aqua Marketing and Communication's proposal satisfied the County's MBE (7%) and WBE (15%) aspirational targets and awarded the full 100 points. Similar to the marketing/advertising bid, The Zimmerman Agency was awarded none of the 100 MWBE points for the public relations bid. However, with the WBE certification of a subcontractor listed in their bid after the submission deadline, The Zimmerman Agency would satisfy the County's MBE (7%) and WBE (15%) aspirational targets if awarded the contract.

This item seeks the Board's approval to award the bid for contracted public relations services for the Division of Tourism to The Zimmerman Agency and seeks authorization for the County Administrator to negotiate and execute an agreement in a form approved by the County Attorney. As detailed in the scopes of services, the annual budget for public relations services is dependent on the availability of funds and approval of the Division of Tourism budget. For FY 2020, \$140,000 has been dedicated for public relations services. The Zimmerman Agency will support the Division of Tourism by providing a broad range of communications services to publicize and promote Tallahassee-Leon County as a preferred visitor destination through editorial placements in print, broadcast, and digital media with regional and national reach. Primary activities include pitching media, hosting media in the destination, packaging local products for media promotions and/or sweepstakes, media missions and events both in-market and out-of-market.

Consistent with the scope of the RFPs, the County's agreements for marketing/advertising and public relations services would be separate contracts both for a term of two years beginning October 1, 2019 through September 30, 2021. At the sole option of the County, the agreements may be extended for no more than three additional one-year periods. The one-year extensions will be automatic unless the County provides written notice of non-renewal to the agency no less than 30 days prior to the expiration date of the term.

Options:

1. Approve the award of the bid to The Zimmerman Agency to provide marketing/advertising services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.
2. Approve the award of the bid to The Zimmerman Agency to provide public relations services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.
3. Do not approve the bid award to The Zimmerman Agency to provide marketing/advertising services for the Division of Tourism.
4. Do not approve the bid award to The Zimmerman Agency to provide public relations services for the Division of Tourism.
5. Board direction.

Recommendation:

Options #1 and #2

Title: Bid Award for the Division of Tourism Contracted Marketing/Advertising and Public Relations Services

July 9, 2019

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Attachments:

1. The Zimmerman Agency's Proposal for the Marketing/Advertising RFP
2. The Zimmerman Agency's Proposal for the Public Relations RFP
3. February 12, 2019 agenda item providing the Scope of Services for the Marketing/Advertising and Public Relations RFPs
4. Marketing/Advertising RFP Score Sheet
5. Public Relations RFP Score Sheet

Attachment #1, the Zimmerman Agency's Proposal for the Marketing/Advertising RFP, has not been attached to this item due to the voluminous size of the electronic file. However, it has been made available for public inspection in the reception area located on the fifth floor of the County Courthouse; or may be accessed through the following link:

http://www2.leoncountyfl.gov/coadmin/agenda/book/190709/Item26_Attachment1.pdf

Attachment #2, the Zimmerman Agency's Proposal for the Public Relations RFP, has not been attached to this item due to the voluminous size of the electronic file. However, it has been made available for public inspection in the reception area located on the fifth floor of the County Courthouse; or may be accessed through the following link:

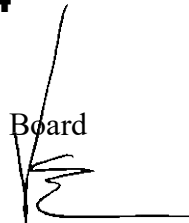
http://www2.leoncountyfl.gov/coadmin/agenda/book/190709/Item26_Attachment2.pdf

Leon County Board of County Commissioners

Agenda Item #14

February 12, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Request for Proposals for the Division of Tourism's Contracted Marketing, Public Relations, and Research Services

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Kerri Post, Director, Division of Tourism Shelly Kelley, Director, Purchasing Nicki Paden, Management Analyst

Statement of Issue:

This item seeks Board authorization for staff to issue three separate Request for Proposals for marketing/advertising, public relations, and research services to be contracted through the Division of Tourism.

Fiscal Impact:

This item has a fiscal impact. Adequate funds for contractual services are anticipated to be available in the County's FY 2020 budget through the Division of Tourism.

Staff Recommendation:

- Option #1: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Marketing/Advertising Services (Attachment #1).
- Option #2: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Public Relations Services (Attachment #2).
- Option #3: Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Research Services (Attachment #3).

Title: Request for Proposals for the Division of Tourism's Contracted Marketing, Public Relations, and Research Services
February 12, 2019
Page 2

Report and Discussion

Background:

As proposed, the scopes of services for these contracted services to be included in the RFPs provide specific goals, objectives, and strategies to support the Tourism Strategic Plan approved by the Board on June 19, 2018 and the following FY2017-FY2021 Strategic Plan Bold Goal:

- Grow the five-year tourism economy to \$5 billion. (BG1)

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- (EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.

This item seeks Board authorization for staff to issue three separate Request for Proposals for tourism marketing, public relations, and research services to include the attached proposed scopes of services (Attachments #1, #2, and #3).

Leon County, through the Division of Tourism, procures tourism marketing/advertising, public relations, and research services through a competitive bidding process. These services support the Division of Tourism's efforts to promote Tallahassee-Leon County as a visitor destination and grow the tourism economy.

The County is in its fifth and final year of its agreements with The Zimmerman Agency for marketing and public relations services and Downs & St. Germain Research for market research and analysis services. As currently contracted, The Zimmerman Agency serves as the agency of record for the destination to provide integrated marketing communications to advertise, publicize and promote the Tallahassee-Leon County area. The County's contracted market research firm, Downs and St. Germain Research, provides tourism related data and analysis including the profiles, trends, and economic impact of visitors in the community. Both contracts, effective on October 1, 2014, were set for two years with the option of three additional one-year period extensions to ultimately conclude on September 30, 2019.

Historically, the County has issued a singular Request for Proposals (RFP) for marketing/advertising and public relations services along with a stand-alone RFP for research services. This item seeks Board authorization for staff to issue three separate RFPs for marketing/advertising, public relations, and research to initiate the competitive bidding process for these services.

Analysis:

The County has utilized private vendors for tourism marketing and public relations, combined with a separate research and analysis contractor, to support the efforts in promoting the Tallahassee-Leon County area and analyze the demographics, psychographics and economic impacts of visitors from regional, national, and international markets. The County's continued investment in the promotion and growth of the market as a destination continues to generate a significant return on

Title: Request for Proposals for the Division of Tourism's Contracted Marketing, Public Relations, and Research Services

February 12, 2019

Page 3

investment as demonstrated by hotel occupancy rates and visitor spending in the community. In 2018, Leon County welcomed nearly 2.4 million visitors from 44 states and 36 countries, and supported more than 14,500 jobs in the community.

As mentioned previously, staff has identified an opportunity to refine the County's structure for these services to best support the Division of Tourism's efforts in achieving the County's targeted outcomes. Currently, the County contracts marketing/advertising and public relations services within the same agreement which may limit potential vendors to large, full-service agencies with the ability to provide both services. Alternatively, separate agreements could allow the public relations services to be contracted through a smaller, specialized firm to directly provide services to the County. In today's marketplace, smaller agencies with specialized focused models of service directly reporting to the client, have proven to be nimble, innovative, and accessible models worth exploring. To best support the County's destination marketing efforts, staff recommends procuring marketing/advertising and public relations services in separate contracts. It should be noted that this refinement would not preclude a singular agency from being awarded both contracts.

As authorized by the Board, staff will issue three separate RFPs for marketing/advertising, public relations, and research services including the approved scopes of services that detail specific goals, objectives, and strategies to be fulfilled. Consistent with the current contracts, staff recommends an initial contract period of two years for each service; thereafter, the County will have the option to extend the agreement for no more than three additional one-year periods. Such renewals will be automatic unless a written notice of non-renewal is provided to the contractor, no less than 30 days prior to the expiration date. As detailed in the scopes of services, the budget for marketing, public relations, and research services is dependent on the availability of funds and approval of the Division of Tourism budget. The RFPs will offer the following estimated annual budget ranges for each service:

- Marketing/Advertising Services: \$1,000,000 - \$1,500,000
- Public Relations Services: \$100,000 - \$140,000
- Research Services: \$120,000 - \$150,000

In accordance with Board Policy, the County Administrator will appoint a 3-5-member evaluation committee to review bid responses for each RFP. Following the initial review, the committee will rank the bid responses and advance the top scoring firms to be interviewed and evaluated based on the selection criteria provided in the RFPs. All three RFPs will include Local Preference and M/WBE requirements. The top ranked firm for each contract, as determined by the evaluation committee, will be recommended to the Board for final approval in summer 2019 prior to the anticipated contract commencement on October 1, 2019.

Should the Board not wish to commence the competitive bidding process and prefer to retain the existing vendors, Option #4 provides that guidance to the County Administrator. As professional services contracts, the Board has the discretion to extend any or all of the County's existing agreements for marketing, public relations, and research services without the issuance of an RFP. The last RFP for these services was issued in May 2014.

Title: Request for Proposals for the Division of Tourism's Contracted Marketing, Public Relations, and Research Services
February 12, 2019
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Options:

1. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Marketing/Advertising Services (Attachment #1).
2. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Public Relations (Attachment #2).
3. Approve the scope of services and authorize the issuance of Request for Proposals for Tourism Research Services (Attachment #3).
4. Do not approve the issuance of Request for Proposals for Tourism Marketing/Advertising, Public Relations and Research Services and direct the County Administrator to renew the existing contracts for Tourism Marketing, Public Relations and Research Services, in a form to be approved by the County Attorney.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Draft Scope of Services for Tourism Marketing/Advertising Services
2. Draft Scope of Services for Tourism Public Relations Services
3. Draft Scope of Services for Tourism Research Services

Final Summary Scoresheet and Ranking
RFP BC-04-11-19-08

Marketing/Advertising & Promotion Services for the Leon County Division of Tourism

	Phase 1 Raw Score	Phase 1 Average Score	Phase 2 Raw Score	Phase 2 Average Score	Total Raw Score	Total Average Score	Final Ranking
Aqua Marketing & Communications	393	78.6	269	53.8	662	132.4	3
BowStern, LLC	345	69	353	70.6	698	139.6	2
Zimmerman Agency	370	74	380	76	750	150	1

Vendor Ranking:

Summary Scoresheet and Ranking
RFP BC-04-11-19-08

Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

	<i>Evaluator (MC) Score</i>	<i>Evaluator (MC) Rank</i>	<i>Evaluator (AH) Score</i>	<i>Evaluator (AH) Rank</i>	<i>Evaluator (KM) Score</i>	<i>Evaluator (KM) Rank</i>	<i>Evaluator (KP) Score</i>	<i>Evaluator (KP) Rank</i>	<i>Evaluator (BS) Score</i>	<i>Evaluator (BS) Rank</i>	Raw Score	Average Rank
Alcom Marketing & Advertising	26	5	64	5	23	5	28	5	28	5	168	5
Aqua Marketing & Communications	76	2	80	1	71	2	92	1	74	2	393	1.6
BCF	53	4	70	4	61	3	78	2	69	4	331	3.4
BowStern, LLC	61	3	79	2	57	4	68	3	80	1	345	2.6
Zimmerman Agency	82.7	1	77.7	3	84.7	1	54.7	4	69.7	3	370	2.4

Vendor Ranking:

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **Alcom Marketing & Advertising**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	40	10	28	5	10	10
2. Pertinent Experience	25	5	18	5	5	5
3. Technical Approach	15	3	10	5	5	5
4. Agency Cost	5	2.79	2.79	2.79	2.79	2.79
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	5	5	5	5	5
Total Score	100	25.79	63.79	22.79	27.79	27.79

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **Aqua Marketing & Communications**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	40	30	32	25	38	35
2. Pertinent Experience	25	20	23	20	25	15
3. Technical Approach	15	12	11	12	15	10
4. Agency Cost	5	4.10	4.10	4.10	4.10	4.10
5. Minority and Women Business Enterprise Participation	10	10	10	10	10	10
6. Local Preference	5	0	0	0	0	0
Total Score	100	76.10	80.10	71.10	92.10	74.10

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **BCF**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	40	25	32	30	37	30
2. Pertinent Experience	25	15	22	12	22	25
3. Technical Approach	15	9	12	15	15	10
4. Agency Cost	5	3.97	3.97	3.97	3.97	3.97
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	0	0	0	0	0
Total Score	100	52.97	69.97	60.97	77.97	68.97

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **Bowstern, LLC**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	40	30	36	20	30	35
2. Pertinent Experience	25	11	21	15	15	20
3. Technical Approach	15	10	12	12	13	15
4. Agency Cost	5	5.00	5.00	5.00	5.00	5.00
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	5	5	5	5	5
Total Score	100	61.00	79.00	57.00	68.00	80.00

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotional Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **The Zimmerman Agency**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	40	36	33	38	20	25
2. Pertinent Experience	25	24	23	25	15	25
3. Technical Approach	15	13	12	12	10	10
4. Agency Cost	5	4.70	4.70	4.70	4.70	4.70
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	5	5	5	5	5
Total Score	100	82.70	77.70	84.70	54.70	69.70

Summary Scoresheet and Ranking

RFP BC-04-11-19-08

Marketing/Advertising & Promotion Services for the Leon County Division of Tourism

Phase II - Presentations

	<i>Evaluator (MC) Score</i>	<i>Evaluator (AH) Score</i>	<i>Evaluator (KM) Score</i>	<i>Evaluator (KP) Score</i>	<i>Evaluator (BS) Score</i>	<i>Raw Score</i>
Aqua Marketing & Communications	57	62	55	60	35	269
BowStern, LLC	47	76	58	82	90	353
Zimmerman Agency	89	84	72	75	60	380

Vendor Ranking:

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotion Services for the Leon County Division of Tourism
Phase II - Presentations

Respondent's Name: **Aqua Marketing & Communications**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	14	15	12	14	10
2. Differentiators	20	10	11	8	12	5
3. Consumer Outcomes	15	7	10	12	9	5
4. Brand Positioning Platform and Creative Expression	15	9	11	8	11	5
5. The "IT" Factor	10	7	5	5	4	0
6. Minority and Women Business Enterprise Participation	10	10	10	10	10	10
7. Local Preference	5	0	0	0	0	0
Total Score	100	57	62	55	60	35

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotion Services for the Leon County Division of Tourism
Phase II - Presentations

Respondent's Name: **Bowstern, LLC**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	11	21	16	22	25
2. Differentiators	20	10	17	15	17	20
3. Consumer Outcomes	15	9	13	9	15	15
4. Brand Positioning Platform and Creative Expression	15	7	11	5	13	15
5. The "IT" Factor	10	5	9	8	10	10
6. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
7. Local Preference	5	5	5	5	5	5
Total Score	100	47	76	58	82	90

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-08
Marketing/Advertising & Promotion Services for the Leon County Division of Tourism
Phase II - Presentations

Respondent's Name: **The Zimmerman Agency**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	25	24	20	22	15
2. Differentiators	20	20	19	14	16	15
3. Consumer Outcomes	15	14	14	10	12	5
4. Brand Positioning Platform and Creative Expression	15	15	14	13	13	15
5. The "IT" Factor	10	10	8	10	7	5
6. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
7. Local Preference	5	5	5	5	5	5
Total Score	100	89	84	72	75	60

Price Points - Monthly Not-to-Exceed						
Vendor	Blended Hourly Rate	Lowest Average Monthly Rate	Vendor Monthly Rate/Lowest Monthly Rate		Maximum Possible Price Points	Total Monthly Rate Points
Alcom	\$ 228.00	\$ 127.00	\$ 0.56	X	5	2.79
Aqua	\$ 155.00	\$ 127.00	\$ 0.82	X	5	4.10
BCF	\$ 160.00	\$ 127.00	\$ 0.79	X	5	3.97
BowStern	\$ 127.00	\$ 127.00	\$ 1.00	X	5	5.00
Zimmerman	\$ 135.00	\$ 127.00	\$ 0.94	X	5	4.70

MWBE Utilization Points	
Vendor	Points Awarded
Alcom	0
Aqua	10
BCF	0
BowStern	0
Zimmerman	0

Local Preference Points			
Vendor	Home Office in Leon, Gadsden, Wakulla or Jefferson	Local Business in Market Area (not home office)	Points Awarded
Alcom	Yes	No	5
Aqua	NA	NA	0
BCF	NA	NA	0
BowStern	Yes	No	5
Zimmerman	Yes	No	5

Legend:

Home office - 5 points

Local Business (not home office) - 3 points

Not Local - 0 points

Final Summary Scoresheet and Ranking
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism

	Phase 1 Raw Score	Phase 1 Average Score	Phase 2 Raw Score	Phase 2 Average Score	Total Raw Score	Total Average Score
Aqua Marketing & Communications	394	78.8	340	68	734	146.8
BowStern, LLC	331	66.2	330	66	661	132.2
Zimmerman Agency	355	71	376	75.2	731	146.2

Summary Scoresheet and Ranking
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase I

	<i>Evaluator (MC) Score</i>	<i>Evaluator (MC) Rank</i>	<i>Evaluator (AH) Score</i>	<i>Evaluator (AH) Rank</i>	<i>Evaluator (KM) Score</i>	<i>Evaluator (KM) Rank</i>	<i>Evaluator (KP) Score</i>	<i>Evaluator (KP) Rank</i>	<i>Evaluator (BS) Score</i>	<i>Evaluator (BS) Rank</i>	Raw Score	Average Rank
Aqua Marketing & Communications	72	2	82	1	75	1.5	89	1	76	2	394	1.5
BowStern, LLC	60	3	74	3	56	3	63	2	78	1	331	2.4
Zimmerman Agency	78	1	81	2	75	1.5	61	3	60	3	355	2.1

Vendor Ranking:

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **Aqua Marketing & Communications**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	35	24	31	22	34	25
2. Pertinent Experience	25	19	23	25	25	25
3. Technical Approach	15	13	12	12	14	10
4. Agency Cost	10	6.05	6.05	6.05	6.05	6.05
5. Minority and Women Business Enterprise Participation	10	10	10	10	10	10
6. Local Preference	5	0	0	0	0	0
Total Score	100	72.05	82.05	75.05	89.05	76.05

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **Bowstern, LLC**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	35	21	32	17	25	30
2. Pertinent Experience	25	15	18	14	15	20
3. Technical Approach	15	11	11	12	10	15
4. Agency Cost	10	8.08	8.08	8.08	8.08	8.08
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	5	5	5	5	5
Total Score	100	60.08	74.08	56.08	63.08	78.08

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase I

Respondent's Name: **The Zimmerman Agency**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	35	29	30	28	20	20
2. Pertinent Experience	25	22	23	25	18	15
3. Technical Approach	15	12	13	7	8	10
4. Agency Cost	10	10.00	10.00	10.00	10.00	10.00
5. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
6. Local Preference	5	5	5	5	5	5
Total Score	100	78.00	81.00	75.00	61.00	60.00

Summary Scoresheet and Ranking
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase II - Presentations

	<i>Evaluator (MC) Score</i>	<i>Evaluator (AH) Score</i>	<i>Evaluator (KM) Score</i>	<i>Evaluator (KP) Score</i>	<i>Evaluator (BS) Score</i>	<i>Raw Score</i>
Aqua Marketing & Communications	75	78	44	83	60	340
BowStern, LLC	67	69	66	60	68	330
Zimmerman Agency	83	80	81	62	70	376

Vendor Ranking:

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase II Presentations

Respondent's Name: **Aqua Marketing & Communications**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	18	21	12	23	20
2. Differentiators	20	17	16	8	17	10
3. Consumer Outcomes	15	11	14	3	14	10
4. Brand Positioning Platform and Creative Expression	15	11.00	12.00	5.00	11.00	5.00
5. The "IT" Factor	10	8.00	5.00	6.00	8.00	5.00
6. Minority and Women Business Enterprise Participation	10	10	10	10	10	10
7. Local Preference	5	0	0	0	0	0
Total Score	100	75.00	78.00	44.00	83.00	60.00

EVALUATION CRITERIA SCORESHEET

RFP BC-04-11-19-07

Public Relations Services for the Leon County Division of Tourism

Phase II Presentations

Respondent's Name: **Bowstern, LLC**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	17	18	18	15	18
2. Differentiators	20	16	15	13	12	15
3. Consumer Outcomes	15	10	12	12	10	10
4. Brand Positioning Platform and Creative Expression	15	11.00	9.00	8.00	9.00	10.00
5. The "IT" Factor	10	8.00	10.00	10.00	9.00	10.00
6. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
7. Local Preference	5	5	5	5	5	5
Total Score	100	67.00	69.00	66.00	60.00	68.00

EVALUATION CRITERIA SCORESHEET
RFP BC-04-11-19-07
Public Relations Services for the Leon County Division of Tourism
Phase II Presentations

Respondent's Name: **The Zimmerman Agency**

	Maximum Raw Score Possible	Evaluator (MC) Score	Evaluator (AH) Score	Evaluator (KM) Score	Evaluator (KP) Score	Evaluator (BS) Score
1. Creative and Strategic Approach	25	22	24	25	18	25
2. Differentiators	20	19	18	16	15	15
3. Consumer Outcomes	15	13	12	10	10	8
4. Brand Positioning Platform and Creative Expression	15	14.00	13.00	15.00	10.00	10.00
5. The "IT" Factor	10	10.00	8.00	10.00	4.00	7.00
6. Minority and Women Business Enterprise Participation	10	0	0	0	0	0
7. Local Preference	5	5	5	5	5	5
Total Score	100	83.00	80.00	81.00	62.00	70.00

Price Points - Monthly Retainer						
Vendor	Monthly Retainer	Lowest Monthly Retainer	Vendor Monthly Retainer/ Lowest Monthly Retainer		Maximum Possible Price Points	Total Price Points
Aqua	\$ 15,500.00	\$ 9,375.00	\$ 0.60	X	10	6.05
BowStern	\$ 11,600.00	\$ 9,375.00	\$ 0.81	X	10	8.08
Zimmerman	\$ 9,375.00	\$ 9,375.00	\$ 1.00	X	10	10.00

MWBE Utilization Points	
Vendor	Points Awarded
Aqua	10
BowStern	0
Zimmerman	0

Local Preference Points			
Vendor	Home Office in Leon, Gadsden, Wakulla or Jefferson	Local Business in Market Area (not home office)	Points Awarded
Aqua	NA	NA	0
BowStern	Yes	No	5
Zimmerman	Yes	No	5

Legend:

Home office - 5 points

Local Business (not home office) - 3 points

Not Local - 0 points

**Leon County
Board of County Commissioners**

Notes for Agenda Item #27

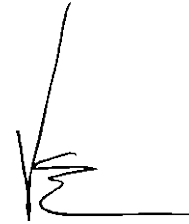
Leon County Board of County Commissioners

Agenda Item #27

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Voluntary Annexation Proposal from Golden Oak Land Group, LLC, to Annex the Brookside Village Detached Residential Subdivision Located at 550 Ox Bottom Road

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Division Weldon Richardson, Senior Planner, Development Services

Statement of Issue:

Golden Oak Land Group, LLC, is requesting voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom 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.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Do not object to the proposed voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom Road.

Report and Discussion

Background:

As required by the Tallahassee-Leon County 2030 Comprehensive Plan and implemented through the Tallahassee-Leon County Interlocal Agreement, this voluntary annexation item is being brought to the Board of County Commissioners for review and comment regarding the proposed annexation. Golden Oak Land Group, LLC, is requesting voluntary annexation of the Brookside Village Subdivision into the City of Tallahassee. The subject property is a residential subdivision consisting of sixty-one (61) single-family detached lots.

Analysis:

The referenced parcel is zoned Residential Preservation (RP), is designated RP on the Future Land Use Map of the Comprehensive Plan (Policy 2.2.3 of the Tallahassee/Leon County Comprehensive Plan) and is located inside the Urban Service Area. A map showing the location of the property proposed for annexation is included as Attachment #1. The Type “B” site and development plan was approved with conditions by the Development Review Committee (DRC) on August 16, 2018. The Environmental Management Permit (EMP) (LEM15-00072) was subsequently approved on August 31, 2018. A Minor Modification to the site and development plan (LSP150035) and an EMP amendment (LEM19-00027), requesting modification to the original permit is currently under review. The minor modification request includes removal of a portion of the existing fence adjacent to Ox Bottom Manor, addition of a berm in the swale/buffer area adjacent to Ox Bottom Road (east side only) and replacement of the concrete flume on top of the retaining wall with a riprap slash pad. Additionally, no As-Builts, Stormwater Operating Permit, or Compliance Certification have been submitted to date.

The Minor Modification is anticipated to be approved by the end of June prior to the City of Tallahassee’s proposed final Public Hearing scheduled for September 25, 2019. With regards to the environmental permitting of the site, the City of Tallahassee and Leon County operate under the Countywide Minimum Environmental Standards. The site will require As-Builts, a Stormwater Operating Permit or Compliance Certification prior to close out and/or acceptance of the project and will be reviewed for compliance by Leon County prior to final approval of the annexation by the City. Subsequent to approval of the annexation by the City, any As-Builts, Stormwater Operating Permit or Compliance Certification documents will be the responsibility of the City to review for compliance.

Annexation by the City of Tallahassee shall be in accordance with the requirements of Chapter 171, Florida Statutes, and Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan, and as set forth in the Interlocal Agreement for Annexation Procedures between Leon County and the City of Tallahassee. Specifically, the Interlocal Agreement provides in part that:

the City Annexation Plan, together with the petition for each annexation, be provided by the City to the County Administrator, the Director of Development Support and Environmental Management and the County Attorney at least twenty

(20) calendar days prior to the first reading of the Ordinance considering such annexation and at least five (5) calendar days prior to the next regularly scheduled County Commissioners (“Board”) meeting. The Board shall have the opportunity to review, comment and suggest changes regarding the proposed annexation at a Board meeting prior to the adoption of the annexation Ordinance by the City Commission, and any Board comments will be provided to the City Manager at least five (5) calendar days prior to the public hearing on the annexation Ordinance.

The City of Tallahassee has indicated in their proposed Ordinance (No. 19-O-24) that they are committed to providing municipal services to the referenced property. Both the applicant's petition for voluntary annexation as well as the proposed Ordinance is included as Attachment #2. The proposed Ordinance was introduced to the City Commission on June 19, 2019 and is scheduled to be presented at a Public Hearing by the City Commission on September 25, 2019, for the purposes of finalizing the annexation.

The County and City Administrations have instituted procedures to implement annexation provisions. The City submits information and analyses for review by County staff. County staff comments on the proposed voluntary annexation are:

1. County Attorney: The County Attorney has indicated that the proposed annexation appears to comply with Chapter 171 of the Florida Statutes.
2. Public Works: The Public Works Department does not object to the proposed annexation.
3. Development Services: The Division finds that the proposed annexation would not impact the County’s Concurrency Management System.
4. Environmental Services: The Division does not object to the proposed annexation.
5. Planning, Land Management & Community Enhancement (PLACE): The Tallahassee/ Leon County Planning Department finds that the proposed annexation request is consistent with the Comprehensive Plan, provided certain criteria of the Intergovernmental Element Policy 2.1.4 are adequately addressed. These criteria are outlined in a memorandum from the Planning Department (Attachment #3).

Pursuant to the Interlocal Agreement with the City, if the County objects to the annexation, a formal process for mediation is initiated. Results of the mediation are brought to the Board for consideration. If mediation is unsuccessful, the statutory dispute resolution process allows for the City and County to agree to binding arbitration or either party may pursue legal remedies.

Options:

1. Do not object to the proposed voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom Road.
2. Object to the proposed voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom Road.
3. Board direction.

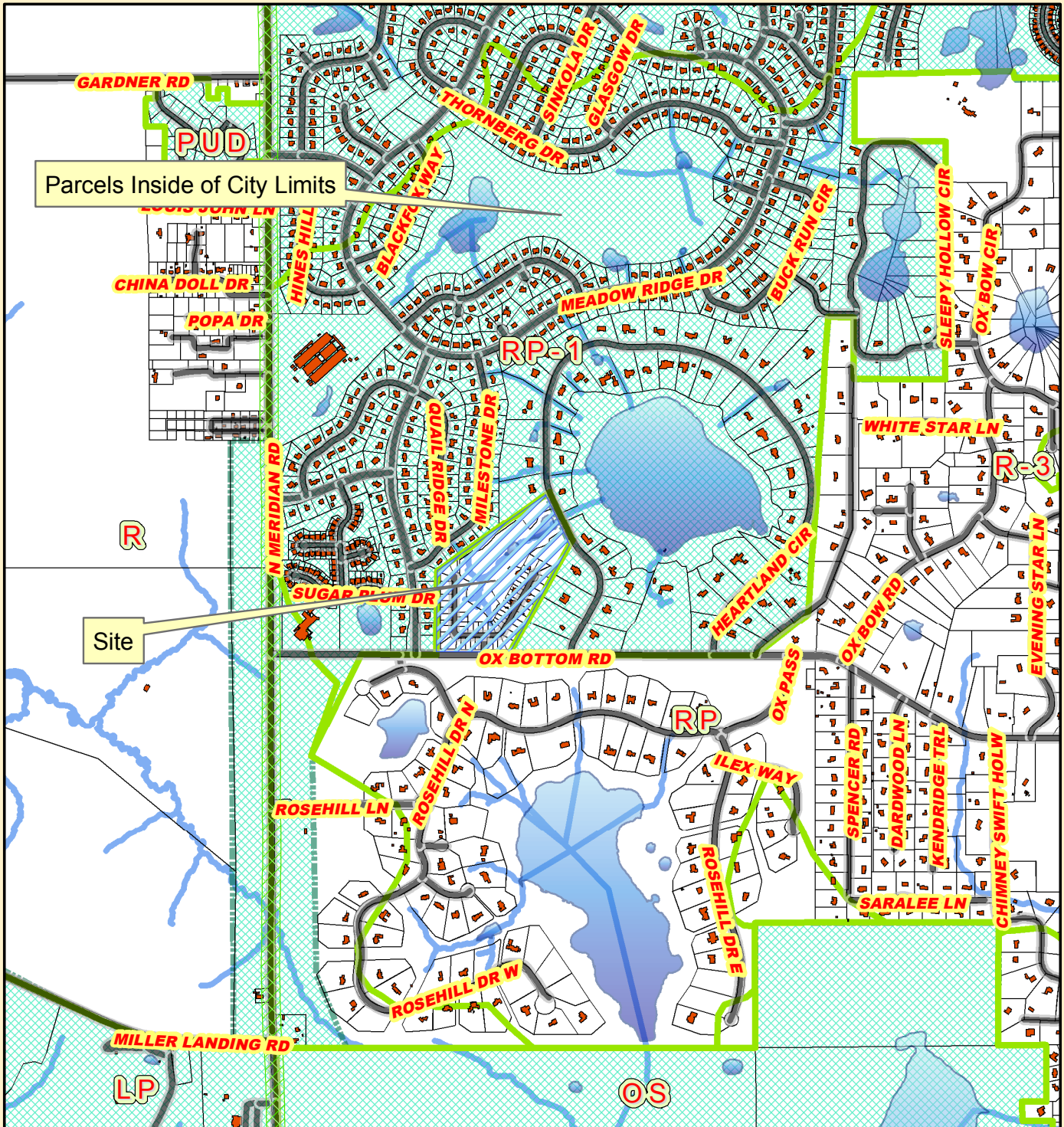
Recommendation:

Option #1

Attachments:

1. Location Map
2. Request for Annexation from Golden Oak Land Group, LLC, & City Ordinance No.19-O-24
3. Memorandum from the Planning Department dated May 30, 2019

Brookside Village Annexation



Parcels Inside of City Limits

Site

	Site		Buildings
	Waterbody		Zoning
	Roads		Parcels
	City Limits		Watercourse

Brookside Village Annexation
LDV1900411
Map Produced By Marcus Curtis GIS Tech II
06/04/2019



0 750 1,500 Feet





May 22, 2019

Mr. Ryan Culpepper
Development Services Director
Leon County Department of Development Support
& Environmental Management
435 North Macomb Street
Tallahassee, FL 32301

RE: Annexation of Brookside Village

Dear Mr. Culpepper:

Attached is the ordinance introduction package for the annexation of the Brookside Village along Ox Bottom Road described as follows: *Commence at a point of centerline intersection of Ox Bottom Road and Meridian Road as per map or plat of State Road No. S-144 (Ox Bottom Road) as recorded in the Public Records of Leon County, Florida, situate, lying and being in Section 19 and 30, Township 2 North, Range 1 East, Leon County, Florida, thence run South 89 degrees 39 minutes 23 seconds East along the centerline of said Ox Bottom Road 1830.94 feet, thence leaving said centerline run North 00 degrees 20 minutes 37 seconds East 33.00 feet to a point lying on the Northerly right of way boundary of said road marking the POINT OF BEGINNING. From said POINT OF BEGINNING run South 89 degrees 49 minutes 38 seconds East along said Northerly right of way boundary 786.77 feet; thence leaving said Northerly right of way boundary run North 28 degrees 43 minutes 54 seconds East 1,356.98 feet; thence run North 25 degrees 39 minutes 13 seconds West 590.77 feet; thence run South 55 degrees 07 minutes 00 seconds West 1,439.19 feet; thence run South 00 degrees 10 minutes 28 seconds West 897.00 feet to the POINT OF BEGINNING containing 35.18 acres, more or less.*

This area contains the following parcels: #14-19-22-A-0060, #14-19-22-B-0040 owned by Golden Park, LLC and #141922A0010, #141922A0020, #141922A0030, #141922A0040, #141922A0050, #141922A0070, #141922A0090, #141922A0100, #141922A0110, #141922A0120, #141922A0130, #141922A0140, #141922A0150, #141922A0160, #141922A0170, #141922A0180, #141922A0190, #141922A0200, #141922A0210, #141922A0220, #141922A0230, #141922A0240, #141922A0250, #141922B0010, #141922B0020, #141922B0030, #141922B0050, #141922B0060, #141922B0070, #141922B0080, #141922B0090, #141922B0100, #141922B0110, #141922B0120, #141922B0130, #141922B0140, #141922B0150, #141922C0010, #141922C0020, #141922D0010, #141922D0020, #141922D0030, #141922D0040, #141922D0050, #141922D0060, #141922D0070, #141922D0080, #141922D0090, #141922D0100, #141922D0110, #141922D0120, #141922D0130, #141922D0140, #141922D0150,

CITY HALL
300 South Adams Street
Tallahassee, FL 32301-1731
850-891-0000
TDD: 711 • Tallenv.com

JOHN E. DAILEY
Mayor

REESE GOAD
City Manager

CURTIS RICHARDSON
Mayor Pro Tem

CASSANDRA K. JACKSON
City Attorney

ELAINE W. BRYANT
Commissioner

JAMES O. COOKE, IV
City Treasurer-Clerk

JEREMY MATLOW
Commissioner

JOSEPH MALESZEWSKI
City Auditor

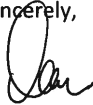
DIANNE WILLIAMS-COX
Commissioner

#141922D0160, #141922D0170, #141922D0180, #141922D0190 owned by Golden Oak Land Group, LLC. for your review. You are being provided a copy of the voluntary annexation petition as required by Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan.

The annexation ordinance is currently scheduled to go the City Commission for introduction of ordinance on June 19, 2019 and on September 25, 2019 for the final public hearing. Any comments from the Board of County Commissioners must be received by the City Manager prior to the public hearing.

Please contact me at 891-8149 if you have any questions regarding this transmittal.

Sincerely,



Raoul Lavin
Assistant City Manager

Attachments

Cc: Cassandra K. Jackson, City Attorney
Louis Norvell, Assistant City Attorney
Reese Goad, City Manager
Wayne Tedder, Assistant City Manager

CITY OF TALLAHASSEE

PETITION FOR VOLUNTARY ANNEXATION

The following information must be submitted to the Office of Resource Management for consideration to be annexed. You can deliver it in person, send in via U.S. mail or email it to:

Office of Resource Management

City of Tallahassee, City Hall – 4th Floor

Attn: Matt Matherne – 850.891.8458 or matthew.matherne@talgov.com

300 South Adams Street

Tallahassee, Florida 32301

- Voluntary Petition – must include signature(s), date and address(es) of each applicant if there are multiple owners.
- Map indicating the area (shade or cross-hatch) to be annexed.
- Tax Parcel Identification (PID) number for the parcel as recorded with the Leon County Property Appraiser's Office
- A non-PDF version of the recorded legal document text (legal description in metes and bounds) of the property to be annexed.
- The City of Tallahassee does not charge a fee for annexation; however, Leon County does charge \$600 per parcel for each parcel submitted for annexation.
- The Office of Resource Management will schedule a pre-application conference with the relevant City and County staff to discuss the project and to provide the applicant with a Leon County contact person for payment of the fee and for contact regarding the County's review.

For more information on the requirements to be submitted or any further information about the process please call or email Matt Matherne @ 850.891.8458 or matthew.matherne@talgov.com.

To: The City Commission of the City of Tallahassee
From: Golden Park LLC

Date: May 20 2019
Re: Parcel ID# 14-19-22-A-0060, 14-19-22-A-0080, 14-19-22-B-0040

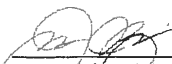
The undersigned owner(s) of the referenced property,

Golden Oak Land Group LLC

legally described on the attached Exhibit A, and shown on the sketch attached as Exhibit B, hereby request(s) the annexation of said property by the City of Tallahassee in accordance with Chapter 171, Florida Statutes which authorizes the petitioning for voluntary annexation. Exhibits A and B are hereby incorporated by reference and made a part hereof.

The undersigned certify that he/she/they is/are the owners of the property described in the attached exhibits, and that all owners of the property have signed this petition. This petition and request shall be binding upon the owner(s), all successor owner of the subject property including the heirs, assigns, and devisees of the undersigned; and shall run with the land to any purchasers of the subject property.

PETITIONER(S):

Signature: 
 Print Name: Jason Ghazvini (Manager of Golden Oaks)
 Address: 4708 Capital Circle NW
Tallahassee FL 32303
 Phone: 850-514-1000
 Email address: michael@homesbyprmia.com and jghazvini@homesbyprmia.com
 Date: 05/20/19

State of: Florida
 County of: Leon


Before me, this 20th day of May, 2019,

personally appeared Jason Ghazvini who executed the foregoing Petition for Voluntary Annexation, and acknowledged before me that same was executed for the purposes therein expressed.

Personally known: XX; or

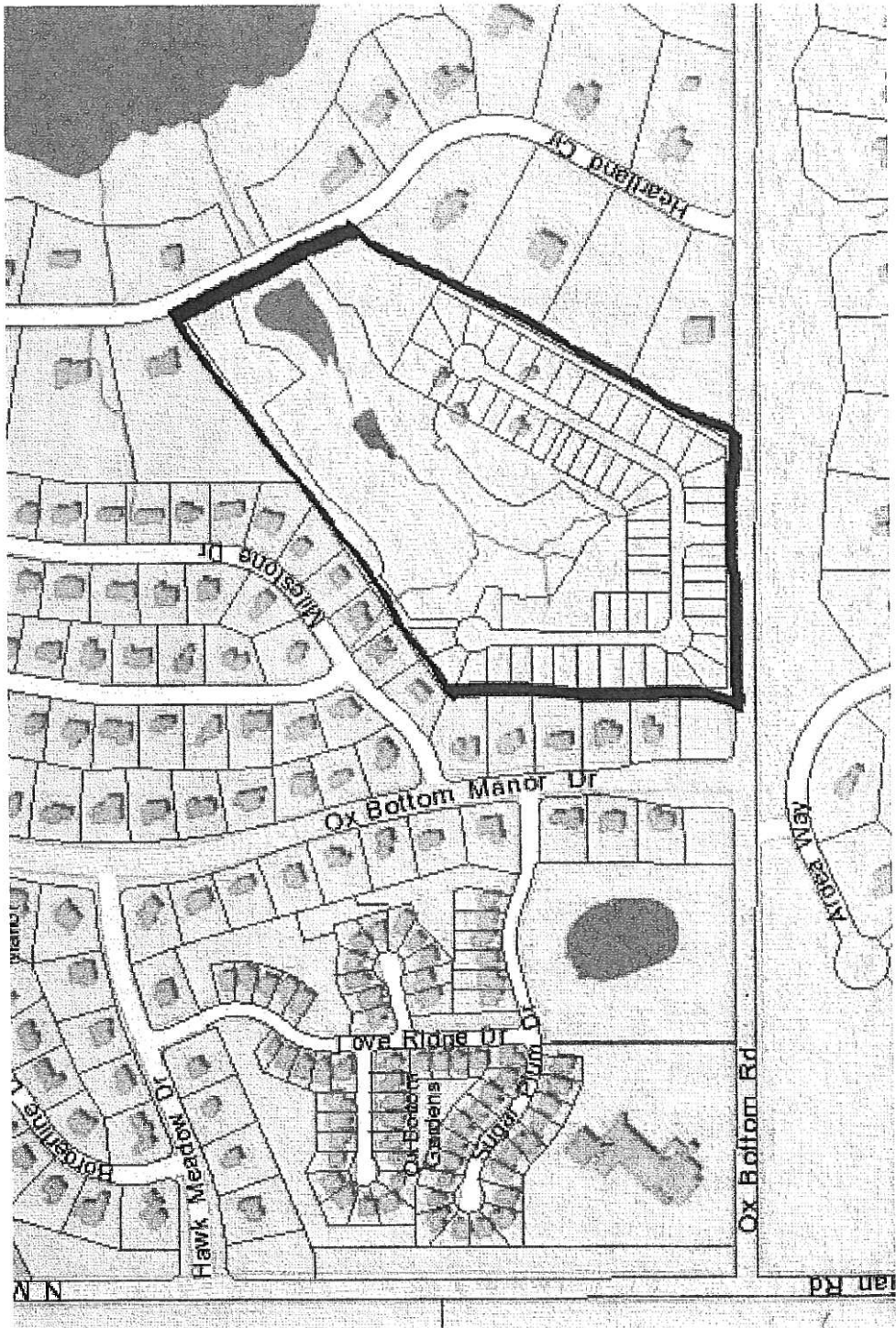
Produced identification: N/A

Type of identification produced: N/A

Signature of Notary Public: 

Printed name of Notary Public: Franklin Michael Dimitroff





Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538
Fax: 850-962-1103

November 12, 2018

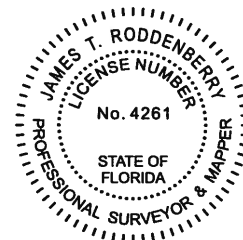
Legal Description of a 35.18 Acre Tract
Certified To: GOLDEN OAK LAND GROUP, LLC

I hereby certify that this is a true and correct representation of the following described property and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051, Florida Administrative Code).

Commence at a point of centerline intersection of Ox Bottom Road and Meridian Road as per map or plat of State Road No. S-144 (Ox Bottom Road) as recorded in the Public Records of Leon County, Florida, situate, lying and being in Section 19 and 30, Township 2 North, Range 1 East, Leon County, Florida, thence run South 89 degrees 39 minutes 23 seconds East along the centerline of said Ox Bottom Road 1830.94 feet, thence leaving said centerline run North 00 degrees 20 minutes 37 seconds East 33.00 feet to a point lying on the Northerly right of way boundary of said road marking the POINT OF BEGINNING. From said POINT OF BEGINNING run South 89 degrees 49 minutes 38 seconds East along said Northerly right of way boundary 786.77 feet; thence leaving said Northerly right of way boundary run North 28 degrees 43 minutes 54 seconds East 1,356.98 feet; thence run North 25 degrees 39 minutes 13 seconds West 590.77 feet; thence run South 55 degrees 07 minutes 00 seconds West 1,439.19 feet; thence run South 00 degrees 10 minutes 28 seconds West 897.00 feet to the POINT OF BEGINNING containing 35.18 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
Surveyor and Mapper
Florida Certificate No: 4261
18-327bndy



City of Tallahassee
Your Own Utilities™



Underground Utilities & Public Infrastructure | 300 S. Adams Street, Box-26 | Tallahassee | FL | 32301 | 850-891-6155

March 9, 2018

Mr. Behzad Ghazvini
Manager
Golden Oak Land Group, LLC
4708 Capital Circle NW
Tallahassee, FL 32303

Re: Brookside Village
Location: 550 Ox Bottom Road
Tax ID No.: 14-19-20-001-0000
Growth Management No.: LSP150035
(Outside City Limits)

Project Description: Construction of 64-lot single family residential subdivision (collectively referred to herein as the "Project").

Dear Mr. Ghazvini:

The purpose of this letter is to establish agreement on the terms and conditions for providing utility services to the above referenced Project being developed by Golden Oak Land Group, LLC (the "Developer"). A pre-LOA meeting was held on October 13, 2016 between representatives from the City of Tallahassee (the "City") and Developer's representative, Sean Marston, P.E. of Urban Catalyst Consultants, Inc.

Electric:

The City of Tallahassee will install an underground electric distribution system to serve the Project. With the installation of an underground electric system, the entire system up to the secondary service pedestal (typically located at a property corner) will be installed at the City's expense. The Developer or individual builders will pay for, install and maintain the secondary runs from the pedestals to the meter including conduit, cable, and connectors according to the National Electric Code and any applicable City of Tallahassee building codes. The Developer or individual builder will pay all cut-in fees, deposits, etc., associated with temporary, as well as permanent, electric service at the rates which are in effect at the time the services are requested.

To coordinate design and installation of the electrical facilities, the Developer's engineer shall contact the City Electric's Project Engineer, Linus Nandati (2602 Jackson Bluff Road; Phone 850-891-5011). The Developer's engineer shall also furnish one electronic

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
Page 2 of 17

copy of the development to the Electric Utility in AutoCAD DWG Format containing the water/sewer construction plans, approved by the Water Utility to the Electric Utility. Upon receipt of the electronic file, the Power Engineering Division will design the complete electric system. The Electric Utility will designate all electric service locations before construction begins.

The City will supply the required conduit for roadway/street crossings. Installation of such conduit shall be by the Developer, under the supervision of City personnel, and in compliance with the electric system design. The Developer must coordinate with the City Electric's Project Engineer to schedule an appropriate time to pick up the required materials.

The City will supply single-phase 120/240-volt. Three-phase 120/240-volt delta service will only be provided to the qualified applicant for small three-phase motor applications. In all cases, the Electric Utility will make the final determination as to the secondary voltage predicated on the size of the electric service and the electric system's voltage availability.

Prior to construction of any portion of the electric system, the Developer shall properly mark the actual location of the water and sewer lines and services, as well as property corner and right-of-way (ROW) lines. The Developer will also be responsible for insuring that these markings are maintained throughout construction. In addition, prior to construction of the utility systems, all streets and easements shall be cleared and graded to within 4" of the final grade.

The Developer should coordinate the water and sewer installations to avoid a conflict during the installation of the electric system. It is the Developer's responsibility to familiarize himself with the utility location guide and take steps to assure that during the installation of the electric system, the water and sewer lines and services are not damaged. The City will not be responsible for damage to other utilities which are not marked or which are marked incorrectly. The Developer shall coordinate the construction schedule in a manner that all electric facilities are installed prior to telephone lines, cable television lines, sidewalks and final paving. The City will not be responsible for damage to any of these utilities, to sidewalks or to paving if they are installed prior to the electric system.

Although the installation within this development will be an underground system, an overhead distribution and/or transmission system may exist on the perimeter of the proposed development. This being the case, all trees planted within twenty feet of overhead electrical facilities or street lighting shall be of a species that reaches a maximum height of fifteen feet or less. Examples of such trees are Hawthorn, Red Buckeye, Crepe Myrtle, Trident Maple, Japanese Maple, Chinese Holly, Burford Holly, Nellie Stevens Holly, Yaupon and Ligustrum. The Developer should also maintain a

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
Page 3 of 17

minimum of three feet clearance on sides and ten feet clearance at each access door of any pad mount electric utility equipment.

Easements will be required for all primary facilities installed upon the Developer's property. Such easements will typically be twenty feet wide and run parallel with the conduit lines. If the primary facilities are installed in the ROW, then the easement required is ten feet outside, parallel and adjacent to the proposed ROW. It will also include the area beneath and within four feet of the side of any equipment pads. It is the Developer's responsibility to provide a copy of these executed and recorded easements to Electric Utility at the above address. Permanent power will not be connected until all easements are complete.

Prior to completion of the permanent underground electric distribution system, the Developer may request that the City's Electric Utility install a temporary overhead service for construction purposes. Included in the written request shall be indication of the Developer's willingness to compensate the City for all expenditures required for the installation and removal of the requested overhead service.

Should the density or type occupancy change, and in so doing, require that the City modify its system, all related costs would be borne by the Developer or person or firm requesting such change. The requesting party will also bear the full cost of relocation in the event of incorrectly marked property lines, grade, parking areas, etc., which necessitate future relocation. Relocation of any existing City of Tallahassee electric facilities will be at the Developer's expense.

Gas Utility:

The City of Tallahassee Gas Utility has a natural gas distribution line available to serve the Project. Gas service will be provided upon request. The Developer will need to request gas service for each unit by obtaining gas permits through City Growth Management.

Gas main and service layout will depend on the location of gas meter(s) and associated load. Gas lines will be constructed prior to final compaction, paving and concrete work. In residential subdivisions, the preferred method will be joint trenching with the City's Electric Utility within the green space of the right-of-way or within a utility easement.

We request the Developer provide Gas Engineering an approved sewer/water construction plan in both PDF and AutoCAD format. Plans should include the following: approved site plan, utility plan, gas loads and proposed meter locations. These documents can be delivered (mail, hand delivery or email) to Gas Engineering, 2602 Jackson Bluff Road, Tallahassee, Florida, 32304. Please contact Gas Utility Engineer Sam Ameen (Sam.Ameen@talgov.com) at 850-891-5689 or Paul Chang (Paul.Chang@talgov.com) at

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
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850-891-5108 to coordinate gas main design, scheduling, and installation. Gas sales and service questions can be directed to Vicki O'neil (Vicki.Oneil@talgov.com) at 850-891-5569 or Lara Kuleshova (Lara.Kuleshova@talgov.com) at 850-891-2380.

Water Resources Engineering:

The Developer will have water, sewer, and reclaimed water (if applicable) plans prepared by a registered engineer for the Project in accordance with City standards. These plans must be approved by the Manager of Water Resources Engineering or designee and, where applicable, the Department of Environmental Protection, prior to construction being initiated. It is the responsibility of the Developer's engineer to secure these approvals, along with any applicable road permits.

The Developer will assume the responsibility for the design, construction and funding of all potable water, reclaimed water (if applicable) and sewer lines to the development. If any City rebates or reimbursements are to be provided, they will be identified in the section of this agreement titled Rebates and Reimbursements. Forty-eight hours prior to any construction being initiated, the Developer's utility contractor shall notify the Manager of Water Resources Engineering of his intent to proceed so City inspection personnel can be scheduled for the project. In addition, all streets and easements shall be cleared and graded to within 4" of the final grade prior to construction of the utility system.

Upon completion of construction, and prior to acceptance by the City, the Developer/contractor/engineer will be required to (1) furnish certified as-builts of both water and sewer systems; (2) bring all manholes, valve boxes, etc., to finished grade; (3) deliver executed easements for the water and sewer systems; (4) furnish a Certification of Developer; (5) furnish a Certification of Developer's Engineer; (6) furnish a Certification of Contractor, and (7) pay the necessary fees as identified in Sections 21-86, 21-151 and 21-283 of City Code.

Water and sewer mains and services are the responsibility of the Developer, until such time as formally accepted by the City. Prior to acceptance, the Developer will be responsible for providing all field utility locations, in accordance with utility location standards, as established by the American Public Works Association. The Developer will be responsible for any damages to the water and sewer system caused by the installation of any other utilities.

To adhere to ROW management guidelines, and to ensure the correct utility installation location, prior to construction commencement of any portion of the utility systems, an accurate location of existing and proposed utilities must be established. During the pre-construction meeting, the Developer will provide assurance of such markings, not only of the utility mains and services, but ROW lines, backs of curbs, sidewalks, property (lot)

Mr. Behzad Ghazvini
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corners, and any easement boundaries. The Developer will be responsible for ensuring that these markings are maintained throughout construction.

The terms and conditions for providing water and or sewer service to this Project are predicated on the densities and uses identified by the Developer. If densities or uses are changed, this may result in additional terms and conditions and necessitate design/plan modifications and or a permit modification. The Developer shall be responsible for the cost of accommodating such changes.

Stormwater, Sediment and Erosion Controls:

The Developer shall comply with the requirements of Section 417.06 Parts 3. A-E, of City Commission Policy 417 regarding stormwater, sediment and erosion controls.

Public Streets:

Street will be installed in accordance with the City's approved roadway plans and applicable specifications. The street will be a public street. Minimum lane widths shall be 10 feet. The developer plans to annex this new development into the City of Tallahassee and dedicate right of way to the City of Tallahassee. All improvements must be designed and constructed to the City of Tallahassee standards and requirements. All design shall be approved by the City of Tallahassee Underground Utilities and Public Infrastructure Engineering division prior to construction commencement. Developer shall coordinate with the City's roadway Construction Inspection Division for assignment of a construction inspector for the roadway, sidewalk and associated infrastructure prior to construction commencement.

Street ROW shall be maintained in perpetuity by the City of Tallahassee to the level stipulated below (once the property has been annexed into the City):

1. Rehabilitation of vehicular and bicycle pavements and roadway pavement markings, in accordance with strategies and schedules deemed appropriate by the City's Operations Division and the Traffic Mobility Management Division.
2. Repair, replacement, or reconnection of curbs, gutters, sidewalks, drainage structures, street lights, traffic barriers, and traffic control devices as deemed appropriate by the Operation Division and the Traffic Mobility Management Division.
3. Mowing and trimming of grass, trees, and vegetation to the extent necessary to sustain health and safety of drivers, pedestrians, and the general public.

The level of maintenance stipulated above shall not be construed as a duty by the City to perform the following maintenance work:

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
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1. Replacement, repair, or rehabilitation of special pavement treatments, such as brick or concrete paver units, imprinted asphaltic concrete or imprinted Portland cement concrete. The City reserves the right, at any time, to remove and replace any such special treatments, as it deems to be in its best interest.
2. Care of trees, shrubs, flowering plants, associated irrigation systems, or other visual/aesthetic amenities (such as special signs that are not required for traffic control) located within City street ROWs.

Notwithstanding the above, if the owner, at its own discretion, wishes to install special pavement treatments, special landscape and irrigation amenities, or other features that will require a level of maintenance higher than stipulated above, the owner shall be responsible for perpetual maintenance thereof of said amenities. Additionally, the owner agrees, by execution of this Letter of Agreement, to indemnify, defend, save, and hold harmless the City from all claims, demands, liabilities, and suits of any nature, whatsoever, arising out of, because of, or due to owner's installation, maintenance, or operation of special pavement and or landscape amenities within City ROW.

Street will be installed in accordance with the City of Tallahassee's Land Development Regulations, Design and Construction Specifications and ordinances adopted by the City Commission.

Any deviation from the requirements stated herein may result in the need to bring the public infrastructure up to City standards prior to approval of a future annexation request.

Sidewalks:

1. Since this development is planned with public streets, the Developer will be required to construct sidewalks as noted on the City of Tallahassee approved street construction plans.
 - a. Width of the sidewalk will comply with City criteria, and shall be constructed within dedicated ROW or approved easements.
 - b. Sidewalks, as a minimum, shall be constructed with FDOT Class NS Concrete (2500 psi). Reinforcement is not required.
 - c. The Developer is encouraged to save trees and to use easements, where necessary, in order to accommodate trees or topographic problems.
 - d. In conjunction with construction of the sidewalk, the Developer is encouraged to construct a concrete driveway apron to the back of the sidewalk.

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- e. To reduce the potential for damage, to the sidewalk during the installation of the utility infrastructure, the Developer will design and construct the sidewalk on the opposite side of the proposed roadway from the electric system. If this is not possible, the Developer will coordinate with the City's Electric Project Engineer and the City's Public Works Department's Traffic Mobility Management representative, to ensure the installation of the sidewalks and electric system will not conflict.

2. The Developer shall also construct the required sidewalk as a part of the street construction. Completion of the sidewalk shall be a condition of the "Final Street Acceptance" by the City or a condition of the declaration of substantial completion by City of Tallahassee Public Works. Sidewalks must be completed prior to issuance of any Certificate of Occupancy.

The Developer shall be responsible for quality of workmanship and materials used during sidewalk installation. Additionally, the Developer is responsible for the sidewalk, as well as all other Public Works infrastructure, until City street acceptance. From date of public street acceptance, the builder/contractor/owner of the adjacent structure(s) will be accountable for any damage to the sidewalk regardless of the party inflicting said damage, with exception that the party causing such damage is not under contract or jurisdiction of the builder/contractor/owner. Failure to repair the sidewalk damage could result in a delay in the issuance of the Certificate of Occupancy. The Developer will notify lot purchasers, or builders, in writing, advising them of these provisions, or the Developer may include, in the covenants and restrictions for the subdivision, the description of responsibilities with respect to sidewalks set forth herein. The Developer will not be held responsible for sidewalk damage caused by contractor/builder/owners activity that occurs after the City's acceptance of the street and infrastructure system.

ADA Requirements:

Prior to acceptance of subdivision or development infrastructure, the Engineer of Record must submit to the City Engineer, or designee, a letter certifying the construction of all components of any Public Accessible Route within the public ROW, meet the current requirements of Florida Building Code, Chapter 11, ADAAG, and FDOT-Roadway and Traffic Design Standards. Special attention should be given to sidewalk longitudinal slopes, cross slopes, clearances and handicap ramp construction. A Public Accessible Route includes sidewalks, bicycle/pedestrian paths, and any driveway apron that the pedestrian route crosses. The driveway is considered as part of the accessible route.

Preconstruction Conference:

Before any construction activity begins on site, the Developer's Engineer of Record shall schedule a Preconstruction Conference at a suitable in-door location. This conference

Mr. Behzad Ghazvini
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March 9, 2018
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will be followed by an on-site meeting between the Environmental Inspector and the Contractor's Superintendent, and the Stormwater Control Officer for the project. The following participants shall be invited: the Developer, the Contractor, City of Tallahassee Departments (Water Resources Engineering, Public Infrastructure Capital Programs, Electric, and Gas and Growth Management), other utilities (phone/cable, etc.) and other interested parties (City Growth Management). A 72-hour (3 working days) notice of the meeting shall be provided to all participants. The Engineer of Record shall be responsible for the minutes of the meeting to be recorded and copies furnished to all who attended.

The Developer shall provide an electronic copy of the approved drawings of the utilities being constructed. Drawings shall be prepared in AutoCAD format in accordance with Section 2 of the City of Tallahassee Engineering Design Manual for Water and Sewer Facilities. In addition, the Developer shall provide shop drawings and construction submittals approved by the Developer's engineer. Both the AutoCAD drawings and shop drawings shall be submitted to Water Resources Engineering (attention Jerry Walden) at least one week prior to holding the preconstruction meeting. Failure to provide submittals in a timely manner could lead to cancellation of the preconstruction meeting and or the postponement of any water or sewer construction. Water Resources Engineering may not accept any construction that proceeds without a pre-construction meeting, and removal of unacceptable materials may be required. Water Resources Engineering inspection staff shall not be responsible for approving submittals.

Warranty:

A two-year warranty of workmanship and materials will be required from the Developer prior to, and as a condition of, acceptance of the systems by the City. The warranty will begin once the final acceptance letter has been issued by Water Resources Engineering.

Easements:

The Developer will be required to grant the City all easements necessary for operation and maintenance of the utility systems at the Developer's sole cost and expense.

Permits:

The Developer will be required to obtain and pay for all applicable permits prior to construction. If any construction is to be done by City forces, copies of the permits must be provided to the appropriate utility departments prior to initiation of construction. This would include, but not be limited to: ROW, utility, Department of Environmental Protection, Department of Transportation, City of Tallahassee Growth Management, Leon County, as well as other applicable governmental permits.

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Inspection Fees:

The City shall collect the required inspection fees of \$1.26 per foot of water main and \$2.22 per foot of sewer main installed in accordance with Section 21.66(3) of the City Code.

Rebates and Reimbursements:

The Project is located outside the City Limits. The Developer has indicated an interest in annexation into the City Limits upon completion of the Project's infrastructure. One of the requirements for annexation will be that the streets, water and sewer infrastructure, drainage facilities, including stormwater facilities within the development, be constructed in compliance with applicable City Standards and Specifications.

a) Rebates

The Project is outside the City limits, construction of the new on-site water and sewer infrastructure is not eligible for on-site rebates until the Project is annexed. Should the Project annex into the City Limits within 3 years of the effective date of this agreement, the Project will be eligible for partial rebate of on-site water and sewer infrastructure. Rebates for on-site water and sewer construction will be made in accordance with Article III, Section 21-93(1) of the City Code of Ordinances. The estimated construction cost for the on-site infrastructure to be used for comparison to the maximum allowed rebate per residential equivalent is shown below for water and sewer, per the quantities and unit prices shown in Attachment B.

Water

Water system cost as constructed	\$131,176.00
Less services	\$ 34,100.00
Total on-site water cost, less services	\$ 97,076.00

Sewer

Sewer system cost as constructed	\$337,785.00
Less services	\$ 49,600.00
Total on-site sewer cost, less services	\$288,185.00

Any dwelling units that have been connected to the City's water system prior to the effective date of annexation will not be eligible for rebates.

b) Reimbursements

There are no off-site reimbursements for this Project, and there are no provisions for payment of off-site improvements included in this Letter of Agreement.

Mr. Behzad Ghazvini
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City's Right to Set Off:

Notwithstanding any other terms of this agreement, the parties agree that the City shall have the right to set-off, against any rebates or other payment which may become due hereunder to the Developer, his successors, or assigns, the amount of any indebtedness to the City that the Developer may now, or hereafter, have regardless of the nature of that indebtedness.

Solid Waste:

Waste Management collection services will have to be provided by a private hauler as this development is outside the City Limits.

Exceptions:

Electric:

1. Electric conduit will be installed in conjunction with the city gas line.
2. An additional ten-foot utility easement outside of, and parallel to, the proposed ROW must be provided.
3. Relocation of any existing utility systems, which must remain in service, will be at the expense of the applicant requesting such relocation.
4. Any commercial development lots will be reviewed under separate LOAs/permits once plans are finalized.
5. Maximum secondary wire size is 500MCM.
6. If the Developer is interested in area lights for this project, contact the Project Engineer, Linus Nandati, for more information at 850-891-5011.

Water Resources Engineering:

1. A certified underground utility and excavation contractor as defined in Florida Statutes 489 shall perform the utility installation.
2. Approved Water/Sewer Concept Plan dated 6/30/17, is hereby incorporated as part of this Letter of Agreement as Attachment A.
3. If the Developer constructs the sewer taps, the tap fees will be waived.
4. The Developer shall construct all water taps at no cost to the City. In return, the City will waive the water tap fee; however, the applicant for the water meter must pay the applicable meter installation fee. Also, the applicant for the water meter or their representative must pay for any adjustments to the water tap that may be necessary to meet the requirement of installing the meter within green space.
5. If the Developer constructs the meter manifolds, they may qualify for a reduced water tap fee. Subject to approval by the City, the tap fee may be reduced to the meter installation fee, as determined by the City.
6. Any information provided to the Developer from the City that may assist in the design of this project is for information only. The City of Tallahassee does not

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
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make any implicit or explicit declaration as to the accuracy of said information. The receiver of this information is responsible for field verification of the condition, location, elevation and any other information regarding the water, sewer and reclaimed water infrastructure.

7. Prior to the City approval for installation of water meters or connection to the public sewer or both, the Developer shall comply with all the terms and conditions of this Letter of Agreement.

Model Home Allowance:

Pursuant to Section 9-63(4)(c) of the City of Tallahassee Land Development Code and under the terms of this Letter of Agreement, the Developer will be allowed to obtain permits for up to three (3) model homes subject to the following conditions.

1. The preliminary plat for the subdivision has been approved and permits for the construction of the public infrastructure have been issued.
2. The model homes will not be inhabited as dwellings, but will only be used for display and sales purposes until after the final plat has been recorded.
3. No permanent utility connections shall be made to the model homes until after the final plat has been recorded.
4. The lots, on which the model homes are located, will not be sold until after the final plat is recorded.
5. The Developer and or builder must obtain all required permits for construction of the model homes.

The execution of the Letter of Agreement and the issuance of permits to construct model homes do not obligate the City of Tallahassee to supply any utilities or access to the model homes until the utilities and roadways serving the model homes have been constructed and accepted by the City for maintenance.

General:

The requirements of the preliminary plat, the approved Planned Unit Development Concept Plan, or conditions placed on the Project by the approving authority, if applicable, shall take precedence over the terms of this agreement. Any conditions or restrictions placed on this Project by the Planning Commission, as part of the platting process, or any revisions to the preliminary plat that may occur, may substantially change the terms of this agreement and make it null and void.

In addition to the above provisions relating to the installation of utilities, roadways, etc., it is further understood that the individual, or corporate officer, executing this agreement on behalf of the Developer is legally authorized to do so and should any utility rebates

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
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accrue, as a result of the Project, the individual, company, partnership or corporation named in the agreement is the proper legal entity to receive same.

The Developer shall not be permitted to assign his interest in any rebates or other payments, which may become due hereunder from the City until the subject Project has been fully completed and has been accepted by the City. Any attempt to so assign the Developer's interest shall be of no effect.

This agreement will expire on March 9, 2019.

Should this agreement expire prior to the Developer contracting for the installation of the water and sewer lines, the Developer may request an extension or revision of the Letter of Agreement. If approved by the City, the extended or revised agreement must meet all policies and ordinances in effect at that time.

By execution of this agreement, the Developer confirms that if it is not the owner of the Project, it is the agent of the owner and has the legal right to negotiate for utility services for the Project.

The execution of this agreement by the City of Tallahassee does not constitute a development approval or a final development order and does not create any basis for vested status to either commence or continue development.

I trust this outlines our agreements and should you have any questions, please advise. Please indicate acceptance of this by signing both copies where indicated and returning both copies to me for execution by the City. We will return to you a fully executed copy for your records.

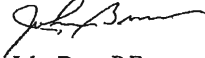
Developer: Behzad Ghazvini
Telephone: 850-251-8139
Email: sghazvini@sandcofl.com

Engineer: Sean Marston, P.E.
Telephone: 850-999-4241
Email: smarston@ucceng.com

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
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Sincerely,

WATER RESOURCES ENGINEERING



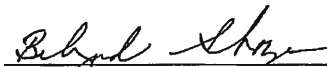
John Buss, P.E.
Manager

Approved:
City of Tallahassee

 3/15/18

Reese Goad Date
Interim City Manager

Approved:
Developer

 3/9/18

Behzad Ghazvini Date
Manager
Golden Oak Land Group, LLC

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
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Brookside Village

City of Tallahassee – Golden Oak Land Group, LLC
Letter of Agreement

ATTACHMENT A

Dated 6/30/2017

Mr. Behzad Ghazvini
Golden Oak Land Group, LLC
March 9, 2018
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Brookside Village

City of Tallahassee – Golden Oak Land Group, LLC
Letter of Agreement

ATTACHMENT B

Dated 1/24/2018



SANDCO, LLC

4708 Capital Circle N.W. Tallahassee FL 32303

Date: 1/24/2018

Jason Ghazvini
Golden Oak Land Group LLC
4708 Capital Circle NW
Tallahassee, FL 32303

Project: Brookside Village

BID PROPOSAL

Sandco, LLC offers the following proposal for Brookside Village:

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Water System				
8" PVC watermain	LF	1724	24.00	41,376.00
8" Gate valve and box	Ea	5	1,100.00	5,500.00
10" x 8" Wet Tap	Ea	1	4,000.00	4,000.00
Fire hydrant	Ea	5	4,600.00	22,600.00
1" Lot Services	Ea	62	550.00	34,100.00
8" HDPE watermain	LF	632	37.50	23,700.00
TOTAL WATER				\$131,176.00
Sanitary Sewer System				
8" PVC Sewermain @ 0'-6'	LF	497	50.00	24,850.00
8" PVC Sewermain @ 6'-8'	LF	992	55.00	54,660.00
8" PVC Sewermain @ 8'-10'	LF	305	60.00	18,300.00
8" PVC Sewermain @ 12'-14'	LF	250	80.00	20,000.00
8" PVC Sewermain @ 14'-16'	LF	436	95.00	41,420.00
8" D/P Sewermain 12'-14'	LF	213	110.00	23,430.00
8" D/P Sewermain 14'-16'	LF	385	125.00	48,125.00
4" PVC Lot Services	Ea	62	800.00	49,600.00
Sewer manhole @ 0'-6'	Ea	2	3,700.00	7,400.00
Sewer manhole @ 6'-8'	Ea	5	4,200.00	21,000.00
Sewer manhole @ 8'-10'	Ea	1	4,700.00	4,700.00
Sewer manhole @ 12'-14'	Ea	2	5,700.00	11,400.00
Sewer manhole @ 14'-16'	Ea	2	6,500.00	13,000.00
TOTAL SEWER				\$337,785.00
TOTAL WATER AND SEWER				\$468,961.00

Sincerely,

Robert Myrick
Senior Project Estimator
Cell: (850)251-8148
Email: bmyrick@sandcofl.com

Telephone: (850) 402-1111 Fax: (850) 402-7674

CERTIFICATION OF DEVELOPER'S ENGINEER FOR ACCEPTANCE/UTILITIES REFUND
FOR

(NAME OF DEVELOPMENT)

The undersigned hereby certifies that the following statements are true and correct:

1. That he is the Developer's Engineer for this development's water and sewer utilities.
2. That sealed competitive unit price bids for utility work to be refunded by the City of Tallahassee were received for the Developer, _____ by me on _____ from the following contractors in the amounts indicated, and that _____, a representative of the City, was present at and witnessed the bid opening.

	<u>Bidder</u>	<u>Bid</u>		<u>Bidder</u>	<u>Bid</u>
1.			1.		
2.			2.		
3.			3.		

3. Copies of the detailed bids are attached.
4. That the Developer entered a unit price contract in the amount of \$ _____ with _____ as the apparent low bidder to construct the _____ utilities for this development.
5. That the attached final invoice no. _____, dated _____, for the amount of \$ _____ submitted by the Contractor to the Developer has been verified by me as a true and correct representation of the total amount of the work performed by the Contractor in construction of these utilities.
6. That neither the Engineer nor any of its owners, employees, agents, or representatives, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any firm or person to obtain collusive or sham bids or change orders in connection with the Contract for these utilities, nor has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any firm or person to fix the price or prices in the bids or change orders nor to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Tallahassee or any person interested in the Contract and invoices for construction of these utilities.
7. That the undersigned is authorized by his business or corporation to execute this certification.

Dated this _____ day of _____, 20__.

ENGINEER

Firm: _____

By: _____
Name

Florida P.E. # _____

(Affix Seal)

Its: _____

Witness

Witness

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

FORM 2 REV 11/30/01

General Information

Revised June 29, 2010

**CERTIFICATION OF CONTRACTOR FOR ACCEPTANCE/UTILITIES REFUND
AND WAIVER OF LIEN ACTION FOR**

(NAME OF DEVELOPMENT)

The undersigned hereby certifies that the following statements are true and correct:

1. That the Contractor submitted a sealed competitive bid on _____ to the Developer, _____, for construction of the _____ utilities for this development and subsequently entered into a contract to perform this work.
2. That the Contractor has constructed the _____ utilities for the development in substantial compliance with the plans for these utilities approved by the City of Tallahassee with an approval date of _____ and with the "record drawings" submitted by the Contractor to the City and dated _____.
3. That the Contractor has received the total amount of \$ _____ from the Developer as full payment in accordance with the attached detailed final invoice (invoice no. _____, dated _____), which is a true and correct representation of all work performed in construction of these utilities.
4. That the prices quoted in the Contractor's bid and change orders for construction of these utilities, prices subsequently billed in the invoices for this construction were fair and proper and were not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its owners, employees, agents or representatives.
5. That all just and lawful bills for labor, equipment, materials and other items employed in the construction of these utilities have been properly paid; that there are no outstanding claims against the construction; and that the Contractor does hereby release and quitclaim to the Developer, its successors or assigns, all liens, claims or demands of any kind which the Contractor now has or might have due to work, materials, or other items furnished in construction of these utilities.
6. That the undersigned is authorized by his business or corporation to execute this certification

Dated this _____ day of _____, 20__.

CONTRACTOR

Firm: _____

By: _____
Name

Witness

Its: _____

Witness

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

Execute and submit with: Copy of detailed paid final invoice with unit prices.
FORM 3 REV 11/30/01

General Information

Revised June 29, 2010

EXHIBIT "B"
1 of 2

Brookside Lots

Lot/Block	Parcel ID's
1A	141922 A0010 ✓
2A	141922 A0020 ✓
3A	141922 A0030 ✓
4A	141922 A0040 ✓
5A	141922 A0050 ✓
6A	
7A	141922 A0070 ✓
8A	
9A	141922 A0090 ✓
10A	141922 A0100 ✓
11A	141922 A0110 ✓
12A	141922 A0120 ✓
13A	141922 A0130 ✓
14A	141922 A0140 ✓
15A	141922 A0150 ✓
16A	141922 A0160 ✓
17A	141922 A0170 ✓
18A	141922 A0180 ✓
19A	141922 A0190 ✓
20A	141922 A0200 ✓
21A	141922 A0210 ✓
22A	141922 A0220 ✓
23A	141922 A0230 ✓
24A	141922 A0240 ✓
25A	141922 A0250 ✓
1B	141922 B0010 ✓
2B	141922 B0020 ✓
3B	141922 B0030 ✓
4B	
5B	141922 B0050 ✓
6B	141922 B0060 ✓
7B	141922 B0070 ✓
8B	141922 B0080 ✓
9B	141922 B0090 ✓
10B	141922 B0100 ✓
11B	141922 B0110 ✓
12B	141922 B0120 ✓
13B	141922 B0130 ✓
14B	141922 B0140 ✓
15B	141922 B0150 ✓
1C	141922 C0010 ✓
2C	141922 C0020 ✓
1D	141922 D0010 ✓
2D	141922 D0020 ✓
3D	141922 D0030 ✓

EXHIBIT B
2 OF 2

4D	141922 D0040 ✓
5D	141922 D0050 ✓
6D	141922 D0060 ✓
7D	141922 D0070 ✓
8D	141922 D0080 ✓
9D	141922 D0090 ✓
10D	141922 D0100 ✓
11D	141922 D0110 ✓
12D	141922 D0120 ✓
13D	141922 D0130 ✓
14D	141922 D0140 ✓
15D	141922 D0150 ✓
16D	141922 D0160 ✓
17D	141922 D0170 ✓
18D	141922 D0180 ✓
19D	141922 D0190 ✓

Ordinance No. 19-O-24

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA, AMENDING SECTION SIX OF THE CHARTER OF THE CITY OF TALLAHASSEE, TO ANNEX WITHIN THE CORPORATE AREA OF THE CITY OF TALLAHASSEE, FLORIDA, UPON ADOPTION OF SAID ORDINANCE, PROPERTY BEING SITUATED IN LEON COUNTY, FLORIDA, IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, there has been filed with the City of Tallahassee, Florida, a petition containing the names and signatures of all of the property owners in the area described hereinafter requesting annexation into the corporate area of the City of Tallahassee, Florida; and,

WHEREAS, it has been determined that the property described hereinafter is reasonably compact and contiguous to the corporate area of the City of Tallahassee, Florida, and it has further been determined that the annexation of said property will not result in the creation of any pocket or enclave; and,

FURTHER WHEREAS, the City of Tallahassee, Florida, is in a position to provide municipal services to the property described herein, and that the City Commission of the City of Tallahassee, Florida, deems it in the best interest of the City to accept said petition and to annex said property.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA:

Section 1. That the property described below, situated in Leon County, Florida, be and the same is hereby annexed to and made a part of the City of Tallahassee, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes, to wit:

More particularly described as:

Commence at a point of centerline intersection of Ox Bottom Road and Meridian Road as per map or plat of State Road No. S-144 (Ox Bottom Road) as recorded in the Public Records of Leon County, Florida, situate, lying and being in Section 19 and 30, Township 2 North, Range 1 East, Leon County, Florida, thence run South 89 degrees 39 minutes 23 seconds East along the centerline of said Ox Bottom Road 1830.94 feet, thence leaving said centerline run North 00 degrees 20 minutes 37 seconds East 33.00 feet to a point lying on the Northerly right of way boundary of said road marking the POINT OF BEGINNING. From said POINT OF BEGINNING run South 89 degrees 49 minutes 38 seconds East along said Northerly right of way boundary 786.77 feet; thence leaving said Northerly right of way boundary run North 28 degrees 43 minutes 54 seconds East 1,356.98 feet; thence run North 25 degrees 39 minutes 13 seconds West 590.77 feet; thence run South 55 degrees 07 minutes 00 seconds West 1,439.19 feet; thence run South 00 degrees 10 minutes 28 seconds West 897.00 feet to the POINT OF BEGINNING containing 35.18 acres, more or less.

This area contains the following parcels: #14-19-22-A-0060, #14-19-22-B-0040 owned by Golden Park, LLC and #141922A0010, #141922A0020, #141922A0030, #141922A0040, #141922A0050, #141922A0070, #141922A0090, #141922A0100, #141922A0110, #141922A0120, #141922A0130, #141922A0140, #141922A0150, #141922A0160, #141922A0170, #141922A0180, #141922A0190, #141922A0200, #141922A0210, #141922A0220, #141922A0230, #141922A0240, #141922A0250, #141922B0010, #141922B0020, #141922B0030, #141922B0050, #141922B0060, #141922B0070, #141922B0080, #141922B0090, #141922B0100, #141922B0110, #141922B0120, #141922B0130, #141922B0140, #141922B0150, #141922C0010, #141922C0020, #141922D0010, #141922D0020, #141922D0030, #141922D0040, #141922D0050, #141922D0060, #141922D0070, #141922D0080, #141922D0090, #141922D0100, #141922D0110, #141922D0120, #141922D0130, #141922D0140, #141922D0150, #141922D0160, #141922D0170, #141922D0180, #141922D0190 owned by Golden Oak Land Group, LLC.

Section 2. That upon ordinance becoming effective, the property owners and any resident on the property described herein shall be entitled to all the rights and privileges and immunities as are from time to time granted to residents and property owners of the City of Tallahassee, Florida, as further provided in Chapter 171, Florida Statutes, and shall further be subject to the responsibilities of residence or ownership as may from time to time be determined by the governing authority of the City of Tallahassee, Florida, and the provisions of said Chapter 171, Florida Statutes.

Section 3. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby revoked.

Section 5. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED in the City Commission on the _____ day of _____, 2019.

PASSED by the City Commission on the _____ day of _____, 2019.

CITY OF TALLAHASSEE

By: _____
John Dailey
Mayor

ATTEST:

APPROVED AS TO FORM

By: _____
James O. Cooke, IV
City Treasurer-Clerk

By: _____
Cassandra K. Jackson
City Attorney



MEMORANDUM

TO: Weldon Richardson, Senior Planner
Development Services Division
Department of Development Support & Environmental Management
Leon County

THROUGH: Artie White, Administrator | Comprehensive Planning
Tallahassee-Leon County Planning Department

FROM: Stephen Hodges, Senior Planner, Tallahassee-Leon County Planning Department

DATE: May 30, 2019

SUBJECT: Consistency Review: Proposed Voluntary Annexation of Brookside Village on Ox Bottom Road

Staff has reviewed the proposed annexation of property located on the north side of Ox Bottom Road between the Ox Bottom Manor and Moore Pond residential subdivisions. This is a new residential subdivision called Brookside Village. The owners (Golden Park, LLC and Golden Oak Land Group, LLC) of the following parcels (tax identification numbers #14-19-22-A-0060, #14-19-22-B-0040, #141922A0010, #141922A0020, #141922A0030, #141922A0040, #141922A0050, #141922A0070, #141922A0090, #141922A0100, #141922A0110, #141922A0120, #141922A0130, #141922A0140, #141922A0150, #141922A0160, #141922A0170, #141922A0180, #141922A0190, #141922A0200, #141922A0210, #141922A0220, #141922A0230, #141922A0240, #141922A0250, #141922B0010, #141922B0020, #141922B0030, #141922B0050, #141922B0060, #141922B0070, #141922B0080, #141922B0090, #141922B0100, #141922B0110, #141922B0120, #141922B0130, #141922B0140, #141922B0150, #141922C0010, #141922C0020, #141922D0010, #141922D0020, #141922D0030, #141922D0040, #141922D0050, #141922D0060, #141922D0070, #141922D0080, #141922D0090, #141922D0100, #141922D0110, #141922D0120, #141922D0130, #141922D0140, #141922D0150, #141922D0160, #141922D0170, #141922D0180, #141922D0190, approximately 35.2 acres in size) have applied to be annexed by the City of Tallahassee.

Leon County Property Appraiser records indicate that area surrounding the subject area is currently used for low-density, single-family residential. The subject area has been recently subdivided as part of a new residential development called Brookside Village. There are 61 residential lots/parcels that have been created from the original 35.2 acre parcel. The previous use of the subject area was as a residential parcel.

Staff finds the proposal consistent with the Comprehensive Plan, subject to the following provisions of Intergovernmental Coordination Element Policy 2.1.4 [I] being adequately met:

- The annexation shall be implemented in accordance with the requirements of Chapter 171, Florida Statutes, and as set forth in an Interlocal Agreement for Annexation Procedures to be entered into by and between Leon County and the City of Tallahassee as set forth in Policy 2.1.4[I].

The following additional information is related to the subject property:

- The subject area is currently zoned Residential Preservation (RP), and the surrounding area to the east, west, and north is zoned Residential Preservation – 1 (RP-1).
- The subject area, once annexed into the City of Tallahassee, will require a rezoning to RP-1 or RP-2 to be consistent with those zoning categories that implement the RP land use designation.
- The maximum allowable density in the RP-1 district is 3.6 units per acre. Leon County Development Support and Environmental Management staff have indicated that the approved density of this residential development project is 1.73 units per acre. Subsequently, this project is consistent with the City's RP-1 district.
- This residential development project will have central potable water, sewer, electric, and gas service provided by the City of Tallahassee.
- Following annexation, the subject property may be subject to the City's inclusionary housing ordinance.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #28

Leon County Board of County Commissioners

Agenda Item #28

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Voluntary Annexation Proposal from Capital Circle Properties II, LLC, to Annex Property Located at 5225 Capital Circle Southwest

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Division Weldon Richardson, Senior Planner, Development Services

Statement of Issue:

Capital Circle Properties II, LLC, is requesting voluntary annexation of property located at 5225 Capital Circle Southwest. 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.

Fiscal Impact:

This item has a fiscal impact. The Public Works Department finds the proposed annexation will result in a loss of \$1,565.70 of annual revenue for stormwater and solid waste non-ad valorem assessments.

Staff Recommendation:

Option #1: Do not object to the proposed voluntary annexation of property located at 5225 Capital Circle Southwest.

Report and Discussion

Background:

As required by the Tallahassee-Leon County 2030 Comprehensive Plan and implemented through the Tallahassee-Leon County Interlocal Agreement, this voluntary annexation item is being brought to the Board of County Commissioners for review and comment regarding the proposed annexation. Capital Circle Properties II, LLC, is requesting voluntary annexation of the subject property into the City of Tallahassee. According to the Leon County Property Appraiser's database, the subject site is owned by Capital Circle Properties, LLC, and is currently developed with a 9,720 square foot non-residential building and one accessory building approximately 921 square feet. The subject property is a metes and bounds parcel consisting of approximately 2.60 acres.

Analysis:

The referenced parcel is zoned Light Industrial (M-1), is designated Suburban (SUB) on the Future Land Use Map of the Comprehensive Plan (Policy 2.2.5 of the Tallahassee/Leon County Comprehensive Plan) and is located inside the Urban Service Area. A map showing the location of the subject property is included as Attachment #1.

Annexation by the City of Tallahassee shall be in accordance with the requirements of Chapter 171, Florida Statutes, and Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan, and as set forth in the Interlocal Agreement for Annexation Procedures between Leon County and the City of Tallahassee. Specifically, the Interlocal Agreement provides in part that:

the City Annexation Plan, together with the petition for each annexation, be provided by the City to the County Administrator, the Director of Development Support and Environmental Management and the County Attorney at least twenty (20) calendar days prior to the first reading of the Ordinance considering such annexation and at least five (5) calendar days prior to the next regularly scheduled County Commissioners ("Board") meeting. The Board shall have the opportunity to review, comment and suggest changes regarding the proposed annexation at a Board meeting prior to the adoption of the annexation Ordinance by the City Commission, and any Board comments will be provided to the City Manager at least five (5) calendar days prior to the public hearing on the annexation Ordinance.

The City of Tallahassee has indicated in their proposed Ordinance (No. 19-O-23) that they are committed to providing municipal services to the referenced property. Both the applicant's petition for voluntary annexation as well as the proposed Ordinance are included as Attachment #2. The proposed Ordinance was introduced to the City Commission on June 19, 2019 and is scheduled to be presented at a Public Hearing by the City Commission on September 25, 2019, for the purposes of finalizing the annexation.

Title: Voluntary Annexation Proposal from Capital Circle Properties II, LLC, to Annex Property
Located at 5225 Capital Circle Southwest

July 9, 2019

Page 3

The County and City Administrations have instituted procedures to implement annexation provisions. The City submits information and analyses for review by County staff. County staff comments on the proposed voluntary annexation are:

1. County Attorney: The County Attorney has indicated that the proposed annexation appears to comply with Chapter 171 of the Florida Statutes.
2. Public Works: The Public Works Department finds the proposed annexation will result in a loss of \$1,565.70 of annual revenue for stormwater and solid waste non-ad valorem assessments.
3. Development Services: The Division finds that the proposed annexation would not impact the County's Concurrency Management System.
4. Environmental Services: The Division does not object to the proposed annexation.
5. Planning, Land Management & Community Enhancement (PLACE): The Tallahassee/ Leon County Planning Department finds that the proposed annexation request is consistent with the Comprehensive Plan, provided certain criteria of the Intergovernmental Element Policy 2.1.4 are adequately addressed. These criteria are outlined in a memorandum from the Planning Department (Attachment #3).

Pursuant to the Interlocal Agreement with the City, if the County objects to the annexation, a formal process for mediation is initiated. Results of the mediation are brought to the Board for consideration. If mediation is unsuccessful, the statutory dispute resolution process allows for the City and County to agree to binding arbitration or either party may pursue legal remedies.

Options:

1. Do not object to the voluntary annexation proposal from Capital Circle Properties II, LLC, to annex property located at 5225 Capital Circle Southwest.
2. Object to the voluntary annexation proposal from Capital Circle Properties II, LLC, to annex property located at 5225 Capital Circle Southwest.
3. Board direction.

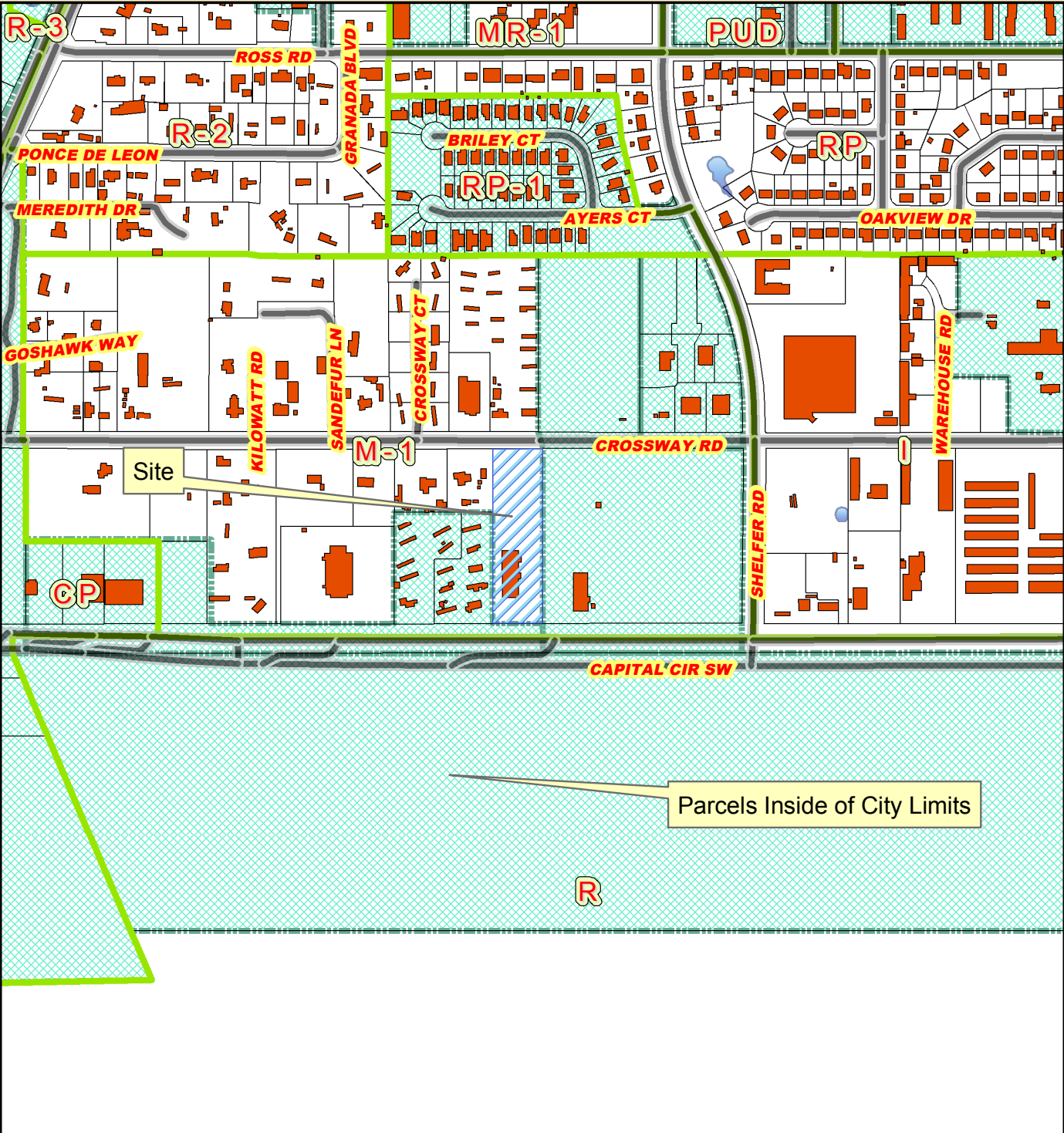
Recommendation:

Option #1

Attachments:

1. Location Map
2. Request for annexation from Capital Circle Properties II, LLC & City Ordinance No.19-O-23
3. Memorandum from the Department of PLACE dated June 3, 2019

Annexation of Parcel # 41-24-20-486-000-0



	Site		Buildings
	Waterbody		Zoning
	Roads		Parcels
			City Limits
			Watercourse

Annexation of Parcel
41-24-20-486-000-0
LDV1900413
Map Produced By Marcus Curtis GIS Tech II
06/04/2019



0 250 500 Feet





An All-America City

May 20, 2019

Mr. Ryan Culpepper
Development Services Director
Leon County Department of Development Support
& Environmental Management
435 North Macomb Street
Tallahassee, FL 32301

RE: Annexation of Parcel # 14-24-20-486-000-0

Dear Mr. Culpepper:

Attached is the ordinance introduction package for the annexation of the parcel at 5225 Capital Circle Southwest (SW): Parcel # 14-24-20-486-000-0 or your review and use. You are being provided a copy of the voluntary annexation petition as required by Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan.

The annexation ordinance is currently scheduled to go the City Commission for introduction of ordinance on June 19, 2019 and on September 25, 2019 for the final public hearing. Any comments from the Board of County Commissioners must be received by the City Manager prior to the public hearing.

Please contact me at 891-8149 if you have any questions regarding this transmittal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raoul Lavin', is written over a light blue circular stamp.

Raoul Lavin
Assistant City Manager

Attachments

Cc: Cassandra K. Jackson, City Attorney
Louis Norvell, Assistant City Attorney
Reese Goad, City Manager
Wayne Tedder, Assistant City Manager

CITY HALL
300 South Adams Street
Tallahassee, FL 32301-1731
850-891-0000
TDD: 711 • Tallgov.com

JOHN E. DAILEY
Mayor

REESE GOAD
City Manager

CURTIS RICHARDSON
Mayor Pro Tem

CASSANDRA K. JACKSON
City Attorney

ELAINE W. BRYANT
Commissioner

JAMES O. COOKE, IV
City Treasurer-Clerk

JEREMY MATLOW
Commissioner

JOSEPH MALESZEWSKI
City Auditor

DIANNE WILLIAMS-COX
Commissioner

To: The City Commission of the City of Tallahassee
From: Capital Circle Properties II, LLC
P.O. Box 516 Bel Air, MD 21014

Date: _____
Re: Parcel Number 41-24-20-486-000-0 Voluntary Annexation


The undersigned owner(s) of the referenced property,

5225 Capital Circle SW Parcel Number 41-24-20-486-000-0

legally described on the attached Exhibit A, and shown on the sketch attached as Exhibit B, hereby request(s) the annexation of said property by the City of Tallahassee in accordance with Chapter 171, Florida Statutes which authorizes the petitioning for voluntary annexation. Exhibits A and B are hereby incorporated by reference and made a part hereof.

The undersigned certify that he/she/they is/are the owners of the property described in the attached exhibits, and that all owners of the property have signed this petition. This petition and request shall be binding upon the owner(s), all successor owner of the subject property including the heirs, assigns, and devisees of the undersigned; and shall run with the land to any purchasers of the subject property.

PETITIONER(S):

Signature: 
 Print Name: R. Charles Nichols
 Address: 802 Belair RD
Bel Air, MD 21014
 Phone: 410-365-7116
 Email address: cnichols@bscamerica.com
 Date: 5/8/19


State of: Maryland
 County of: Harford

Before me, this 8 day of May, 2019,
 personally appeared R. Charles Nichols who executed the foregoing
 Petition for Voluntary Annexation, and acknowledged before me that same was executed for
 the purposes therein expressed.

Personally known: _____; or

Produced identification: _____.

Type of identification produced: _____.

Signature of Notary Public: 

Printed name of Notary Public: L.D. Thacker

L. D. THACKER
 Notary Public-Maryland
 Harford County
 My Commission Expires
 September 11, 2021



**OWNERSHIP AFFIDAVIT &
DESIGNATION OF AGENT**

I. Ownership.

I, R. Charles Nichols, hereby attest to ownership of the property described below:
Parcel I.D. Number(s) 41-24-20-486-0000-0
Location address: 5225 Capital Circle SW, Tallahassee, FL 32301
_____ for which this Application is submitted.
The ownership, as recorded on the deed, is in the name of: Capital Circle Properties II, LLC

Please complete the appropriate section below: **NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.**

<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Corporation/Limited Liability Company (LLC)	<input type="checkbox"/> Partnership
<input type="checkbox"/> Government Entity	Provide Names of Officers/Members: <u>R. Charles Nichols MBR</u>	Provide Names of General Partners: _____
	_____	_____
	_____	_____
	Dept. of State Registration No.: <u>W13654066 (Maryland)</u>	
	Name/Address of Registered Agent: <u>JACQUELINE A. DELISLE</u> <u>200 SOUTH MAIN STREET</u> <u>BEL AIR MD 21014</u>	

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: Paradigm Engineers & Consultants
Address: 3420 Mahoney DR, Tallahassee, Florida 32308
Contact Person: Phillip R. Sanders, P.E. Telephone No.: (850) 264-4869

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

Growth Management Department | Location: 435 N. Macomb Street | Mailing: 300 S. Adams Street Box B 28, Tallahassee, FL 32301
Land Use & Environmental Services Division | Phone: (850) 891-7001, option 3 | Fax: (850) 891-7184
Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948

IV. Acknowledgement.

• **Individual**

Signature

Print Name: _____
Address: _____
Phone #: _____

• **Government Entity**

Print Government Name

By: _____
Signature

Print Name: _____
Title: _____
Department: _____

• **Corporation/LLC**

Capital Circle Properties II, LLC
Print Corporation/LLC Name

By: _____
Signature

Print Name: R. Charles Nichols
Its: MBR
Address: PO BOX 516
Bel Air, MD 21014
Phone #: (410) 365-7116

• **Partnership**

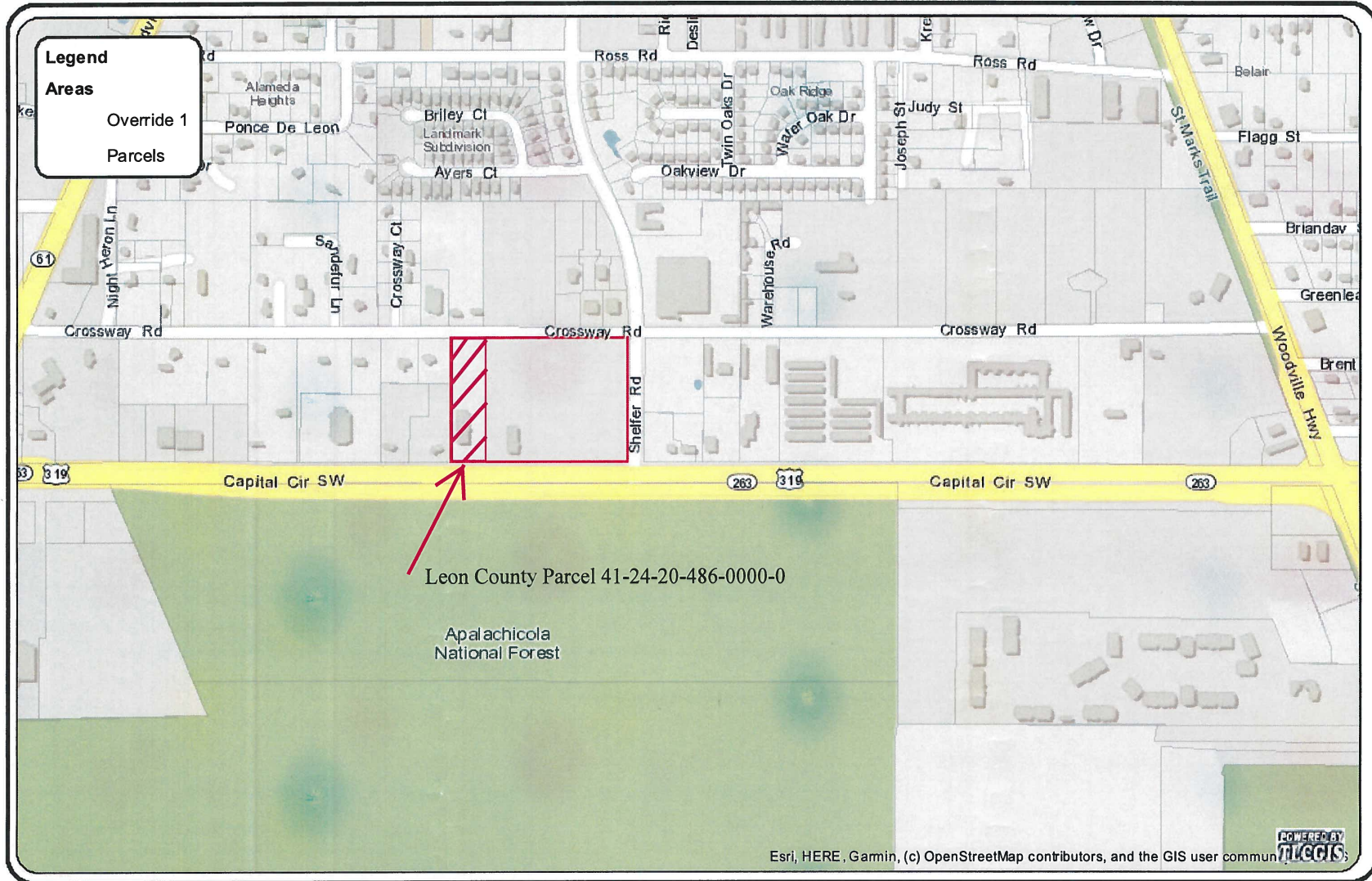
Print Partnership Name

By: _____
Signature

Print Name: _____
Its: _____
Address: _____
Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)		
STATE OF <u>Maryland</u> COUNTY OF <u>Harford</u>		
<p>• Individual</p> <p>Before me, this <u>8</u> day of <u>May</u>, 20<u>19</u>, personally appeared <u>R. Charles Nichols</u> who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.</p>	<p>• Corporation/LLC</p> <p>Before me, this <u>8</u> day of <u>May</u>, 20<u>19</u>, personally appeared <u>R. Charles Nichols of Capital Circle Properties II, LLC</u> a <u>Maryland</u> corporation/ <i>(State)</i> LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.</p>	<p>• Partnership</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.</p>
<p>• Government Entity</p> <p>Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <p>L. D. THACKER Notary Public-Maryland Harford County My Commission Expires September 11, 2021</p> </div>	
<p><u>[Signature]</u> Signature of Notary</p> <p><u>LD Thacker</u> Print Notary Name</p>	<p>NOTARY STAMP:</p> <p>My commission expires: <u>9/11/2021</u></p> <p>Identification Method: <input checked="" type="checkbox"/> Personally known. <input type="checkbox"/> Produced I.D. -- Type: _____</p>	

Growth Management Department | Location: 435 N. Macomb Street | Mailing: 300 S. Adams Street Box B 28, Tallahassee, FL 32301
Land Use & Environmental Services Division | Phone: (850) 891-7001, option 3 | Fax: (850) 891-7184
Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



Location Map - BSC America TAA

DISCLAIMER

This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



Scale:	Tallahassee/Leon County GIS
Not To Scale:	Management Information Services
Date Drawn:	Leon County Courthouse
May 1, 2019	301 S. Monroe St, P3 Level
	Tallahassee, FL 32301
	850/606-5504
	http://www.tlccgis.org

LEGAL DESCRIPTION

Official Records Book 4195, Page 2275 of the Public Records of Leon County,
Florida.

The West 180 feet of the following described property, to wit:

Begin at the Southeast Corner of Section 24, Township 1 South, Range 1 West,
thence run West along the South line of said Section 24, 2265 feet to the POINT
OF BEGINNING. From said POINT OF BEGINNING run thence North and parallel to
the East line of said Section 24, 628.1 feet to a point on the South boundary of the
60 foot right of way of Crossway Road, thence run East along the South boundary
of said Crossway Road and parallel to the South line of said Section 24, 334 feet,
thence run South and parallel to the East line of said Section 24, 628.1 feet to a
point on the South line of said Section 24, thence run West 334 feet to the POINT
OF BEGINNING.

Ordinance No. 19-O-23

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA, AMENDING SECTION SIX OF THE CHARTER OF THE CITY OF TALLAHASSEE, TO ANNEX WITHIN THE CORPORATE AREA OF THE CITY OF TALLAHASSEE, FLORIDA, UPON ADOPTION OF SAID ORDINANCE, PROPERTY BEING SITUATED IN LEON COUNTY, FLORIDA, IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, there has been filed with the City of Tallahassee, Florida, a petition containing the names and signatures of all of the property owners in the area described hereinafter requesting annexation into the corporate area of the City of Tallahassee, Florida; and,

WHEREAS, it has been determined that the property described hereinafter is reasonably compact and contiguous to the corporate area of the City of Tallahassee, Florida, and it has further been determined that the annexation of said property will not result in the creation of any pocket or enclave; and,

FURTHER WHEREAS, the City of Tallahassee, Florida, is in a position to provide municipal services to the property described herein, and that the City Commission of the City of Tallahassee, Florida, deems it in the best interest of the City to accept said petition and to annex said property.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA:

Section 1. That the property described below, situated in Leon County, Florida, be and the same is hereby annexed to and made a part of the City of Tallahassee, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes, to wit:

Parcel Tax ID # 14-24-20-486-000-0 which is more particularly described as:

Begin at the Southeast Corner of Section 24, Township 1 South, Range 1 West, thence run West along the South line of said Section 24, 2265 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run thence North and parallel to the East line of said Section 24, 628.1 feet to a point on the South boundary of the 60 foot right of way of Crossway Road, thence run East along the South boundary of said Crossway Road and parallel to the South line of said Section 24, 334 feet, thence run South and parallel to the East line of said Section 24, 628.1 feet to a point on the South line of said Section 24, thence run West 334 feet to the POINT OF BEGINNING.

Section 2. That upon ordinance becoming effective, the property owners and any resident on the property described herein shall be entitled to all the rights and privileges and immunities as are from time to time granted to residents and property owners of the City of Tallahassee, Florida, as further provided in Chapter 171, Florida Statutes, and shall further be subject to the responsibilities of residence or ownership as may from time to time be determined by the governing authority of the City of Tallahassee, Florida, and the provisions of said Chapter 171, Florida Statutes.

Section 3. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby revoked.

Section 5. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED in the City Commission on the _____ day of _____, 2019.

PASSED by the City Commission on the _____ day of _____, 2019.

CITY OF TALLAHASSEE

By: _____
John Dailey
Mayor

ATTEST:

APPROVED AS TO FORM

By: _____
James O. Cooke, IV
City Treasurer-Clerk

By: _____
Cassandra K. Jackson
City Attorney



MEMORANDUM

TO: Weldon Richardson, Senior Planner
Development Services Division
Department of Development Support & Environmental Management
Leon County

THROUGH: Artie White, Administrator | Comprehensive Planning
Tallahassee-Leon County Planning Department

FROM: Stephen Hodges, Senior Planner, Tallahassee-Leon County Planning Department

DATE: June 3, 2019

SUBJECT: Consistency Review: Proposed Voluntary Annexation of Property Located at 5225
Capital Circle SW

Staff has reviewed the proposed annexation of property located at 5225 Capital Circle SW. The owner of a single parcel (tax identification number #41-24-20-486-0000, approximately 2.6 acres in size) has applied to be annexed by the City of Tallahassee.

Leon County Property Appraiser records indicate that subject parcel #41-24-20-486-0000 is currently being used as a warehouse and distribution business ("Tallahassee Auto Auction"), along with the parcel immediately to the east of the subject parcel. According to the County's Department of Development Support & Environmental Management, the site is developed with one non-residential building with an approximate square footage of 9,720 sq. ft.

Staff finds the proposal consistent with the Comprehensive Plan, subject to the following provisions of Intergovernmental Coordination Element Policy 2.1.4 [I] being adequately met:

- The annexation shall be implemented in accordance with the requirements of Chapter 171, Florida Statutes, and as set forth in an Interlocal Agreement for Annexation Procedures to be entered into by and between Leon County and the City of Tallahassee as set forth in Policy 2.1.4[I].

The following additional information is related to the subject property:

- The subject property is currently designated Suburban on the Future Land Use Map, and its zoning designation is Light Industrial (M-1), which is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan. This district applies to urban areas with convenient access to transportation facilities where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. There are many similarities between the City's and County's M-1 zoning districts, but there are several differences that may be significant. The M-1 district is not intended to accommodate heavy industrial operations or to accommodate commercial or residential development which would restrict the principal light industrial operations.

- If the property owner wishes to change the use of the subject property to a use that is not allowed in M-1, they may need to apply to change the zoning designation, and possibly the Land Use designation.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #29

Leon County Board of County Commissioners

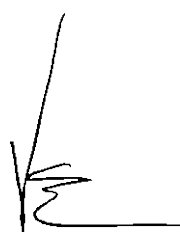
Agenda Item #29

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Investment Oversight Committee and the Leon County Educational Facilities Authority



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 appointment of citizens to the Investment Oversight Committee and the Leon County Education Facilities Authority.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Reappoint the recommended eligible applicant to the Investment Oversight Committee for a three-year term ending July 31, 2022. Eligible Applicant is: Ben Watkins.
- Option #2: Appoint one eligible applicant to the Investment Oversight Committee for a three-year-term ending July 31, 2022. Eligible Applicants are: Renee McNeill and Apryl Lynn.
- Option #3: Reappoint the recommended eligible applicant to the Leon County Educational Facilities Authority for a five-year term ending July 30, 2024. Eligible Applicant is: Thomas Proctor Jr.
- Option #4: Appoint two eligible applicants to the Leon County Educational Facilities Authority for the remainder of the unexpired terms ending July 31, 2020 and July 31, 2023. Eligible Applicants are: Dixie Daimwood, Curt Bender, Reginald Ellis, Sameer Kapileshwari and Andrew Stephen Kalel.

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:

Investment Oversight Committee

Purpose: Reviews and recommends changes in investment practices of Leon County; reviews the County's portfolio activity for compliance with the investment plan; reviews investment policies and makes recommendations to the Board for amendments.

Composition: Members serve three-year terms, expiring July 31. The membership consists of five members; three appointed members – two from the Board and one from the Clerk’s office, the County Administrator or designee, and the Clerk of Courts or designee.

Vacancies: The terms of members Michael Kramer and Ben Watkins expire on July 31, 2019. Mr. Kramer has served three terms and is therefore not eligible for reappointment due to term limits. Mr. Watkins is eligible and is seeking reappointment and is recommended for reappointment. See Table #1 for eligible applicants.

Table 1: Investment Oversight Committee

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Ben Watkins <i>Seeking reappointment</i>	7/31/2019	1.	Ben Watkins	Reappoint one recommended applicant for a three-year term ending 7/31/2022.
Michael Kramer <i>Served 3 terms – not eligible for reappointment</i>	7/31/2019	2. 3.	Renee McNeill April Lynn	Appoint one eligible applicant for a three-year term ending 7/31/2022.

Leon County Educational Facilities Authority (EFA)

Purpose: The purpose of the Authority shall be to assist institutions for higher education in the construction, financing, and refinancing of projects.

Composition: There are seven members appointed by the full Board, with each member serving a term of five years. All members must be residents of Leon County. At least one must be a trustee, director, officer, or employee of an institution for higher education. Currently, Dennis Bailey serves as the higher education representative. The Authority also includes one County Commissioner to serve as the Board’s liaison to the EFA. Currently, Commissioner Desloge serves as the Board liaison on the EFA.

Vacancies: The term of EFA member Thomas Proctor Jr. is due to expire on July 31, 2019 and he is seeking reappointment. Members Gary Huff and Anthony Miller have resigned. See Table #2 for eligible applicants.

Table #2: Educational Facilities Authority

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Thomas Proctor Jr. <i>Seeking reappointment</i>	7/31/2019	4.	Thomas Proctor Jr.	Reappoint one recommended applicant for a five-year term ending 7/31/2024.
Gary Huff <i>Resigned</i>	7/31/2020	5. 6. 7. 8. 9.	Dixie Daimwood Curt Bender Reginald Ellis Sameer Kapileshwari Andrew Kalel	Appoint one eligible applicant for the remainder of the unexpired term ending 7/31/2020.
Anthony Miller <i>Resigned</i>	7/31/2023	5. 6. 7. 8. 9.	Dixie Daimwood Curt Bender Reginald Ellis Sameer Kapileshwari Andrew Kalel	Appoint one eligible applicant for the remainder of the unexpired term ending 7/31/2023.

Options:

1. Reappoint the recommended eligible applicant to the Investment Oversight Committee for a three-year term ending July 31, 2022. Eligible Applicant is: Ben Watkins.
2. Appoint one eligible applicant to the Investment Oversight Committee for a three-year-term ending July 31, 2022. Eligible Applicants are: Renee McNeill and Apryl Lynn.
3. Reappoint the recommended eligible applicant to the Leon County Educational Facilities Authority for a five-year term ending July 30, 2024. Eligible Applicant is: Thomas Proctor Jr.
4. Appoint two eligible applicants to the Leon County Educational Facilities Authority for the remainder of the unexpired terms ending July 31, 2020 and July 31, 2023. Eligible Applicants are: Dixie Daimwood, Curt Bender, Reginald Ellis, Sameer Kapileshwari and Andrew Stephen Kalel.
5. Board direction.

Recommendations:

Options #1 through #4

Attachments:

1. Ben Watkins application and resume
2. Renee McNeill application and resume
3. April Lynn application and resume
4. Thomas Proctor Jr. application and resume
5. Dixie Daimwood application and resume
6. Curt Bender application and resume
7. Reginald Ellis application and resume
8. Sameer Kapileshwari application and resume
9. Andrew Stephen Kalel application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
INVESTMENT OVERSIGHT COMMITTEE**

**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: Mr. Ben Watkins		Date: 4/25/2019 1:46:30 PM	
Home Address:	1330 Preakness Point Tallahassee, FL 32308	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) 570-8718	Do you own property in the Tallahassee City Limits?	Yes
Email:	Ben.Watkins@sbafla.com	How many years have you lived in Leon County?	25

(EMPLOYMENT INFORMATION)

Employer:	Florida Division of Bond Finance	Work Address:	1801 Hermitage Blvd. Tallahassee, FL 32308
Occupation:	Director		
Work/Other Phone:	(850) 488-4782		

(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:	M	Age:	61
District:	District 3	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Lawton Langford	Name:	
Address:	PO Box 2235, Tallahassee, Florida 32316	Address:	
Phone:	(850) 510-0200	Phone:	

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.

see attached resume.

(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? **Yes**

If Yes, on what Committee(s) are you a member? **Current member of the Investment Oversight Committee.** Posted July 1, 2019

Have you served on any previous Leon County committees? **Yes**

If Yes, on what Committee(s) have you served? **Investment Oversight Committee**

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**

Members must be a resident of Leon County.

Members may not be employed by any office of Leon County government.

Are you employed by an office of Leon County government? **No**

Members must have experience in either of the following areas. Please indicate your area of expertise.

- Experience involving portfolio management
- Experience involving institutional fixed income investments

Appointed members may not engage in any private financial dealings with the County directly related to the County's investment operations during their tenure on the committee and for a period of two (2) years thereafter.

Do you understand the above statement and agree to the terms? **Yes**

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

Signature: *Mr. Ben Watkins*

The application was electronically sent: 4/25/2019 1:46:30 PM

J. BEN WATKINS III

EMPLOYMENT EXPERIENCE

Director - State of Florida Division of Bond Finance

July 1995 – Present

Mr. Watkins has been Director of the Division of Bond Finance since July, 1995. The Division of Bond Finance is responsible for issuing bonds for the State of Florida and advising on other debt management policies for the State. The Division administers bonding programs for the Departments of Education, Transportation, Environmental Protection and Management Services as well as borrowings for the Board of Regents, Florida Turnpike System, Florida Hurricane Catastrophe Fund and State Comptroller's consolidated equipment financing program. The Division is also responsible for allocating the private activity bond volume cap, maintaining a local government reporting system for bond issues, calculating federal arbitrage rebate liabilities and developing a system to insure compliance with the SEC's secondary market disclosure requirements.

Associate – Macfarlane Ausley Ferguson & McMullen, Tallahassee, Florida

April 1994 – June 1995

Practice area included all types of public finance including general obligation bonds, revenue bonds, COPs, limited tax/special assessment bonds and tax-exempt loans and leases. Experience as bond counsel and disclosure/underwriter's counsel in connection with bond transactions. Experience with securitization of cash flows from portfolio of Small Business Administration loans, notes and mortgages from the sale of Jim Walter Homes.

Associate – Sutherland, Asbill & Brennan, Atlanta, Georgia

April 1987 – April 1994

Extensive experience as bond counsel, bank counsel and underwriter's counsel on taxable and tax-exempt financings. Typical responsibilities included structuring financings, financial and disclosure due diligence, advising on tax issues and securities law matters, drafting and negotiating documents including indentures, loan agreements, lease agreements, reimbursement agreements, letters of credit, guaranties, pledge agreements, security deeds, official statements, prospectuses, other disclosure documents and closing transactions. Experience with tax-exempt derivative products such as interest rate SWAPs, inverse floaters, interest rate caps, etc., and innovative financing techniques involving reimbursement bonds, working capital deficit financings and asset sales.

Director of JVs and Partnerships – W. B. J. Properties, Atlanta, Georgia

Feb. 1983 – Jan. 1984

Responsible for administrative, financial and tax matters for joint ventures and partnerships associated with real estate developer and franchisor/management company for Ritz Carlton Hotels Company. Administrative responsibilities included negotiating joint venture agreements and maintaining relationships with joint venture partners, i.e., life insurance companies; supervising accounting department, construction accounting and cash management personnel. Financial responsibilities included monthly financial reporting, cash flow projections, financial reporting to joint venture partners, financial statement preparation, analytical review and reporting on operations.

Supervising Senior – KPMG Peat Marwick, Atlanta, Georgia

October 1979 – January 1983

Certified Public Accountant since May 1979. Responsible for planning, coordinating and supervising audit engagements on businesses including primarily commercial, manufacturing and real estate concerns. Quarterly review for 10-Q and annual audit for 10-K for SEC reporting clients.

EDUCATION

University of Florida College of Law

January 1984 – December 1986

Graduated in top eight percent of class with honors. Chief Tax Editor and Member, Florida Law Review; Student Member of Faculty Selection Committee; Business Manager, Student Government Productions.

Auburn University

Graduated 1979 with high honors; BSBA with concentration in accounting

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Municipal Securities Rulemaking Board

Vice Chairman 2003 – 2004

Municipal Securities Rulemaking Board – Member 2001-2004

Nominating Committee 2000

Government Finance Officers Association

Committee on Governmental Debt and Fiscal Policy 1996-2001; 2007 to present

Debt Committee – Chair, Web Site Development Working Group 2002

Debt Committee – Chair, Financial Policies Subcommittee 1998

Debt Committee – Co-Chair, Working Group on IRS Audits 1998

Chair – Joint Task Force with the National Association of Bond Lawyers on Tax Reform 2002

Published Article in the Government Finance Review Magazine – “Using Your Website for Disclosure”

Published Article in the Government Finance Review Magazine – “What to do When the IRS Calls”

National Association of State Treasurers

State Debt Management Network since 1997

State Debt Management Network – Executive Board 1998, 1999

State Debt Management Network – Program Committee 1998

Recipient of Tanya Gritz Award for Excellence in Public Finance 2001

Representative on Muni Council

National Association of Bond Lawyers

National Federation of Municipal Analysts – 2009 Industry Contribution Award for Work on Disclosure Practices

The Bond Market Association – Recognized on the 2001 Muni Division’s Honor Roll

Florida Public Finance Forum – Acting Chair 1997

Member of the State Bar of Florida and the State Bar of Georgia since 1987

COMMUNITY ACTIVITIES

Tall Timbers Research, Inc. – Board Member; Finance and Investments Committee

Leon County School Board – Capital Improvement Review Team – Chair, Oversight Committee 2002 – 2007

Governor’s Mentoring Program

Friends of Leon County Public Library – Treasurer

Coach 6-8 year old Girls Volleyball and T-Ball Teams

Florida Forest Stewardship Advisory Committee

Florida Council for Advisors for Research and Extension in Natural Resources

Economic Club of Florida- Chairman

Maclay School Board of Trustees – Board Member



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
INVESTMENT OVERSIGHT COMMITTEE**

**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. Renee Zerbe McNeill		Date: 6/13/2019 1:50:23 PM	
Home Address:	919 Shadowlawn Drive Tallahassee, FL 32312	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) 570-0175	Do you own property in the Tallahassee City Limits?	Yes
Email:	rzmcneill@gmail.com	How many years have you lived in Leon County?	24

(EMPLOYMENT INFORMATION)

Employer:	The First, A National Banking Association	Work Address:	
Occupation:	VP / Commercial Banker		
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:	
District:	District 3	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Edward Murray - Talcor Commercial Real Estate	Name:	Breck Brannen _ Pennington Law Firm
Address:	1018 Thomasville Road; Tallahassee FL 32301	Address:	215 S Monroe Street Suite 200; Tallahassee FL 32301
Phone:	(850) 224-2300	Phone:	(850) 222-3533

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?* **No**

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*

Members must be a resident of Leon County.

Members may not be employed by any office of Leon County government.

Are you employed by an office of Leon County government? *No*

Members must have experience in either of the following areas. Please indicate your area of expertise.

- Experience involving portfolio management
- Experience involving institutional fixed income investments

Appointed members may not engage in any private financial dealings with the County directly related to the County's investment operations during their tenure on the committee and for a period of two (2) years thereafter.

Do you understand the above statement and agree to the terms? *Yes*

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

Signature: *Mrs. Renee Zerbe McNeill*

The application was electronically sent: 6/13/2019 1:50:23 PM

Renee Zerbe McNeill

919 Shadowlawn Drive
Tallahassee, Florida 32312
(850) 570-0175

Professional Experience

The First, A National Banking Association – Tallahassee, Florida

September 2011 – Present

Vice President, Commercial Lending

- Responsible for establishing and building a commercial loan portfolio
- Responsible for production of business and commercial real estate loans
- Responsible for maintaining existing client relationships as well as obtaining new clients through calling efforts

Premier Bank – Tallahassee, Florida

February 2003 – May 2011

Vice President, Commercial Lending

- Responsible for managing a loan portfolio in excess of \$50 Million
- Responsible for production of business and commercial real estate loans
- Responsible for maintaining existing client relationships as well as obtaining new clients through calling efforts

Capital City Bank - Tallahassee, Florida

June 2001 – February 2003

Special Projects Coordinator

- Responsible for the creation of associate training manuals related to document imaging and report modules as well as loan exception reporting for bank officers
- Extensive experience in legal processing for the Services Company including garnishments, levies, subpoenas and reclamations

Education

Auburn University

Bachelor of Science in Business Administration - May 2001

Community Involvement

2010 Graduate of the Florida School of Banking

Leadership Tallahassee Class 23

Leadership Tallahassee – Curriculum Chair – Class 34

City of Tallahassee Ethics Board Member

Past Member of the Board of Directors - Treehouse

Member - Florida Bankers Association

Independent Community Bankers Association – Certified Commercial Lender

Past Member of the Board of Directors – 211 Big Bend
Tallahassee Chamber of Commerce – Nuts and Bolts
Ambassador for the Tallahassee Chamber of Commerce
Youth Leadership Tallahassee – Steering Committee for Board Placement
Tallahassee Chamber of Commerce – Professional Women’s Forum
United Way – For Young Leaders Organization Committee Member
United Way – CHSP Funding Committee Member
Treehouse of Tallahassee – Fast Cars & Mason Jars Committee Member
Tallahassee Habitat for Humanity
Junior League of Tallahassee – Sustaining Member
Member - St. Peter’s Anglican Church

References Available Upon Request

From: [Renee McNeill](#)
To: [Mary Smach](#)
Subject: FW: Application Received
Date: Friday, June 14, 2019 9:57:35 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)

I have completed the online orientation.

TY

Renee McNeill
Vice President, Commercial Lending
NMLS 530755

850-893-5100
3320 Thomasville Road at Metropoliian Blvd
Tallahassee, FL 32308
Cell: 850-544-2145
www.thefirstbank.com



Buying, building or refinancing? One of our TMC loan originators can provide *Just the Right Mortgage for You!*
www.TMCHomeLoans.com

From: Renee McNeill <rzmcneill@gmail.com>
Sent: Thursday, June 13, 2019 3:11 PM
To: Renee McNeill <rmcneill@thefirstbank.com>
Subject: Fwd: Application Received

This is an EXTERNAL email. Please exercise caution and DO NOT open attachments or click links from unknown senders or unexpected email.

Sent from my iPhone

Begin forwarded message:

From: Mary Smach <SmachM@leoncountyfl.gov>
Date: June 13, 2019 at 2:27:38 PM EDT
To: "rzmcneill@gmail.com" <rzmcneill@gmail.com>
Subject: RE: Application Received

I'm sorry, I just reviewed your application and noticed that you did not complete our [online orientation](#). In order for your application to be considered, please take a moment to review the orientation. When completed, please email me to let me know that you have done so.

Regards,



Mary Smach
Agenda Coordinator
County Administration
301 S. Monroe St. | Tallahassee, FL 32301
(850) 606-5311 /work | (850) 606-5301 /fax
Smachm@leoncountyfl.gov

People Focused. Performance Driven.

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
INVESTMENT OVERSIGHT COMMITTEE**

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Applications will be discarded if no appointment is made after two years.**

Name: Dr. Apryl Charelle Lynn		Date: 6/13/2019 7:55:16 PM	
Home Address:	6524 Fox Chase Lane Tallahassee, FL 32311	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) 210-4273	Do you own property in the Tallahassee City Limits?	Yes
Email:	acl_consulting@yahoo.com	How many years have you lived in Leon County?	44

(EMPLOYMENT INFORMATION)

Employer:	Public Service Commission	Work Address:	2540 Shumard Oak Blvd Tallahassee, FL 32311
Occupation:	Deputy Executive Director- Administrative		
Work/Other Phone:	(850) 413-6271		

(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:	Black or African American	Gender:	F	Age:	44
District:	District 5	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Angela Harrison	Name:	Everette Daniels
Address:	3037 N. Fulmer Circle Tallahassee FL 32303	Address:	
Phone:	(850) 545-1251	Phone:	(912) 660-5036

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.

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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?* *Yes*

If yes, please explain. *The answer could be 'NO' but for full transparency. I am a Financial Advisor with Northwestern Mutual. There could be individual clients that work for Leon County, but I am not aware of any overarching contractual relationship with Northwestern Mutual and Leon County or Northwestern Mutual and Committee/Board/Authority.*

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*

Members must be a resident of Leon County.

Members may not be employed by any office of Leon County government.

Are you employed by an office of Leon County government? *No*

Members must have experience in either of the following areas. Please indicate your area of expertise.

- Experience involving portfolio management
- Experience involving institutional fixed income investments

Appointed members may not engage in any private financial dealings with the County directly related to the County's investment operations during their tenure on the committee and for a period of two (2) years thereafter.

Do you understand the above statement and agree to the terms? *Yes*

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

Signature: *Dr. Apryl Charelle Lynn*

The application was electronically sent: 6/13/2019 7:55:16 PM

Dr. Apryl Charelle Lynn, MBA

850.210.4273 (cellular)

acl_consulting@yahoo.com (personal email)

EDUCATION

Doctorate of Philosophy, April 2008

Mathematics Education

Florida State University

Master of Business Administration, August 1997

Business Administration

Florida A&M University

Bachelor of Science, April 1996

Mathematical Science

Florida A&M University

PROFESSIONAL EXPERIENCE

December 2015 – Present

Financial Advisor

Owner & Operator

Apryl C. Lynn is a firm that is committed to servicing your needs! Our practice works for you and with you as your personal financial service professional. We take deliberate steps to present solutions that work well for you, your family, and (or) your business. We are focused on excellence! That focus propels us to a solution that has you at its core. Along with being associated with Northwestern Mutual, *a long-standing powerhouse within financial services industry*, there are over 65 years of different experiences within my firm. Together we are perfectly woven to develop a practice that is intentionally focused on your needs.

As the owner and Financial Advisor, my team and I will apply time-tested strategies, providing educated and expert advice to help you make decisions based on your priorities. And as your circumstances and priorities change, we will continue to work with you to revise your plan so you can meet each of life's challenges head on and celebrate your accomplishments along the way.

Our firm specializes in solutions within these serviceable areas:

- **Planning Services:** Financial, Retirement, Business, Estate Planning and Education Funding;
- **Insurance:** Life, Long Term Care, Disability Income Protection
- **Investments:** Personal, Business, Family
apryllynn.nm.com (website)

July 2012 – Present**Public Service Commission***Deputy Executive Director - Administrative*

The Florida Public Service Commission regulates electric, telephone, natural gas, and water and wastewater utilities. The Commission is responsible for ensuring that customers have safe and reliable utility service at reasonable rates. The Commission consists of five Commissioners appointed by the Governor and confirmed by the Senate. The executive level management consists of an Executive Director and a Deputy Executive Directors.

The Deputy Executive Director – Administrative oversees the implementation of policies and procedures that support the administrative functions of the Commission. The includes the management of the Division of Administrative and Information Technology Services, Office of the Commission Clerk, The Office of Consumer Assistance and Outreach, and the Office of Auditing and Performance Analysis.

May 2007 – June 2012 (Internal Promotion)**Public Service Commission***Director of Administrative Services*

The Florida Public Service Commission regulates electric, telephone, natural gas, and water and wastewater utilities. The Commission is responsible for ensuring that customers have safe and reliable utility service at reasonable rates. The Commission consists of five Commissioners appointed by the Governor and confirmed by the Senate. The executive level management consists of an Executive Director and a Deputy Executive Director.

The Division of Administrative Services oversees the implementation of policies and procedures that support the administrative functions of the Commission. The division maintains the Commission's accounting records and has responsibility for financial transactions and revenue management, budget management, human resource management, staff training, general services and purchasing. (Source: Public Service Commission Annual Report)

- Responsible for planning, organizing, staffing, leading, and directing the staff of the Division of Administrative Services
- Supervises 27 employees that perform administrative job functions for the Commission
- Delegated authority over all functions of the Division, oversees all financial transactions, including the approval and processing of all expenditures, the collection and deposit of all revenues, and all accounting records
- Responsible for the preparation of the Legislative Budget Request with total Commission budget of roughly \$28 million
- General and specific operating administrative duties which include human resources, budget, fiscal accounting, and facilities management

January 2007 – May 2007**Agency for Persons with Disabilities – Interim Promotion***Interim Deputy Director of Budget and Planning*

The Agency for Persons with Disabilities employees nearly 4000 employees and provides services to nearly 40,000 individuals throughout the state of Florida. The Agency executive level management consists of two divisions: Division of Budget and Planning and Division of Operations (both reporting to the Director of the Agency). The following list briefly details the job responsibilities associated with the Interim Deputy Director of Budget and Planning:

- Responsible for the management of \$1.1 billion services and operating budget.
- Supervise nearly 45 employees that perform job functions over three bureaus: Administrative Services, Chief Information Officer, and Financial Support Services (Accounting).
- Work closely with Executive Management (General Counsel, Deputy Director of Operations, Legislative Affairs and Communication Directors, and Inspector General) to analyze, organize, and develop strategic plans the comply with Legislation, statue, and rule.
- Work closely with Office of Policy and Budget, Senate and House Appropriations staff, and Executive Office of the Governor in developing rule and law, modification to existing rule or law, defining budget needs of the Agency, and amending the budget.
- Extremely knowledgeable and participates extensively in the Legislative Session process: participating in bill analysis, proviso law monitoring and development, participating in committee meetings, and meeting with Executive Chief of Staff to the Governor, Senators and House Representatives.
- Perform other related functions when deemed necessary.

July 2005 – January 2007 (Internal Promotion)

Agency for Persons with Disabilities - Promotion

Chief of Administrative Services (Also performed this function as the Interim Deputy of Budget and Planning)

The Agency for Persons with Disabilities has five Bureau Chiefs: Chief of Community Development and Chief of Residential Support (reporting to Deputy Director of Operations) and Chief of Financial Support Services, Chief Information Officer, and Chief of Administrative Support (reporting to the Deputy Director of Budget and Planning). The following list briefly details the job responsibilities associated with the Chief of Administrative Services:

- Responsible for the management of \$1.1 billion services and operating budget.
- Supervise 22 employees that perform job functions over four units: Budget, General Services, Revenue Management, and Human Resources
- Analyze, organize and develop concepts based on the department's mission and goals while justifying cost and adherence to laws.
- Maintains appropriate budgetary controls; monitors activities and initiates timely & effective corrective actions, and makes appropriate budgetary recommendations.
- Provide oversight to the functions of the Office of General Services, which includes: Leasing, Facilities Management, Insurance, and Property
- Provide oversight to the function of Human Resources, which includes the management of all personnel actions for nearly 4000 employees: PeopleFirst, organization charts, and compliance with Department of Management Services
- Provide support to the Office of Revenue Management which oversees cash, revenue, grants, and federal funds. This function requires compliance with federal cost allocation and state rules and coordination with budget and accounting offices.
- Work closely with Executive Management (General Counsel, Deputy Director of Operations, Legislative Affairs and Communication Directors, and Inspector General) to analyze, organize, and develop strategic plans the comply with Legislation, statue, and rule.
- Work closely with Office of Policy and Budget, Senate and House Appropriations staff, and Executive Office of the Governor in developing rule and law, modification to existing rule or law, defining budget needs of the Agency, and amending the budget.
- Extremely knowledgeable and participates extensively in the Legislative Session process: participating in bill analysis, proviso law monitoring and development, participating in committee meetings, and meeting with Executive Chief of Staff to the Governor, Senators and House Representatives.
- Perform other related functions when deemed necessary.

January 2004 – June 2005(Internal Promotion)

Department of Children and Families – Agency for Persons with Disabilities

Operations Review Specialist

The Agency for Persons with Disabilities was established from Department of Children and Families (Developmental Disabilities Program Office) in October 2004. During the divestiture I was appointed by the Director as the Divestiture Lead. My role was instrumental to the separation; I coordinated all communication, performed strategic analysis, and reported recommendation to the Chief and Director of the Agency. Below are specific functions performed while Divestiture Lead:

- Project Manager – Financial Divestiture
 - Work with internal and external DCF/APD staff to develop a smooth divestiture from Department and Children & Families to Agency for Persons with Disabilities.
 - Coordinates work efforts for Administrative Support, Budget, Revenue Management, Financial Management, and Human Resources.
 - Analyze each business function separately and commingled to develop a systematic plan of divestiture.
- Project Manager – IT Migration
 - Work with internal personnel and external vendors to migrate from one IT platform to another, which involved development of conversion plans for network, software, and hardware.
 - Manage contracts, analyzed cost and budget of approximately 2.3 million dollars in IT spending, develops policy and procedures, conducts meetings making decisions to benefit the agency
 - Worked with various vendors to determine most appropriate technical support, prepared reports and documentation to present to the supervisor
- Relocation Team Lead
 - Worked with Sprint and outside vendors to relocate existing telecommunications and staff
 - Coordinate move of nearly 70 offices

Prior to being appointed Divestiture Lead, I performed the following duties:

- Reviewed and made recommendations for cost reporting and data collection strategies related to unit functions
- Coordinated with programmers, analysts, and other personnel to update , maintain, and analyze Developmental Disabilities systems
- Developed and coordinates the implementation of procedures necessary to assure the operational integrity of the unit
- Analyzed and designed reporting methods for the Developmental Disabilities program office staff that will promote the most efficient and effective way of presenting data and reports
- Reviewed and coordinated, in conjunction with other unit staff, any information system design specifications or changes
- Developed strategies for managerial staff in assessing unit efficiency

September 1997 – January 2004

Computer Horizons Corp.

Contracted – Site Manager and Programmer Analyst

- Site Manager for contractor, serving as a business liaison for contracted employees and other contract managers
- Assigned to the Intranet Development team
- Analyzed, developed, and implemented programs for State of Florida's Public Assistance: Application Entry, Eligibility Determination/Benefit Calculation, Standard Filing Unit, and Mass Change module, using Extra TSO/ISPF, Telon, and Cobol

- Solves and promotes program development using, IMS, Expeditor, and Endeavor
- Perform necessary analysis, research, and design of programs that support the FLORIDA system
- Prepared documentation that includes change scope, change specifications, implementation, and unit test plans, etc.
- Served as documentation lead on various projects
- Performed on-call duties and participated in various meeting with the policy team and the customers

TEACHING EXPERIENCE

Liberty University

September 2010 to Present

Online Adjunct Mathematics Instructor

- Teaching mathematics and statistics courses (a class of approximately 20 students)
- Facilitate the course as prescribed by Liberty University.
- Using Blackboard as the course management tool to manage grading and student records
- Following a department wide pacing schedule to teach students necessary materials
- Consulting with students and maintain office hours,
- Motivating students to learn, introducing various methods of solving problems to attract various learning styles

Post University

August 2014 -2014

Online Adjunct Business Instructor

- Teaching business course (a class of approximately 20 students)
- Facilitate the course as prescribed by Post University.
- Using Blackboard as the course management tool to manage grading and student records
- Following a department wide pacing schedule to teach students necessary materials
- Consulting with students and maintain office hours,
- Motivating students to learn, introducing various methods of business quality standards

Argosy University

April 2009 - 2011

Online Adjunct Mathematics Instructor

- Teaching Math Review (a class of approximately 18 students)
- Facilitate the course as prescribed by Argosy Online
- Using ECollege as the course management tool to manage grading and student records
- Following a department wide pacing schedule to teach students necessary materials
- Consulting with students and maintain office hours,
- Motivating students to learn, introducing various methods of solving problems to attract various learning styles

Rasmussen Online

September 2008 - 2011

Online Adjunct Mathematics Instructor

- Teaching College Algebra (a class of approximately 25 students)
- Facilitate the course as prescribed by Rasmussen Online
- Using Angel as the course management tool to manage grading and student records
- Following a department wide pacing schedule to teach students necessary materials
- Consulting with students and maintain office hours,
- Motivating students to learn, introducing various methods of solving problems to attract various learning styles

Kaplan Online

October 2008 - 2010

Online Adjunct Mathematics Instructor

- Teaching College Algebra and Statistics (a class of approximately 25 students)
- Facilitate the course as prescribed by Kaplan Online

- Using ECollege as the course management tool to manage grading and student records
- Following a department wide pacing schedule to teach students necessary materials
- Consulting with students and maintain office hours,
- Motivating students to learn, introducing various methods of solving problems to attract various learning styles

Tallahassee Community College

August 2008 – April 2009

Adjunct Mathematics Instructor

- Taught Liberal Arts I (a class of approximately 40 students)
- Used various forms of technology in the classroom
- Used Blackboard as the course management tool to manage grading and student records
- Followed a department wide pacing schedule to teach students necessary materials
- Consulted with students and maintained office hours, both during regular office hours and by appointments
- Motivated students to learn, introduced various methods of solving problems to attract various learning styles

Tallahassee Community College

October 2002 – December 2002

Adjunct Mathematics Instructor

- Taught Intermediate Algebra to a class of approximately 30 students
- Followed a department wide pacing schedule to teach students necessary materials
- Managed grading and maintained student records, consulting with students when needed
- Held office hours, both during regular office hours and by appointments
- Motivated students to learn, introducing various methods of solving problems to attract various learning styles

RESEARCH EXPERIENCE

Florida State University

May 2007 – November 2007

I conducted a qualitative research study that evaluated the instructor's practices and decision making in the online course, *Seminar in Teaching Geometry*. The focus of the data analysis was to understand and evaluate the instructor's decisions as they were influenced by the association of belief dimensions and learning-centered orientations. At the conclusion of the study I presented a model that detailed the findings of this instructor and this online mathematics education course. The model identifies belief dimensions and learning-centered orientations. This model will help educators, institutional administration, and students understand the dynamics of an online environment, in hopes of enhancing the experiences for the students and the instructors.

SKILLS AND CERTIFICATIONS

Licensed in Financial Services

215, Series 6, 63, continuing education, certifications, and credentialing

Licensed Realtor in 2005- 2015



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mr. THOMAS C. PROCTOR, Jr.		Date: 6/19/2019 10:43:09 AM	
Home Address:	4450 RHODEN COVE LN Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 385-9905	Do you own property in the Tallahassee City Limits?	Yes
Email:	tomcproctor@gmail.com	How many years have you lived in Leon County?	48

(EMPLOYMENT INFORMATION)

Employer:	State Board of Administration	Work Address:	1801 HERMITAGE BLVD STE 100 Tallahassee, FL 32312
Occupation:	Real Estate Portfolio Manager		
Work/Other Phone:	(850) 488-4406		

(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:	M	Age:	48
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Tom Allen	Name:	Ash Williams
Address:	1807 Sageway Dr. Tallahassee, FL 32303	Address:	1801 Hermitage Blvd. Suite 100 Tallahassee, FL 32308
Phone:	(850) 402-7450	Phone:	(850) 488-4406

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?* **Yes**

If Yes, on what Committee(s) are you a member? *Leon County Educational Facilities Authority*

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?* **Yes**

If yes, please explain *SBA manages investments in the Florida Retirement System Pension Plan, of which Leon County is a participant.*

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**

[Members on this Authority must be resident of Leon County.](#)

[At least one member must be a trustee, director, officer or employee of an institution for higher education in Leon County.](#)

Are you a trustee, director, officer or employees of an institution for higher education? **No**

[Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mr. THOMAS C. PROCTOR, Jr.*

The application was electronically sent: 6/19/2019 10:43:09 AM

Thomas C. Proctor, Jr.

4450 Rhoden Cove Lane
Tallahassee, FL 32312
(850) 385-9905 phone
tomcproctor@gmail.com

**Professional
Experience**

State Board of Administration. Tallahassee, FL
(April 2012 – Present) *Portfolio Manager- Real Estate*
Oversight and asset management of assigned Real Estate direct-owned assets in the FRS Investment plan. Duties include review and analysis of financial and leasing reports, market conditions, and overall performance of properties. Other responsibilities include oversight of disposition strategies and risk evaluation of proposed acquisitions. The Principal Investments portfolio is approximately \$9.3 Billion in size consists of all property types (office, multifamily, retail, and industrial) in all major U.S. markets.

Red Brick Partners, LLC. Tallahassee, FL
(May 2006 – April 2012) *Principal*
Managed firm's real estate activities, including acquisition of improved assets and development projects. Directly managed and performed real estate acquisition duties, including site selection, feasibility analysis, and due diligence. Served as Managing Partner in the development of The Alliance Center, a 75,000 square-foot mixed-use (office and retail), mid-rise building in downtown Tallahassee. Managed design, site entitlement, and permitting. Contracted and served as Owner's Representative with architect, engineers, and general contractor during design and construction. Also responsible for performance review of real estate assets and reporting to partners and other participants.

University Club Development Corp. Tallahassee, FL
(June 1998 – May 2006) *President / Co-owner*
Managed development activities for student-oriented multifamily apartment organization. Duties included market research, site selection, acquisition, project budgeting and feasibility analysis, and site entitlement. Served as Owner's Representative in dealings with architects, engineers, and the general contractor during permitting and construction. Managed dealings with third-party management company upon stabilization, including reviewing reporting and financial statements and performance of properties. The UCD portfolio housed over 3,500 students in college markets including: Tallahassee (4 properties), Orlando, Gainesville, Charlotte NC, and San Marcos TX prior to the sale of the Florida properties in 2005 to American Campus Communities, Inc., a publicly traded REIT (NYSE:ACC).

Education

The Florida State University. Tallahassee, FL

- Post Baccalaureate coursework in the Real Estate program
May 1995-April 1996
- Bachelor of Arts Degree – May 1993
Major: English Minor: Business

**Community
Activities**

St. John's Episcopal Church – member, Co-Chair of 2018 Stewardship Campaign, and past Vestry member.

Leon County Educational Facilities Authority – current Chair

Cub Scouts – current Webelos I Den Leader and past Outdoor Coordinator for Pack 114.

Exchange Club of Tallahassee - Service Club (1999 to present). Acting Secretary and Executive Board Member.

Community Catalyst for Knight Creative Community Institute – (2011-2012). Selected as a member of "catalyst class" that forms initiatives designed to help retain young professionals and devise ways to help Tallahassee's economy grow.

Leadership Tallahassee Class XX - Greater Tallahassee Chamber of Commerce program to foster leadership development and community trusteeship.

**Interests
and
Activities**

- Bass Player in a local bluegrass band
- Avid bicyclist and member of Tallahassee Mountain Bike Association
- Fishing



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Dixie Daimwood		Date: 6/12/2019 1:35:12 PM	
Home Address:	9516 Star View Lane Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 385-5000	Do you own property in the Tallahassee City Limits?	No
Email:	dixie@dunlapshipman.com	How many years have you lived in Leon County?	9

(EMPLOYMENT INFORMATION)

Employer:	Dunlap & Shipman	Work Address:	2065 Thomasville Road, Ste. 102 Tallahassee, FL 32309
Occupation:	Attorney		
Work/Other Phone:	(850) 385-5000		

(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 II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Aaron Boyette	Name:	Davisson Dunlap, III
Address:	1979 Maryland Circle, Tallahassee, FL 32303	Address:	2065 Thomasville Road, Ste. 102, Tallahassee, FL 32308
Phone:	(850) 556-2927	Phone:	(850) 385-5000

Resume Uploaded? No

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.

In addition to the qualifications outlined in the attached resume, I also served as former outside litigation counsel to LCEFA in the Heritage Grove construction and design defect litigation. I no longer represent LCEFA, so there is no conflict.

Serving as outside counsel for LCEFA provided me with historical knowledge regarding the Authority, issues it continues to work through, and passion for the success of the Authority (which is in everyone's best interest).

(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.

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? **Yes**

If yes, please explain ***Our law firm currently represents Leon County School Board in design/construction litigation. However, this case has settled and will be settled within the coming weeks.***

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**

Members on this Authority must be resident of Leon County.

At least one member must be a trustee, director, officer or employee of an institution for higher education in Leon County.

Are you a trustee, director, officer or employees of an institution for higher education? **No**

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mrs. Dixie Daimwood*

The application was electronically sent: 6/12/2019 1:35:12 PM

DIXIE DAIMWOOD

9516 STAR VIEW LANE • TALLAHASSEE, FLORIDA • 32309

PHONE 850.294.1177 (CELL) • 850.385.5000 (WORK)

E-MAIL DIXIE@DUNLAPSHIPMAN.COM

PROFESSIONAL BAR LICENSES

State of Florida
State of New York
U.S. District Court, Southern District of Florida
U.S. District Court, Middle District of Florida
U.S. District Court, Northern District of Florida

PROFESSIONAL EXPERIENCE

Dunlap & Shipman

Tallahassee, FL

Partner, Business Transactions and Defense

March 2018 - present

Representing businesses in transactions, pre-litigation and litigation matters involving labor and employment disputes, construction defects, contract transactions and disputes, premise liability, and business defense matters.

Carr Allison

Tallahassee, FL

Shareholder, Civil Defense

May 2013 – March 2018

Shareholder handling matters involving labor and employment, construction defects, products liability, premise liability, and insurance defense.

McIntosh Sawran & Cartaya, P.A.

Fort Lauderdale, Orlando, and Miami, FL

Associate, Civil Defense

June 2012 – May 2013

Litigation Defense Counsel handling medical malpractice, premise liability, dental malpractice, automobile negligence, insurance coverage litigation, first-party property insurance, and general insurance defense matters.

Attorney General's Office

Tallahassee, FL

Senior Attorney, Criminal Appeals

March 2011 – May 2012

Represented the State of Florida in criminal appellate matters before the First District Court of Appeal. To view one of my oral arguments visit, www.1dca.org/video/2011.htm, under "October 2011", click case number 11-61.

Notable victories with written opinions include:

- **Flagg v. State**, 74 So. 3d 138 (Fla. 1st DCA 2011) – upheld the constitutionality of Florida's Sale and Delivery statute
- **State v. Crofoot**, 97 So. 3d 866 (Fla. 1st DCA 2012) – reversed and remanded trial court's suppressing the fruits of a pat-down search of defendant
- **Richards v. State**, 84 So. 3d 1167 (Fla. 1st DCA 2012) – affirmed judgment and sentence in *Montgomery* jury instruction case (manslaughter jury instruction that was found to be fundamental error)
- **Bussell v. State**, 66 So. 3d 1059 (Fla. 1st DCA 2011) - affirmed judgment and sentence of a complicated cyber child pornography case

**State Attorney's Office
Orlando, FL**

Assistant State Attorney, Felony Prosecutor

September 2008 – March 2011

Lead prosecutor in 60+ trials. Tried and convicted on felony charges including Sexual Battery on a Child under 12 by a person under 18, Aggravated Battery with a Deadly Weapon, Robbery, Grand Theft Auto, Burglary of a Dwelling, and Dealing in Stolen Property. Have tried and convicted on misdemeanor charges including Stalking, Driving Under the Influence, Violation of a Repeat Violence Injunction, Petit Theft, and Exposure of Sexual Organs. Handled high profile cases and dealt with local media outlets. Managed a caseload of 400+ open cases. Argued Motions to Suppress, Child Hearsay Motions, Motions in Limine, Motions to Dismiss, Restitution Hearings, and Richardson Hearings. Conducted deposition of medical doctors, expert witnesses, and civilian witnesses. Aggressively prosecuted numerous domestic violence cases where the sole witness was hostile on the witness stand and proof of the case lies solely with their impeachment. Worked with numerous government agencies including Department of Juvenile Justice, Department of Children and Families, and Orange County Corrections in order to resolve cases. Supervised and trained legal interns and legal assistants in daily activities.

EDUCATION

**Barry University School of Law
Orlando, FL**

Juris Doctorate, **Cum Laude**

May 2008

Honors: Top 16% (23/140)

Book Award, Florida Civil Practice – Spring 2007

**Florida State University
Tallahassee, FL**

Bachelor of Social Science in Criminology and Criminal Justice
2005

May

Minor: Psychology

GPA: 3.43/4.0

Activities: Golden Girls Florida State University Dance Team and Alpha Delta Pi Sorority

Honors: School of Criminology and Criminal Justice Dean's List

Alpha Phi Sigma Criminology Honors Society

COMMUNITY SERVICE

Guardian Ad Litem for the Second Judicial Circuit, Volunteer at Second Harvest, Counseled female battered inmates regarding the cycle of violence, Legal Aid Society of the Orange County Bar Association, Ronald McDonald House of Tallahassee.

AFFILIATIONS

Alumni, Leadership Tallahassee Class 33 through the Chamber of Commerce

Member, William H. Stafford American Inn of Court

Member, Greater Tallahassee Chamber of Commerce (through Dunlap & Shipman)

Member, Florida Association for Women Lawyers, Tallahassee Chapter

Member, Tallahassee Bar Association

Member, Alpha Delta Pi Alumni Association at Florida State University



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mr. Curt Bender		Date: 4/16/2019 12:44:41 AM	
Home Address:	2315-C Columbia Ct. Tallahassee, FL 32304	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(407) 467-7278	Do you own property in the Tallahassee City Limits?	No
Email:	curtbender@firmawesome.com	How many years have you lived in Leon County?	4

(EMPLOYMENT INFORMATION)

Employer:	Florida Department of Business and Professional Regulation	Work Address:	2601 Blair Stone Rd. Tallahassee, FL 32304
Occupation:	Attorney		
Work/Other Phone:	(850) 717-1803		

(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:	Black or African American	Gender:	M	Age:	28
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Anthony Miller	Name:	Kim Moore
Address:	4050 Esplanade Way #115 Tallahassee, FL 32311	Address:	WD 234 444 Appleyard Dr. Tallahassee, FL 32304
Phone:	(850) 671-5039	Phone:	(850) 201-8760

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**

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*

[Members on this Authority must be resident of Leon County.](#)

[At least one member must be a trustee, director, officer or employee of an institution for higher education in Leon County.](#)

Are you a trustee, director, officer or employees of an institution for higher education? *Yes*

[Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mr. Curt Bender*

The application was electronically sent: 4/16/2019 12:44:41 AM

Curt Bender, Esq.

curtbender@firmawesome.com | (407) 467-7278 | 2315-C Columbia Ct., Tallahassee, FL 32304

*Education**

Florida State University College of Law | Juris Doctor, *Cum Laude*, December 2017 *Tallahassee, FL*
Dean's List; Business Law Certificate; Book Award for Contract Drafting; Federalist Society; Business Law Scholar – Business Law Section of the Florida Bar; and Pupil at the William H. Stafford American Inn of Court.

University of North Florida | Bachelor of Arts in Political Science, April 2013 *Jacksonville, FL*
Minor in American Sign Language; Leadership Certificate; President, Pre-Law Student Association; and SGA Senator.

Experience

Florida Department of Business and Professional Regulation | October 2018 – present *Tallahassee, FL*
Assistant General Counsel, department of Drugs, Devices and Cosmetics
Focus on administrative and regulatory law in healthcare; and manage litigation case load.

Jim Moran School of Entrepreneurship at FSU | Business Advisor, February – June 2018 *Tallahassee, FL*
Advised university entrepreneurship students on business and entrepreneurship matters; created resources for entrepreneurs.

Business Law Clinic at FSU Law | Student Advisor, August 2016 – December 2017 *Tallahassee, FL*
Advised clients from initial meeting to entity formation and continuing services; drafted various agreements from software development to wedding planning contracts; experience in trademark and nonprofit law.

Office of the Public Defender, Ninth & Fourth Judicial Circuit *Orlando & Jacksonville, FL*
Legal Intern, June 2015 – Aug. 2015 and June 2016 – August 2016, respectively
Interviewed clients; motion practice; prepared for trials; courtroom proceedings; and created a legal motion databank.

Legal Research Assistant for Professor Mark Spottswood | June 2015 *Tallahassee, FL*
Researched the design of fact-finding environments, investigating how the legal and private dispute resolution processes more accurate, more acceptable, and more cost-effective.

The Honorable Judge Angela M. Cox, Fourth Judicial Circuit (Circuit Criminal) *Jacksonville, FL*
Judicial Extern, May 2015 – June 2015
Advised the Court through memoranda; contributed to opinions and orders; observed courtroom procedures for approximately 20 hours a week; and created relevant summaries of the Florida Law Weekly.

The Bender Group, LLC | President & Owner, September 2014 – April 2017 *Orlando, FL*
TBG owned Berbice Construction, a six-figure hauling company that worked on the I4 Ultimate Project. Since merged.

Community, Speaking, and Instructorship Engagements

Tallahassee Startup Week | Chair of Tallahassee Startup Week 2019, February 2019 - present *Tallahassee, FL*
Organize the fourth annual TSW, which had over one thousand participants in 2018.

Junior Achievement Big Bend | Volunteer, January – February 2019 *Tallahassee, FL*
Teach entrepreneurialism and entrepreneurial thinking in two Leon County high school classes weekly.

TCC SPARK! - Tallahassee Community College | February 2019 – present *Tallahassee & Wakulla, FL*
Small Business Mentor; and Instructor for Entrepreneurship.

STEM Veterans USA, Inc. | COO, Board of Directors, January – September 2017 *Tallahassee, FL*
STEM Vets connects veterans in STEM with opportunity through internship, employment, research, and networking.

Entrepreneurship Bootcamp for Veterans with Disabilities (EBV-D) | June 2017 *Tallahassee, FL*
Organized and led a pro bono opportunity for FSU business law students to provide business and legal advice to the EBV-D participants hosted by the Jim Moran Global Institute for Entrepreneurship.

Guest Lecturer, “Introduction to Entrepreneurship”, TCC Spark, Tallahassee, March 2019

Speaker, “Legal Basics for Entrepreneurs”, Wakulla Environmental Institute Oyster Farming Program, January 2019

Speaker, “Legal Basics for Entrepreneurs”, Tallahassee Startup Week 2018, November 2018

Speaker, “Introduction to the Business Model Canvas – Entrepreneurs’ Forum”, TCC Spark, April 2018

Instructor, eight-hour “Entrepreneurs’ Boot Camp” in Wakulla and Gadsden Counties, TCC Spark, April, June 2018


Panelist, “Developing Leadership Skills” and “Starting Your Own Business”, Women in Leadership Conference 2018, March 2018

Guest Lecturer, “The 21st Century Entrepreneurship”, Jim Moran School of Entrepreneurship, Tallahassee, February 2018

***Passed July 2018 bar examination; acceptance to Florida Bar pending. Type at 95 WPM absent error.**

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY

<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>																									
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Name: Reginald Ellis</td> <td style="border: none; text-align: right;">Date: 9/23/2017 11:09:26AM</td> </tr> <tr> <td style="border: none;">Home Phone: (901) 233-0212</td> <td style="border: none;">Work Phone: (850)412-5544X</td> </tr> <tr> <td style="border: none;">Occupation: ASSOCIATE PROFESSOR</td> <td style="border: none;">Employer: FLORIDA A&M UNIVERSITY</td> </tr> <tr> <td colspan="2" style="border: none;"> Preferred mailing location: Home Address Work Address: 515 ORR DIVE 408 TUCKER HALL City/State/Zip: TALLAHASSEE, FL 32307 </td> </tr> <tr> <td colspan="2" style="border: none;"> Home Address 2002 TRESMOTT DRIVE City/State/Zip: TALLAHASSEE, FL 32307 </td> </tr> <tr> <td style="border: none;">Do you live in Leon County? Yes</td> <td style="border: none;">If yes, do you live within the City limits? Yes</td> </tr> <tr> <td style="border: none;">Do you own property in Leon County? Yes</td> <td style="border: none;">If yes, is it located within the City limits? Yes</td> </tr> <tr> <td colspan="2" style="border: none;">For how many years have you lived in and/or owned property in Leon County? 9 years</td> </tr> <tr> <td colspan="2" style="border: none;">Are you currently serving on a County Advisory Committee? No</td> </tr> <tr> <td colspan="2" style="border: none;">If yes, on what Committee(s) are you a member?</td> </tr> <tr> <td colspan="2" style="border: none;">Have you served on any previous Leon County committees? No</td> </tr> <tr> <td colspan="2" style="border: none;">If yes, on what Committee(s) are you a member?</td> </tr> </table>		Name: Reginald Ellis	Date: 9/23/2017 11:09:26AM	Home Phone: (901) 233-0212	Work Phone: (850)412-5544X	Occupation: ASSOCIATE PROFESSOR	Employer: FLORIDA A&M UNIVERSITY	Preferred mailing location: Home Address Work Address: 515 ORR DIVE 408 TUCKER HALL City/State/Zip: TALLAHASSEE, FL 32307		Home Address 2002 TRESMOTT DRIVE City/State/Zip: TALLAHASSEE, FL 32307		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? 9 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?	
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<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Race: African American</td> <td style="border: none;">Sex: Male</td> <td style="border: none;">Age: 37.00</td> </tr> <tr> <td style="border: none;">Disabled? No</td> <td colspan="2" style="border: none;">District: District 4</td> </tr> </table>		Race: African American	Sex: Male	Age: 37.00	Disabled? No	District: District 4																			
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Disabled? No	District: District 4																								
<p>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</p> <p>PLEASE FIND ATTACHED MY CURRICULUM VITAE.</p>																									

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

Name: DR. DAVID H. JACKSON, JR. Telephone: 850-322-2856
Address: 515 ORR DRIVE, 469 TUCKER HALL, TALLAHASSEE FL 32307

Name: BARBARA BOONE Telephone: 850-512-3112
Address: PO BOX 1639, TALLAHASSEE FL 32302

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 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: Dr. Reginald K. Ellis

This application was electronically sent: 9/23/2017 11:09:26AM

Dr. Reginald K. Ellis

2002 Trescott Drive
Tallahassee, Florida 32308
Reginald.ellis@famuc.edu or regellis1@gmail.com
<https://www.linkedin.com/in/reginaldellisfamuc>
850.412-5544 (w) 901.233.0212 (c)

Education:

The University of Memphis

August, 2004- May 7, 2011

Ph.D.

United States History Since 1875

Dissertation Title: "James Edward Shepard and the Politics of Black Education in North Carolina

During the Jim Crow Era: 1875-1947."

Florida A&M University

2004

Master of Applied Social Sciences

United States History

Florida A&M University

2003

Bachelor of Science in African American Studies

Honors: *Cum Laude*

Employment:

Florida A&M University

August 2017-Present

Associate Professor of History and Assistant Dean in the School of Graduate Studies and Research (Tenured)

Administrative:

- Assistant Dean in the School of Graduate Studies and Research and Liaison for the Graduate Feeder Scholars Program, **2017-Present**
- Coordinator of the African American Studies Program Review at Florida A&M University, **2017-Present.**
- Member of the Institutional Review Board Committee, **2016-2017.**
- Faculty Senator, **2017-Present.**
- Academic Advisor for African American Studies/History Majors, **2011-Present.**
- National Endowment for the Humanities (NEH) Grants Reviewer for NEH Dialogues Grants, **2016.**
- American Historical Association (AHA) Tuning Project: working towards revamping history curriculum(s) by meeting with key stakeholders, i.e., University Administrators, Alumni, and Community Partners. Also, created middle of curriculum course in history and adopted the scale-up method for a senior level history course, **2012-Present.**
- American Historical Association (AHA) Committee on Minority Historians, **2016-Present.**
- NCATE Liaison for the Department of History, **2011-2012.**
- FAMU Quality Enrichment Plan (QEP) Faculty Member
Redesigned the Student Learning Outcomes as well as the Course Objectives for the Introduction to African American History Courses, **2008-2013.**

Courses Taught:

- Introduction to African American History
- The African American Experience
- American History 1492-1865
- American history 1865-Present
- Black Americans in the 20th Century
- The Nature of History
- Selected Topics in United States History Since 1865 (**Scale Up Method**)
- Oral Historical Studies
- The History of Florida
- Contemporary Problems in United States History (**Graduate Course**)
- Selected Topics in United States History (**Graduate Course**)
- The History of Africa (**Graduate Course**)

Florida A&M University

August 2011-2017

Assistant Professor of History

Publication and Presentations: Publication

Books

- *Between Washington and Du Bois: The Racial Politics of James Edward Shepard* (Gainesville: University Press of Florida, 2017).
- *The Seedtime, The Work, and The Harvest: new Perspectives on the Black Freedom Struggles in America* (Gainesville: University Press of Florida, 2018), co-editor.

Articles

- "Florida State Normal and Industrial School for Coloreds: Thomas DeSalle Tucker and His Radical Approach to Black Higher Education," in *The Seedtime, The Work, and The Harvest: new Perspectives on the Black Freedom Struggles in America* (Gainesville: University Press of Florida, 2018).
- "James Edward Shepard and The Politics of Black Education, 1933-1947," *Southern Studies: An Interdisciplinary Journal of the South*, 23 (Spring/Summer 2016), 1: 53-79.
- "Florida Agricultural and Mechanical College and the Gray Years: 1944-1949," *The Griot: The of African American Studies*, 34 (Fall 2015), 20-30.
- "Wings Over Jordan': The Legacy of William Jasper Hale Sr., Tennessee State Agriculture and Industrial University's First President," *The Griot: The of African American Studies*, 33 (Fall 2014), 2: 9-19.
- "How to infuse the SCALE-UP Method in your History Course" (article in progress).
- "Nathan B. Young: Florida A&M College's Second President and His Relationships with White Public Officials," in David H. Jackson, Jr., and E. Canter Brown, Jr., editors, *Go Sound the Trumpet! Selections in Florida African American History* (Tampa: The University Press of Tampa, 2005), 153-172.

Book Reviews and Other Publications

- *Reparation and Reconciliation: The Rise and Fall of Integrated Higher Education*. By Christi M. Smith. (Chapel Hill: The University of North Carolina Press, c. 2016. Pp. x. 334. \$29.95, ISBN 978-1-4696-3069-4). Review in the *Journal of the Gilded Age and Progressive Era*.
- *Selected Writings and Speeches of James E. Shepard, 1896-1946: founder of North Carolina Central University*. Compiled and Edited with Commentaries by Lenwood G. Davis with the assistance of Janie Miller. (Madison, NJ: Fairleigh Dickinson University Press, c. 2013. Pp. x. 235. \$75.00, ISBN 978-1-61147-544-9). Review in the *Journal of Southern History*, Spring 2015.
- *Seeing Through Race: A Reinterpretation of Civil Rights Photography*. By Martin A. Berger. (Berkeley: University of California Press, 2011. Acknowledgements, bibliography, notes, index. Pp. xii, 264. \$27.50 paper). Review in the *Florida*

Historical Quarterly, Summer 2013.

- “Nathan B. Young,” *African American National Biography Online*, January, 2012.
- “Hollis Freeman Price,” *Tennessee Historical Quarterly Online*, Fall 2008.

Selected Presentations:

January, 2019

American History Association Annual Convention, Chicago, Illinois “How to Say Yes and When to Say No: Navigating Service Work.”

April, 2018

Virginia Tech, Blacksburg, Virginia, “The Racial Politics of Black Higher Education.”

March, 2018

Sam Houston University, Huntsville, Texas “Thomas DeSalle Tucker and His Racial Approach to Black Higher Education.”

February, 2018

University of South Florida, Tampa, Florida, “Between Washington and Du Bois: The Racial Politics of James Edward Shepard.”

May, 2017

Leon County Public Library, Tallahassee, Florida, “Florida State Normal and Industrial School for Coloreds: Thomas DeSalle Tucker and His Radical Approach to Black Higher Education.”

April, 2017

Center for Leadership & Social Change at Florida State University, “commUNITY Dialogue Series: Preserving the History of FAMU Way.”

February, 2017

Institute for Nonprofit Innovation and Excellence, Tallahassee, Florida, “Historical Talk on The Founding of Florida A&M University.”

February, 2017

Southern Conference on African American Studies, Incorporated, “The Historical Redevelopment of FAMU Way.”

January, 2017

American Historical Association, Denver, Colorado, “The Impact of Tuning in the Field of History.”

May, 2016

Florida Historical Society Conference, Orlando, Florida, “The Historical Impact of Florida A&M University on FAMU Way.”

February, 2016

Southern Conference on African American Studies, Incorporated, “The Impact of Teaching at an Historically Black College/University in the Twenty First Century.”

September, 2015

Association for the Study of African American Life and History, “Florida State Normal and Industrial School for Coloreds: The Tucker Years.”

January, 2015

American Historical Association Annual Conference held in New York City, New York, Tuning Workshop Coordinator.

February, 2015

Elizabeth Popular Spring P. B. Church Annual Black History Month Program, Tallahassee, Florida, Keynote Speaker, "A Charge To Keep I Have: #BlackLivesMatter"

February, 2015

North Side Elementary School Annual Black History Month Program, Cairo, Georgia, Keynote Speaker, "The Power of a Solid Education: To Thine Own Self Be True."

June, 2015

The Association of Public Land Grant Universities HBCU Summit on Student Success held in Atlanta, Georgia, "The Impact on Tuning on a HBCU Campus."

April, 2014

Organization of American Historians Annual Conference held in Atlanta, Georgia, "James Edward Shepard and The Politics of Black Education, 1933-1947."

September, 2013

Association for the Study of African American Life and History, "Three Black College Presidents During the Jim Crow Era."

July, 2013

Florida Footprints Documentary Series, Interview on WFSU Television on the History of FAMU, 1923 to 1944.

June, 2013

Zion Hill Primitive Baptist Church, Lakeland, Florida; Keynote Speaker for Graduation Program.

May, 2013

Florida Footprints Documentary Series, Interview on WFSU Television on the History of FAMU, 1887 to 1923.

February, 2013

Southern Conference on African American Studies, Incorporated, "Incorporating the Flipped Approach in History Courses"

January, 2013

Florida A & M University Martin Luther King, Jr., Convocation, Gave the Occasion

May, 2012

Florida Historical Society Conference, Tampa, Florida "FAMC and the Gray Years"

February, 2012

Florida A & M University Black History Month Convocation, Gave the Occasion

May, 2011

Florida Historical Society Conference, Jacksonville, Florida "Florida State Normal and Industrial School for Coloreds: The Tucker Years."

February, 2011

Main Street, Monticello, Florida "Finding Black America"

February, 2011

North Side Elementary School, Cairo, Georgia, Black History Month Speaker.

February, 2011

Southern Conference on African and African American Studies, Dallas, Texas "James Edward Shepard's Business Approach to Black Racial Uplift during the Jim Crow Era."

November, 2010

“The History of Florida Agricultural and Mechanical University,” video conference presentation for the University of Toledo’s College of Education.

October, 2010

Association for the Study of African American Life and History, Raleigh, North Carolina “The Emergence of a Black Leader During the Age of Jim Crow and Black Racial Uplift in North Carolina.”

February, 2010

Southern Conference On African American Studies, Incorporated, Jackson, Mississippi “Are You For Me or Against Me?: The Political Life of James E. Shepard.”

February, 2009

Southern Conference On African American Studies, Incorporated, Charlotte, North Carolina “Change the Man and the Environments Will Be Changed By the Man”: James E. Shepard and the Creation of the National Religious Training School and Chautauqua for the Negro Race.

February, 2008

Southern Conference On African American Studies, Incorporated, Atlanta, Georgia “An Emerging Leader and the Creation of A New School: The Florida State Normal and Industrial School For Coloreds.”

October, 2007

Association for the Study of African American Life and History, Atlanta, Georgia “Florida State Normal and Industrial School for Coloreds: Thomas DeSalle Tucker and His Radical Approach to Black Higher Education.”

February, 2007

Keynote Speaker at Humes Middle School Black History Month Program, Humes Middle School, Memphis, Tennessee

October, 2006

Black Student Association “N” Word Symposium, the University of Memphis, Memphis, Tennessee
Panelist

September, 2006

Tennessee Conference of Historians, Nashville, Tennessee “Wings Over Jordan”: The Legacy of William Jasper Hale Sr., Tennessee State Agriculture and Industrial University’s First President

April, 2004

Imhotep Conference, Tallahassee, Florida “FAMCee and the Gray Years.”

March, 2004

Bellemy Conference, Fort Valley, Georgia “Florida A&M College’s Third President William H.A. Howard and the Pitfalls of African American Educational Leadership Intent Upon Serving Too Many Masters.”

February, 2004

L.B. Brown Conference, Bartow, Florida “Nathan B. Young: Florida A&M College’s Second President and His Relationship with White Public Officials.”

Awards and Grants:

- 2016-2017 Florida A&M University Teacher of the Year
- November – 2015- 2016 --- Florida A&M University Leadership Academy
- August -2015 – Florida A&M University Innovative Teacher of the Year Nominee
- May-2014 – Florida A&M University Innovative Teacher of the Year Nominee
- July-2013 – NEH Summer Institute at Harvard University's Du Bois Institute on African-American Struggles for Freedom and Civil Rights (Harvard University)
- March-2011 – John Hope Franklin Research Grant (Duke University)

Dissertation and Thesis Committees

- Jeffery Sims, "J.R.E. Lee: a Black Educator in the Jim Crow Era" (Master's Thesis, Florida A&M University, 2012). **Committee Member.**
- Margenia A. Christian, "John H. Johnson: A Historical Study Of The Re-Education Of The 'Negro' In Adult Education Through The Selfethnic Liberatory Nature Of Magazines "(Doctorial Dissertation: Northern-Louis University, 2013). **Committee Member.**

Boards

- American Historical Association Tuning Project **(one of 60 Members)**
- American Historical Association Committee on Minority Historians **(2015-2018)**
- Leadership Tallahassee Board of Governors **(2014-Present)**
- Legal Aid Foundation **(2015-2018)**
- Friends of the Leon County Public Library **(2016-2017)**
- John G. Riley House Museum Chair **(2015)**
- Steele-Collins All Male Academy **(2010)**


Organization

- Alpha Phi Alpha Fraternity, Incorporated
- Leadership Florida Connect Class XI
- Leadership Tallahassee (Class 31)
- The Economic Club of Florida
- The Leadership Academy of North Florida
- Graduate Association for African American History (University of Memphis), Founding President 2005
- Phi Alpha Theta National History Honor Society
- Golden Key National Honor Society

- Omicron Delta Kappa National Leadership Honor Society
- Distinguished Young Gentlemen of America (Module Coordinator, 2012)
- Association for the Study of African American Life and History
- Organization of American Historians
- Southern Historical Association
- Southern Conference on African American Studies
- Florida A&M University Alumni Association
- University of Memphis Alumni Association
- Bethel M.B. Church, Tallahassee, Florida

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Sameer Kapileshwari		Date: 4/11/2018 2:56:24PM
Home Phone: (713) 742-3069	Work Phone: (850) 599X8033	Email: sakapileshwari@gmail.com
Occupation: SENIOR ADMINISTRATOR	Employer: FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY	
Preferred mailing location: Home Address		
Work Address: 2400 WAHNISH WAY, SUITE 100C		
City/State/Zip: TALLAHASSEE, FL 32307		
Home Address: 576 RHODEN COVE ROAD		
City/State/Zip: TALLAHASSEE, FL 32312		
Do you live in Leon County?	Yes	If yes, do you live within the City limits? No
Do you own property in Leon County?	Yes	If yes, is it located within the City limits? Yes
For how many years have you lived in and/or owned property in Leon County?		3 years
Are you currently serving on a County Advisory Committee?		No
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees?		No
If yes, on what Committee(s) are you a member?		
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p>		
Race: Asian	Sex: Male	Age: 45.00
Disabled? No	District: 3	
<p>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</p>		

PREVIOUS EXPERIENCE ON OTHER COMMITTEES:

1. BOARD OF DIRECTORS FOR THE SCHOOLS OF ARTS AND SCIENCES, TALLAHASSEE, FLORIDA (JULY 2015 – PRESENT)
2. REPRESENTED FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY BY SERVING ON TALLAHASSEE INTERNATIONAL AIRPORT TECHNICAL ADVISORY COMMITTEE FOR CITY OF TALLAHASSEE AND LEON COUNTY
3. COMMISSIONER ON BUILDING STANDARDS COMMISSION FOR CITY OF SUGAR LAND, SUGAR LAND, TEXAS (2009-2015)

EDUCATIONAL BACKGROUND:

1. MASTER OF SCIENCE IN MECHANICAL ENGINEERING, THE UNIVERSITY OF TEXAS AT AUSTIN, AUSTIN, TX (1997)
2. BACHELOR OF ENGINEERING IN MECHANICAL ENGINEERING, UNIVERSITY OF PUNE, PUNE, INDIA (1994)

SKILLS AND EXPERIENCE YOU COULD CONTRIBUTE TO A COMMITTEE:

EXPERIENCED LEADER WITH TECHNICAL AND BUSINESS TRAINING AND HAVING WORKED IN BOTH PRIVATE AND PUBLIC SECTORS (SEE RESUME FOR DETAILS).

PROFESSIONAL LICENSES AND/OR DESIGNATIONS:

1. LICENSED PROFESSIONAL ENGINEER P.E. IN STATE OF TEXAS (2002-PRESENT)
2. U.S. GREEN BUILDING COUNCIL LEED ACCREDITED PROFESSIONAL (SINCE 2005)
3. CERTIFIED FACILITIES MANAGEMENT PROFESSIONAL (FMP) - INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION (IFMA) (SINCE 2013)
4. CERTIFIED SUSTAINABILITY FACILITY PROFESSIONAL (SFP) - INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION (IFMA) (SINCE 2013)
5. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) SAFETY CERTIFICATION (2014)
6. U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA) CERTIFIED LIGHTING SURVEYOR ALLY (1997)
7. COMPLETED COURSES IN FEMA'S NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS)

REASONS FOR YOUR CHOICE OF THE COMMITTEE:

WITH MY TRAINING AND LEADERSHIP EXPERIENCE IN ALL ASPECTS OF ENGINEERING, FACILITIES MANAGEMENT, AND CONSTRUCTION, I BELIEVE I CAN POSITIVELY CONTRIBUTE DIRECTLY TO BOTH THESE COMMITTEES.

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

Name: MELISSA HOPKINS Telephone: 618-980-0248
Address: 4 SIGNAL HILL BLVD., BELLEVILLE, IL 62223

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: Sameer Kapileshwari

This application was electronically sent: 4/11/2018 2:56:24PM

Sameer Kapileshwari, P.E. LEED AP FMP SFP

576 Rhoden Cove Rd., Tallahassee, FL 32312

Phone: (713) 742-3069

E-mail: sakapileshwari@gmail.com

Summary of Qualifications

A dynamic leader who pursues broad visions and responsible stewardship with the attention to detail needed to fulfill them. Values and develops teams through staff engagement and creates loyalty, developing a better team to respond and collaborate with stakeholders to create a responsible, efficient, and more sustainable University. Keeping institutional budgets and priorities in focus, makes independent and responsible financial decisions while providing financial acumen to develop and execute design, construction, and operational budgets. Experienced in all areas of facilities, considering multiple processes and implications to improve planning, construction, and operations.

Professional Experience

Florida A&M University

Associate Vice President Facilities, Planning, Construction, and Safety February 2015 - Present

Serving on University's leadership team as a Chief Facilities Officer to provide strategic leadership for implementation of policies and procedures supporting the university's academic and research mission and programs, through the service functions of Facilities Planning and Construction, Plant Operations and Maintenance, Venue Management, Environmental Health and Safety, and Business Affairs. Responsible for all capital and renovation project management, planning, utilities, facilities operations, maintenance, and safety of 450 acres of Tallahassee campus and all associated University component campuses and remote sites including 3800 acres in Brooksville, FAMU/FSU campus and Innovation Park, Orlando, Crestview, and leased sites in Tampa, Jacksonville, and Miami.

Demonstrated achievements included:

- Developed annually five year rolling Capital Improvement Plan (CIP) and updated university master plan based on collaboration with campus partners from academic, research, student affairs, alumni, student government, and operations team along with external stakeholders/host community partners
- Co-chaired University's strategic priority action plan sub-committee for Priority #2 - Excellent and Renowned Faculty, which included developing strategies and matrices for state-of-art facilities to support academic enterprise and research effectiveness. Also developed actions plans and matrices for University Strategic Plan Priority #1 – Exceptional Student Experience, Priority #4 – Transformative Alumni, Community, and Business Engagement, and Priority#6 – Outstanding Customer Service
- Successfully served as a lead writer for four standards receiving no findings during the University reaffirmation through Southern Association for Colleges and Schools Commission on Colleges (SACSCOC)
- Completed facility conditions audits and used the data to develop 5-10 year capital plans for addressing the deferred maintenance, infrastructure challenges, and programmatic needs
- Programmed and developed comprehensive plan for housing facilities, living-learning communities, and dining, a \$140M program with focus on new construction, deferred maintenance, decommissioning/demolition of facilities, and restructuring of existing debts, through U.S. Department of Education's capital financing program
- Developed plans for university's Public-Private-Partnership (P3) for housing, mixed use, retail town center, parking, and athletic programs in compliance with the State of Florida guidelines

Sameer Kapileshwari, P.E. LEED AP

- Successfully implemented performance contracting programs to address infrastructure and deferred maintenance needs, while addressing sustainability, energy conservation, and resilience needs – saving the University over \$1.5M yearly and enhancing indoor environment
- Established University safety committee and safety recognition programs to create safety culture, provide accident investigations, and identify and address eminent safety concerns
- Reduced total injuries by 32% within last three fiscal years. Decreased fire code violations by 44% during the same period. Enhanced accessibility and ADA compliance by mitigating over 1400 sidewalk trip hazards. These hazards were addressed using an innovative repairs and cutting approach in lieu of conventional methods, thereby saving over \$600K (80% cost avoidance)
- Recognized by Florida Department of Risk Management services for Safety and Loss Prevention program
- Oversaw project activities for all capital and minor construction and development projects including new Housing Development, Center for Access and Student Success building, new College of Pharmacy building, College of Engineering renovation, Allied health simulation lab, classroom technologies, etc.
- Established Facilities Use Committee for events management, Campus Facilities space planning, master planning steering committees for campus stakeholder engagement, fiscal oversight, transparency, and shared governance
- Demonstrated strong knowledge and understanding of property acquisitions, disposal, space planning, re-adaptation, flex space to meet current and future needs of the institution
- Developed several operational programs (i.e. building inspections, planned maintenance events, trainings, vehicle pooling) to incorporate technology and enhance effectiveness, and efficiencies
- Collaborated to win the Home Depot grant to build hands on outdoor learning eco-classroom and lab. Applied for Historic Preservation Grants through National Parks Services and Florida Bureau of Historic Preservation
- Serving as an ex-officio member and regular participant in the Faculty Senate, Strategic Planning team, Sustainability Advisory council, and Enterprise Compliance and Audit committee, and Diversity and Inclusion team
- Developed internship programs to enhance student-learning opportunities and outcomes through hands on practical experience in business, operations, and construction. Regular speaker and presenter in Business and Facilities Management academic programs
- Regular participant in lobbying federal and state legislators on behalf of University needs
- Developed strategic partnerships with City, County, host agencies, and community to enhance planning efforts, share information, and leverage resources during planning, implementation, and emergencies
- Coordinated University emergency preparation and response during and following recent Hurricane Michael, Irma, and Hermine while leveraging resources and collaborating with State and local emergency management centers, first responders, and national guards
- Established relations for ongoing collaboration with Florida Board of Governors, State of Florida Division of Bond Finance, and the State University System partners

University of Houston

Interim Executive Director June 2013–October 2014/**Sr. Director Facilities Management** Jan 2007 – April 2015

Sameer Kapileshwari, P.E. LEED AP

Strategic and operational leadership of the university's physical environment including master planning, project management, custodial, maintenance, grounds, technical trades, skilled trades, utilities, central plant operations, energy management, sustainability, labor and central services.

Responsible for project management and facilities operations for 600-acre main campus in Houston that includes over 125 buildings, 12M GSF, and 450 employees, during UH's transition to Tier One status.

Responsible for oversight of the component campuses including Texas Medical Center, Downtown, Clearlake, Sugar Land, Cinco Ranch, and Victoria.

Demonstrated achievements included:

- Led utility master planning efforts and facility condition audits, results of which were used in development of 5-year rolling Capital plans
- Developed 1st consolidated deferred maintenance plan for the university
- Advanced and implemented a 7-step integrated project delivery program for minor and planned projects
- Directed \$45M central plant expansion since conception, including acquiring \$150K grant for first installation of solar panels on campus
- Through smooth and continual communications, restructured and centralized five distinct facilities groups within a period of 12 months, into one high performing cohesive team with common goals and objectives while valuing team diversity
- Selectively contracted custodial services for auxiliary areas without layoffs, creating reassignments and career advancement opportunities for 55 FTEs
- Increased campus stakeholder engagements by creating successful collaboration programs to address emergency, compliance, service, and sustainability initiatives
- Founding member of the Sustainability task force, initiated and established UH's energy and sustainability long-term plans and benchmarks using the triple bottom line focus on social, environmental, and economy
- Retro commissioned over 3M GSF and reduced energy utilization index over 25% (2005 base year to 2014). Also commissioned all new lab, classroom, and residence life buildings. Recovered \$1.35M in gas overcharges
- Leader when UH named to Profascinate's Most Beautiful Campus list and earned the Keep Houston Beautiful Mayor's Proud Partner Award

University of Houston System, Facilities Planning and Construction

Sr. Project Manager & UH System Engineer

Apr 2002 – Jan 2007

Provided management of new and renovation projects including planning, programming, scheduling, budget development, procurement of design and construction service, construction management, commissioning, activation, training, and transition. Design, technical submittal, and construction review of all capital projects over \$2M to excess of \$100M.

Demonstrated achievements included:

- Provided the only in-house engineering support for 6 campuses
- Developed and maintained technical, utility, energy, and sustainability sections of campus design guidelines and master specifications
- Tear down silos and build bridges to collaborate with all areas within the University to accomplish strategic initiatives of the institution
- Started in house retro commissioning program and enrolled University in local utility sponsored energy and demand management programs thereby saving the university over \$3M in annual

Sameer Kapileshwari, P.E. LEED AP

utility expenses/cost avoidance

- Secured over \$900,000 in grants for energy conservation and sustainability programs
- Coordinated utility components of the master plan for UH Main campus and developed long term strategies for infrastructure needs while keeping the host community engaged

ACR Engineering Inc., Engineer

June 1997 – Apr 2002

Designed and consulted for building MEP and HVAC systems including estimating project cost, preparing construction documents, assisting in bid evaluations, construction administration, commissioning, and training supervision.

Demonstrated achievements included:

- Designed and analyzed building and campus MEP and HVAC systems for school districts, community colleges, city, county, and state facilities
- Conducted energy/lighting audits and analyses for evaluation of energy conservation measures and potential for renewable energy use for federal facilities using Federal Energy Management Plan guidelines and Building Life Cycle Costing methods

J.J.P.R.C., The University of Texas at Austin

Graduate Researcher

Sept.1995 - Aug. 1997

Served as a research assistant in Center for Energy Studies – Building Energy systems division.

Demonstrated achievements included:

- Developed a statistical model to represent energy use characteristics in State of Texas Office buildings. This involved gathering and analyzing building energy use data on daily, monthly, and annual levels
- Developed and maintained State Agency Natural Resource End-Use Database (SANRED). This involved gathering monthly electric, gas, water and other fuel use and cost data for all State of Texas Owned facilities
- Developed a revised version of Texas Renewable Energy Evaluation Software (TREES)

Kirloskar Pneumatic Company Ltd., Pune, India, R&D Engineer

June 1994 - July 1995

Provided engineering design of mobile and stationary refrigeration and air conditioning systems.

Designed mobile refrigeration units for transportation vehicles. Provided equipment selection for all components involved in refrigeration and air-conditioning systems.

Education

Master of Science in Mechanical Engineering, **The University of Texas at Austin, Austin, TX** 1997

Bachelor of Engineering in Mechanical Engineering, **University of Pune, Pune, India** 1994

Licenses and Training

Licensed Professional Engineer P.E. in State of Texas

U.S. Green Building Council LEED Accredited Professional

Certified Facilities Management Professional (FMP) - International Facilities Management Association (IFMA)

Sameer Kapileshwari, P.E. LEED AP

Certified Sustainability Facility Professional (SFP) - International Facilities Management Association (IFMA)

Occupational Safety and Health Administration (OSHA) Safety certification

U. S. Environmental Protection Agency (EPA) certified lighting surveyor ally

Completed courses in FEMA's National Incident Management Systems (NIMS)

Completed courses in Business Law for Managers, Business Writing, Project Management, Accounting, Business Management Institute, and Executive Leadership

Presentations

- "Integrated Facilities Management", FEFPA, Boca Raton – July 2018
- "Grassroots approach to sustainability", Sustainable You, Tallahassee, FL – March 2016
- "Leadership – The facilities of tomorrow", IFMA World Workplace, Denver CO – October 2015
- "Project Delivery – A seven step process", IFMA World Workplace, Denver CO – October 2015
- "Sustainability – A collaborative transformation", Gulf Coast Green, Houston, TX – June 2014
- "Leadership – Innovation and collaboration in higher education facilities management", IFMA Facility Fusion conference, Washington DC -- April 2014
- "Sustainability makes financial sense", IFMA - FMCC (Facility Management Consultants Council) Webinar – February 2014
- "Sustainability makes financial sense", FMA Progressive Manufacturing and Sustainability Summit, San Antonio, TX – December 2013
- "Greening higher education facilities", Society for College and University Planners (SCUP) conference, Houston, TX – April 2010
- "Big Dreams Tight budgets", Gulf Coast Green conference, Houston, TX – April 2010,
- "Energy efficiency solutions for existing buildings", Clean air through energy efficiency (CATEE) conference, Houston, TX-- October 2009

Other

- Board of Directors for the Schools of Arts and Sciences, Tallahassee, Florida (2015 – 2018)
- Serving on Tallahassee International Airport technical advisory committee (2016 – Present)
- Serving on Tallahassee and Leon County Community Resilience
- Serving on Atlantic Coast Facilities Council for Sightlines
- Commissioner on Building Standards Commission for City of Sugar Land, Texas (2009-2015)
- Conducted an external review and administrative report in 2017 for Facilities Management division at the University of Missouri, St. Louis campus (UMSL)
- Consulted and developed a project delivery program for Washington University School of Medicine in St. Louis, MO
- University of Houston President's award recipient (2006) for energy conservation work



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mr. Andrew Stephen Kalel		Date: 6/12/2019 3:18:34 PM	
Home Address:	850 Capital Walk Drive 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:	(813) 240-7632	Do you own property in the Tallahassee City Limits?	Yes
Email:	askalel@outlook.com	How many years have you lived in Leon County?	8

(EMPLOYMENT INFORMATION)

Employer:	Office of Criminal Conflict	Work Address:	227 n bronough st Tallahassee, FL 32303
Occupation:	Public Information		
Work/Other Phone:	(850) 999-4655		

(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:	M	Age:	26
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Lisa Miller	Name:	Adam Preisser
Address:	449 Collinsford Road, Tallahassee, Florida, 32301	Address:	2420 Castletower Road. Tallahassee, Florida, 32301
Phone:	(850) 528-9229	Phone:	(850) 723-6433

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>	

(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*

[Members on this Authority must be resident of Leon County.](#)

[At least one member must be a trustee, director, officer or employee of an institution for higher education in Leon County.](#)

Are you a trustee, director, officer or employees of an institution for higher education? *No*

[Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mr. Andrew Stephen Kalel*

The application was electronically sent: 6/12/2019 3:18:34 PM

Qualifications

- Strong verbal and written communication skills with public speaking proficiency
- Experienced in networking and building relationships
- Proven leadership by supporting teams to exceed expectations
- Understanding of government, public policy and the legislative process
- Fully engaged at all times, works independently, assumes responsibility, uses good judgment and reason

Experience

State of Florida, Offices of Criminal Conflict & Civil Regional Counsel – October 2018 – present

- Legislative Affairs Director
 - Represent the Regional Counsels in front of both houses of the Florida Legislature
 - Maintain open lines of communication with members, and their staff, of the Florida Legislature
 - Work closely with committee staff within the Florida Legislature
 - Work with the Office of Policy & Budget within the Executive Office of the Governor
 - Develops policies and strategies required to clearly convey needs of the agencies
 - Secure funding appropriations that accurately answer the budget requests of the offices

Gallagher Bassett – October 2017 – October 2018

- Southeast Public Entity Relations
 - Maintain an active presence in the southeast through in person visits & conference attendance
 - Monitor state regulatory affairs that could affect the organization, current and future clients
 - Build relationships with local & state governments in the southeast to bolster business development
 - Develop a positive corporate image to all key stakeholders in government agencies

Shutts & Bowen LLP-January 2016-October 2017

- Project Manager
 - Manage public policy, research and external affairs projects for national clients
 - Track legislation that would affect firm's clients
 - Work closely with the Governor's Office, state agencies and the state judiciary
 - Represent the firm in client meetings and conferences
 - Liaison with key stakeholders to assist in gubernatorial appointment process

State of Florida-May 2012-December 2015

- Justice Administrative Commission
- Florida Department of the Lottery
- Florida Department of Law Enforcement

Education

The Florida State University-B.S. Applied Economics

- Internships in college
 - The Florida Sheriffs Association, Communications
 - Florida House of Representatives, Honorable Robert Schenck District 35
 - Security First Insurance Company Special Investigations Unit (Headquarters: Ormond Beach)

Affiliations, licenses and other Certifications

Certified Public Manager (CPM®)

Risk & Insurance Management Society – National External Affairs Committee

Florida Public Notary

Boy Scouts of America-Eagle Scout

Florida Department of Financial Services 0620 Claims Adjuster-All lines, W178773

**Leon County
Board of County Commissioners**

Notes for Agenda Item #30

Leon County Board of County Commissioners

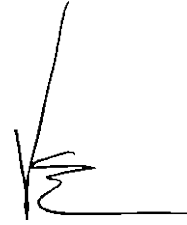
Agenda Item #30

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider a Proposed Resolution Adopting an Inventory List of County-Owned Properties Appropriate for Affordable Housing Parcels



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Shington Lamy, Director, Office of Human Services and Community Partnerships
Lead Staff/ Project Team:	Michael Battle, Real Estate Specialist Dan Rigo, Assistant County Attorney Matthew Wyman, Housing Services Manager

Statement of Issue:

Florida Statutes requires that counties prepare an inventory of county-owned real property that is appropriate for use as affordable housing and following a public hearing, to adopt a Resolution that includes the inventory list of Affordable Housing Parcels. The affordable housing parcels identified in the Resolution may then be offered for sale without the requirement of a published notice calling for bid, as provided in Statute.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the Resolution adopting an Inventory List of County-owned Property appropriate for use as Affordable Housing Parcels (Attachment #1).

Report and Discussion

Background:

Section 125.379, Florida Statutes, requires Florida counties to prepare an inventory, no less than every three years, of county-owned real property within its jurisdiction that is appropriate for use as affordable housing and, following a public hearing, to adopt a Resolution (Attachment #1) that includes an inventory list of such properties (“affordable housing parcels”). To keep the affordable housing list current, Leon County prepares this inventory annually.

The Board most recently adopted its inventory list of affordable housing parcels with the adoption of Resolution R18-23 at a public hearing on June 19, 2018. This item seeks to add 28 parcels to the affordable housing list, bringing the total number of lots available for affordable housing to 70. Once a lot is placed on the list, pursuant to the County’s Real Estate Policy, the Housing Finance Authority (HFA), Leon County Division of Housing Services and other community partners evaluate parcels for affordable housing opportunities, with proceeds from the sale of the lots being utilized by the HFA to support affordable housing programs. Last year 17 lots were sold and 1 lot was donated to Habit for Humanity. As discussed in a separate agenda item, pending Board approval, in the future these parcels will also be evaluated for development of affordable housing by the Community Land Trust.

Analysis:

As required by the County Real Estate Policy and Florida Statutes, a list of the County’s affordable housing parcels must be presented to the Board for review at a public hearing no less frequently than every three years. As a matter of practicality, and to ensure the list is current, an affordable housing list is presented to the Board annually. Upon the Board’s adoption of the Resolution containing the inventory list of Affordable Housing Parcels, the Policy provides a streamlined process for the sale of those parcels in accordance with the statutory guidelines.

In addition, as presented in a separate agenda item, in the future these lots may be considered for development by the Community Land Trust (CLT) to further promote affordable housing. The Housing Division will coordinate efforts to determine which of these affordable housing lots will be suitable for development by the Community Land Trust, thus providing the County another alternative to providing available land to assist with affordable housing.

Subsequent to approval of the affordable housing list, and without further Board action, the County Administrator may direct the Real Estate Division to proceed with the private sale or lease of any such Affordable Housing Parcel, requiring no published notice calling for bid. The sale or lease is subject to the Real Estate Policy’s appraisal report requirements and the County Administrator’s scope of authority.

The Real Estate Policy further provides that the Housing Finance Authority of Leon County (HFA) has the right of first refusal to cooperate with the County in the sale or lease of the County’s affordable housing parcels by contributing to the County’s costs associated with preparing the affordable housing parcels for sale or lease. In exchange, the net sale proceeds remaining after

deducting the County's direct costs, are paid to the HFA for affordable housing programs and services. In addition, the sale or lease is subject to the following limitations:

- The proceeds must be used to purchase real estate for the development of affordable housing or to increase the County's fund earmarked for affordable housing;
- The sale or lease may proceed with a restriction that requires the development of such affordable housing parcel as permanent affordable housing;
- The property may be donated to a nonprofit housing organization for the construction of permanent affordable housing; or
- Alternatively, the affordable housing parcel may be made available by the County for use in the production and preservation of permanent affordable housing, including, but not limited to, the lease of such affordable housing parcel pursuant to any of the County's affordable housing programs.

Attachment #1 (Exhibit A) shows the current list of affordable housing parcels and related maps. Attachment #1 (Exhibit B) shows the 28 new parcels recommended for affordable housing, and the related location maps. The addition of these 28 lots will bring the total County inventory of land available for affordable housing to 70 lots.

Upon approval of the additions to the list and pursuant to the County's Real Estate Policy, the Housing Finance Authority (HFA), Leon County Division of Housing Services and other community partners will evaluate the parcels for affordable housing opportunities, with any proceeds from the sale of the lots being utilized by the HFA to support affordable housing programs. As discussed in a separate agenda item, pending Board approval, in the future these parcels will also now be evaluated for development of affordable housing by the Community Land Trust which provides the County an additional approach to increase the affordable housing stock in the community.

The Public Hearing has been publicly noticed consistent with the requirements of Florida Statutes (Attachment #2).

Options:

1. Conduct the first and only public hearing and adopt the Resolution adopting an Inventory List of County-owned Property appropriate for use as Affordable Housing Parcels (Attachment #1).
2. Do not adopt the Resolution adopting an Inventory List of County-owned Property appropriate for use as Affordable Housing Parcels.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution adopting an Inventory List of County-owned Affordable Housing Parcels
2. Notice of Public Hearing

RESOLUTION NO. R19 - _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA ADOPTING AN INVENTORY LIST OF COUNTY PROPERTY APPROPRIATE FOR USE AS AFFORDABLE HOUSING PURSUANT TO FLA. STAT. §125.379.

WHEREAS, pursuant to Section 125.379, Florida Statutes, the County must prepare an inventory list no less frequently than every three years of all its real property owned in fee simple that is appropriate for use as affordable housing, including the address and legal description of each such property and whether it is vacant or improved; and

WHEREAS, the Leon County Board of County Commissioners (the “Board”) must review such inventory list at a public hearing and may revise it at the conclusion of the public hearing; and

WHEREAS, the Board most recently held such a public hearing on June 19, 2018, after which it adopted Resolution R18 -23 which added an additional 30 properties deemed to be appropriate for use as affordable housing (“Affordable Housing Parcels”); and

WHEREAS, adding the remaining 26 Affordable Housing Parcels from the June 2016 inventory list brings the number of Affordable Housing properties as of June 19, 2018 to 56, which are collectively compiled into Exhibit “A” attached hereto; and

WHEREAS, transactions have taken place since June 19, 2018 has reduced the list to 42 properties, 9 parcels have sold, 2 parcels are under contract to be sold, 2 parcels have been conveyed via a Settlement, and 1 parcel donated to Habitat for Humanity. These properties have

been disposed of by sale or donation to benefit the County's affordable housing activities consistent with the statutory requirements and guidelines; and

WHEREAS, an inventory list of 28 additional properties, as shown in Exhibit "B" attached hereto, which have since been added to the County's inventory and were reviewed and determined to be Affordable Housing Parcels, has been prepared for presentation to the Board for its review at a public hearing at the regularly scheduled Board meeting on July 9, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 9th day of July, 2019, that, pursuant to Section 125.379, Florida Statutes, the Board having reviewed at a public hearing the inventory lists attached hereto as Exhibit "A" and Exhibit "B" (collectively the "Affordable Housing Property List"), which includes all County properties owned in fee simple that have been reviewed and determined to be Affordable Housing Parcels, and the Board having considered any and all comments of those in attendance at such public hearing and having made such revisions as deemed appropriate, the Board hereby adopts the Affordable Housing Property List and hereby directs that the properties on such list be disposed of in accordance with Section 125.379, Florida Statutes.

Passed and adopted on this _____ day of July 2019.

LEON COUNTY, FLORIDA

BY: _____
Jimbo Jackson, 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

Exhibit "A"
Current Affordable Housing Parcels Remaining from List Approved June 2018
as of July 9, 2019

Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
1	1118 CLAY ST	212635 T0100	GRIFFIN COL HTS ADD 2 LOT 10 BLOCK T DB 229/299	No Buildings	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
2	ABRAHAM ST	212635 V0100	GRIFFIN COLLEGE HEIGHTS 2ND ADD LOT 10 BLOCK V OR 883/1583	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2, Single Family Detached Residential
3	Calloway St	212664 L0080	SPRING VALLEY LOT 8 BLOCK L OR 536/158 1365/1571 1369/861	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP-2 Residential Preservation-2
4	Calloway St	212664 L0090	SPRING VALLEY LOT 9 BLOCK L OR 536/158 1369/861	No Buildings	Escheated to County due to delinquent Taxes - Use; 0000 - VACANT Residential Zoned; RP-2 Residential Preservation-2
5	VOLUSIA ST	212664 O0030	SPRING VALLEY LOT 3 BLOCK O DB 130/157 #83-173PR #2002-CP-72	No Buildings	Affordable Housing parcel 6 - Purchased from LOLA
6	JOE LOUIS ST	212664 P0030	SPRING VALLEY LOT 3 BLOCK P DB 144/401	No Buildings	Affordable Housing parcel 7 - Purchased from LOLA; Designated AH by LCBoCC 07/2013; Use: 0000 - VACANT RESIDENTIAL; Zoned: RP-2 Residential Preservation-2
7	407 SHORELINE DR	311880 H0120	LAKEWOOD UNIT 5 LOT 12 BLOCK H OR 938/1561 2001/1294 2358/508	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2, Single Family Detached Residential
8	OLD WOODVILLE RD	331781 A0003	WIGGINS ADDITION EAST W 289 FT OF S 1/2 OF LOT A OR 294/471	No Buildings	Escheated to County; 0000 - VACANT RESIDENTIAL; Zoned RP-1, Single Family Detached Residential; T Heiker, parcels off Old Woodville Road and T and T Road next to Ace Hardware pond and at low elevation for the area, septic tanks may be a problem.
9	T AND T RD	331781 A0004	WIGGINS ADDITION EAST E 200 FT OF S 1/2 OF LOT A OR 164/88	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-1, Single Family Detached Residential
10	836 OSCEOLA ST	410127 J0071	BOND SOUTH E 1/2 OF LOTS 7 & 8 BLOCK J OR 938/423 1476/1502	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
11	Flipper St & Palm Beach St	410127 O0070	BOND SOUTH LOT 7 BLOCK O DB 131/432 1768/2079 A M REDDICK-94-617PR	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP-2 - Residential Preservation 2
12	HOLMES ST	410270 A0100	HUTCHINSON HTS LOT 10 BLOCK A DB 169/67 233/187 1939/2023W 96-632PR 2190/1927	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned RP-1 Residential Preservation: Vacant
13	Orange Ave W	411155 E0020	LIBERTY PARK LOT 2 BLOCK E OR 1684/341	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:

Exhibit "A"
Current Affordable Housing Parcels Remaining from List Approved June 2018
as of July 9, 2019

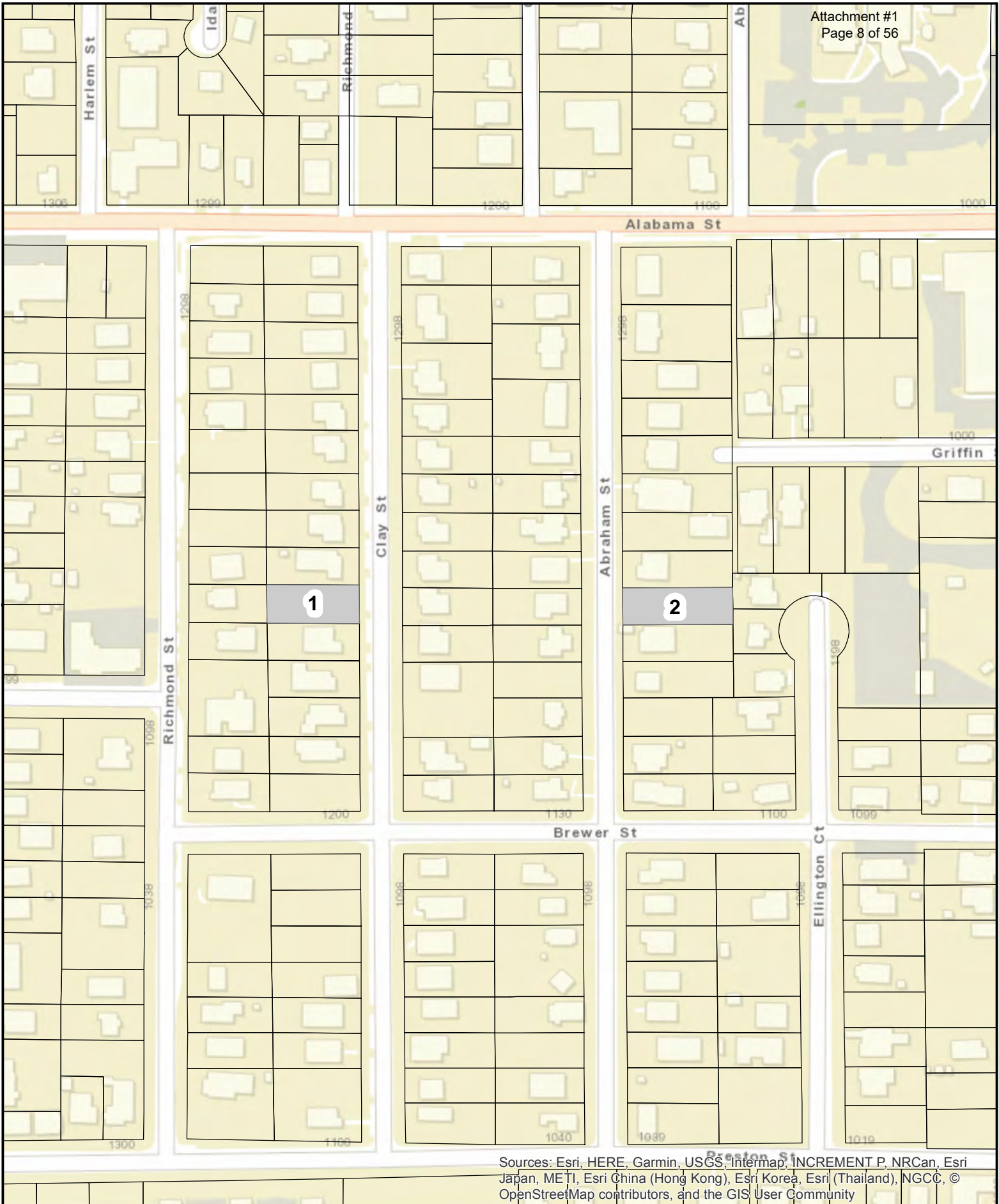
Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
14	2277 SAXON ST	411180 A0120	PINE HILL LOTS 12 & 13 BLOCK A OR 1518/315	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
15	413 GREAT LAKES ST	411316 F0060	PINE RIDGE MOBILE HOME ESTATES LOT 6 BLOCK F OR 1233/366 2111/2027 2146/2178	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT Residential; Zoned MULTIP; MULTIPLE ZONING DESIGNATIONS: Vacant
16	3543 Sundown Rd	411480 C0190	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 19 BLOCK C OR 1202/1560 2497/989	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned MH - Mobile Home Park: contains 1 mobile home, 924 base SF + 186 aux SF
17	823 SUNDOWN LN	411480 D0100	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 10 BLOCK D OR 1255/1406 2026/1326	No Buildings	Escheated to County due too delinquent Taxes - Zoned MH - Mobile Home Park
18	3548 SUNDOWN RD	411480 E0130	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 13 BLOCK E OR 1249/1176 1300/246 1303/1123 OR 1418/81 2318/2340	No Buildings	Escheated to County due too delinquent Taxes - Zoned MH - Mobile Home Park
19	4704 ORCHID DR	412330 F0110	CAPITAL CITY ESTATE UNIT 3 LOTS 11 & 12 BLOCK F OR 1810/855	Residential	FAMILY RESIDENTIAL; Zoned RP; contains 1 RESIDENCE, 803 base SF + 266 Aux SF; T Heiker, has a closed contour on rear of the lot which may hold water, should be disclosed to avoid future complaints about standing water.
20	4046 MORGAN RD	412406 A0270	CROWN RIDGE ESTATES UNREC UNIT IV 24 1S 1W LOT 27 BLOCK A OR 1133/1914 # 94-9PR OR 1701/228 3351/1403 #05-CP-676	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
21	4006 MORGAN RD	412406 A0370	CROWN RIDGE ESTATES UNREC UNIT IV 24 1S 1W .33 A LOT 37 BLOCK A OR 1359/1091	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP - Residential Preservation; contains 1 mobile home, 960 base SF
22	SPRINGHAWK LOOP	470214 A0020	SPRINGHILL ACRES UNREC 2 2S 2W .55 AC LOT 2 BLOCK A OR 1428/1672	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MULTIP MULTIPLE ZONING DESIGNATIONS
23	Lester Hackley Rd	1116200930000	16 1N 1E 1.00 A IN NW 1/4 OF NE 1/4 DB 252/146 OR 44/541 1577/40 OR 1634/1768	No Buildings	Affordable Housing parcel 2 - Purchased off of LOLA - Questionable Ingress & Egress from a public ROW; Designated AH by LCBoCC 07/2013; Use: 0000 - VACANT RESIDENTIAL; Zoned: R-3 Single Detached, Attached and Two Family Residential
24	851 FOOTMAN LN	1225204150000	25 1N 2E 3.01 A IN E 1/2 OF E 1/2 OF SE 1/4 OR 962/2081 1969/1675	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R - Rural: contains 1 Mobile Home containing 854 base SF & 0 aux SF
25	CLAY ST	2126200570000	26 1N 1W .15 A IN SW 1/4 OF NE 1/4 DB 131/511 96-212PR 1889/1424W OR 1889/1429 1893/1283 1897/465	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
26	IDAHO ST	2126202140000	26 1N 1W .14 A IN SE 1/4 OF NW 1/4 OR 254/605 1102/1748	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2:
27	1017 DOVER ST	2126204960000	26 1N 1W .24 A IN SW 1/4 OF SE 1/4 DB 62/495 144/287 OR 581/464	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP2 - Residential Preservation

Exhibit "A"
Current Affordable Housing Parcels Remaining from List Approved June 2018
as of July 9, 2019

Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
28	Red Arrow Rd	3107203070000	7 1S 1E .114 A IN SE 1/4 OF NW 1/4 OR 1380/302	No Buildings	Escheated to County due too delinquent Taxes - Zoned RP - Residential Preservation
29	10715 TEBO TRL	3321206520000	21 2S 1E 2 A IN E 1/2 OF SW 1/4 OR 876/312 1299/824	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP - Residential Preservation: contains 1 residential home, 960 base SF + 96 aux SF
30	5017 DUST BOWL LN	4123207000000	23 1S 1W .267 AC IN N 1/2 OF N 1/2 OF NE 1/4 LOT 7 PER DEED & UNREC SURVEY OR 1417/627 1927/1365 2363/2363	No Buildings	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R-5 Manufactured Home and Single Family Residential
31	767 Goshawk Way	4124206050000	24 1S 1W .55 A IN SE 1/4 OF SW 1/4 OR 507/242	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned M-1 - Light Industria: contains 1 mobile home, 720 base SF + 116 aux SF
32	MOSS COVE LN	4124550000200	OAK CREST LOTS 20 & 21 OR 880/64	No Buildings	Escheated to County due too delinquent Taxes - Zoned R-5 - Manufactured Home and Single Family Residential
33	OAK CREST BLVD	4124550000540	OAK CREST LOTS 54 55 DB 72/205	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
34	209 OAK CREST BLVD	4124550000640	OAK CREST LOT 64 DB 123/47 OR 655/123	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
35	OAK CREST BLVD	4124550000750	OAK CREST LOT 75 DB 118/111 207/351 PR# 4476 OR 2709/975 PR# 76-172 PR# 6675 PR# 89-105 (WILL) OPR 191/404 PR# 77-46	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBocC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Residential
36	OAK CREST BLVD	4124550000760	OAK CREST LOT 76 DB 207/351 1412/1059	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBocC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Resid
37	HAZELWOOD RD	4124550001310	OAK CREST LOT 131 132 DB 105/234	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
38	HAZELWOOD RD	4124550001440	OAK CREST LOT 144 DB 207/351	No Buildings	03/2013-Escheated due too delinquent taxes; Undevelopable due to size and being located in a subdiv w/o County or City maintained rds; Designated AH by LCBocC 07/2013; Use: 0000 - VACANT RESID; Zoned: R-5 Manufactured Home & Single Family Resid

Exhibit "A"
Current Affordable Housing Parcels Remaining from List Approved June 2018
as of July 9, 2019

Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
39	HAZELWOOD RD	4124550001680	OAK CREST LOTS 168 & 169 DB 128/8	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5, Manufactured Home and Single Family Residential
40	LUTHER HALL RD	4307030010010	UNREC PLAT BARFIELD PROP 7 1S 3W .37 A LOT 1 TRACT 1 OR 1858/115 1955/2064	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned LT; Comments T Heiker, is too small and too near a stream to place a septic tank. This site should not be developed.
41	BLOUNTSTOWN HWY	4.30821E+12	8 1S 3W .47 AC IN NE 1/4 OF SW 1/4 OR 1637/1620 1838/2289	No Buildings	Escheated to County due too delinquent Taxes - Zoned LT - Lake Talquin Recreational Urban Fringe Protection
42	9740 HERON ST	4615140000140	SPRING DRIVE ESTATES UNRECORDED LOT 14 OR 1394/516 1788/1899 2206/864 OR 2220/1662	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned UF, Urban Fringe; T Heiker, access roads to the parcel have a history of flooding (intersection of Snail and Limpkin).



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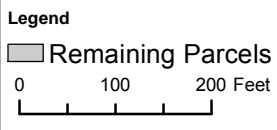
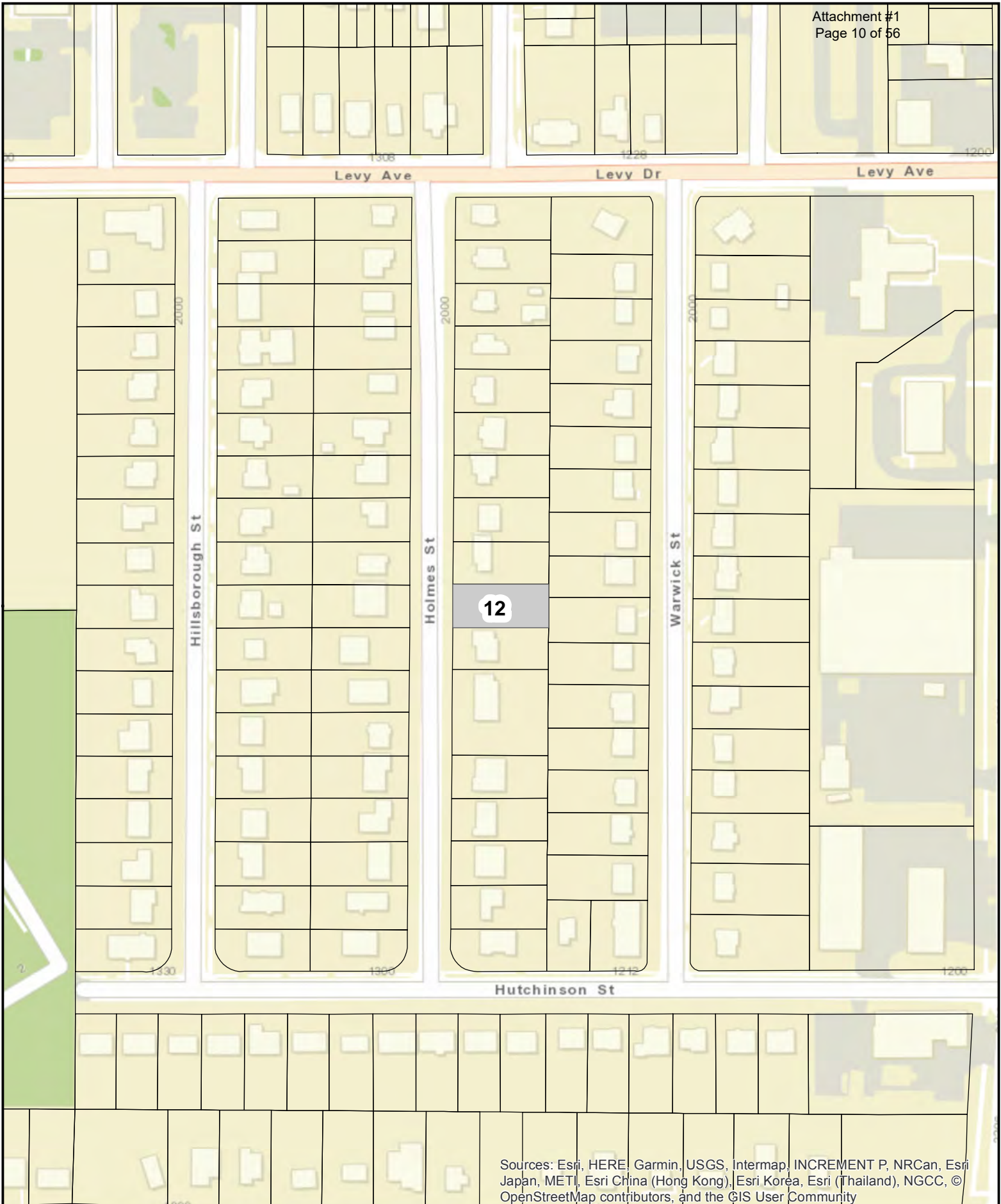


Exhibit "A"

Remaining Affordable Housing from List
Approved June 2018
Parcels 1 and 2

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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 do not assume responsibility for any use of the information contained herein or any loss resulting therefrom.



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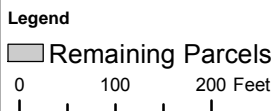


Exhibit "A"

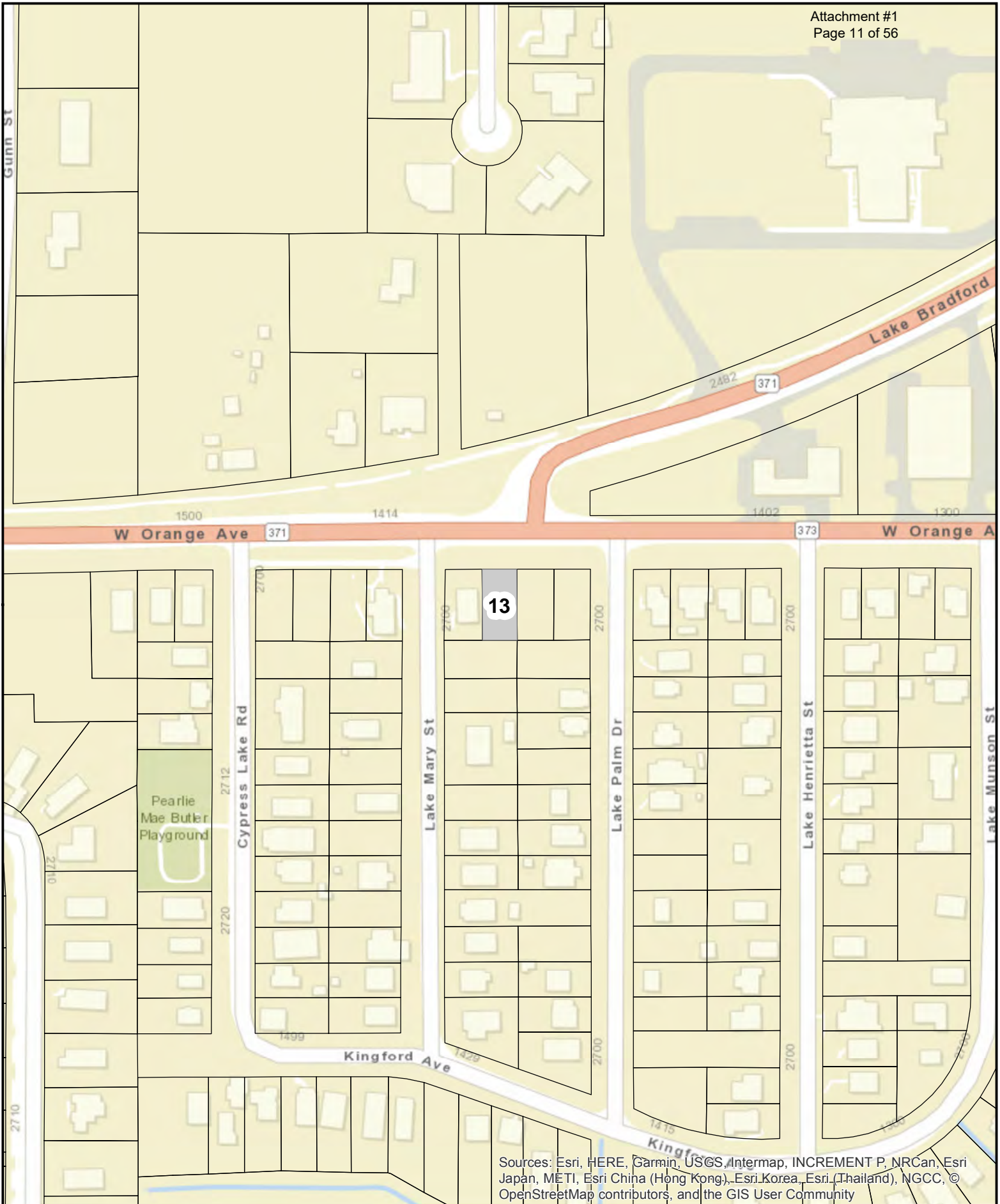
Remaining Affordable Housing from List

Approved June 2018

Parcels 12

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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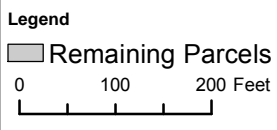


Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcels 13

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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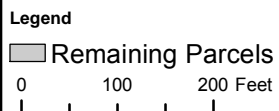
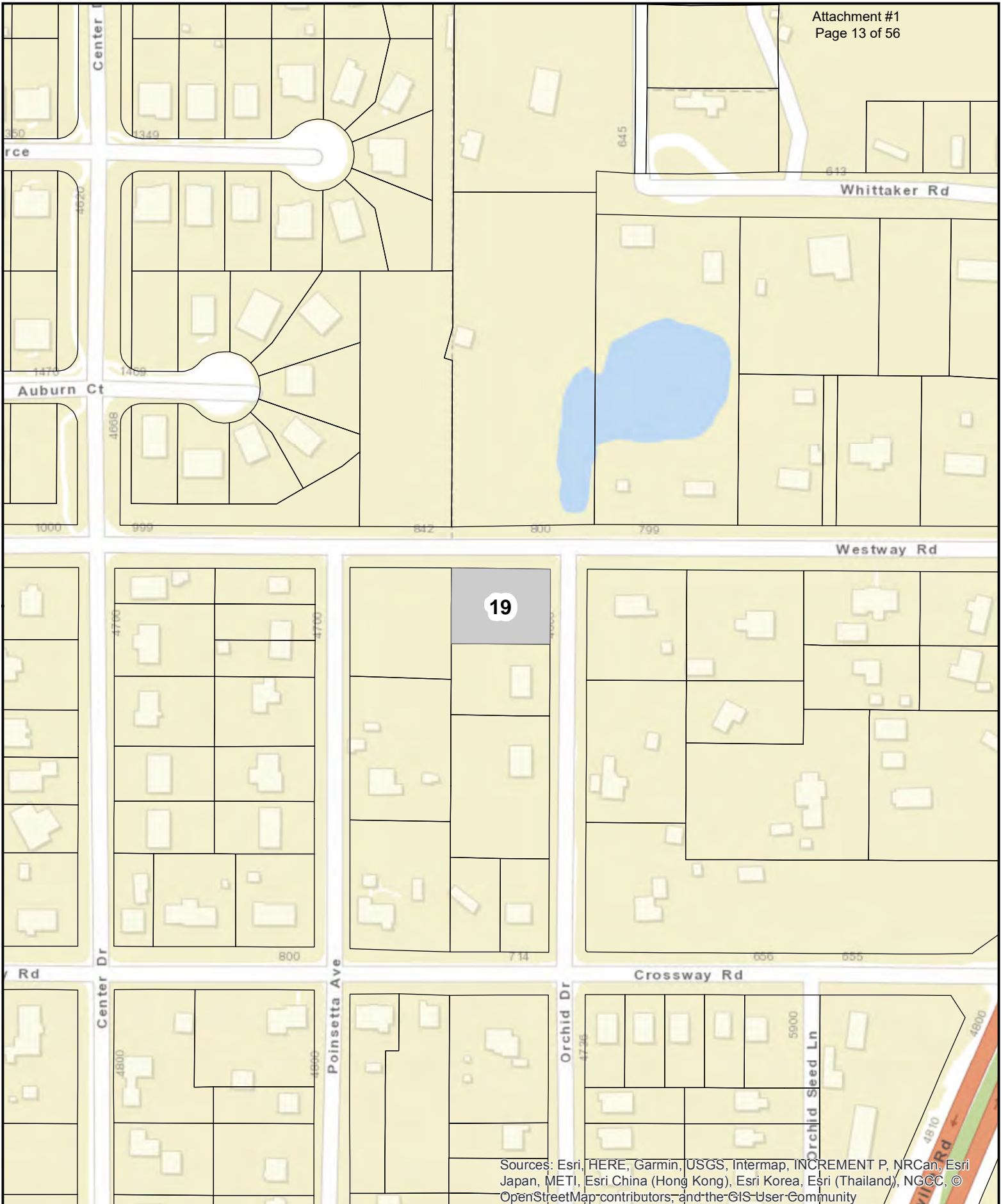


Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcels 14


Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend

 Remaining Parcels

0 100 200 Feet


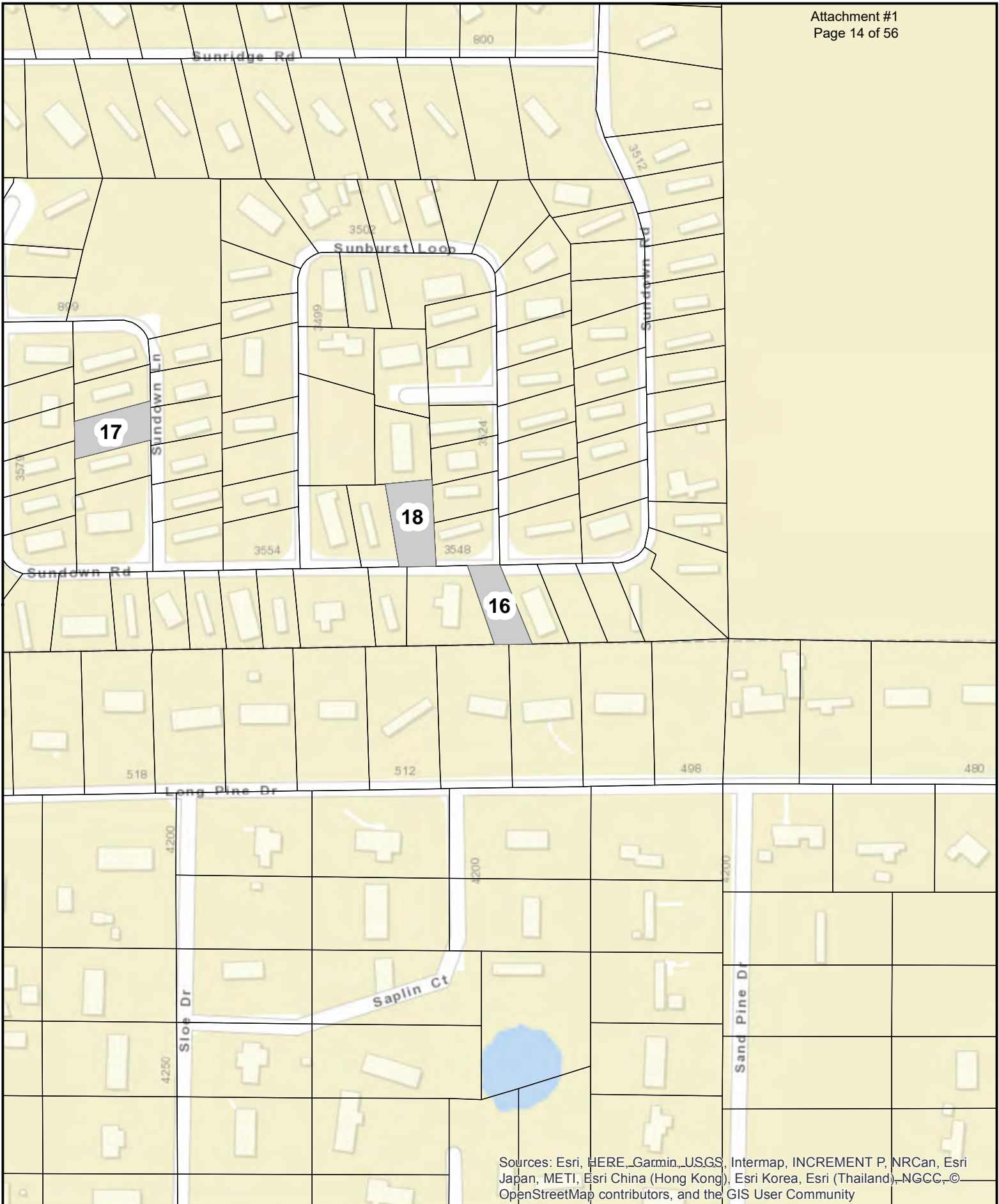


Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcel 19

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

Disclaimer:
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Legend

■ Remaining Parcels

0 100 200 Feet


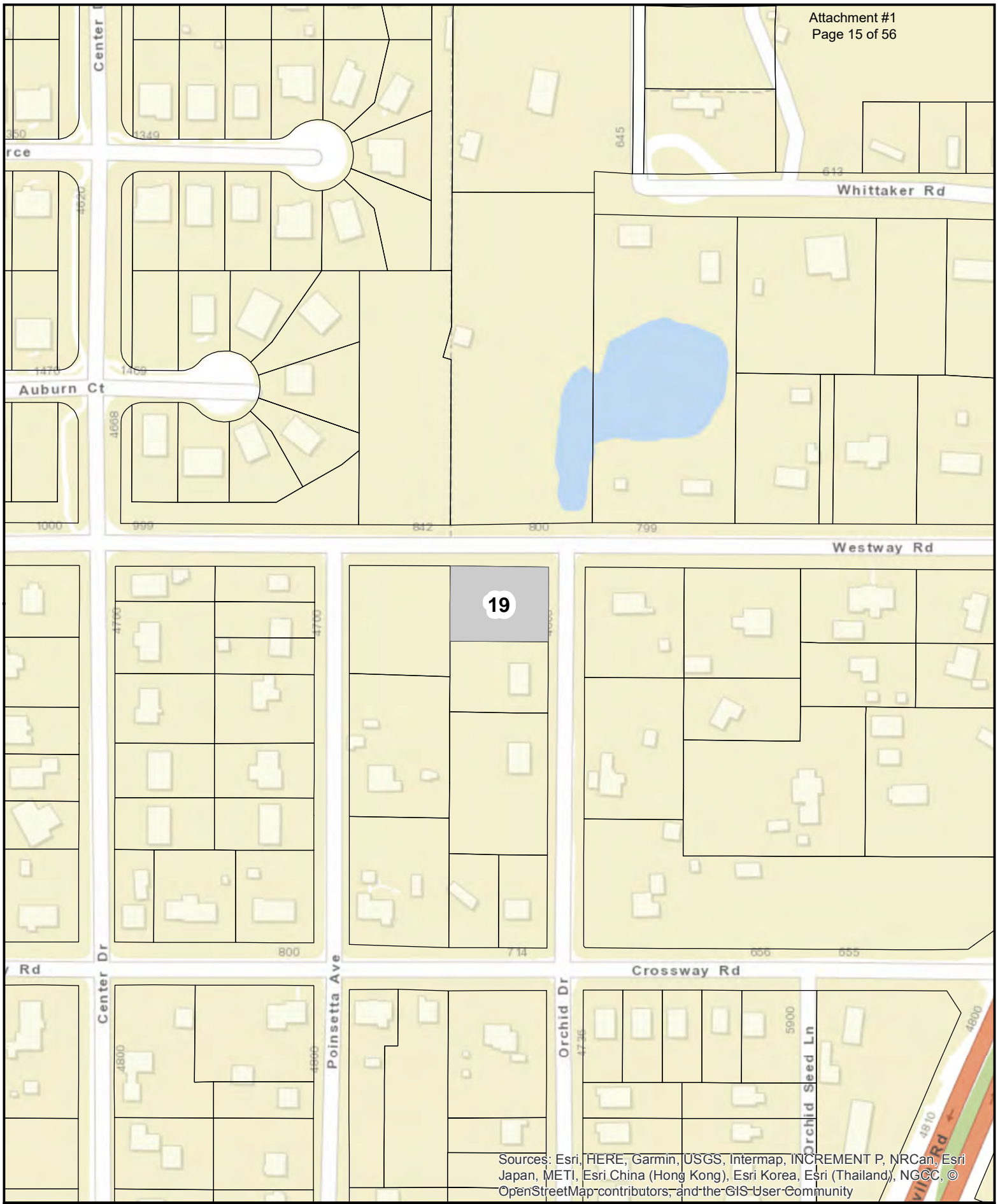


Exhibit "A" Remaining Affordable Housing from List

Approved June 2018
Parcels 16, 17 and 18

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend

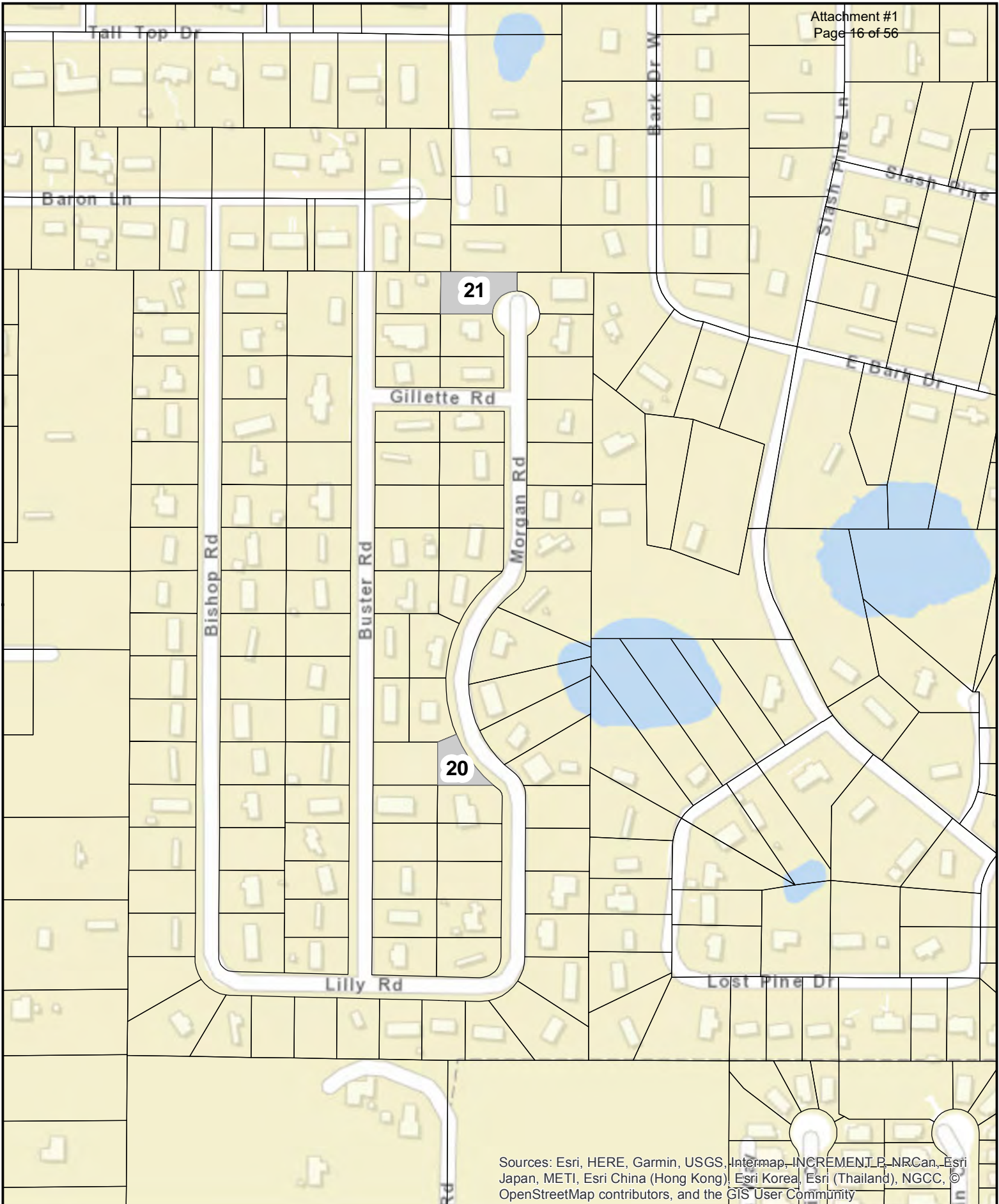
Remaining Parcels

0 100 200 Feet

Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcel 19

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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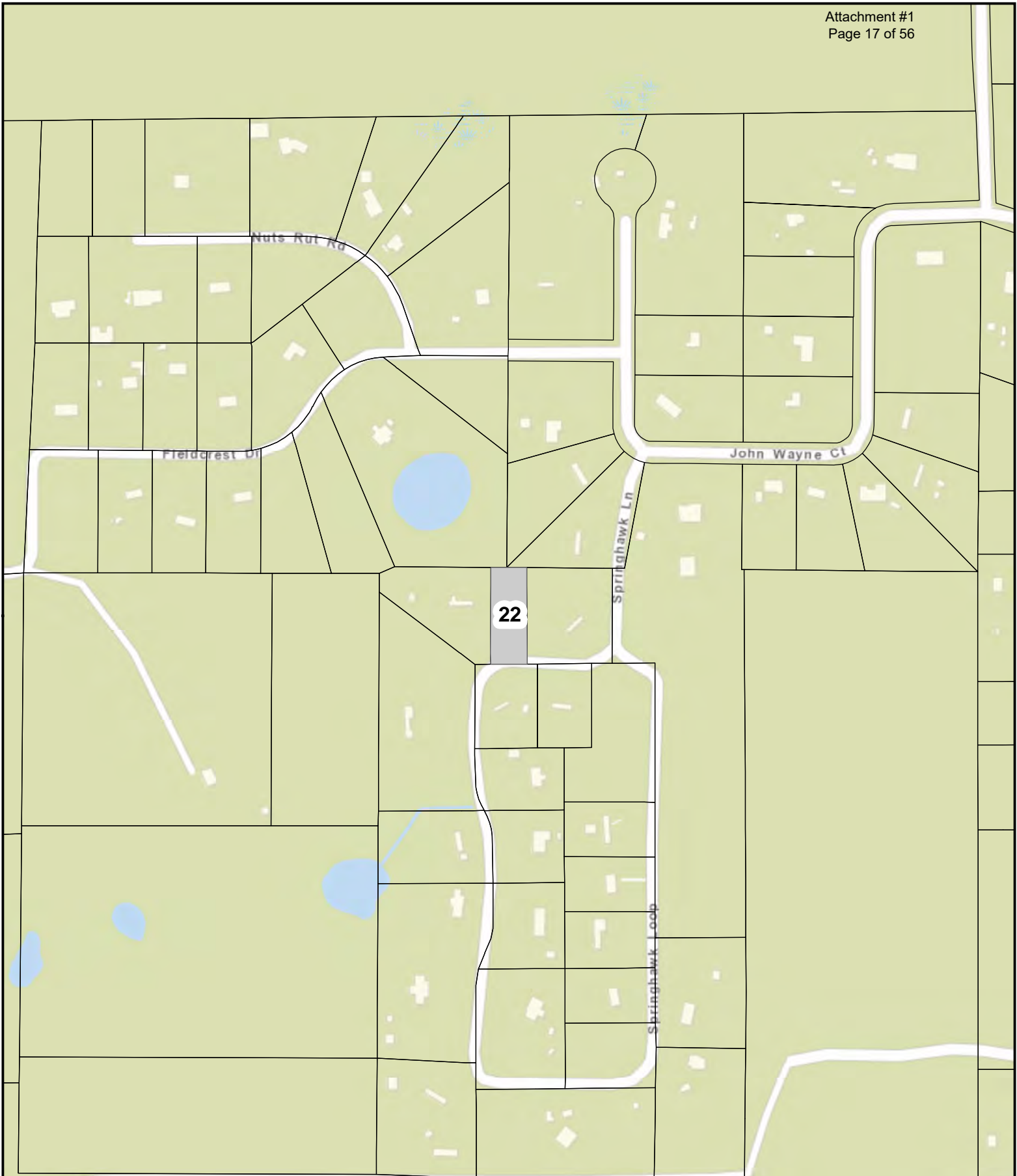


Exhibit "A"

Remaining Affordable Housing from List Approved June 2018 Parcels 20 and 21

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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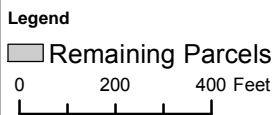


Exhibit "A"

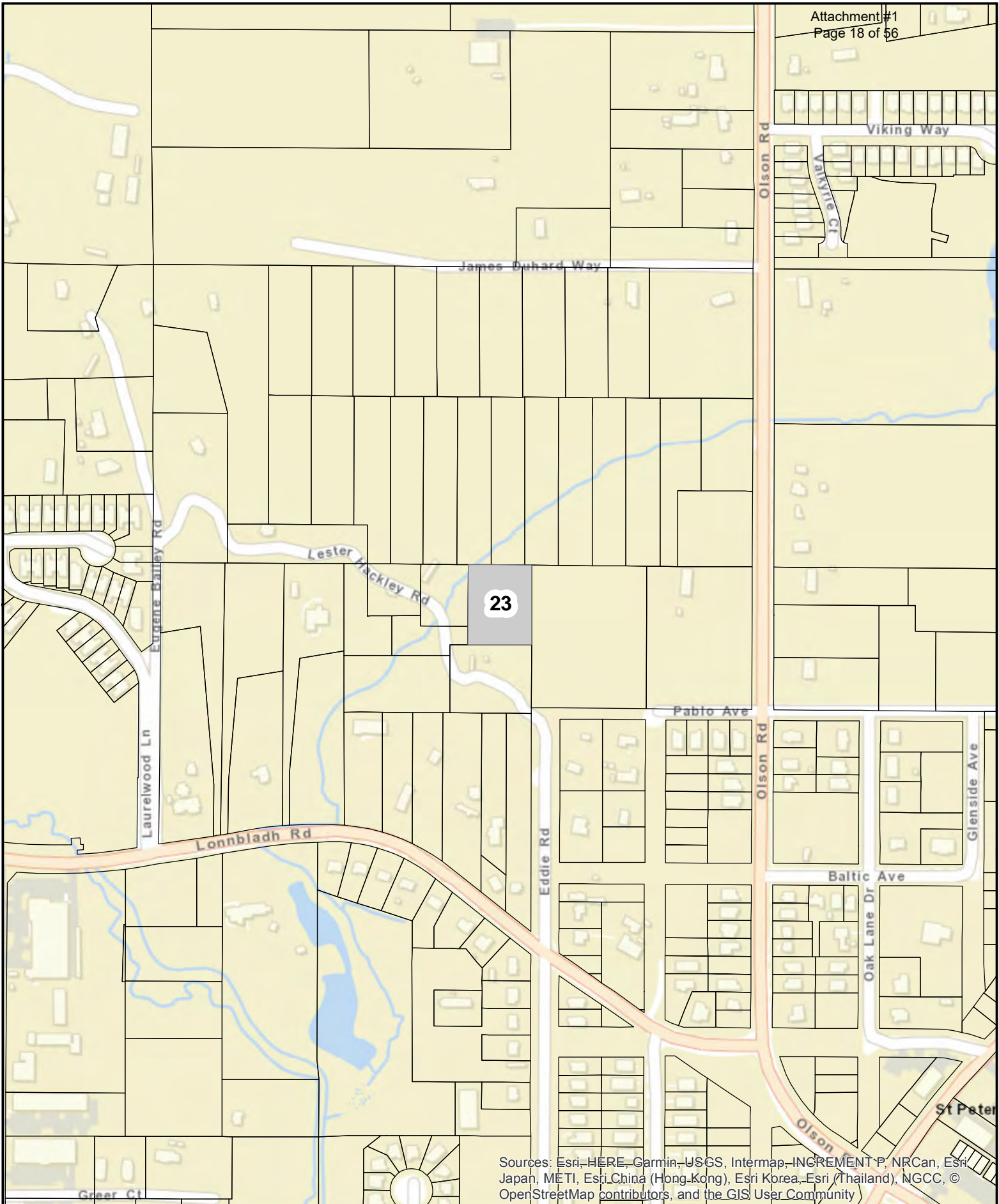
Remaining Affordable Housing from List

Approved June 2018

Parcels 22

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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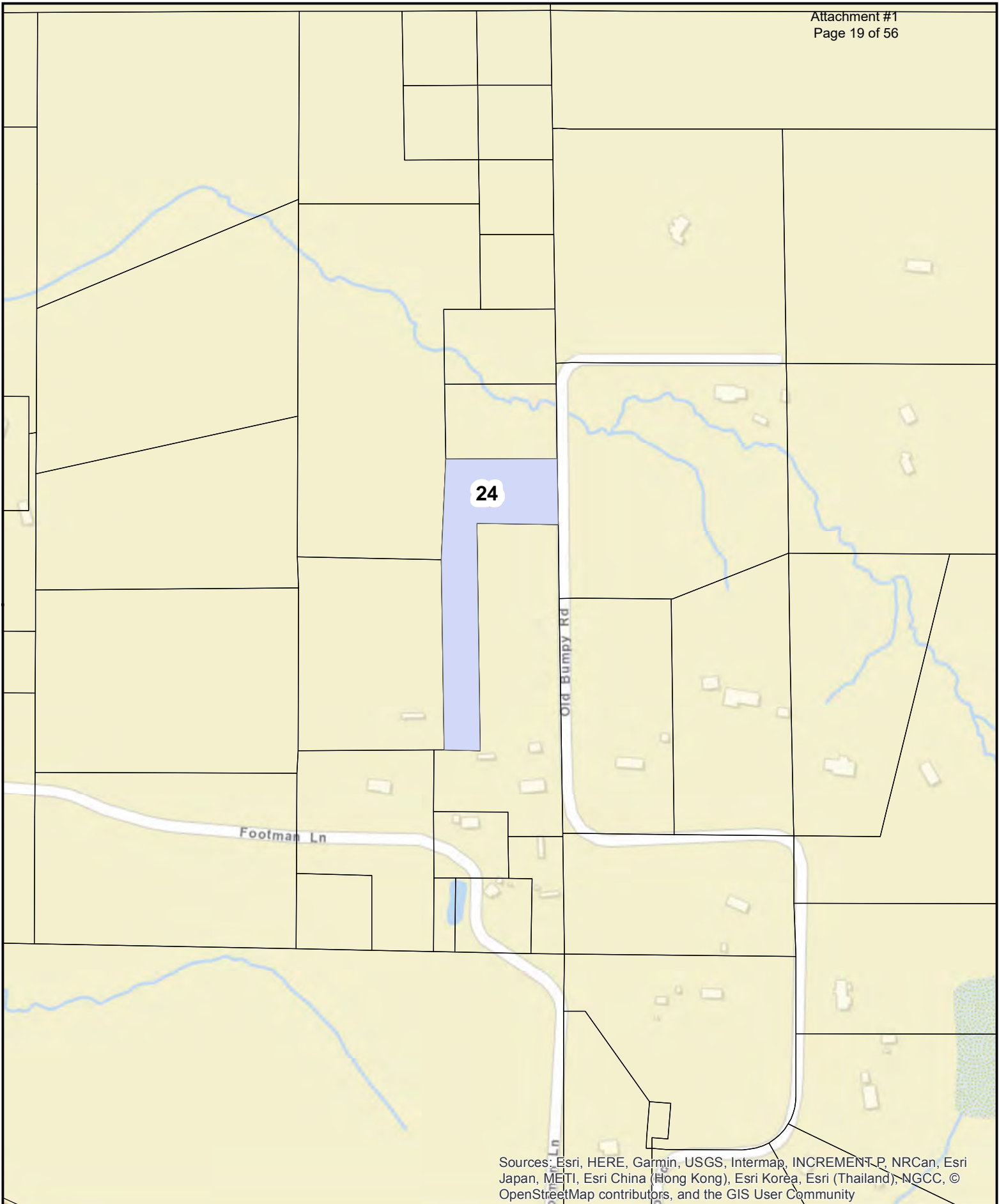
Legend

■ Remaining Parcels

0 200 400 Feet

Exhibit "A" Remaining Affordable Housing from List
 Approved June 2018
 Parcel 23
 Page 399 of 399

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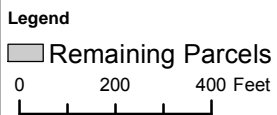
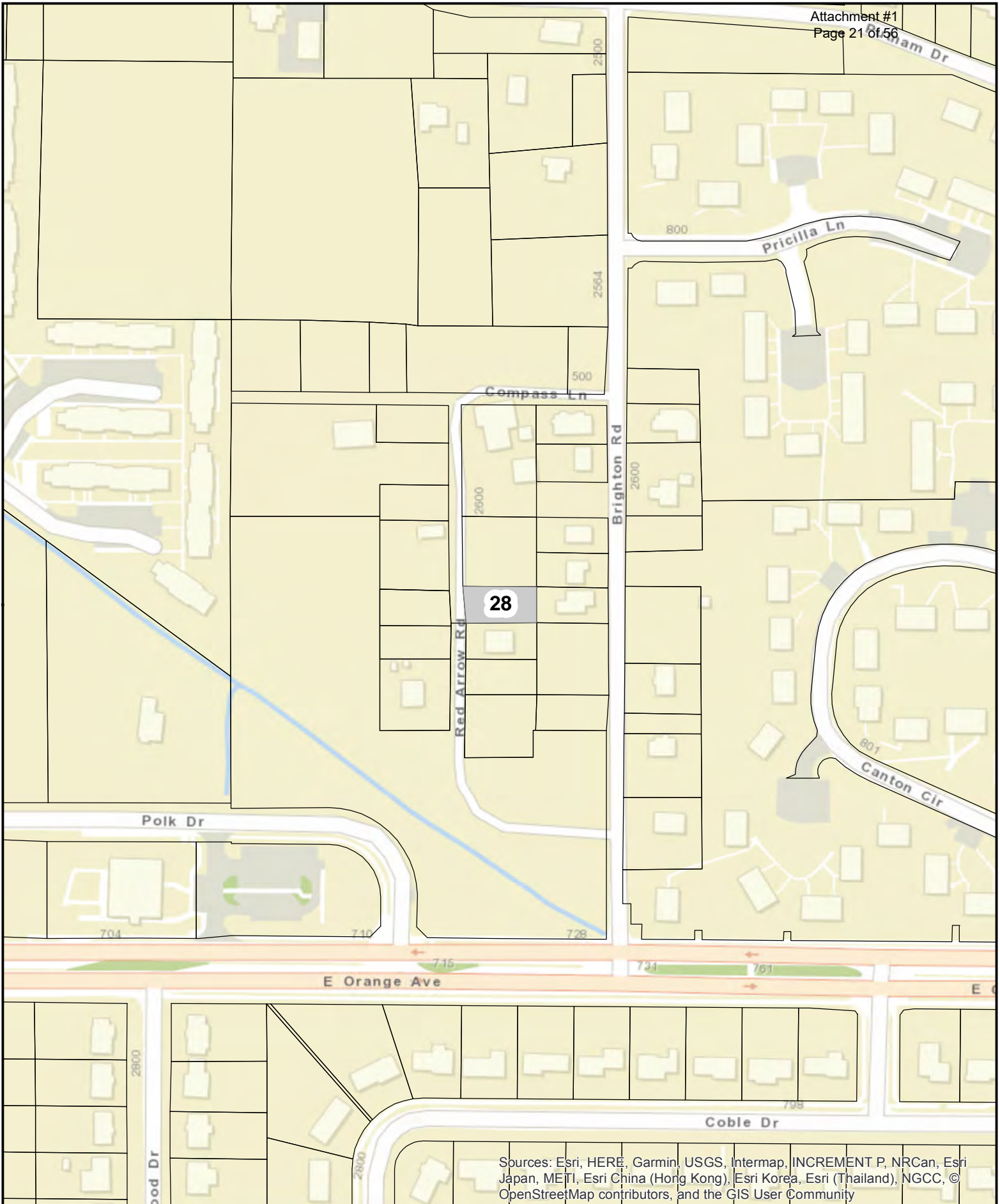


Exhibit "A"

Remaining Affordable Housing from List
Approved June 2018
Parcel 24

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend

Remaining Parcels

0 100 200 Feet

N

Exhibit "A" Remaining Affordable Housing from List
 Approved June 2018
 Parcel 28

Current Leon County Affordable Housing Map Series
 Page 308 of 399
 Tallahassee - Leon County GIS
 Map Produced 06/06/2019

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Fox Squirrel Ln

Old Pine Acres Trl

29

abo Trl

Selena Rd

363

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
Remaining Parcels



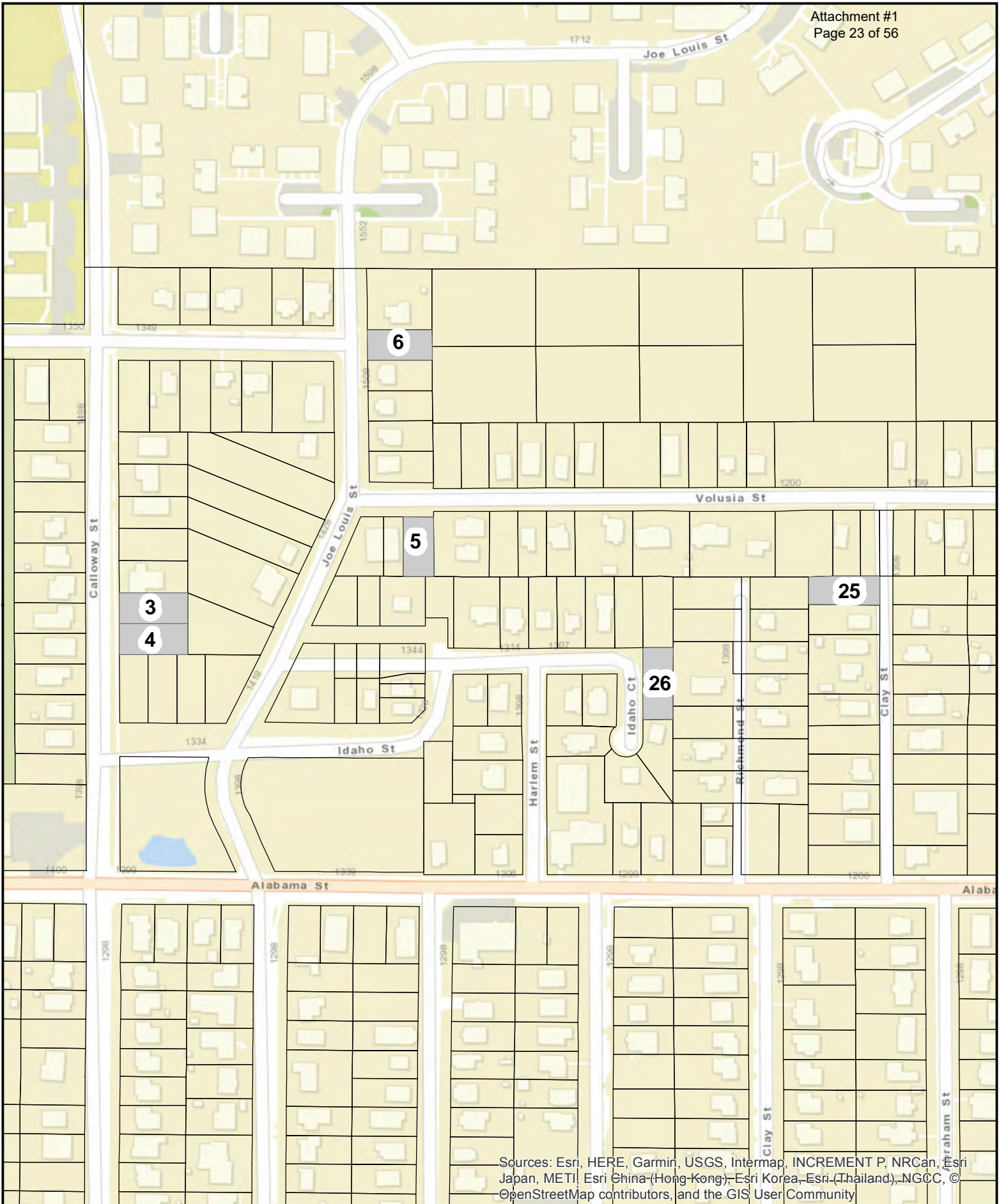
Exhibit "A"

Remaining Affordable Housing from List
Approved June 2018
Parcel 29

0 150 300 Feet

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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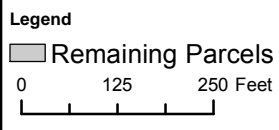
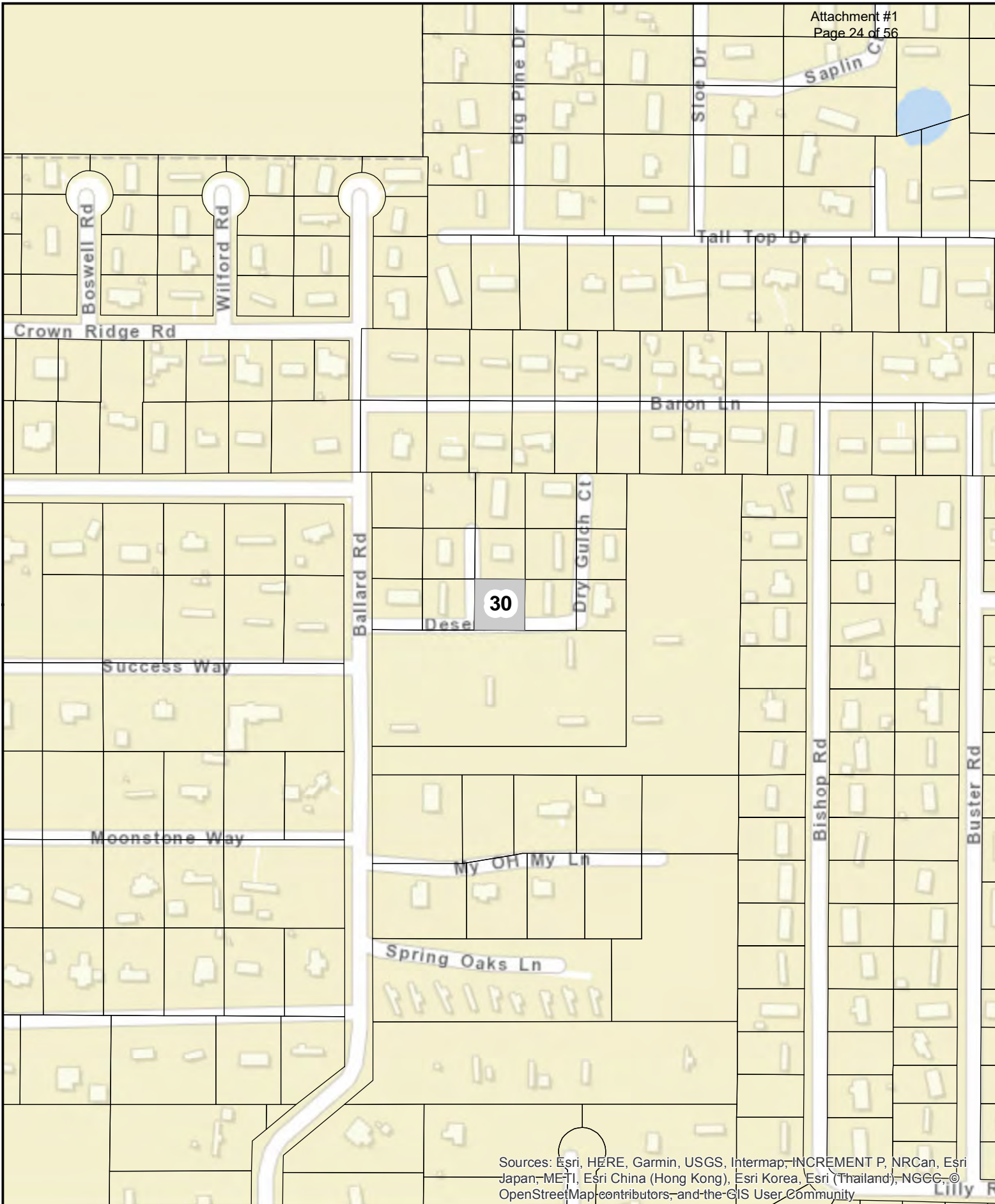


Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcels 3, 4, 5, 6, 25 and 26

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend

Remaining Parcels

0 150 300 Feet

N

Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcel 30

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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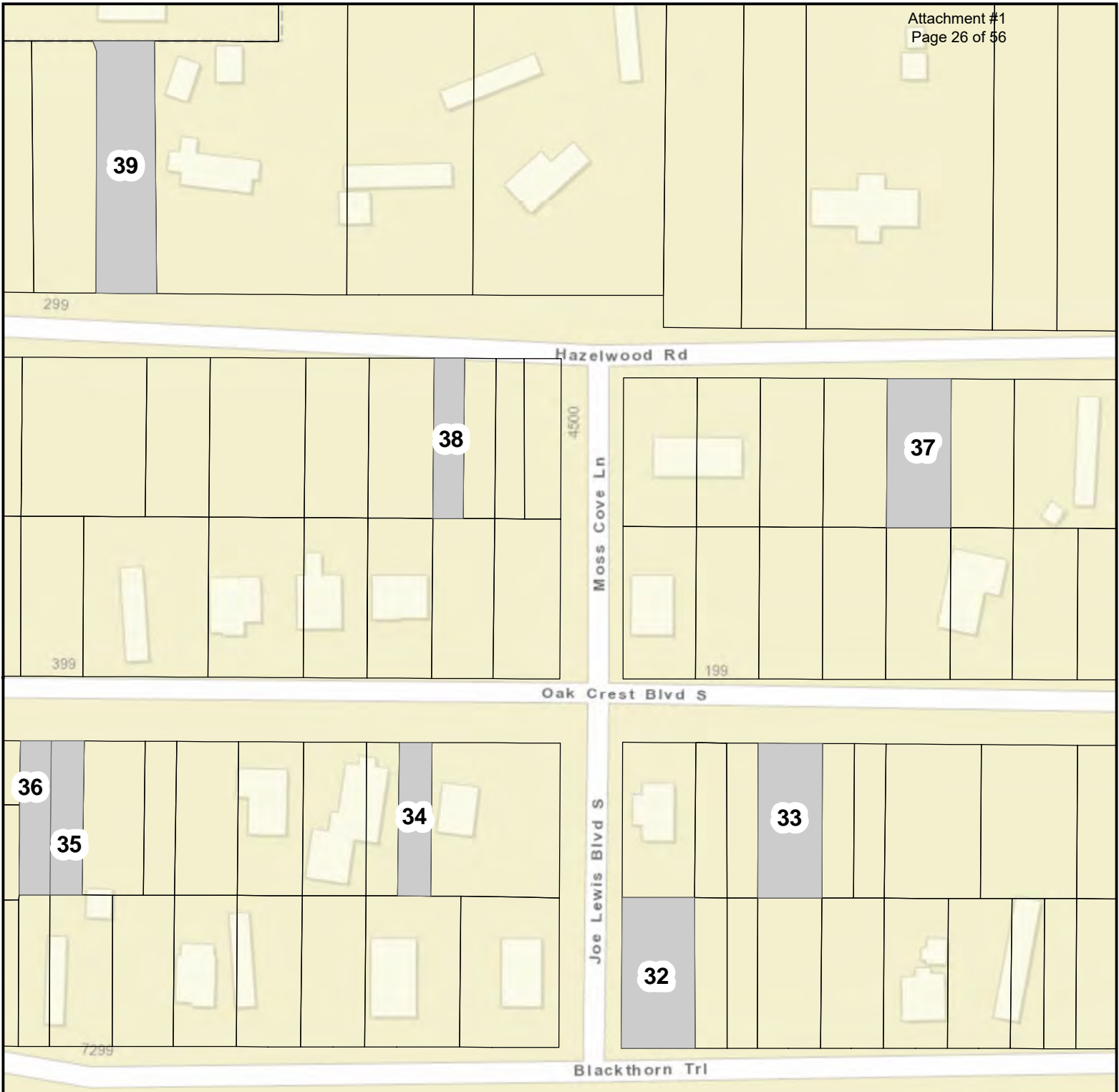
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcel 31

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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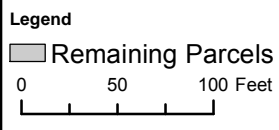
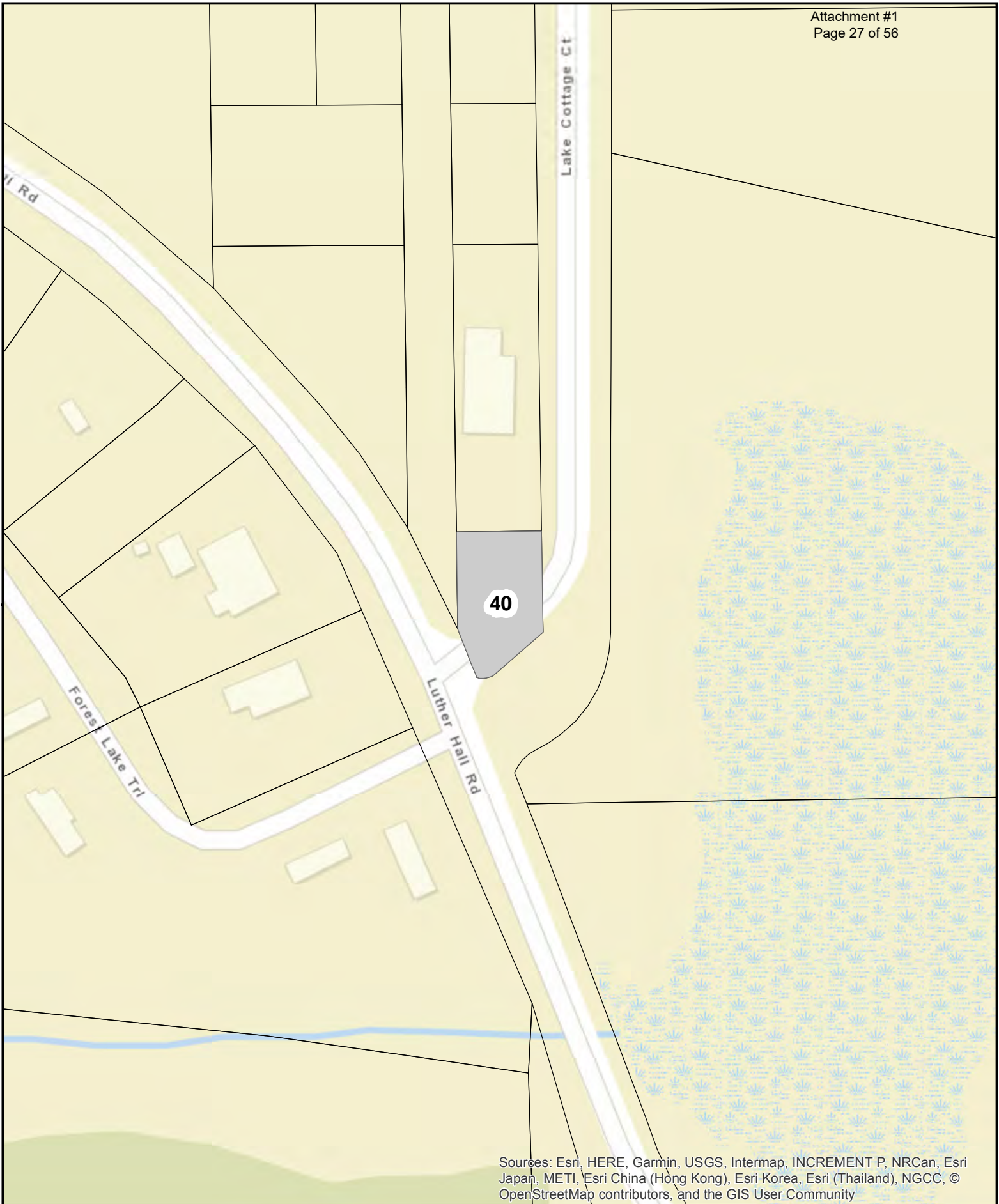


Exhibit "A" Remaining Affordable Housing from List
Approved June 2018
Parcels 32, 33, 34, 35, 36, 37, 38 and 39

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend
Remaining Parcels



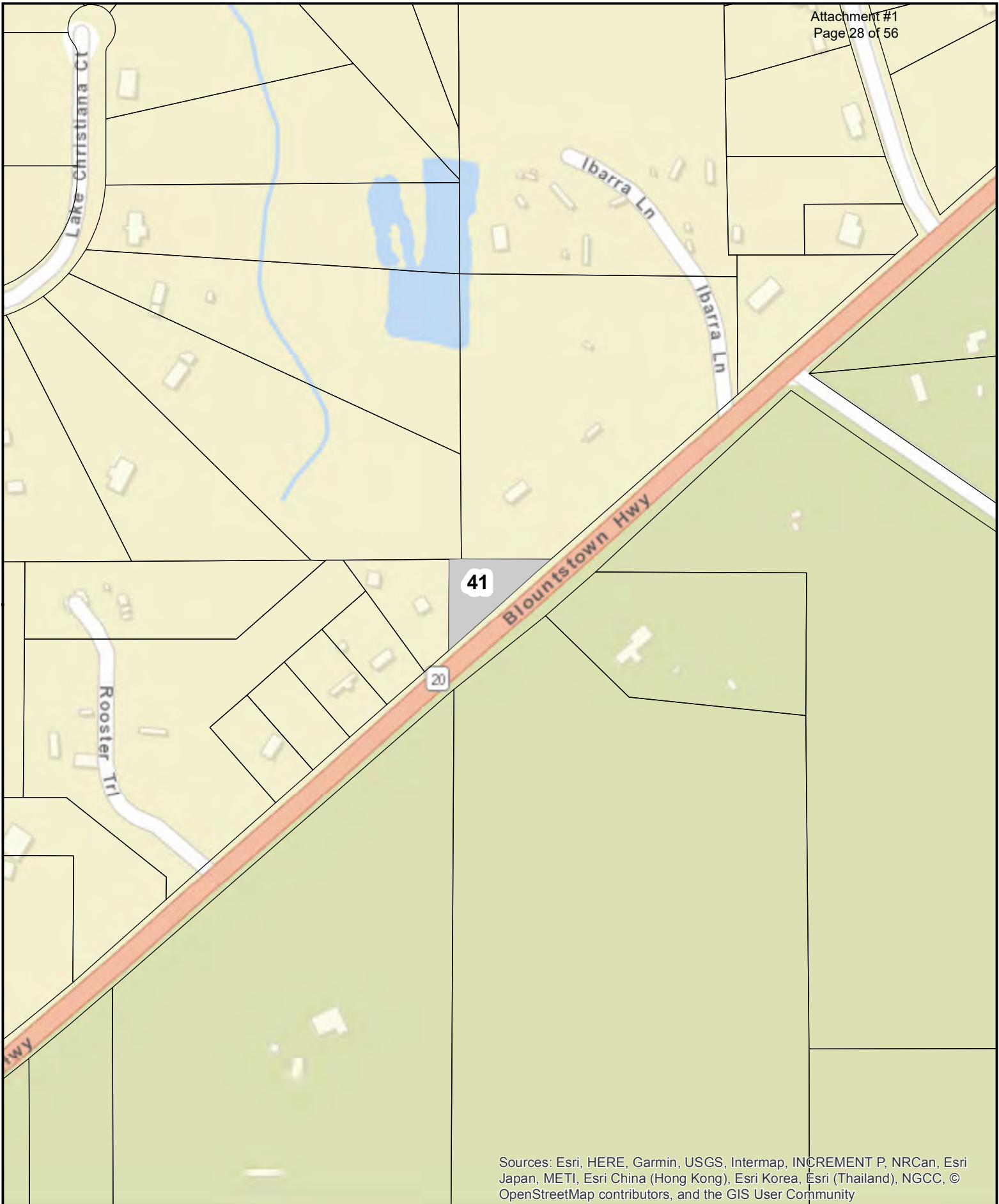
Exhibit "A"

Remaining Affordable Housing from List

Approved June 2018
Parcel 40

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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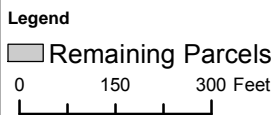


Exhibit "A"

Remaining Affordable Housing from List
Approved June 2018
Parcel 41

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend
Remaining Parcels
0 200 400 Feet



Exhibit "A" Remaining Affordable Housing from List

Approved June 2018
Parcel 42

Current Leon County Affordable Housing Map Series
Tallahassee - Leon County GIS
Map Produced 06/06/2019

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Legend

Remaining Parcels

0 100 200 Feet

Exhibit "A" Remaining Affordable Housing from List
 Approved June 2018
 Parcels 8 and 9

Current Leon County Affordable Housing Map Series
 Tallahassee - Leon County GIS
 Map Produced 06/06/2019

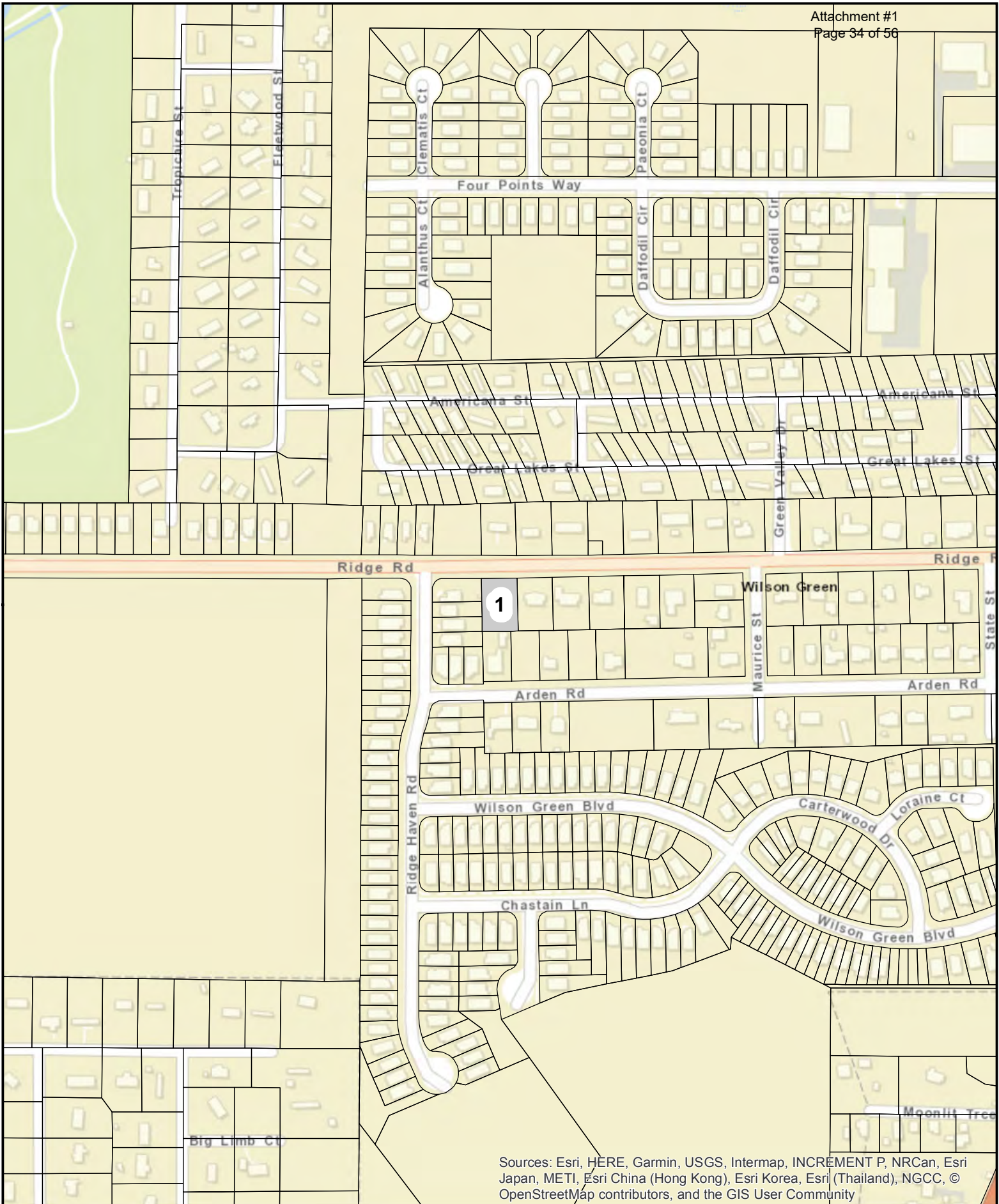
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Exhibit "B"
Parcels to be Added to Affordable Housing List
as of July 9, 2019

Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
1	317 RIDGE RD	411352 B0010	FOUR POINTS ADD LOT 1 BLOCK B DB 226/435 232/211 OR 2022/1755	Residential	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2331; 0100 - SINGLE FAMILY RESIDENTIA; 1 SINGLE FAMILY RESIDENCE containing 1,319 base SF + 148 Aux SF = 1,467 total SF
2	CLAY ST	2126200590000	26 1N 1W .15 A IN E 1/2 OF SW 1/4 OF NE 1/4 DB 264/641 DB 288/469	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2319
3	IDAHO ST	2126202120000	26 1N 1W .12 A IN SE 1/4 OF NW 1/4 DB 51/447 OR 228/259	No Buildings	01/28/2018 Parcel escheated to the County, Tax Deed BK 5154 PG 2322
4	6992 CRYSTAL BROOK CT	243025 H0110	BOX WOOD ESTATES 19 29 & 30 2N 1W LOT 11 BLOCK H OR 1523/1264	Residential	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 993
5	714 STAFFORD ST	411137 D0180	LEE MANOR UNIT 5 LOT 18 BLOCK D OR 99/387	Residential	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 983; 0100 - SINGLE FAMILY RESIDENTIAL; 1 SINGLE FAMILY RESIDENCE containing 1,480 base SF + 300 Aux SF = 1,780 total SF
6	CLAY ST	2126200530000	26 1N 1W .15 A IN SW 1/4 OF NE 1/4 DB 34/145	No Buildings	02/24/2018 Parcel escheated to the County, Tax Deed BK 5164 PG 980
7	5012 SARAY WAY	412680 K0150	YONS LAKESIDE ESTATES 2ND ADDITION LOT 15 & S 20 FT OF LOT 16 BLOCK K OR 1844/919	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned RP- Residential Preservation: contains 1 single family residence containing 800 base SF & 0 aux SF
8	4036 BUSTER RD	4123060000430	CROWN RIDGE ESTATES UNREC UNIT III 23 1S 1W LOT 43 OR 1255/1434	Mobile Home	Escheated to County due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP- Residential Preservation: contains 1 mobile home containing 1,404 base SF & 240 aux SF
9	IDAHO ST	2126202130000	26 1N 1W .13 A IN SE 1/4 OF NW 1/4 DB 51/502	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
10	818 FLORAL ST	4101750220011	VILLA MITCHELL .13 A W 1/2 OF LOT 1 BLOCK 22 OR 1186/1348 1350 1684/147	No Buildings	Escheated to County due to delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2
11	7433 BOOKOUT CV	2235202100000	35 1N 2W .39 A IN SW 1/4 OF NW 1/4 OR 116/483 158/464 177/636 246/287 306/118 OR 340/358 340/361 355/107 482/464 OR 764/186 2261/1782 DB 218/525	Residential	Escheated to County due too delinquent Taxes; 0100 - SINGLE FAMILY RESIDENTIAL; Zoned UF â€” Urban Fringe: contains 1 Single Family Residence, 1,110 base SF + 220 aux SF = 1,330 Total SF
12	9523 LANCE RD	331740 E0120	FOREST GROVE LOT 12 BLOCK E OR 1311/103 1548/2111 1605/690 OR 2370/2390	No Buildings	Escheated to County due too delinquent Taxes; 0700 - MISCELLANEOUS RESIDENTIAL; Zoned RP â€” Residential Preservation: contains no
13	3515 SUNKISSED RD	411480 B0030	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 3 BLOCK B OR 1415/1491 1653/543	Mobile Home	Escheated to County due too del Taxes; 0200 - MOBILE HOMES; Zoned MH â€” Mobile Home Park: contains 1 Mobile Home, 528 base sf + 0 Aux SF = 528 Total SF;
14	919 GRIFFIN ST	212635 A0270	GRIFFIN COLLEGE HTS LOTS 27 28 2 BLOCK A DB 244/285	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-2 - Residential Preservation 2
15	Sundown Rd	411480 D0030	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 3 BLOCK D OR 1827/2200 2415/278 #07-CP-762	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned MH - Mobile Home Park
16	3641 W W KELLEY RD	321410 D0010	EASTWOOD UNIT 1 LOT 1 BLOCK D OR 1199/1287 1597/79 1916/2079 RP 534013/534014	Mobile Home	Escheated due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned R - Rural; 1 Residential Structure (MH - Mobile Home) / 1,296 Base SF 130 Aux SF = 1,426 Total SF

Exhibit "B"
Parcels to be Added to Affordable Housing List
as of July 9, 2019

Parcel	Location	Parcel ID	Legal Description	Building Use	Notes
17	1832 T AND T RD	3317200370000	17 2S 1E .22 A IN NE 1/4 DB 125/411 1460/632 2124/1817 OR 2138/1248	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural; No Structure; Zoned R - Rural; No Structure
18	8812 DIVINE WAY	1608202040000	8 2N 3E .51 A IN NW 1/4 OF NW 1/4 OR 949/990 969/149 1178/2359 OR 1420/348 1423/543	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R - Rural; No Structure
19	1418 SEVILLE ST	4123140000140	SCENIC MEADOWS UNREC LOT 14 OR 1480/172 1534/734 1779/963 965	Mobile Home	Escheated due too delinquent Taxes; 0200 - MOBILE HOMES; Zoned RP - Residential Preservation; 1 MH - Mobile Home with a residential use, containing base square footage of 1,064 plus 0 auxiliary square feet totaling 1,064 square feet
20	3584 SUNDOWN RD	411480 B0570	SUNSHINE MOBILE HOME NEIGHBORHOOD LOT 57 BLOCK B OR 1207/1670 1420/1226 2311/1945	No Buildings	Escheated to County due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned: MH - Mobile Home Park: contains no Structures
21	2113 WAKULLA ST	410127 U0090	BOND SOUTH LOT 9 BLOCK U OR 391/598 484/580 1408/779	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2; LCPA reports No Structures;
22	2142 NATURAL WELLS DR	332103 B0020	NATURAL WELLS UNIT 2 LOT 2 BLOCK B OR 1172/143 1196/1326 1937/1525	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation; No Structure;
23	3085 ADKINS FOREST LN	310328 A0020	BRIARWOOD EAST LOT 2 BLOCK A AKA LOT 13 OR 1351/1952 1694/1356 1915/1791	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned R-5 - Manufactured Home and Single Family Residential; No Structure;
24	DELAWARE ST	2126530140050	SAXON NORTHWEST ADDITION LOT 5 & W 15 FT OF LOT 4 BLOCK 14 OR 12/64 1238/1437 1306/1897 3622/2023(LP) OR 2170/1369W 98-786PR 2333/333	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP-2 - Residential Preservation-2; 0000 - VACANT; No Structure;
25	HOLLYBROOK TRL	1407202430000	7 2N 1E .17 A IN E 1/2 OF W 1/2 OR 1792/1527 PR 93-180	No Buildings	Escheated due too delinquent Taxes; 0000 - VACANT RESIDENTIAL; Zoned UF - Urban Fringe; No Structure; Parcel has a deeded access to Bannerman Rd
26	4029 MORGAN RD	412406 A0070	CROWN RIDGE ESTATES UNREC UNIT IV 24 1S 1W .33 A LOT 7 BLOCK A OR 1161/1777 1332/1520 2730/744	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation: LCPA indicates no structures; View from Google Earth indicates there may be a structure on the site
27	4025 MORGAN RD	412406 A0060	CROWN RIDGE ESTATES UNREC UNIT IV 24 1S 1W LOT 6 BLOCK A OR 1161/1773	No Buildings	Escheated to County due too del Taxes; 0000 - VACANT RESIDENTIAL; Zoned RP - Residential Preservation: LCPA indicates no structures; View from Google Earth indicates there may be a structure on the site
28	1088 MCCULLOUGH DR	4126130000230	SOUTHWOOD UNREC 26 & 35 1S 1W 1.18 A LOT 23 OR 1089/2055 2234/793	Mobile Home	Escheated to County due to del Taxes - Use; 0200 - MOBILE HOMES Zoned; RP - Residential Preservation 1 Structure, residential Mobile Home, Base SF: 1,248, Auxiliary SF: 0, Total SF: 1,248



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

Current Parcels

0 200 400 Feet

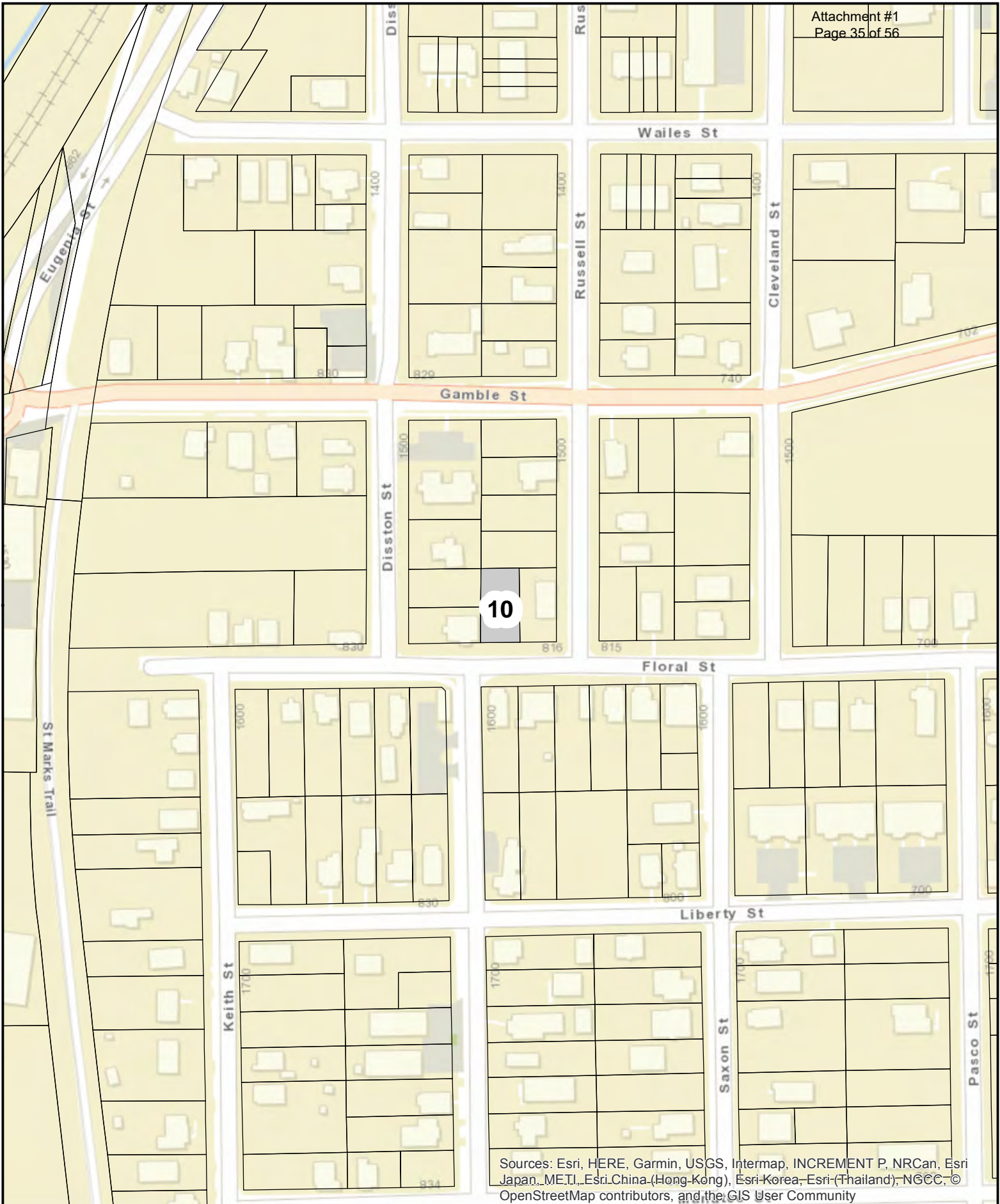


Exhibit "B" Current Affordable Housing Parcels
Parcel 1

Current Leon County Affordable Housing Map Series
Page 34 of 56
Map Produced 05/17/2019


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Legend

 Current Parcels

0 100 200 Feet

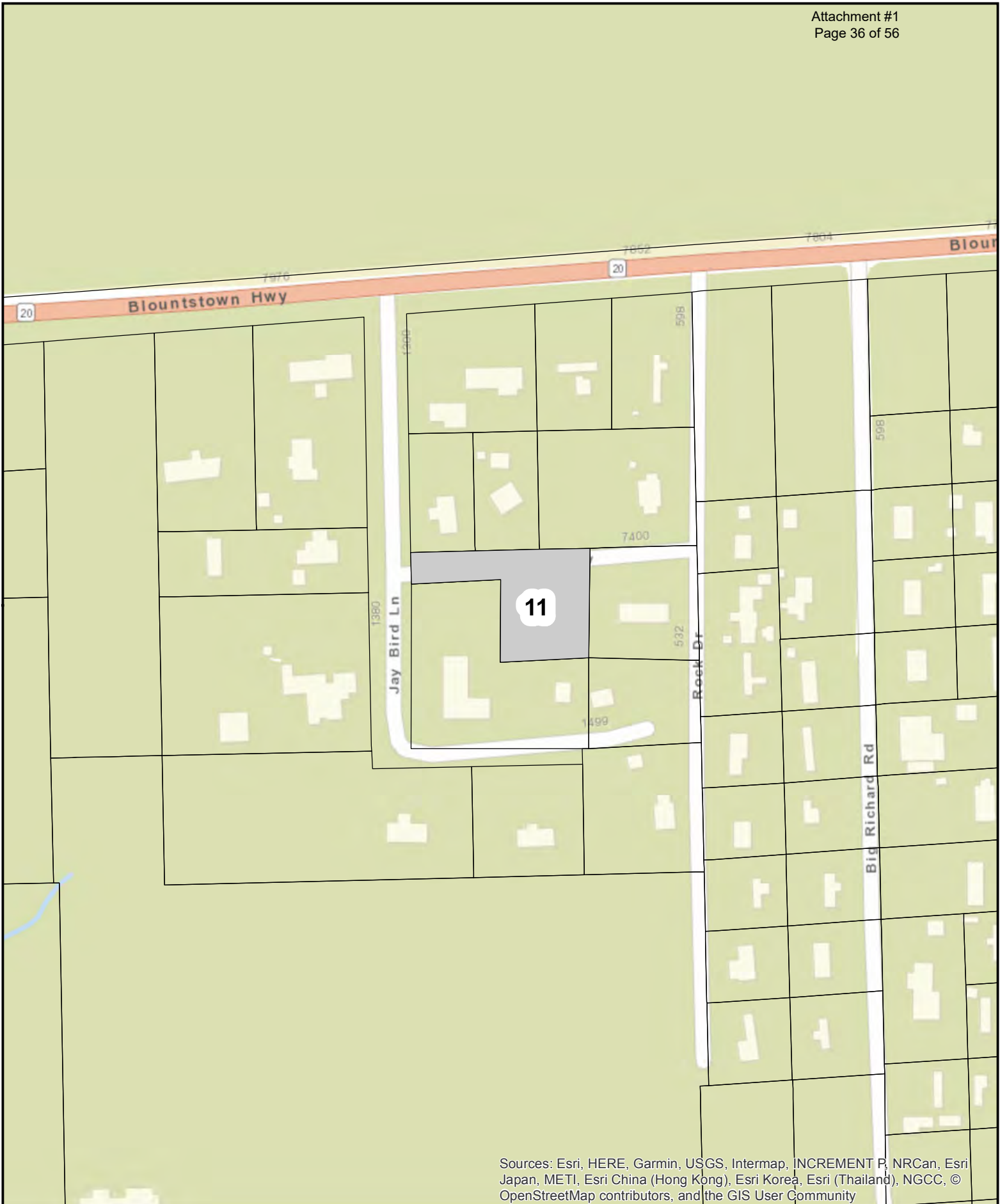


Exhibit "B" Current Affordable Housing Parcels
Parcel 10

Current Leon County Affordable Housing Map Series
 Page 35 of 56
 Map Produced 05/17/2019


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Legend

 Current Parcels

0 100 200 Feet

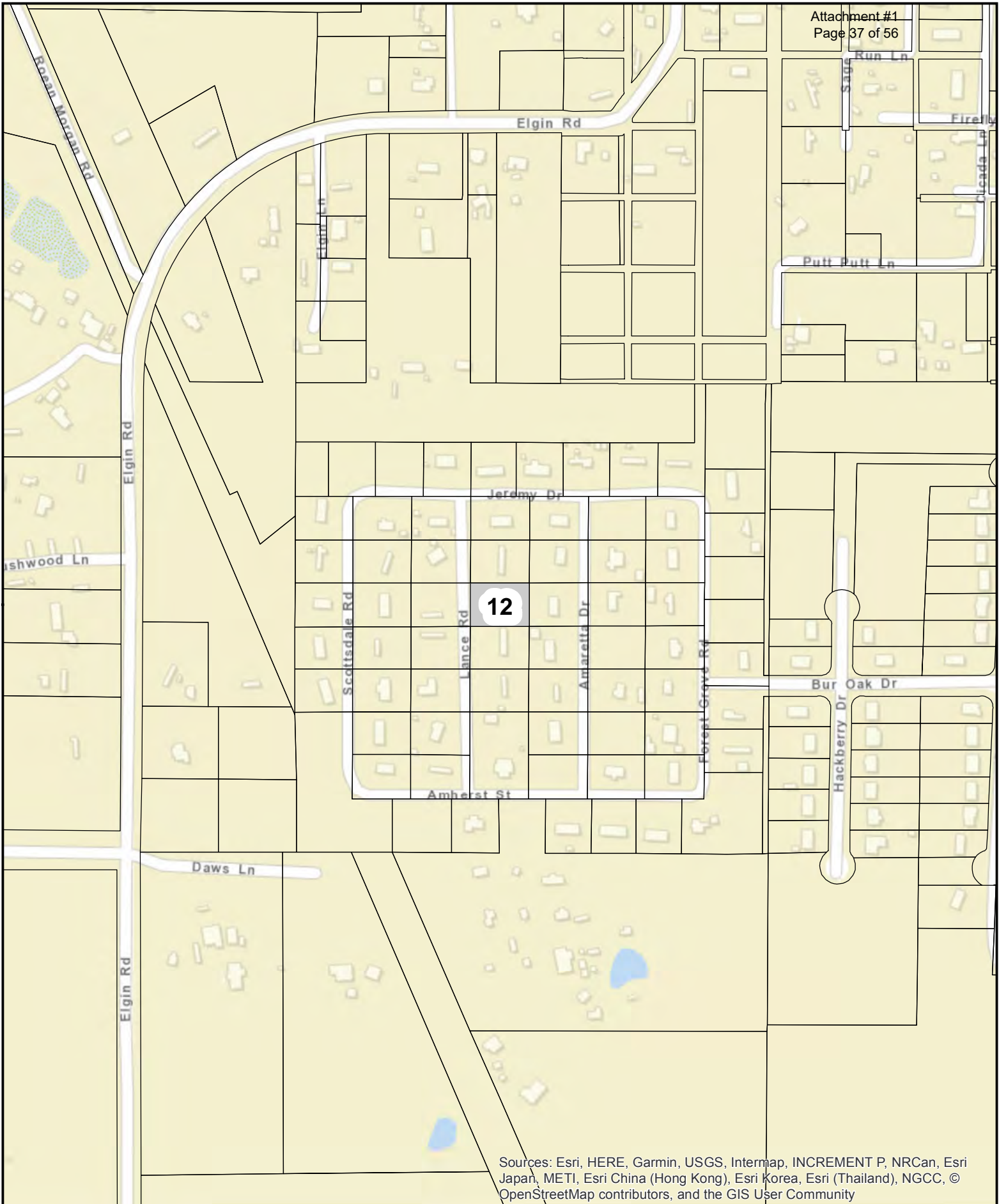


Exhibit "B" Current Affordable Housing Parcels
Parcel 11

Current Leon County Affordable Housing Map Series
Page 36 of 99
Map Produced 05/17/2019

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Legend

Current Parcels

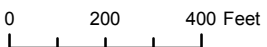
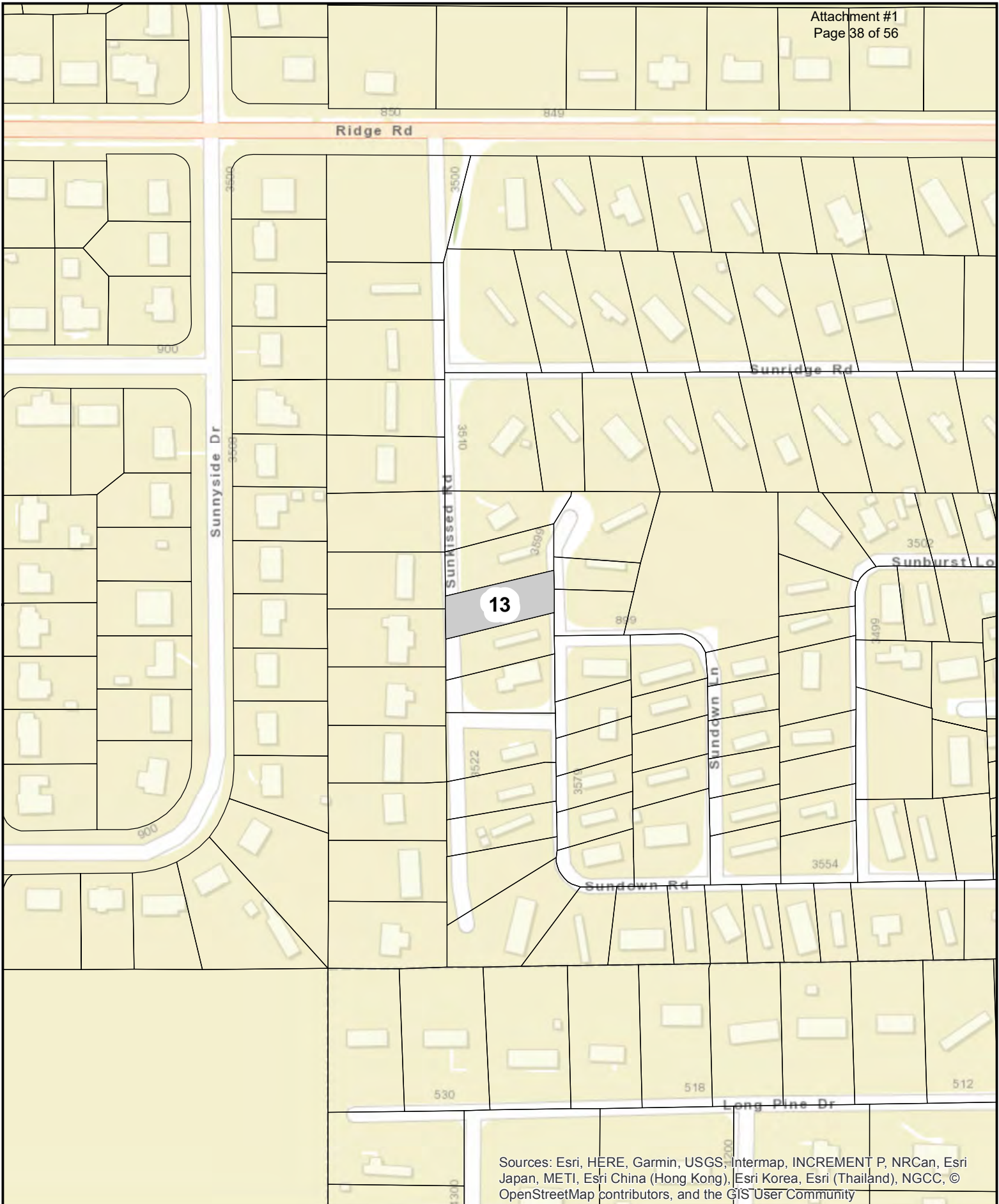


Exhibit "B" Current Affordable Housing Parcels
Parcel 12

Current Leon County Affordable Housing Map Series
Page 37 of 56
Map Produced 05/17/2019


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Legend

 Current Parcels

0 100 200 Feet

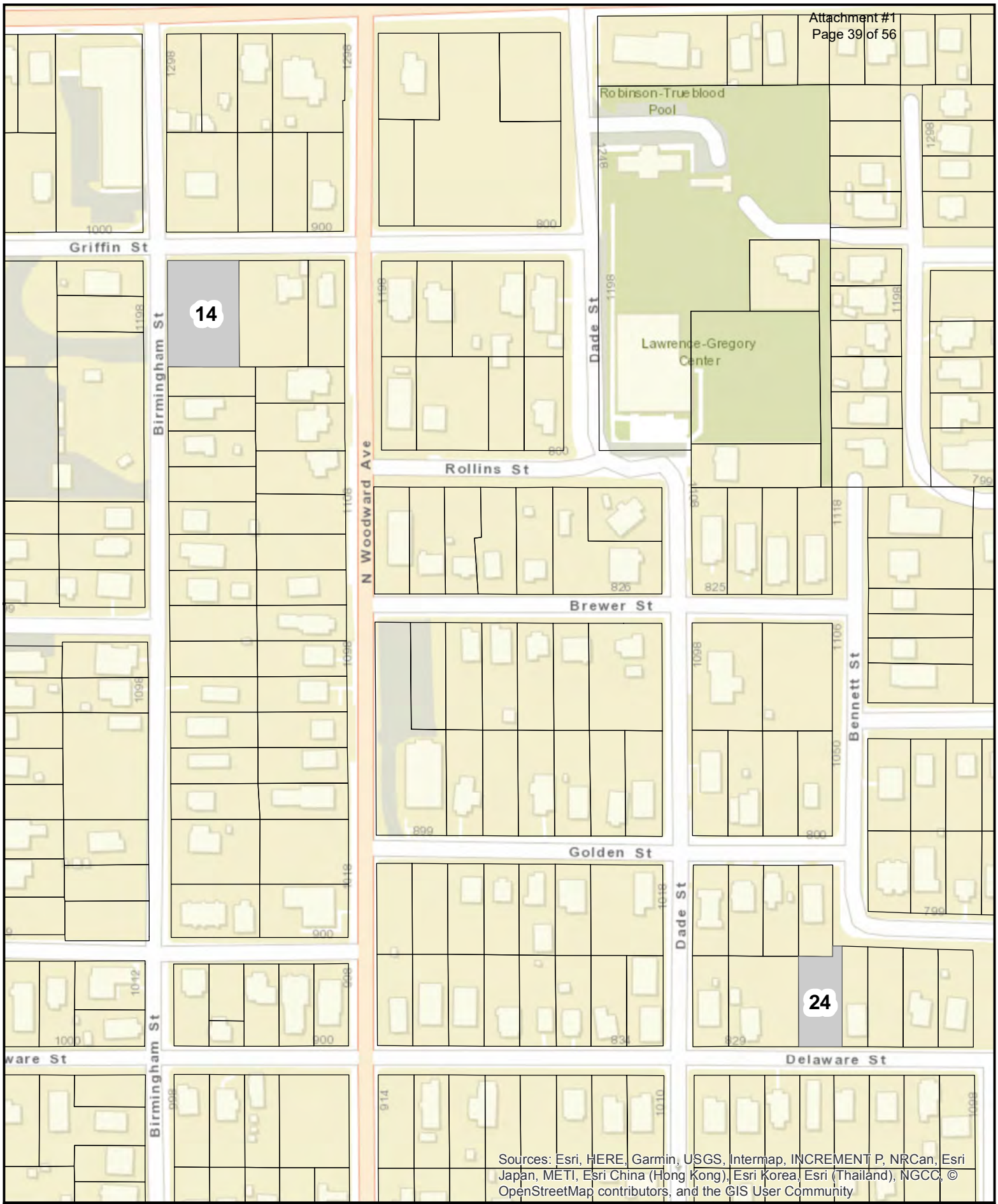


Exhibit "B" Current Affordable Housing Parcels
Parcel 13

Current Leon County Affordable Housing Map Series
 Page 38 of 56
 Map Produced 05/17/2019

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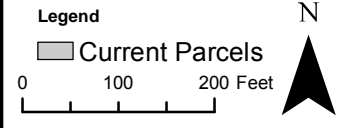
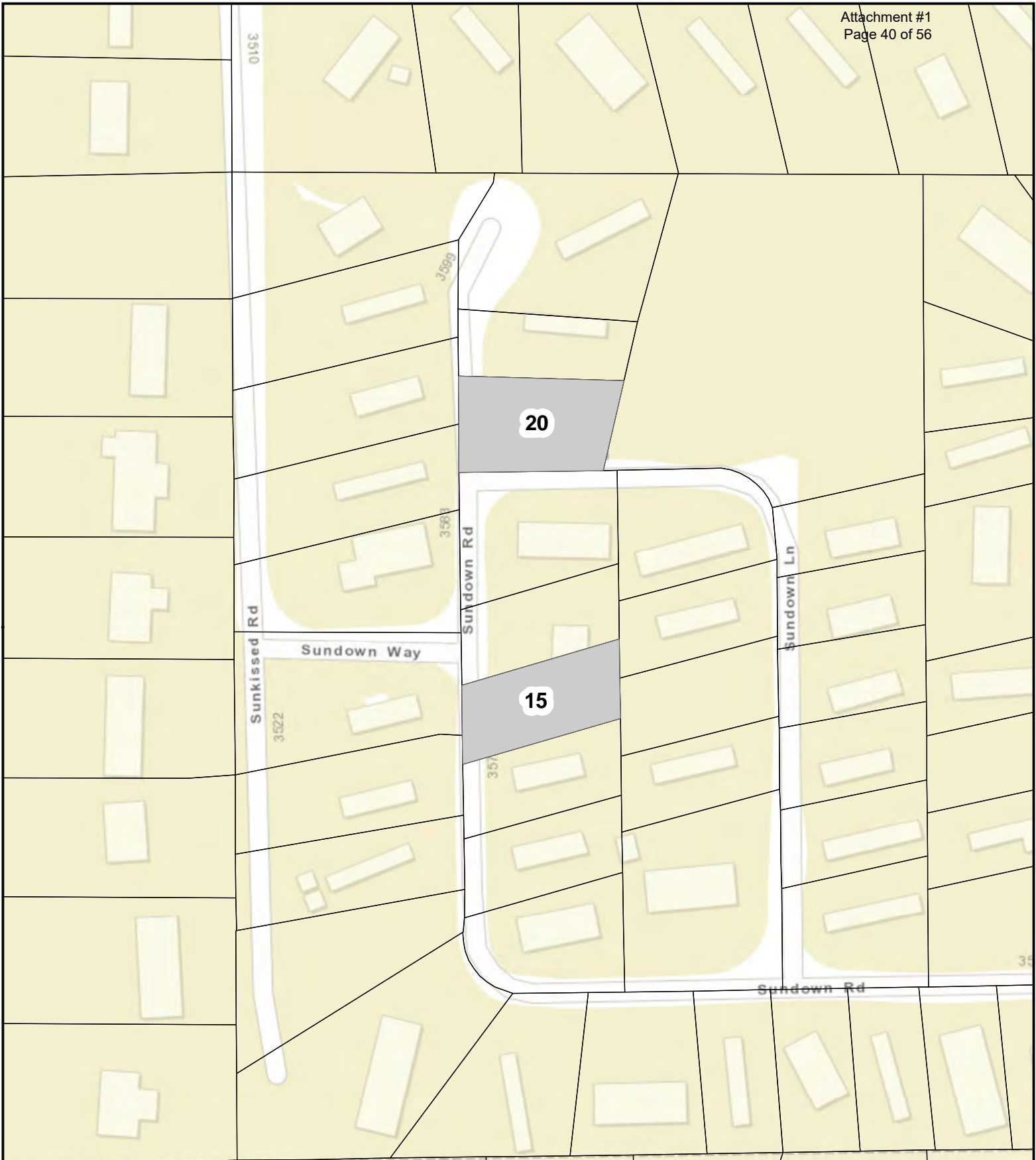


Exhibit "B" Current Affordable Housing Parcels
Parcel 14 and 24

Current Leon County Affordable Housing Map Series
 Page 39 of 56
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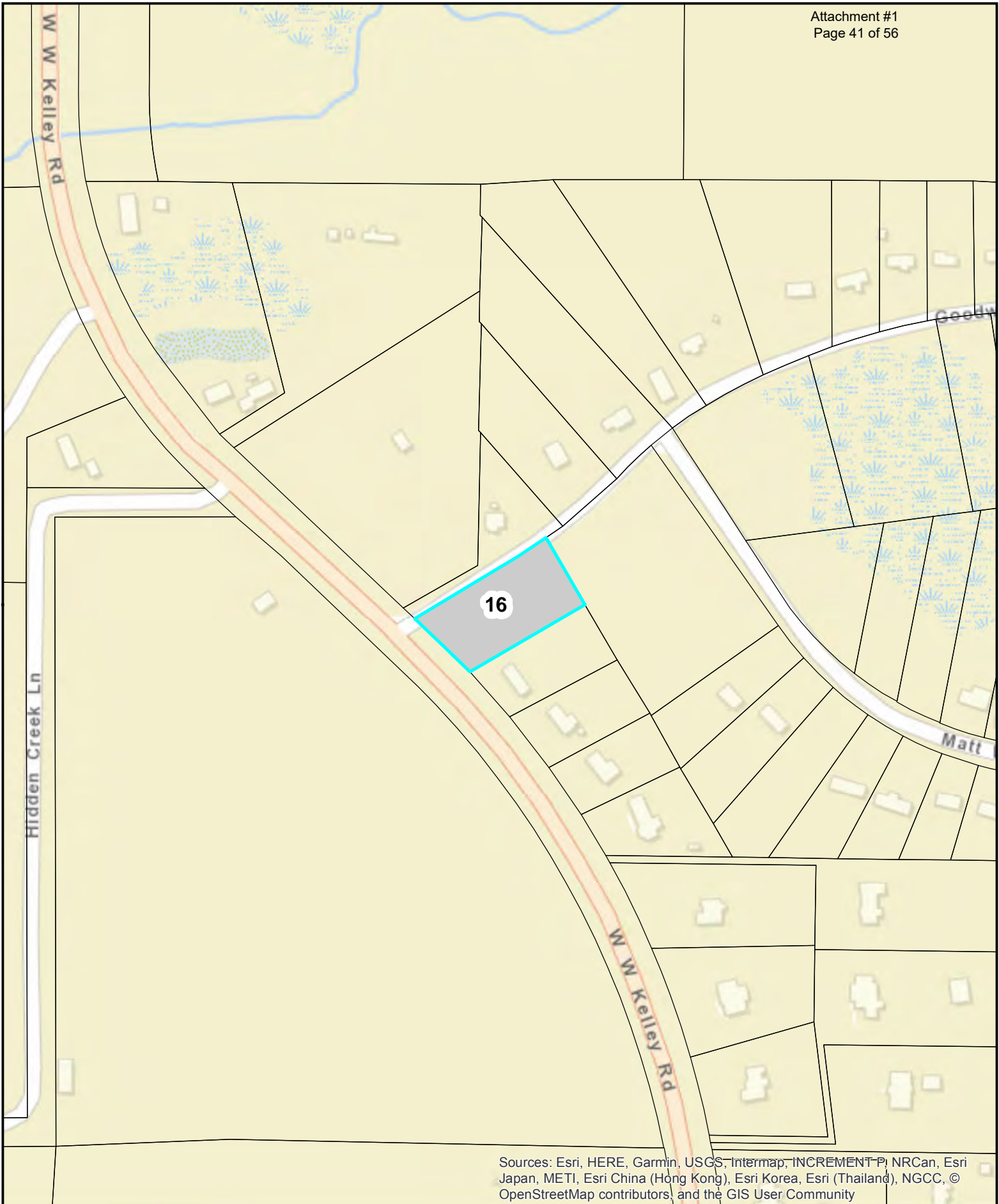
■ Current Parcels



Exhibit "B" Current Affordable Housing Parcels Parcels 15 and 20

Current Leon County Affordable Housing Map Series
Page 07 of 09
Map Produced 06/05/2019

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Legend

■ Current Parcels

0 150 300 Feet



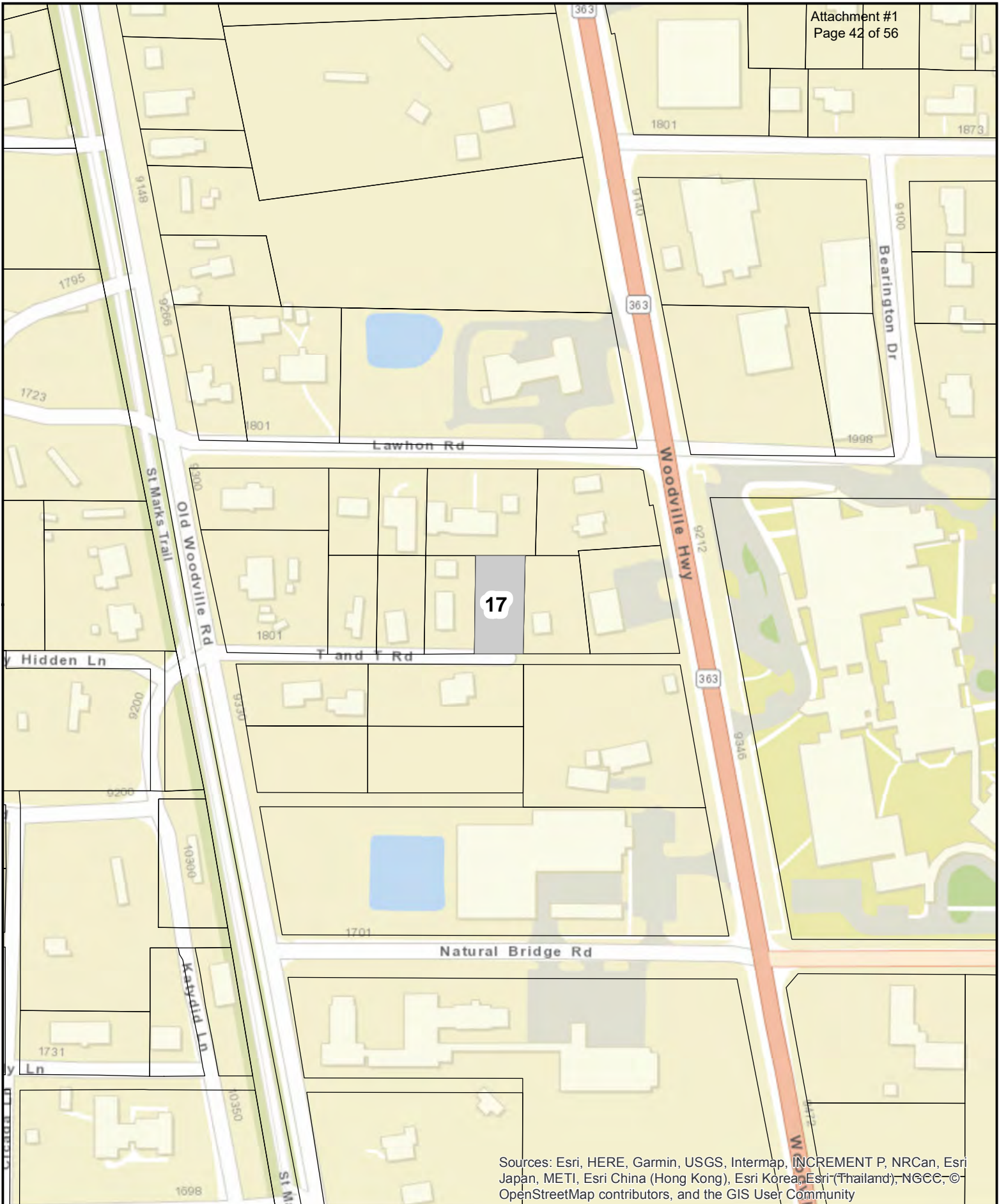
Exhibit "B" Current Affordable Housing Parcels

Parcel 16

Current Leon County Affordable Housing Map Series
Page 008 of 008
Map Produced 06/05/2019

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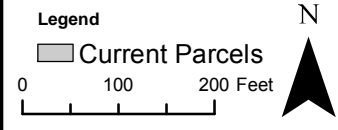
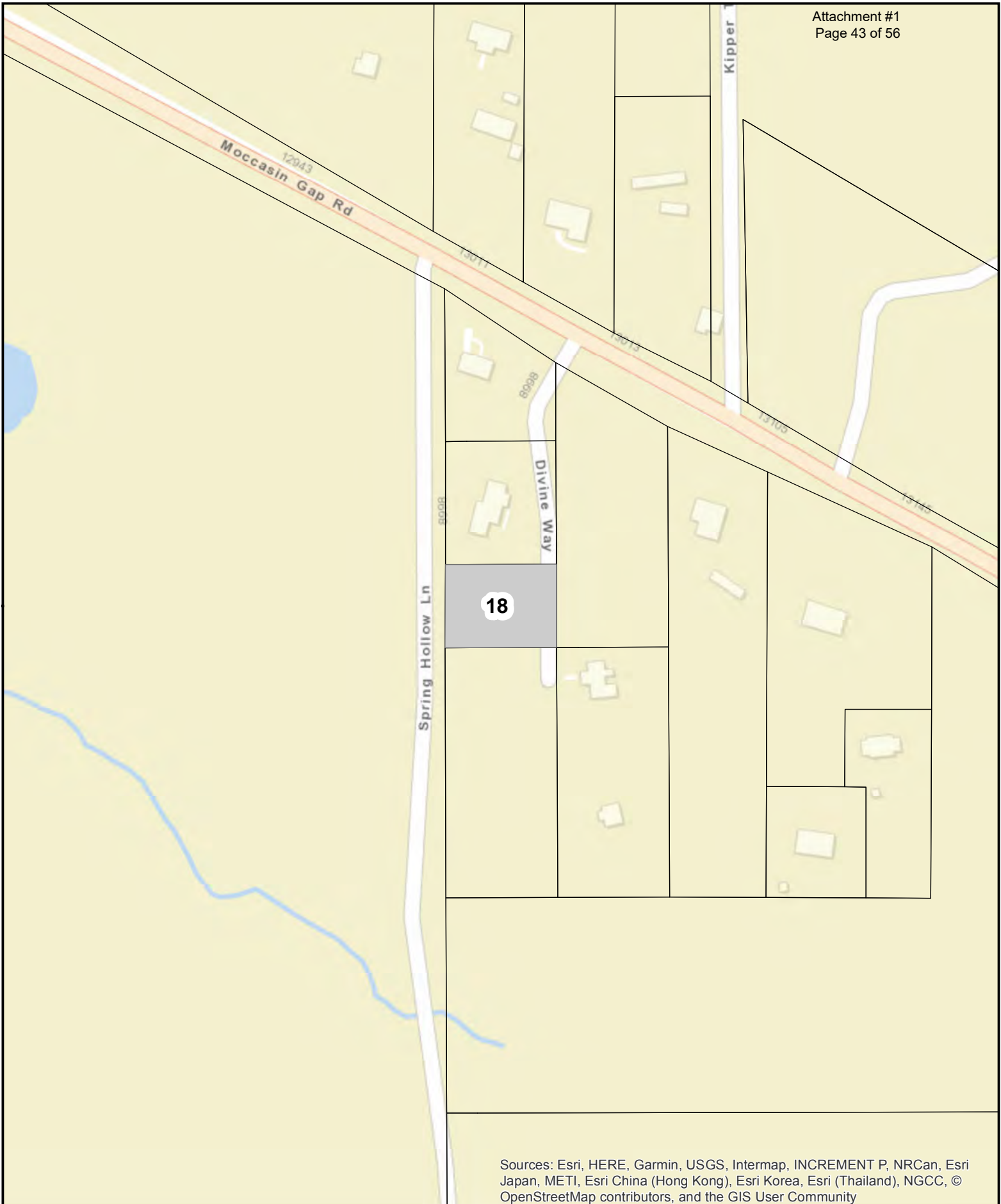


Exhibit "B" Current Affordable Housing Parcels Parcel 17

Current Leon County Affordable Housing Map Series
 Page 099 of 099
 Map Produced 06/05/2019

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Legend

Current Parcels

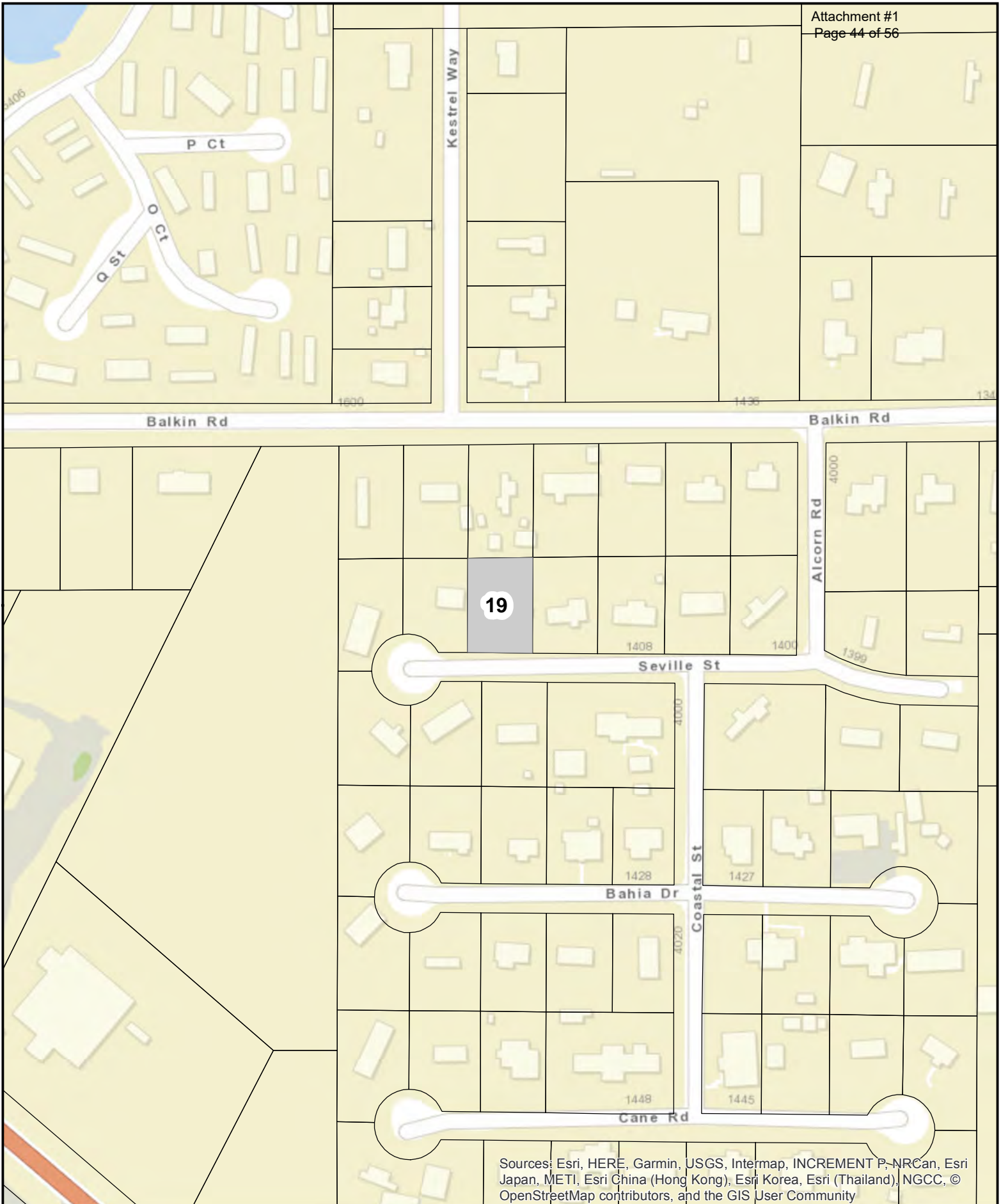


Exhibit "B" Current Affordable Housing Parcels Parcel 18

Current Leon County Affordable Housing Map Series
Page 001 of 002
Map Produced 06/05/2019

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Exhibit "B" Current Affordable Housing Parcels Parcel 19

Current Leon County Affordable Housing Map Series
Page 01 of 09
Map Produced 06/05/2019

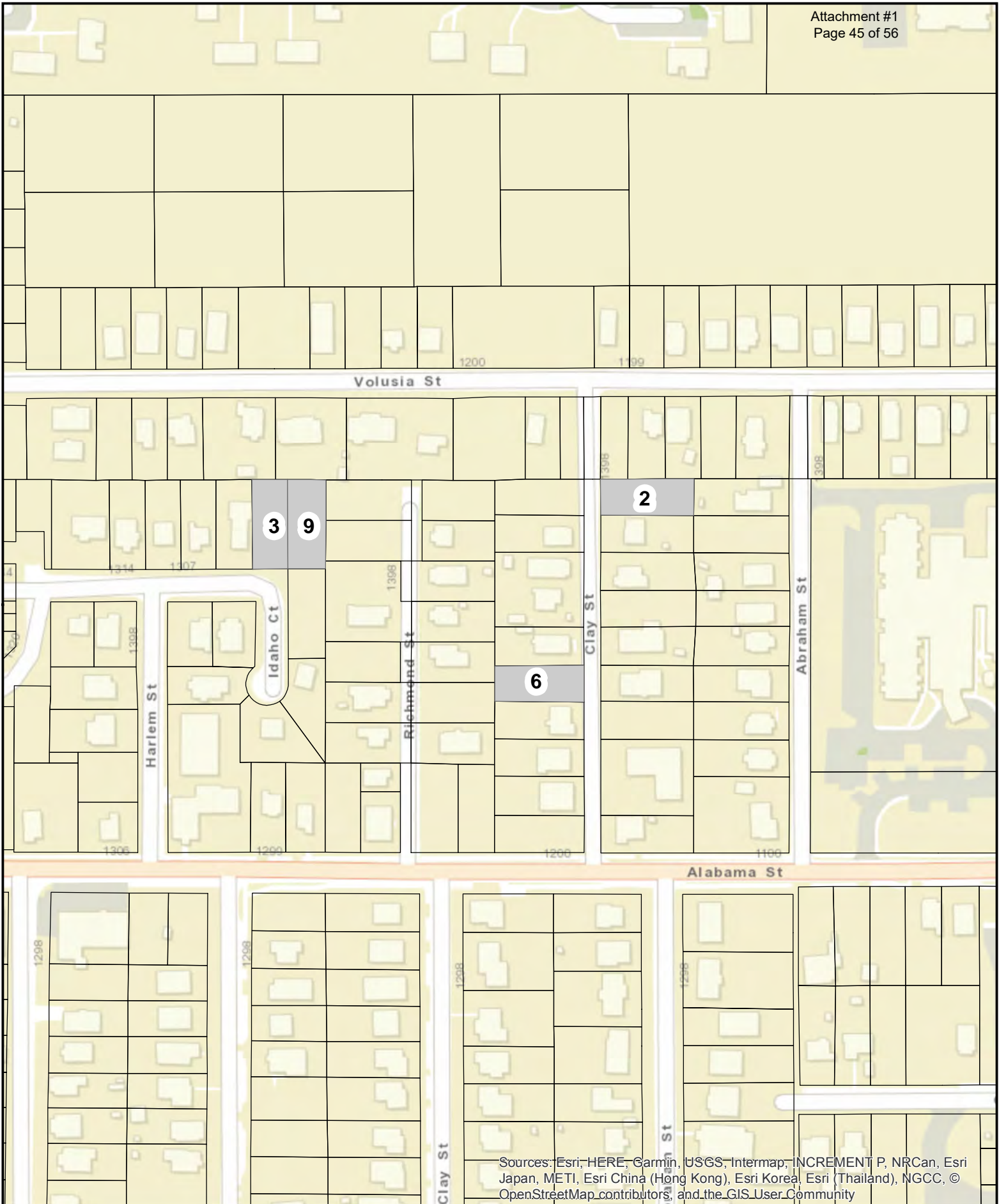
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Legend

■ Current Parcels

0 100 200 Feet





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Legend

■ Current Parcels

0 100 200 Feet



Exhibit "B" Current Affordable Housing Parcels 2, 3, 6 and 9

Current Leon County Affordable Housing Map Series
Page 45 of 56
Map Produced 05/17/2019

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Legend
 Current Parcels

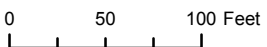
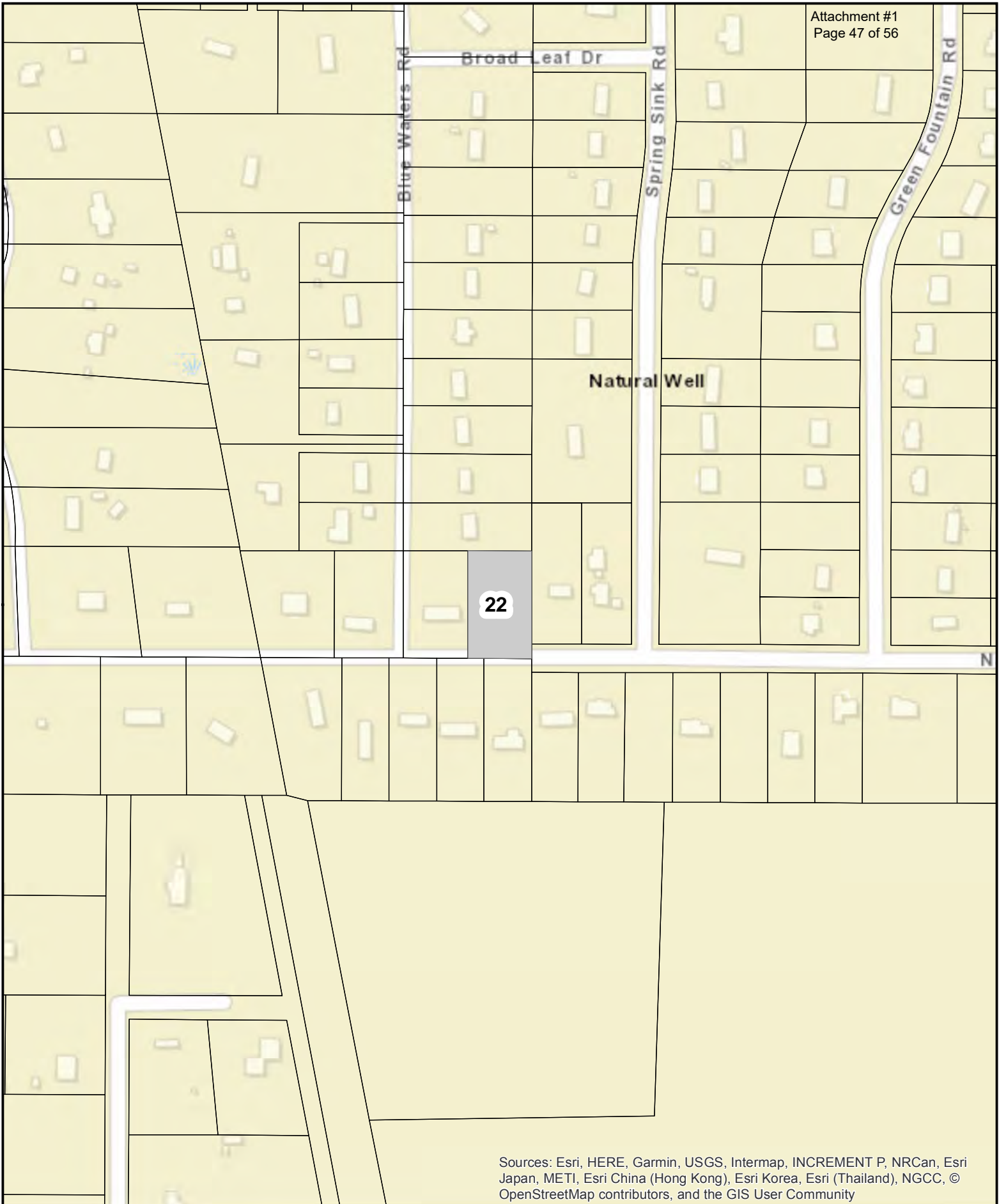


Exhibit "B" Current Affordable Housing Parcels Parcel 21

Current Leon County Affordable Housing Map Series
 Page 46 of 99
 Takahashi - Leon County GIS
 Map Produced 06/05/2019

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Legend

■ Current Parcels

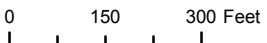


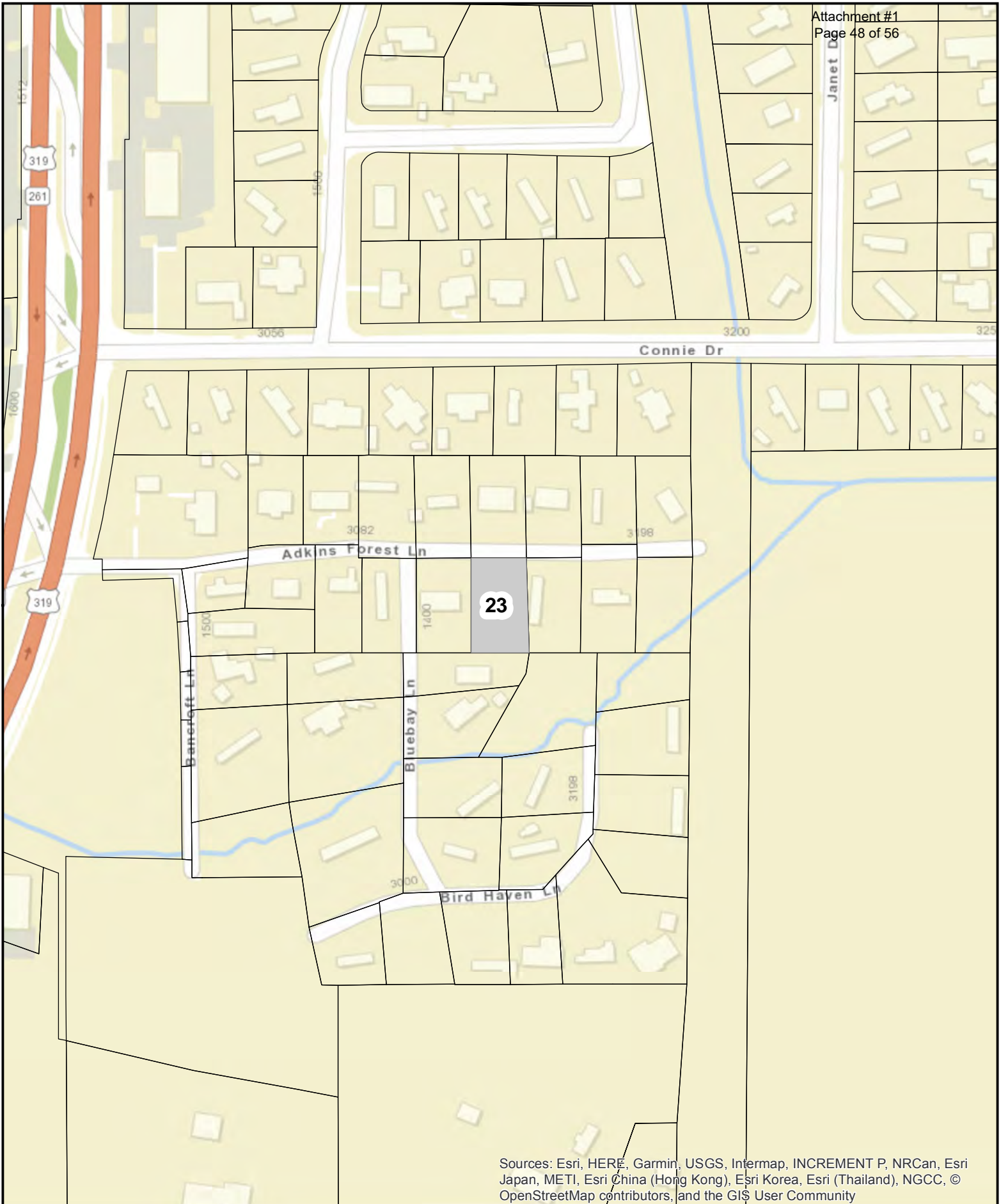
Exhibit "B" Current Affordable Housing Parcels

Parcel 22

Current Leon County Affordable Housing Map Series
Tallahassee, Leon County, FL
Map Produced 05/17/2019

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Legend

■ Current Parcels

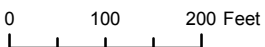


Exhibit "B" Current Affordable Housing Parcels
Parcel 23

Current Leon County Affordable Housing Map Series
 Page 48 of 56
 Map Produced 06/05/2019

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25

Bannerman Ln 8596

Holly Brook Trl 8896

Harvest Ridge Ln 8028

an Rd

400

Bannerman Rd

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Legend

■ Current Parcels

0 100 200 Feet

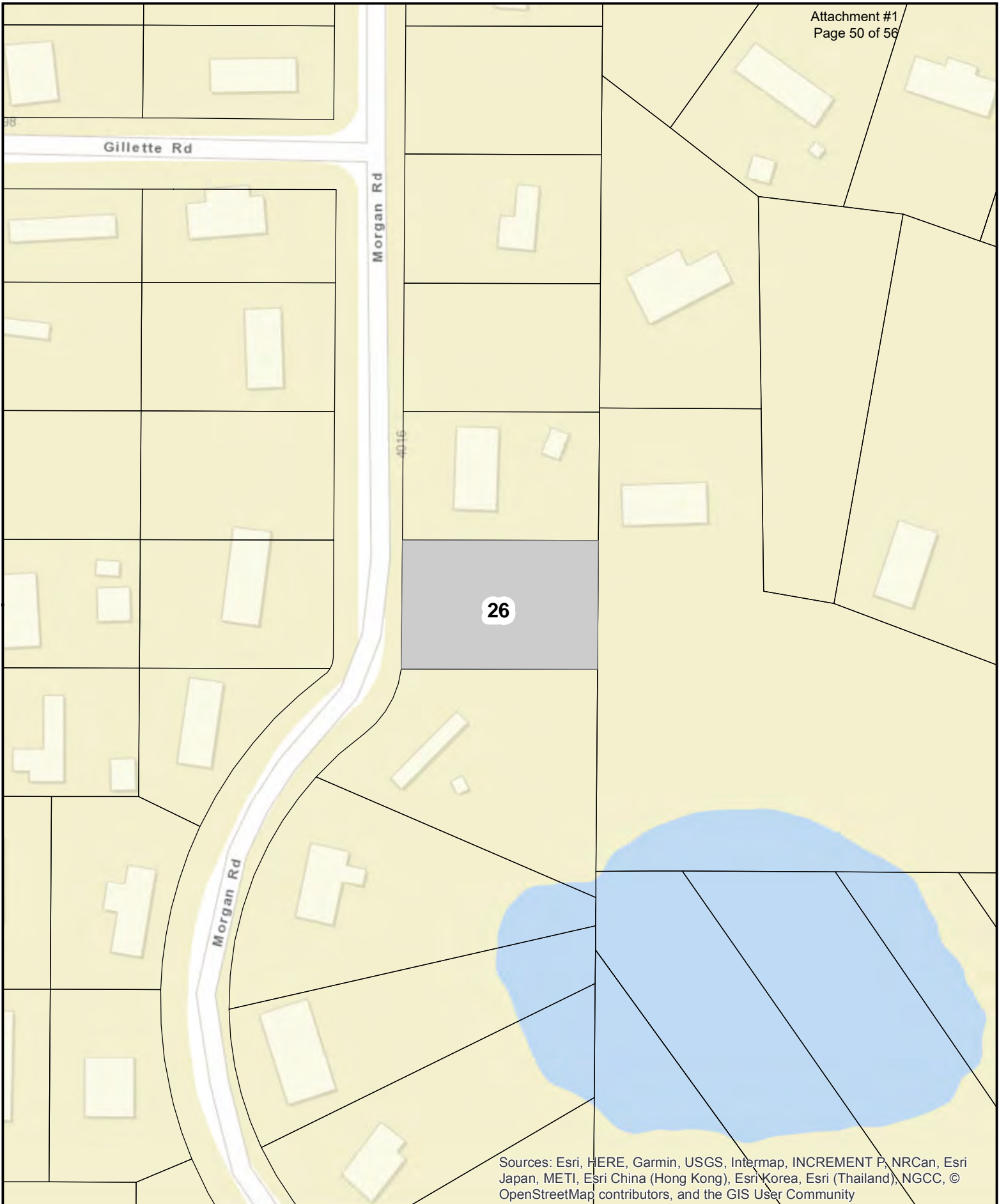
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Exhibit "B" Current Affordable Housing Parcels

Parcel 25

Current Leon County Affordable Housing Map Series
 Page 49 of 56
 Map Produced 06/05/2019

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Legend
 Current Parcels

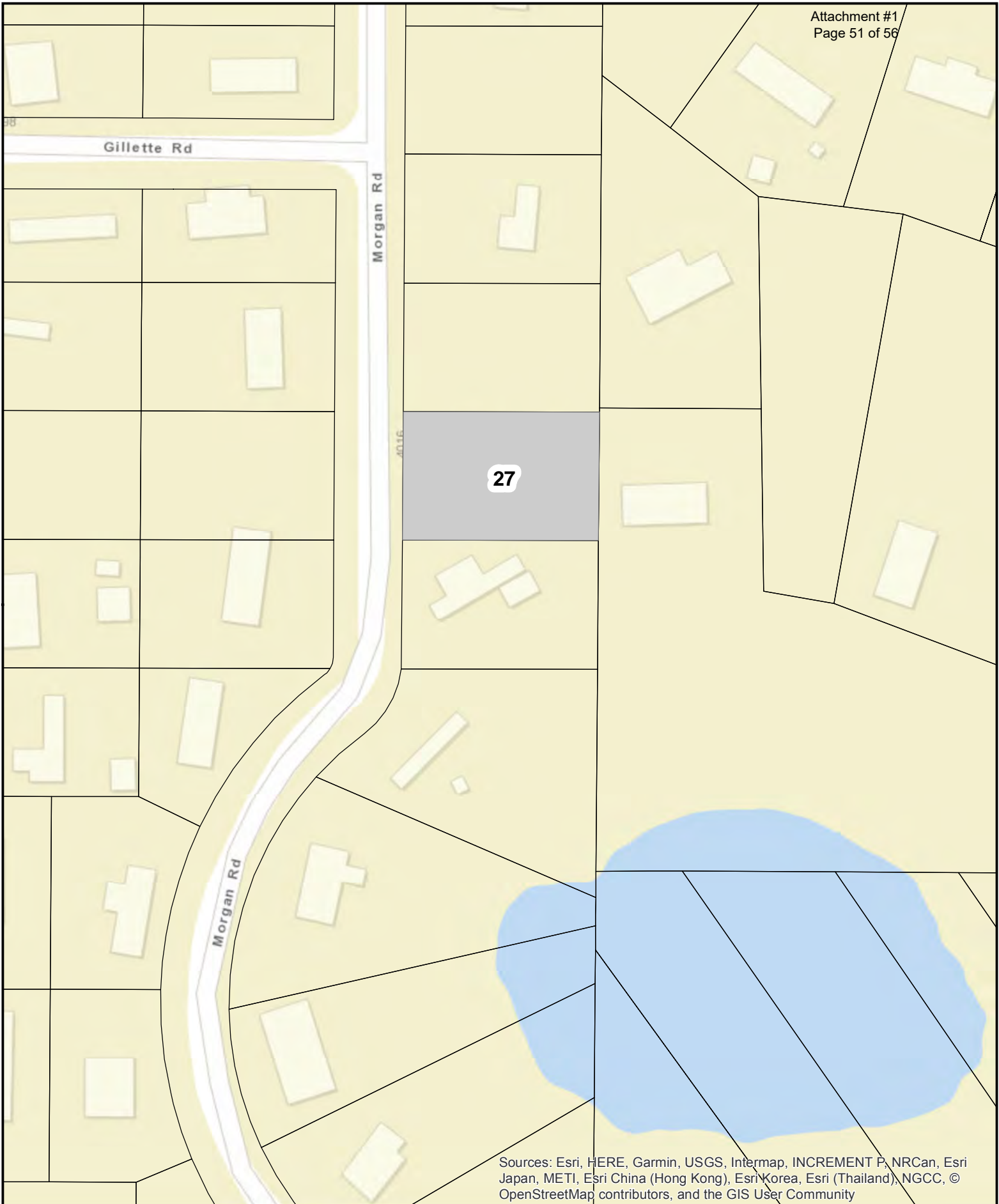
0 50 100 Feet



Exhibit "B" Current Affordable Housing Parcels Parcel 26

Current Leon County Affordable Housing Map Series
 Page 07 of 99
 Map Produced 06/05/2019

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Legend
 Current Parcels

0 50 100 Feet



Exhibit "B" Current Affordable Housing Parcels

Parcel 27

Current Leon County Affordable Housing Map Series
 Page 51 of 99
 Map Produced 06/05/2019

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Legend

■ Current Parcels

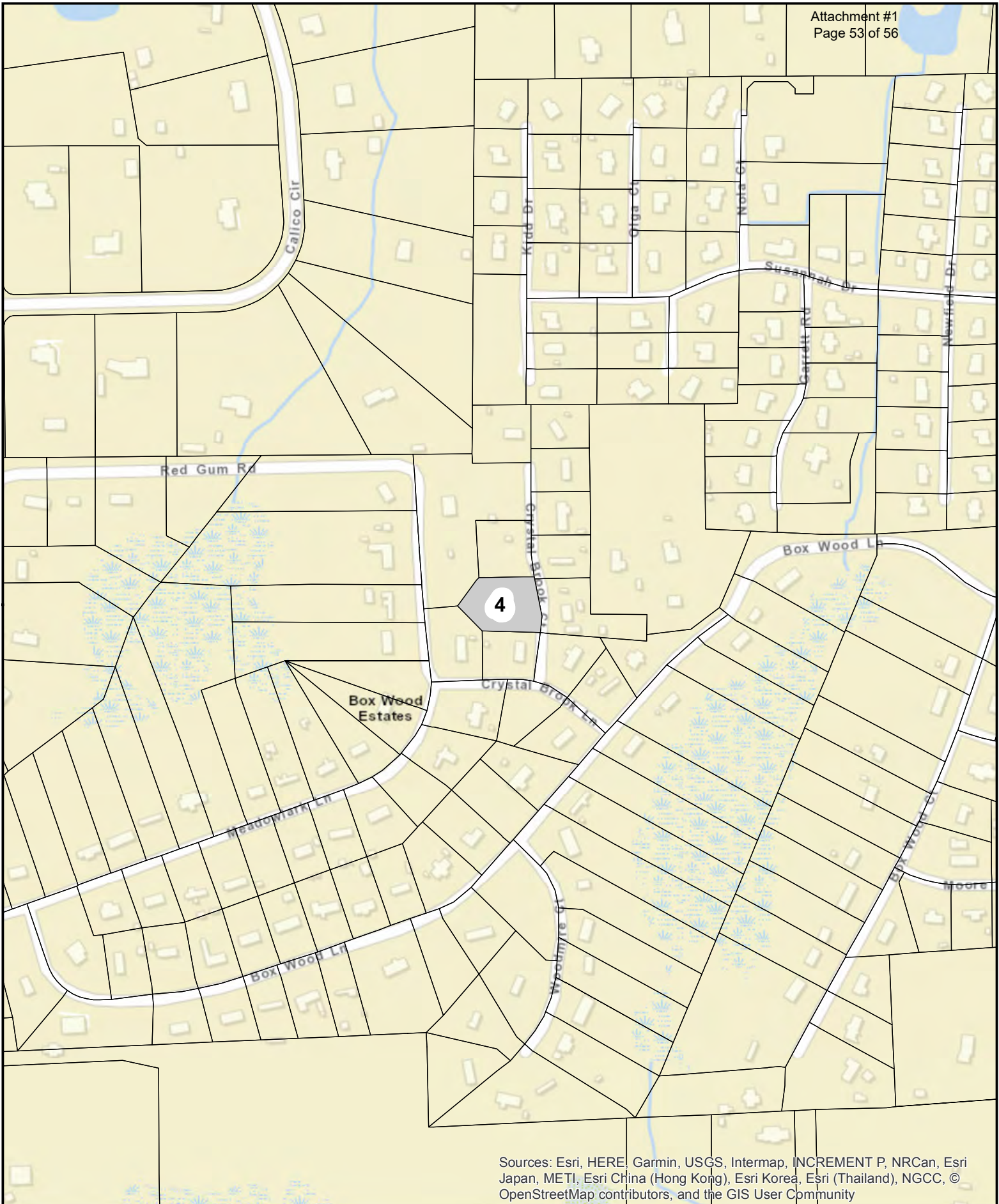
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Exhibit "B" Current Affordable Housing Parcels

Parcel 28


Current Leon County Affordable Housing Map Series
Tallahassee, Leon County, Florida
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Legend

 Current Parcels

0 200 400 Feet

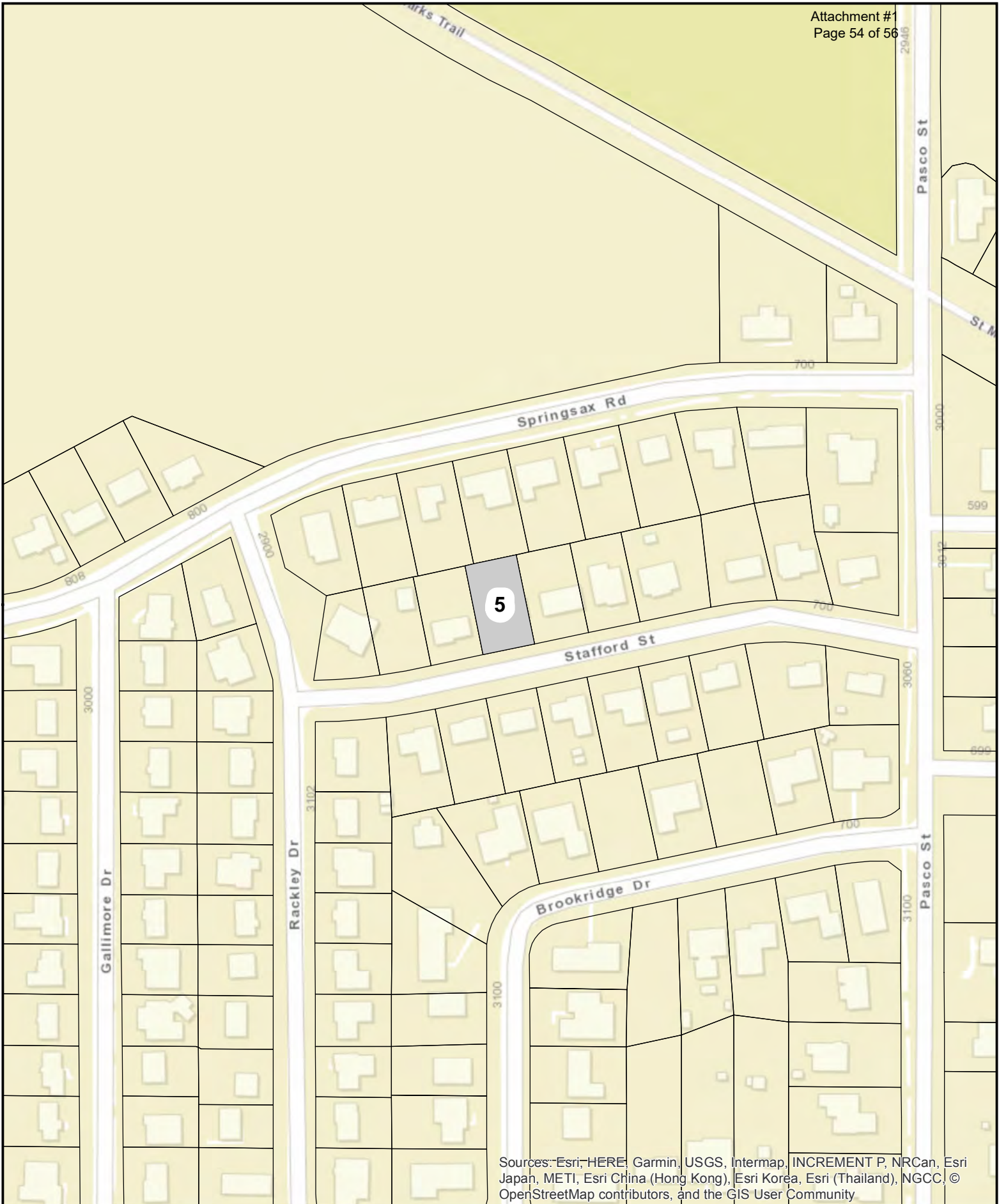


Exhibit "B" Current Affordable Housing Parcels
Parcel 4

Current Leon County Affordable Housing Map Series
Page 970 of 995
Map Produced 05/17/2019


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Legend

 Current Parcels

0 100 200 Feet

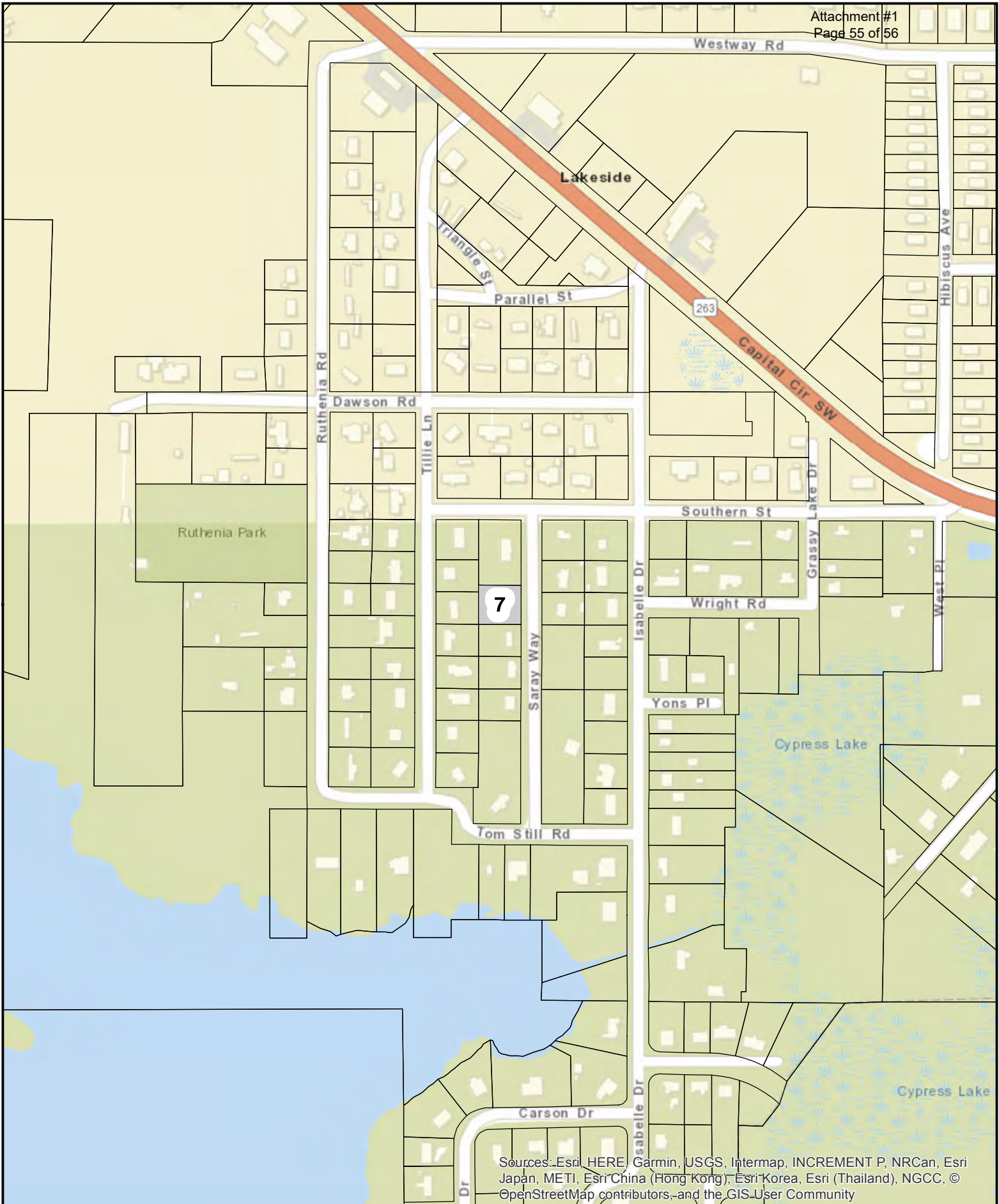


Exhibit "B" Current Affordable Housing Parcels
Parcel 5

Current Leon County Affordable Housing Map Series
 Page 54 of 56
 Map Produced 05/17/2019


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Legend

 Current Parcels

0 200 400 Feet

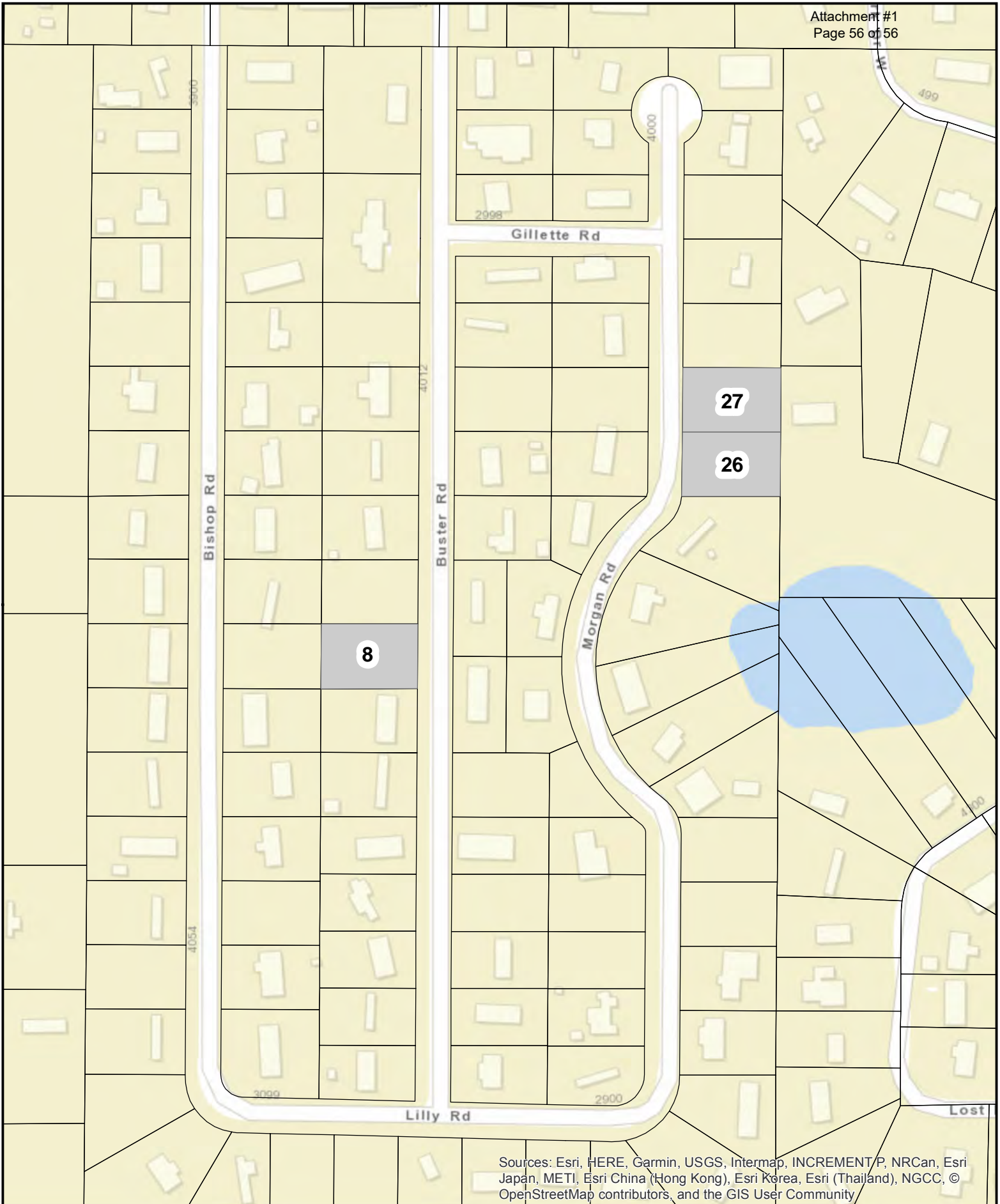


Exhibit "B" Current Affordable Housing Parcels
Parcel 7

Current Leon County Affordable Housing Map Series
Page 55 of 56
Map Produced 05/17/2019

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Legend

■ Current Parcels



Exhibit "B" Current Affordable Housing Parcels 8, 26 and 27

Current Leon County Affordable Housing Map Series
Page 56 of 56
Map Produced 05/17/2019

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NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, July 9, 2019, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the adoption of a resolution, in accordance with Section 125.379, Florida Statutes, that approves the list of County-owned properties which would be appropriate for use as affordable housing.

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay service.

Copies of the resolution may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception Desk
Tallahassee, FL 32301

and

Leon County Clerk's Office
315 S. Calhoun Street, Room 750
Tallahassee, Florida 32301

Advertise: June 29, 2019

**Leon County
Board of County Commissioners**

Notes for Agenda Item #31

Leon County Board of County Commissioners

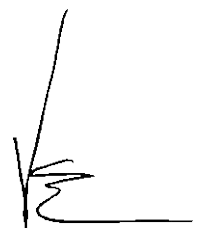
Agenda Item #31

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Transmittal Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Planning Department
Lead Staff/ Project Team:	Artie White, Administrator – Comprehensive Planning

Statement of Issue:

This item provides for the County Transmittal Public Hearing on the 2019 Out-of-Cycle amendment to the Tallahassee-Leon County Comprehensive Plan. The purpose of the Public Hearing is to transmit a proposed text amendment to the State Land Planning Agency and other reviewing agencies. This text amendment would ensure consistency between a proposed County Ordinance on Solar Energy Systems and the Comprehensive Plan as required by Florida law.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the transmittal public hearing on the 2019 Out-of-Cycle Text Amendment (Attachment #1) and transmit the proposed amendment to the State Land Planning Agency and review agencies.

Report and Discussion

Background:

The proposed Comprehensive Plan Text Amendment (Attachment #1) is essential to the following FY2017-FY2021 Strategic Initiative:

- *Pursue NACo's SolSmart designation. (2018-4)*

This particular Strategic Initiative aligns with the Board's Environmental Strategic Priorities:

- *(EN3) Promote orderly growth and sustainable practices.*
- *(EN4) Reduce our carbon footprint.*

The purpose of the Public Hearing is to transmit a proposed text amendment to the State Land Planning Agency and other reviewing agencies. Text amendments require two public hearings (a Transmittal Public Hearing and an Adoption Public Hearing). The County Adoption Public Hearing for the text amendment is scheduled for October 15, 2019.

Because the proposed text amendment is to the Joint Tallahassee-Leon County 2030 Comprehensive Plan, the amendment must be approved by both the Board and the City Commission consistent with Policy 1.8.1 of the Intergovernmental Coordination Element. The Transmittal Public Hearing for the City Commission is scheduled for July 10, 2019 and the Adoption Public Hearing for the City Commission is scheduled for October 16, 2019.

Full 2019 Out-of-Cycle Amendment Schedule:

Local Planning Agency – Recommendation of Initiation	May 7, 2019
County Initiation	June 18, 2019
Local Planning Agency Public Hearing	July 8, 2019
County Transmittal Public Hearing	July 9, 2019
City Transmittal Public Hearing	July 10, 2019
County Adoption Public Hearing	October 15, 2019
City Adoption Public Hearing	October 16, 2019

Analysis:

Transmittal Public Hearing - Text Amendment

The text amendment for the 2019 Out-of-Cycle Comprehensive Plan Amendment Cycle include:

- *Glossary and Land Use Element*

LTA 2019 01: Solar Energy Systems

Applicant: Tallahassee-Leon County Planning Department

TLCPD Staff: Stephen Hodges

Text Amendment: The proposed text amendment to the Comprehensive Plan Glossary and the Land Use Element provides for a classification of solar energy systems as “Light Infrastructure” and affirmatively allows Light Infrastructure as a permitted use within the Rural/Agriculture land

use category, subject to design standards that preserve the rural character of these areas. This text amendment would ensure consistency between a proposed County Ordinance on Solar Energy Systems and the Comprehensive Plan as required by Florida law. The proposed County Ordinance is scheduled to be considered at the Board's September 24 and October 15, 2019 meetings.

Recommendations for the proposed Comprehensive Plan text amendment are as follows:

- Staff recommendation on proposed amendment: Approve
- Local Planning Agency recommendation on proposed amendment: The Local Planning Agency is scheduled for July 8, 2019. The recommendation of the Local Planning Agency will be provided at the County's Transmittal Public Hearing meeting on July 9, 2019.
- The staff report for this text amendment is included as Attachment #2.

The transmittal public hearing serves as the first of two public hearings on text amendments to the Tallahassee-Leon County 2030 Comprehensive Plan. The second, the Adoption Public Hearing for the text amendment, is scheduled for October 15, 2019.

The Public Hearing has been publicly noticed consistent with the requirements of Florida Statutes (Attachment #3).

Options:

1. Conduct the transmittal public hearing on the 2019 Out-of-Cycle Text Amendment (Attachment #1) and transmit the proposed amendment to the State Land Planning Agency and review agencies.
2. Conduct the transmittal public hearing on the 2019 Out-of-Cycle Text Amendment and do not transmit the proposed amendment to the State Land Planning Agency and review agencies.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Comprehensive Plan Text Amendment
2. Staff Report for the proposed Solar Energy Systems Text Amendment to the Comprehensive Plan
3. Public Hearing Notice

XIII. Glossary

space, which may or may not be used for development at a later date.

COMMERCIAL: (REV. EFF. 6/25/96) Generally, an activity or business involving the sale of goods and/or services carried out for profit.

MINOR: (EFF. 7/16/90) Provide for the sale of convenience goods and services to the immediate residential area. Gross floor area—less than 20,000 square feet except at a local street intersection where maximum allowable is 10,000 square feet.

NEIGHBORHOOD: (REV. EFF. 9/19/91) Provide for the sale of convenience goods and personal services such as food, drugs, sundries and hardware items to one or more neighborhoods. Gross floor area—20,000 to 100,000 square feet. Except at intersection of collectors where maximum allowable is 50,000 square feet.

COMMUNITY: (EFF. 7/16/90) Same functions of neighborhood commercial but on a larger scale. Provide for sale of retail goods such as clothing, variety items, appliances and furniture, hardware and home improvement items. Gross floor area—100,000 to 200,000 square feet.

REGIONAL: (EFF. 7/16/90) Same functions of community center, provide full range and variety of shopping goods for comparative shopping such as general merchandise apparel, furniture and home furnishings. Gross floor area - 200,000 to 1,000,000 square feet.

HIGHWAY: (EFF. 7/16/90) Provide for consumer oriented retail services designed for drive-in convenience. Gross floor area - 1,000 to 10,000 square feet.

COMMUNITY FACILITIES: (REV. EFF. 8/17/92) Facility or service which may be public or privately owned, established, and intended to provide significant public benefit.

COMMUNITY SERVICES: (EFF. 7/16/90; REV. EFF. 8/27/17) A facility owned or operated by a public or private entity or agency that provides a service or significant public benefit directly to the general public, such as libraries, religious facilities, police/fire stations, hospitals, museums, and schools.

LIGHT INFRASTRUCTURE: (EFF. 7/16/90) Water wells, water tanks, sewage pump stations, electric substations, and solar power stations and systems.

HEAVY INFRASTRUCTURE: (EFF. 7/16/90; REV. EFF. 12/24/10) Government operational facilities, which have significant off-site impacts. Also included are such facilities operated by semi-public or private utility providers. These facilities shall include but are not limited to:

- | | |
|--|--------------------------------|
| Waste-to-energy facilities | Sludge disposal facilities |
| Materials recovery facilities | Incinerators |
| Sanitary sewer facilities | Correctional facilities |
| Sanitary sewer percolation ponds | Water treatment plants |
| Sewage treatment plants | Outdoor storage facilities |
| Airports | Vehicle maintenance facilities |
| <u>Electric generating facilities</u> | Solid waste transfer station |
| <u>Power generating stations (non-solar powered)</u> | Correctional facilities |
| Landfills | |

POST-SECONDARY: (EFF. 7/16/90) Public or private - Universities, colleges, vocational/technical schools.

COMMUNITY PARK: (EFF. 7/16/90) Means those parks that serve several neighborhoods with total populations of up to 25,000 and have a service area of up to a three mile radius. “Ride-

Policy 2.2.1: [L]

RURAL/AGRICULTURE (REV. EFF. 8/17/92; REV. EFF. 7/26/06;
REV. EFF. 12/24/10; REV. EFF. 7/6/15)

INTENT

Leon County's agricultural and silvicultural lands have a long and productive history. They have served as both a source of food and materials for urbanized areas of the County and as a significant economic engine for the region. Decades of suburbanization have dramatically reduced the amount of arable land available for agriculture and silviculture within the County. These lands are now at a premium and require protection to ensure that they remain viable, unfragmented, and productive for future generations.

The intent of the Rural category is to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Typical land uses within this category shall include agriculture, silviculture, and natural resource-based activities. Due to the very low intensity development pattern that is intended for the category, urban services are not planned or programmed for the area.

To promote infill and redevelopment within the Urban Service Area (USA) and Rural Communities, higher density residential, and non-residential activities that are not functionally related to and supportive of agriculture, silviculture and other natural resource based activities shall be prohibited within the Rural category.

ALLOWABLE USES, DENSITIES, AND INTENSITIES**1. Residential**

The Rural category shall allow for single family residential uses at a maximum density of one (1) dwelling unit per ten (10) gross acres.

2. Non-residential

Agriculture, silviculture, and other natural resource based activities shall comprise the primary non-residential uses within the Rural category.

Consistent with Florida's Right to Farm Act, bona-fide agricultural uses, on land classified as agricultural land by the Leon County Property Appraiser, shall not be subject to a non-residential intensity limitation.

Non-residential uses functionally related to and directly in support of agricultural, silvicultural, and other natural resource based activities, including ecotourism activities, may be permitted at a maximum intensity of 2,000 sq. ft. per gross acre. The location of such uses shall be limited to the intersection of major collector and arterial or arterial and arterial designated roadways. Total development at any one intersection shall not exceed 10,000 sq. ft.

To ensure that such uses are developed in a manner that is compatible with the rural nature of the area, additional standards and limitations shall be included in the land development code.

3. Community and Recreational Facilities

Community services, ~~light infrastructure~~, and recreational uses may be permitted provided they are compatible with the natural and rural surroundings. Facilities associated with

these uses may be permitted at a maximum intensity of 2,000 sq. ft. per gross acre.

Active recreational uses not functionally related to or supportive of agriculture, silviculture, natural resource based, or ecotourism activities, including, but not limited to golf courses, drag strips, and racetracks for motorized vehicles, are prohibited.

To ensure that such uses are developed in a manner that is compatible with the rural nature of the area, additional design standards and limitations shall be included in the land development code.

SPECIAL CONDITIONS

The following special conditions shall apply to the Rural future land use category:

1. Development proposals within the Rural area shall be evaluated for compatibility with adjacent agricultural uses and shall consider the land management activities associated with such uses. Development that is incompatible with agricultural uses, or has the potential to fragment, encroach upon, or displace such uses, shall not be permitted.
2. Property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural Community.
3. Non-residential development **and light infrastructure** shall be subject to design standards that preserve the scenic and rural character of this category and protect existing rural residential development from offsite impacts of non-residential development. Design standards shall include, but not be limited to, signage, lighting, parking, landscape buffers, and building materials.

4. Existing uses and structures listed on the local or national historic register at the time of adoption of this amendment shall be considered conforming.

Policy 2.2.2: [L]

URBAN FRINGE* (REV. EFF. 8/17/92; REV. EFF. 7/26/06;
REV. EFF. 4/10/09; REV. EFF. 12/24/10; REV. EFF. 12/15/11)

The Urban Fringe category is intended to provide the opportunity for very low-density residential areas mixed with open space and agricultural activity on the periphery of the Urban Service Area. To protect Rural areas from premature development, facilitate infill and redevelopment inside the Urban Service Area, and in recognition of the significant area already mapped as Urban Fringe, no additional lands designated Rural or Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary or the designated Woodville Rural Community. Conversions to the Woodville Rural Community designation shall be consistent with the Transfer of Development Units provision in Policy 4.2.5: [C].

Conventional subdivision of land in the Urban Fringe may be permitted at a density of up to one unit per three acres. To promote a mix of residential areas and perpetually protected open space and agricultural lands, Conservation Subdivision developments are allowed and encouraged. Conservation Subdivision design in Urban Fringe may be permitted at a density of up to one unit per three gross acres with units clustered on no more than 50% of the site. Conservation Subdivisions must also permanently set aside at least 50% of the total site as open space and restrict development to the least environmentally sensitive and otherwise significant portions of the land.



2019 Comprehensive Plan Amendment Cycle
LTA 2019 01
Solar Energy Systems

SUMMARY		
Applicant:	Proposed Change	TLCPD Recommendation:
Tallahassee-Leon County Planning Department	Classification of solar energy systems as “Light Infrastructure”	Approve
TLCPD Staff:	Comprehensive Plan Element	Additional Notes:
Artie White	Glossary Land Use Element	
Contact Information:	Policy Number(s)	
artie.whitie@talgov.com (850) 891-6400	Glossary, Policy 2.2.1, and Land Use Matrix	
Date: June 6, 2019	Updated: July 1, 2019	

A. SUMMARY:

The proposed text amendment to the Comprehensive Plan Glossary and the Land Use Element provides for a classification of solar energy systems as “Light Infrastructure” and affirmatively allows Light Infrastructure as a permitted use within the Rural/Agriculture land use category, subject to design standards that preserve the rural character of these areas. This text amendment would ensure consistency between a proposed County Ordinance on Solar Energy Systems and the Comprehensive Plan as required by Florida law.

B. RECOMMENDATION:

Approve.

C. PROPOSED POLICY CHANGE:

See attachment #1

D. APPLICANT’S REASON FOR THE AMENDMENT:

On May 7, 2019, the Local Planning Agency recommended that the Leon County Board of County Commissioners initiate the proposed amendment. The proposed amendment was initiated by the Leon County Board of County Commissioners on June 18, 2019.

E. STAFF ANALYSIS

History and Background

The proposed text amendment to the Comprehensive Plan Glossary and the Land Use Element provides for a classification of solar energy systems as “Light Infrastructure” and affirmatively allows Light Infrastructure as a permitted use within the Rural/Agriculture land use category, subject to design standards that preserve the rural character of these areas.

The proposed text amendment to the Comprehensive Plan also resolves an internal inconsistency with the County Land Use Development Matrix in the Land Use Element and the Rural Land Use Category (Policy 2.2.1 [L]). The County Land Development Matrix currently indicates that Heavy Infrastructure is allowed in the Rural Land Use Category; however, the Rural/Agriculture Land Use Category (Policy 2.2.1 [L]) and the implementing zoning district do not allow Heavy Infrastructure. The Land Development Matrix is a pictorial representation of existing policies in the Comprehensive Plan; therefore, the proposed text amendment does not change whether Heavy Infrastructure is allowable in the Rural land use, but amends the matrix to represent the existing Rural land use policy.

The proposed text amendment would resolve this inconsistency by clarifying that Light Infrastructure (including solar energy systems) is permitted in the Rural land use category and that Heavy Infrastructure is prohibited. This is also consistent with the implementing Rural Zoning District.

Previous County Commission Consideration

The proposed Comprehensive Plan Text Amendment is essential to the following FY2017-FY2021 Strategic Initiative:

- *Pursue NACo’s SolSmart designation. (2018-4)*

This designation is offered by the National Associations of Counties (NACo), an institutional partner of SolSmart. SolSmart is a national designation and technical assistance program for local governments funded by the U.S. Department of Energy that promotes the use of best practices by local governments to ensure greater ease and affordability for residents and businesses to install and access solar energy.

This particular Strategic Initiative aligns with the Board’s Environmental Strategic Priorities:

- *(EN3) Promote orderly growth and sustainable practices.*
- *(EN4) Reduce our carbon footprint.*

Previous City Commission Consideration

On February 20, 2019, the City Commission adopted Resolution No. 19-R-04 supporting 100% clean renewable energy in Tallahassee by 2050.

The proposed amendment does not affect the ability of the City to provide solar energy projects, such as the solar facility located at the Tallahassee International Airport. In most cases, the City will seek a Future Land Use Designation of Government/Operations in order to develop a power generating facility as the City’s electric services are owned by the City and the Government/Operations category is intended for government owned lands.

F. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

2019 Out-of-Cycle Meetings		Dates	Time and Locations
X	Local Planning Agency Meeting	May 7, 2019	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Initiation of Out-of-Cycle Amendment	June 18, 2019	3:00 PM, Fifth Floor, Leon County Courthouse
	Local Planning Agency Public Hearing	July 8, 2019	6:00 PM, Second Floor, Frenchtown Renaissance Center
	County Transmittal Public Hearing	July 9, 2019	6:00 PM, Fifth Floor, Leon County Courthouse
	City Transmittal Public Hearing	July 10, 2019	6:00 PM, Fifth Floor, Leon County Courthouse
	County Adoption Public Hearing	October 15, 2019	6:00 PM, Fifth Floor, Leon County Courthouse
	City Adoption Public Hearing	October 16, 2019	6:00 PM, Fifth Floor, Leon County Courthouse

CONCLUSION:

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

- Consistency with Comprehensive Plan policies
- Consistency with Land Development Code policies
- Supportive of Board of County Commissioners strategic initiatives and City Commission Priorities.

H. ATTACHMENTS:

1. Proposed text amendment.



**2019 Out of Cycle Comprehensive Plan
Amendment
LTA201901
Solar Energy Systems**

Attachment #1

Proposed Text Amendments

XIII. Glossary

space, which may or may not be used for development at a later date.

COMMERCIAL: (REV. EFF. 6/25/96) Generally, an activity or business involving the sale of goods and/or services carried out for profit.

MINOR: (EFF. 7/16/90) Provide for the sale of convenience goods and services to the immediate residential area. Gross floor area—less than 20,000 square feet except at a local street intersection where maximum allowable is 10,000 square feet.

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|--|--------------------------------|
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| Materials recovery facilities | Incinerators |
| Sanitary sewer facilities | Correctional facilities |
| Sanitary sewer percolation ponds | Water treatment plants |
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| <u>Power generating stations (non-solar powered)</u> | Correctional facilities |
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REV. EFF. 12/24/10; REV. EFF. 7/6/15)

INTENT

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SPECIAL CONDITIONS

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1. Development proposals within the Rural area shall be evaluated for compatibility with adjacent agricultural uses and shall consider the land management activities associated with such uses. Development that is incompatible with agricultural uses, or has the potential to fragment, encroach upon, or displace such uses, shall not be permitted.
2. Property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural Community.
3. Non-residential development **and light infrastructure** shall be subject to design standards that preserve the scenic and rural character of this category and protect existing rural residential development from offsite impacts of non-residential development. Design standards shall include, but not be limited to, signage, lighting, parking, landscape buffers, and building materials.

4. Existing uses and structures listed on the local or national historic register at the time of adoption of this amendment shall be considered conforming.

Policy 2.2.2: [L]

URBAN FRINGE* (REV. EFF. 8/17/92; REV. EFF. 7/26/06;
REV. EFF. 4/10/09; REV. EFF. 12/24/10; REV. EFF. 12/15/11)

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Notice of Comprehensive Plan Amendment Public Hearing

**County Commission
Transmittal Public Hearing
Tuesday, July 9, 2019 At 6 pm
5th Floor - Leon County Courthouse**

TEXT AMENDMENT TRANSMITTAL

Requested Text Amendment:
Solar Energy Systems
Reference Number: LTA 2019 01
Applicant: Tallahassee-Leon County
Planning Dept.

The proposed text amendment to the Comprehensive Plan Glossary and the Land Use Element provides for a classification of solar energy systems as "Light Infrastructure" and affirmatively allows Light Infrastructure as a permitted use within the Rural/Agriculture land use category, subject to design standards that preserve the rural character of these areas.

Interested parties may appear at the meeting and be heard with respect to the proposed ordinances and resolutions. The application, ordinances and resolutions are on file at the Tallahassee-Leon County Planning Department, 3rd floor, Frenchtown Renaissance Center, 435 N. Macomb Street, Tallahassee, Florida and may be reviewed between 8:00 A.M. and 5:00 P.M. For further information please call 891-6400.

The purpose of the hearing is to consider Out-of-Cycle 2019 amendments to the Tallahassee-Leon County Comprehensive Plan. The Plan provides a blueprint of how the community is intended to develop over the next 15-20 years. The plan amendments may be inspected by the public at the Tallahassee-Leon County Planning Department, located on the third floor of the Frenchtown Renaissance Center, 435 North Macomb Street, Tallahassee, Florida, during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information, contact the Planning Department at (850) 891-6400.

NOTICE: PLEASE BE ADVISED that if a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, such person will need a record of these proceedings; and, for this purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record indicates the testimony and evidence upon which the appeal is to be based. The County Commission does not provide or prepare such a record. See Section 286.0105, Florida Statutes.

County Transmittal Hearing 7/9/19

TD-0000298418

PROOF O.K. BY: _____ O.K. WITH CORRECTIONS BY: _____

PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

ADVERTISER: TALLAHASSEE LEON COUNTY PROOF CREATED AT: 6/27/2019 10:19 AM
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**Leon County
Board of County Commissioners**

Notes for Agenda Item #32

Leon County Board of County Commissioners

Agenda Item #32

July 9, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W. A. Thiele, County Attorney

Title: Continuance of the First of Two Public Hearings to Adopt a Proposed Ordinance Amending Section 10-1.101, Entitled "Definitions" and Creating a New Section 10-6.820, Entitled "Solar Energy Systems"

Review and Approval:	Vincent S. Long, County Administrator Herbert W. A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management Maggie Theriot, Director of the Office of Resource Stewardship
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator Jessica Icerman, Assistant County Attorney Ryan Culpepper, Director, Development Services

Statement of Issue:

This item requests the Board continue the first of two public hearings on the proposed Ordinance amending Chapter 10, Leon County Code of Laws, pertaining to solar energy systems, to September 24, 2019. The first public hearing was originally scheduled to be held on July 9, 2019.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Continue the first of two Public Hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems" to September 24, 2019.

Title: Continuance of the First of Two Public Hearings to Adopt a Proposed Ordinance Amending Section 10-1.101, Entitled “Definitions” and Creating a New Section 10-6.820, Entitled “Solar Energy Systems”

July 9, 2019

Page 2

Report and Discussion

Background:

The Board authorized staff to proceed with the development of the Ordinance at the March 12, 2019 meeting. At the June 18, 2019 meeting, staff presented a draft Ordinance and the Board approved scheduling the first public hearing for July 9, 2019. This item recommends continuing the Public Hearing until September 24, 2019 to allow time to make additional modifications and refinements to the Ordinance.

Also, at the June 18, 2019 meeting, the Board requested additional information regarding power purchase agreements (“PPAs”) and net metering, and how these relate to neighborhood-scale solar energy systems under the proposed Ordinance. This additional information will also be included as part of the continued Public Hearing.

Analysis:

This item recommends continuing the Public Hearing to September 24, 2019. The first Public Hearing was scheduled for July 9, 2019 and Notice of the Public Hearing was published in the *Tallahassee Democrat*. Since the Public Hearing was published, staff requests the Board formally continue the Public Hearing to September 24, 2019. Staff will use this time to make additional modifications and refinements to the proposed Ordinance.

Options:

1. Continue the first of two Public Hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled “Definitions” and creating a new Section 10-6.820, entitled “Solar Energy Systems” to September 24, 2019.
2. Board direction.

Recommendation:

Option #1